

SDSD Detention Services Bureau- East Mesa Reentry Facility

Date: 01-16-2022
Number: L.4.M
Subject: HOUSEKEEPING PLAN
Related Sections: L.5.M

PURPOSE:

To establish a written housekeeping plan for maintaining facility cleanliness.

PROCEDURE

I. SENIOR CUSTODIAN

A. General areas of responsibility but not limited to the following:

1. Supervise an incarcerated cleaning crew Monday-Friday
2. Visit Lobby (No incarcerated persons)
3. Locker Rooms
4. Briefing Room
5. Control Building
6. Medical
7. Probation
8. Classrooms
9. House 3 (e.g. med exam room, Pro-visit offices)
10. House 4 (e.g. Dep. Station, Control, med exam room, Pro-visit offices, Sgt. office)
11. Admin Building
12. Warehouse (No incarcerated persons)
13. Deputy Stations

II. PROGRAM DEPUTY

A. General areas of responsibility but not limited to the following:

Govt. Code 6255(a)

III. Night Shift Visit Deputy or in absence of the visit deputy, the central rover will assume the following duties:

A. General areas of responsibility but not limited to the following:

1. Supervise an incarcerated cleaning crew 7 days a week
2. Release area
3. Processing building
4. All staff restrooms will be cleaned and stocked
5. All trash will be emptied.

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IV. CPC DEPUTIES

A. Supervise a small incarcerated worker crew and clean the following areas:

1. Lobby Floors
2. Breezeways
3. Power wash showers in all housing areas

V. Nightshift Kitchen Deputy

A. General areas of responsibility but not limited to the following:

1. Supervise an incarcerated cleaning crew 7 days a week
2. Control Building
3. Classroom wing
4. Barbershop
5. All staff restrooms will be cleaned and stocked
6. All trash will be emptied

VI. Cleaning of Incarcerated Persons Housing Areas

A. All housing units will be cleaned by incarcerated workers under the supervision of housing unit staff. In addition to daily cleaning, access to the entire cleaning cart before the weekly inspection must be allowed.

B. House 3 will be cleaned by assigned module workers under the supervision of the housing unit staff. The module workers' areas of responsibility include, but are not limited to the following:

1. Serve each meal and cleanup afterwards.
2. At minimum, incarcerated persons must be given cleaning solution and rags to clean the tables after the breakfast meal.
3. After lunch and dinner meal, and after 2200 hard count a fully stocked cleaning cart will be placed into the module.
4. The cleaning cart must be inspected before and after it exits the module. The inspection should include ensuring proper supplies and equipment are available and no damage or vandalism has occurred.
5. Other areas of responsibility may include cleaning staging areas, Control, Dep. Station, classrooms, restrooms, holding cells, DI cells, recreation yards, etc.
6. All trash will be emptied

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- C. House 4 will be cleaned by the on call incarcerated work crew assigned to the housing unit under the supervision of the housing unit staff. The work crew's area of responsibility include, but are not limited to the following:
1. Staging area
 2. Classrooms
 3. Restrooms
 4. Holding cells
 5. DI cells
 6. Recreation yard
 7. All trash will be emptied
 8. Two incarcerated persons from each module will serve each meal and cleanup afterwards.
 9. At minimum, incarcerated persons must be given cleaning solution and rags to clean the tables after the breakfast meal.
 10. After the lunch and dinner meal, and after the 2200 hard count a fully stocked cleaning cart will be placed into the module.
 11. The cleaning cart must be inspected before and after it exits the module. The inspection should include ensuring proper supplies and equipment are available and no damage or vandalism has occurred.

VII. Cleaning Supply Storage

- A. Cleaning carts and supplies are stored in the following Janitor Closet areas:

1. Visit Area
2. Processing Building
3. Control Building
4. Administration Building
5. House 3 and 4 supply rooms

- B. These closets will be kept supplied by the facility storekeeper

- VI. Facility inspections are completed by the Facility Commander as well as the EMRF supervisory staff.