

<b>DATE:</b>	<b>February 22, 2022</b>
<b>NUMBER:</b>	<b>L.4. C.2</b>
<b>SUBJECT:</b>	<b>HOUSEKEEPING PLAN - MODULE CLEANING CARTS</b>

PROCEDURE

A fully stocked cleaning cart will be placed into all mainline incarcerated person housing modules during the restricted movement time between 1100 and 1300 hours and during the lockdown time after night count. Prior to placing the cleaning carts into the modules, all incarcerated persons will be locked down. This will limit the number of incarcerated persons exposed to the cleaning cart items.

Cleaning should take no longer than 30 minutes. Green band incarcerated persons shall not be designated as module cleaners due to the higher security risk they pose. After the dayroom has been cleaned, the cleaning carts shall be made available to individuals requesting to clean their cells.

The cleaning carts should also be made available to mainline incarcerated persons prior to the weekly hygiene inspections. Incarcerated persons will be given an opportunity to clean their respective cells as well as the dayrooms and showers. If an incarcerated person is unwilling, unable or if security reasons are documented prohibiting the incarcerated person from having access to the cleaning supplies to clean their cells, the incarcerated person shall be removed from the cell and facility workers will be utilized to clean the cell.

The housing deputies will inventory the cleaning carts before they are placed into the module.

All cleaning carts should be supplied with the following items:

- 1 push broom
- 1 mop & mop bucket
- 1 shower brush
- 1 dust pan
- 1 hand broom (fox tail)
- 1 toilet brush
- 1 towel (green cleaning towels from laundry preferred)
- 2 bottles containing premixed cleaning solution

If the cleaning carts lack an item from the above inventory, or if any item is damaged or worn, it will be the responsibility of the housing deputy to requisition the items from the stock room so that all available cleaning carts contain all necessary items.

Incarcerated persons housed in high risk security level housing modules throughout the facility will be allowed to utilize the cleaning items to clean their cells during their respective dayroom time on Saturdays. Housing deputies will be responsible for having facility workers report to the housing floors once night count has been cleared or when all dayroom time has been completed to conduct dayroom cleaning of the high risk security level housing modules.

The housing deputy will account for all items on the cleaning cart after it is removed from the module. Failure to account for all cleaning cart items at the conclusion of the cleaning will result in subsequent investigation and search for those items.

The housing deputies will inspect the modules after each cleanup and supervisors will inspect each module during their regular housing checks to ensure the modules have been adequately cleaned. At the discretion of the housing deputy, any module can be cleaned utilizing facility workers if it is determined that the dayroom and/or showers are not being cleaned adequately by the module cleaners.

Diluted bleach solution should be available on all housing floors for incarcerated persons worker use when cleaning heavily soiled areas. This solution should not be given to mainline incarcerated persons for general cleaning because of the risk of the bleach solution being misused. If an area of a housing module requires bleach solution to be adequately cleaned, facility workers should be called to the floor to clean that area.

**At no time and under no circumstance will facility workers or mainline incarcerated persons be given straight undiluted bleach solution for cleaning due the risk of injury to themselves as well as other incarcerated persons and staff.**