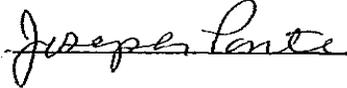


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<b>POLICY NUMBER: 17.1</b>		
<b>CHAPTER 17: SANITATION AND HYGIENE</b>		
	<b>STATE of MAINE</b> <b>DEPARTMENT OF CORRECTIONS</b>  <b>Approved by Commissioner:</b> 	<b>PROFESSIONAL STANDARDS:</b>  <b>See Section VII</b>
	<b>EFFECTIVE DATE:</b> <b>August 30, 2004</b>	<b>LATEST REVISION:</b> <b>November 23, 2011</b>

**I. AUTHORITY**

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

**II. APPLICABILITY**

All Departmental Adult Facilities

**III. POLICY**

It is the policy of the Department of Corrections to ensure that each of its facilities complies with all health codes and regulations and that any deficiencies noted during inspections are corrected as soon as possible in order to provide staff and prisoners with a clean, sanitary working and living environment.

**IV. CONTENTS**

- Procedure A: Facility Housekeeping Plans
- Procedure B: Daily Cleaning and Facility Sanitation Inspections
- Procedure C: Documenting Sanitation Inspections
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- Procedure E: Inspections, Prisoner Living Areas
- Procedure F: Inspections, Prisoner Common Areas
- Procedure G: Other Facility Area Inspections
- Procedure H: Trash and Waste Disposal
- Procedure I: Annual Review and Inspection

**V. ATTACHMENTS**

None

## VI. PROCEDURES

### Procedure A: Facility Housekeeping Plans

1. Each facility shall ensure adequate space is available for janitorial closets, equipped with a sink and cleaning implements, and accessible to prisoner living and activity areas.
2. Each facility shall implement practices to maintain safe and sanitary conditions within and around all prisoner housing units. A facility housekeeping plan shall be developed to structure the daily and weekly routine for maintaining clean working and living conditions. Housekeeping responsibilities shall be designed to prepare prisoners for self-sufficiency and accountability and shall be considered an essential component of daily operations within each facility. The housekeeping plan may include, but shall not be limited, to:
  - a. a cleaning schedule for each area,
  - b. specific work assignments related to sanitation for each prisoner assigned, with proper instruction on equipment and supplies,
  - c. specific instructions pertaining to the cleaning of cells/rooms, dayrooms and other common areas, floors and doors, storage areas, walls and windows, toilet and shower facilities, and program and service areas.
  - d. waste disposal duties.
  - e. acquisition, utilization and storage of cleaning supplies and equipment,
  - f. areas restricted or unauthorized from prisoner cleaning,
  - g. instructions for reporting sanitation and health issues to staff,
  - h. clear expectations and minimum standards associated with housing housekeeping duties,
  - i. if applicable, information to prisoners concerning appropriate protective equipment to be worn or used when performing duties such as decontamination of clothing, linen and bedding,
3. The designated facility Sanitation and/or Safety Officer(s), or other designated staff, shall review the facility housekeeping plan for completeness prior to approval by the Chief Administrative Officer.

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4. Copies of the approved housekeeping plan shall be distributed to the following persons, as applicable:
  - a. Department head and/or Unit Manager
  - b. Shift Commander
  - c. Safety Officer
  - d. Sanitation Officer
  - e. Medical Director
  - g. Zone Supervisor
  - h. Housing Unit/Pod Officers

**Procedure B: Daily Cleaning and Facility Sanitation Inspections**

1. Each facility shall include daily cleaning plans and sanitation inspections as components of its sanitation program. Methods of conducting sanitation inspections in conjunction with security inspections may be used when adequate provisions to address the Department’s goals for facility sanitation programs are included.
2. Each facility shall comply with all applicable laws and regulations of the State and shall provide documentation from same that any past deficiencies noted in annual inspections have been corrected.
3. At a minimum, daily sanitation inspections shall consist of a walk-through inspection by appropriate supervisory staff who shall identify and determine levels of compliance with the facility’s sanitation plan.
4. In conjunction with facility safety and/or sanitation inspection practices, deficiencies shall be noted and reported to appropriate staff for corrective action(s). Staff shall identify problems for repair. All major repairs of facility toilets, washbasins, sinks and other equipment shall be the responsibility of maintenance staff. At each facility, prisoners who meet security classification requirements and who are properly trained by staff and properly equipped may assist with maintenance repairs under maintenance staff supervision.
5. Designated, qualified facility staff shall conduct weekly sanitation inspections of all facility areas. These inspections shall be documented, reviewed and deficiencies corrected as soon as possible. Records of those inspections shall be maintained in a secure location. Sanitation and safety inspection records

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shall be accurate and complete and made available to outside inspectors as required.

