

SDSD Detention Services Bureau—San Diego Central Jail Green Sheet

DATE:	February 22, 2022
NUMBER:	L.4.C.1
SUBJECT:	HOUSEKEEPING PLAN

PROCEDURE

SDCJ will be cleaned on a regular basis.

The facility worker deputy will provide a crew of facility workers to accomplish the daily cleaning schedule of the facility. The crew will be scheduled to work in conjunction with the deputy’s work schedule.

Facility Worker Deputy

Administrative/Reception area

Remove trash and clean restrooms daily, dust, vacuum and clean all windows in the Administrative offices.

Govt. Code 6255(a)

Remove trash, sweep and mop men’s and women’s locker rooms. The shower areas will be cleaned daily. The gym will be swept, and equipment wiped down. Sweep and mop Govt. Code 6255(a) hallways and break room. Wipe down all sinks, countertops and remove trash from break room. The Govt. Code 6255(a) will be swept, and trash removed daily.

Govt. Code 6255(a)

Remove trash and clean restrooms, training room, and briefing room.

Elevators

Elevators [redacted] will be cleaned as needed or by order of the administrative sergeant. Elevators [redacted] will be cleaned daily. The elevators will be stripped and waxed in conjunction with the team shift change schedule.

Kitchen Deputy Cleaning Responsibilities

The kitchen area [redacted] [redacted] will be cleaned by facility workers assigned to the kitchen while under the direct supervision of the kitchen deputy or civilian cooks. The kitchen will be inspected daily for cleanliness by the on-duty cooks along with the kitchen deputy.

SDCJ Custodial Work Assignments

The administrative sergeant will be responsible for maintaining custodial schedules as described below.

Govt. Code 6255(a)

Custodial staff is responsible for requisitioning supplies and maintaining the contents of the janitorial closets and cleaning carts on **Govt. Code 6255(a)**.

Training for new custodial staff will be the responsibility of the administrative sergeant. The training shall cover, at a minimum, the safe operation of all cleaning equipment, efficient ways to clean the jail, and cost-efficient ways to utilize cleaning materials. This training will also cover the maintenance of all flooring in the jail and the proper storage of all cleaning materials, especially caustic or hazardous materials.

2nd Floor Facility Worker Detail Crew

Govt. Code 6255(a)

Housing Deputies

It is the housing deputy's responsibility to ensure a clean workstation. Housing deputies will call facility workers to the floor to clean as needed.

Module Power Washing

Housing floor modules will be power washed on an as needed basis or by order of the administrative sergeant. The power washing will include the dayroom, showers, and cells/bunk areas in each module. Prior to power washing, the housing floor deputies will need to remove all the incarcerated persons from the tier/module that is to be cleaned. Incarcerated persons will need to remove their mattresses, linens, and module property. The cleaning will be conducted by a facility worker crew and supervised by a deputy.

Once the power washing is complete, the housing floor deputies may return the incarcerated persons to the module. The cleaning may be considered the "Weekly Hygiene Inspection" for that tier/module in that week.