

<b>DATE:</b>	April 17, 2022
<b>NUMBER:</b>	L.4.S
<b>SUBJECT:</b>	HOUSEKEEPING PLAN

**PROCEDURE**

**I. FACILITY CLEANING**

The facility will be cleaned on a regular basis by incarcerated workers under the direct supervision of facility custodians, an incarcerated worker deputy or any sworn staff member. Cleaning will consist of the following task:

- A. MONDAY thru SUNDAY (2300 to 0100)
  - 1. Control
    - Empty trash (Sergeant’s office, control, booking, DPD, final release, and information)
    - Sweep and mop (Including sally port)
    - Check supplies (Sanitizer and trash liners)
    - Control holding cells (Trash pick-up, sweep and mop)
  - 2. Sergeant’s Bathroom
    - Re-stock (Toilet paper, paper towels, and soap)
    - Disinfect
    - Empty trash
    - Clean sink & toilet
  - 3. Professional and Social Visit Area
    - Empty trash, sweep and mop
  - 4. Administration Hallway and Locker Rooms
    - Empty trash, sweep and mop
    - Vacuum
    - Check supplies
    - Disinfect urinals, toilets and sinks
  - 5. Medical and Medical Holding Cells
    - Empty trash
    - Sweep and mop (Including area 5A hallway and cells)
    - Bathroom and break room cleaning
  - 6. Gym and Gym Office
    - Empty trash
    - Sweep and mop
    - Vacuum

7. Court Holding cells (Upper & Lower detention)  
Trash pick-up, sweep and mop (Sweep/mop daily @ 1330 hours by court deputy)  
Distribute bars of soap as needed by court deputy

8. Deputy Stations (Upper & Lower detention)  
Empty trash sweep and mop clean restrooms  
Check supplies

B. SATURDAY (2300 to 0100)

Court Holding and Medical Holding cells  
Trash pick-up, sweep and mop  
Clean cells with diluted bleach solution.

C. It will be the responsibility of the nightshift Station Three deputies to supervise the janitorial crew to accomplish the evening cleaning schedule of the facility.

D. The incarcerated workers assigned as kitchen crew will clean the kitchen area while under the direct supervision of food service staff. The kitchen will be inspected daily for cleanliness by the senior cook. A weekly health inspection will be conducted by a member of the health staff.

E. Mop, janitorial and storage room doors will not be left open without a deputy physically present at the room. Incarcerated individuals will not be left unattended inside these rooms, and a deputy must be physically present at the room in order to effectively supervise the incarcerated individuals activities inside.

F. The incarcerated worker deputy is responsible for the ordering, purchasing, and storage of supplies for the janitorial closets on upper and lower detentions. Incarcerated worker janitorial crews are responsible for cleanliness and contents of the janitorial closets and carts.

II. DAYROOM AND CELL CLEANING

A. Daily, after each meal and at night count, the module will be locked down. The assigned module workers will sweep, mop and clean module tables in the dayroom. Module workers will also use a diluted bleach solution to disinfect all common areas (i.e. tables, phones, handrails, etc.).

B. Weekly cleaning in preparation for module inspection is done by all module workers. Individual cells are cleaned by its assigned occupants. The common areas are cleaned by the module workers, and a supplement of additional incarcerated individuals if necessary, to complete the cleaning in a timely manner.

C. Housekeeping by incarcerated individuals is supervised by a deputy both from the deputy station and during routine safety checks. Weekly cleaning inspections are conducted by the module deputy.

- D. Cleaning equipment and cleaning products are distributed to the module workers during clean up time. Module workers will offer a diluted bleach solution to every cell on a daily basis. These items are stored in the mop rooms.
- E. All cleaning supplies will be delivered on Thursday to the deputy stations by the Training coordinator deputy.
- F. Station deputies are responsible for ensuring that necessary cleaning equipment and products are available to the incarcerated individuals. If items are not in the deputy station, they are obtained from the supply room and janitorial room located in lower detentions.
- G. Station deputies will ensure that all equipment and products are used safely and for their intended purpose.

The night shift watch commander will check for general cleanliness throughout the facility during their shift.