6. Each facility's Sanitation Officer, or other designated staff, shall conduct comprehensive and thorough monthly sanitation inspections of the facility.
7. At least annually, facility inspections shall be conducted by federal, state and/or local sanitation and health officials or other qualified person(s).
8. Each food service department head, or designee, shall monitor food service employees and kitchen work force prisoners daily for cleanliness and sanitary practices in food preparation and meal service, to include hand washing upon reporting to duty and after using toilet facilities.
9. Each facility's sanitation and safety programs shall include inspections and servicing of all equipment subject to preventive maintenance.

**Procedure C: Documenting Sanitation Inspections**

1. Facilities may use manual or automated systems for documenting inspections of housing units or common areas. Supervisory staff shall verify the accuracy and completeness of deficiency reports and/or work orders. As required, documentation shall include appropriate signatures.
2. Documentation of inspections shall be recorded on facility developed sanitation reports.
3. Each facility's Sanitation Officer, or other designated staff, shall be responsible for tracking deficiencies and/or work orders involving compliance standards for the facility. The deficiency reporting system shall prioritize sanitation hazards to ensure that those problems requiring immediate corrective action(s) are expedited.
4. A copy of the Sanitation Officer's or other designated staff's monthly sanitation deficiency report shall be submitted to the facility's Maintenance Supervisor.

**Procedure D: Inventory, Ordering and Storage of Cleaning Supplies/Equipment**

1. Each facility shall implement practices and designate staff to maintain an appropriate inventory of cleaning supplies and equipment to ensure daily cleaning schedules are not interrupted due to shortages. Manual and/or automated systems may be used to establish and maintain an inventory control system for cleaning supplies and equipment, as determined necessary by the facility.

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2. Each facility shall implement practices to ensure that supplies and equipment are available through other approved commercial vendors when primary vendors used by the Department or facility cannot provide the materials.
3. Supplies shall be stored in areas that provide safe environmental conditions consistent with manufacturer's warranties, safety labels, legal requirements, and/or the facility's hazardous materials control plan. Kitchen cleaning equipment and other implements shall be kept separate from other facility cleaning supplies.

**Procedure E: Inspections, Prisoner Living Areas**

1. The Unit Manager, or other designated staff, shall conduct daily inspections of prisoner living areas for which he/she is responsible.
2. Prisoners are responsible for their cells or rooms. They shall be instructed in the proper use of cleaning supplies and equipment necessary for preparing areas for sanitation inspections.
3. Appropriate staff shall be responsible to ensure prisoners have access to necessary cleaning materials. Unit Management/Housing staff shall be responsible for supervising prisoners during housekeeping and inspect the quality of their work.
4. At each facility, staff shall ensure prisoners clean their living areas prior to leaving the unit to attend work or program assignments. Trash shall be removed daily.
5. Staff shall ensure prisoner property is stored properly and is within the limits established by the Department. Prisoners shall not be allowed to accumulate perishable items from meals or create conditions from the storage of personal property that promote an unsanitary or unsafe environment.
6. Staff shall enforce rules and regulations regarding the disallowance of curtains, screens, paper, cellophane, cardboard, clothing or other items on doors, bars or windows to prevent fire hazards or obstacles to supervision and accuracy of population counts.
7. At a minimum, the following items shall be issued or available to assist prisoners in cleaning housing areas for inspection:
  - a. Mops, buckets, brooms
  - b. Containers of commercial cleaners

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- c. Scrub brushes, cleaning rags or paper towels
- 8. Storage areas for cleaning implements shall provide ventilation for drying and the reduction of unhealthful environmental conditions (i.e., mildew, pests).
- 9. Each facility shall implement practices to ensure that cells are cleaned and locked when they are vacated due to transfers, releases, or population count decreases.

**Procedure F: Inspections, Prisoner Common Areas**

- 1. Each facility shall implement practices for cleaning common areas used/occupied by prisoners. Appropriate staff shall assign and directly supervise prisoners in cleaning these areas.
- 2. Appropriate supervisory staff shall inspect prisoner common areas on a daily basis.

**Procedure G: Other Facility Area Inspections**

- 1. The Chief Administrative Officer, or designee, shall designate staff responsible for ensuring sanitation of common areas of the physical plant such as corridors, administrative offices, program and service areas, and the surrounding grounds of the facility. Such areas shall be cleaned to comply with the facility's established sanitation and safety inspection standards. Cleaning equipment and supplies such as buffers, stripping pads, industrial cleaners, etc., shall be properly used, stored and replaced as necessary. Designated staff shall inspect these areas at least weekly.
- 2. The Chief Administrative Officer, or designee, shall establish a plan for cleaning administrative areas which may include assigning staff supervision to a prisoner work force. Staff shall supervise prisoners at all times while they are cleaning administrative areas. Sharps and confidential records information shall not be accessible by prisoners assigned to clean common areas and administrative offices. When prisoners are assigned to clean these areas, provisions for appropriate searches of prisoners shall be established to prevent contraband from moving throughout the facility.
- 3. Each facility shall implement practices to assure sanitation in areas where property and clothing are stored. These areas shall be included on the Sanitation Officer's or other designated staff's monthly sanitation report.

**Procedure H: Trash and Waste Disposal**

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1. Daily trash and waste removal is essential to reduce the risk for unsafe environmental conditions and shall be considered an essential component of each facility's sanitation and safety plans and inspections. Clear plastic bags shall be used for all trash disposal. At facilities where trash compactors are available, appropriate safety precautions shall be used.
2. Staff or prisoners assigned to remove trash or waste shall wear appropriate protective clothing and/or equipment, as deemed necessary by the facility.
3. Bio-hazardous or toxic waste products shall be handled and removed by staff or prisoners in accordance with Chapter 18, Health Care Services and Chapter 12, Physical Plant and Maintenance.
4. Liquid waste shall be disposed of through the facility's established sewer system.

**Procedure I: Annual Review and Inspection**

1. Each facility's sanitation program shall be reviewed and a sanitation inspection shall be conducted annually by designated Central Office staff. The designated staff shall maintain records of each annual inspection in a secure location. The facility's Chief Administrative Officer, or designee, shall ensure all cited deficiencies are corrected and the status reported to the Commissioner.
2. The facility's water supply shall be tested and certified by a qualified independent outside source to ensure the safety of drinking water.
3. Food service areas shall be inspected by health department officials as required.
4. Upon request, staff shall make available pest and vermin control records to Department inspectors.

**VII. PROFESSIONAL STANDARDS**

**ACA:**

**ACI - 4-4162 Adequate space is provided for janitorial closets accessible to the living and activity areas. The closets are equipped with a sink and cleaning implements.**

**ACI - 4-4329 (MANDATORY) The facility complies with all applicable health codes and regulations of the governing jurisdiction, and there is documentation by an independent, outside source that any past deficiencies noted in annual inspections have been corrected. Copies of all inspections will be forwarded to both the facility or program administrator and the health authority. The following facility inspections are required:**

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- weekly sanitation inspections of all facility areas by a qualified departmental staff member
- comprehensive and thorough monthly inspections by a safety or sanitation specialist
- at least annual inspections by federal, state, and/or local sanitation and health officials or other qualified person(s)

- ACI - 4-4330** (MANDATORY) The institution's potable water source and supply, whether owned and operated by the public water department or the institution, is certified by an independent, outside source to be in compliance with jurisdictional laws and regulations.
- ACI - 4-4331** (MANDATORY) The institution provides for a waste disposal system, in accordance with an approved plan by the appropriate regulatory agency.
- ACI - 4-4333** A written housekeeping plan for all areas of the facility's physical plant provides for daily housekeeping and regular maintenance by assigning specific duties and responsibilities to staff and inmates.
- 4-ACRS-1A-01** (MANDATORY) The facility's potable water source and supply are sanitary and are approved by an independent, qualified agency or individual to be in compliance with jurisdictional laws and regulations.
- 4-ACRS-1A-02** (MANDATORY) The facility complies with the sanitation and health codes of the jurisdiction having authority.
- 4-ACRS-1A-03** Sanitation and safety inspections are conducted weekly. Inspection results are reviewed, and deficiencies are corrected.
- 4-ACRS-1A-04** (MANDATORY) Waste is disposed of properly in accordance with an approved plan by the appropriate regulatory agency.
- 4-ACRS-1A-06** The facility is clean and in good repair, and a housekeeping and maintenance plan is in effect.
- 4-ACRS-1A-11** Space is provided for janitorial supplies in one or more locations that are accessible to the living and activity areas.

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