

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 15.01	PAGES: 1 of 6
	RELATED ORDERS: ACA 4-ALDF-1A-03, 1A-04 MJS 1280 P&P 7.11 , 15.07	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: August 29, 2016	
	REVISION DATE: August 29, 2016	
CHAPTER: Sanitation and Hygiene	SUBJECT: Sanitation Schedule	

- I. **PURPOSE:** To establish a schedule to ensure effective housekeeping.
- II. **POLICY:** A regular schedule of housekeeping will be performed to maintain an acceptable level of cleanliness throughout the facility pursuant to Minimum Jail Standards Section 1280.
- III. **PROCEDURE:**
 - A. **INFORMAL INSPECTIONS:**
 1. Housing deputies will inspect their housing areas during each shift. Any cleanliness or maintenance problems will be immediately corrected. If the problem cannot be corrected, the deputy will notify their immediate supervisor and the appropriate action will be taken.
 2. Security sergeants will inspect all housing units and other areas under their control at least once per shift, including weekends and holidays, and report their findings to the Watch Commander. Cleanliness or maintenance problems will be brought to the attention of the housing unit deputy and appropriate action will be taken.
 3. The Watch Commander, acting as chief security officer, shall conduct at least weekly inspections of all security devices needing repair or maintenance and report the results of the inspection in writing.
 4. *As they carry out their assigned duties*, ITR deputies will inspect *the portions of ITR in which they carry out those duties, including, the interior of all cells being used to hold inmates, throughout* each shift. Any cleanliness or maintenance problems will be immediately corrected. If the problem cannot be corrected, the deputy will notify the ITR Supervisor and appropriate action will be taken.

- 5. At least once each hour, an ITR deputy shall visually inspect the interior of each holding cell used to hold inmates, inquire if inmates are in need of any supplies and ascertain that the toilet and sink are in proper working order. Any cleanliness or maintenance problems will be immediately corrected. This inspection shall be documented with the time and deputy's initials on a form to be maintained by a deputy designated by the ITR Supervisor for the shift. The ITR Supervisor shall confirm that such inspections have been made and shall note such confirmation at the end of the shift with his or her initials on the form.***
- 6. At least once every two hours, an ITR deputy shall arrange for an inmate worker to sweep and remove any garbage from each holding cell being used to hold inmates, unless the inmate population in ITR does not permit such cleaning to be performed in a safe and secure manner. Such cleaning shall be documented on a form to be maintained by a deputy designated by the ITR Supervisor for the shift, which shall also be used to document any deferral of the cleaning of a holding cell due to security concerns. All holding cells for which cleaning is deferred due to security concerns shall be cleaned as soon thereafter as safety permits. Any deferral of cleaning of holding cells that carries over to the following shift shall be noted in the ITR Supervisor's end of shift report and shall be addressed in muster of the oncoming shift.***
- 7. At least once per shift, an ITR deputy shall arrange for all floor and seating surfaces of each holding cell being used to hold arrestees to be wet mopped and for each toilet and sink to be sanitized, unless the inmate population in ITR does not permit such cleaning to be performed in a safe and secure manner. Such cleaning shall be documented on a form to be maintained a deputy designated by the ITR Supervisor for the shift, which shall also be used to document any deferral the cleaning of a holding cell due to security concerns. Any deferral of such a cleaning shall be noted in the ITR Supervisor's end of shift report and shall be addressed in muster of the oncoming shift.***
8. The ITR Sergeant will inspect all areas under his/her supervision at least once during each shift. Cleanliness or maintenance problems will be brought to the attention of the deputy responsible for the problem area or referred to the Watch Commander for appropriate action.
9. Janitorial staff will inspect the public facility and administrative areas for cleanliness or maintenance problems. Problems will be corrected as soon as possible. Repair requests will be forwarded to GSA/BMD.
10. The food contract vendor will inspect the Kitchen and staff dining area during each shift. Weekly Kitchen inspections will be conducted by the Kitchen Sergeant and a BMD representative. Cleanliness or maintenance problems will be corrected as soon

as possible. Repair requests will be forwarded to GSA/BMD.

11. All staff assigned to Control Point positions will inspect their areas daily. Cleanliness or maintenance problems will be corrected as soon as possible. Repair requests will be forwarded to the janitorial staff or GSA/BMD.
12. GSA/BMD staff and supervisors will inspect areas in the service area(s) they are directly responsible for, on a daily basis.
13. The Special Projects Deputy will be the liaison between the facility and GSA/BMD for vermin/pest control. GSA/BMD will ensure that vermin/pest control professionals are readily available to the facility. Regular weekly inspections will be conducted to identify any such conditions, and to eradicate by whatever means is necessary.
14. Follow-up monthly inspections will be conducted by the facility Fire/Life Safety Deputy during the monthly Fire/Life Safety Sanitation facility-wide inspection.

B. CIVILIAN HOUSEKEEPING RESPONSIBILITIES:

1. Janitorial staff are responsible for the cleanliness of all offices, lobbies, public and staff restrooms, hallways, control points, housing control units, libraries, classrooms, ITR, holding areas, clinic, main clinic, and all housing unit clinic's and any other areas pursuant to contractual agreement.
2. The following housekeeping schedules will be adhered to in all staff and visitor areas within the facility, by civilian staff.
 - a. Floors will be kept clean, dry, and free of hazardous substances at all times, pursuant to Policy and Procedure [7.11](#), "Hazardous Substance Program."
 - 1) Daily Service: Office, lobby hallways, ITR, and multi-purpose rooms, public visiting corridors and areas
 - a) Empty waste baskets, remove trash
 - b) Vacuum/buff tile floors
 - c) Spot mop for spillage
 - d) Vacuum carpets, stairs, and elevators
 - e) Spot clean carpets
 - f) Dust desks, file cabinets, and furniture
 - g) Clean and disinfect drinking fountains
 - h) Spot clean glass for fingerprints and smudges
 - 2) Daily Service: Public restrooms, staff locker rooms

- a) Clean and disinfect all fixtures
 - b) Refill all dispensers
 - c) Clean and disinfect toilets, urinals and showers
 - d) Spot clean walls and partitions
 - e) Clean mirrors
 - f) Empty waste baskets, remove trash
 - g) Dust lockers, return air vents
 - h) Mop floors
 - i) Empty exterior cigarette urns
- 3) Weekly Service: Offices, lobbies, hallways, ITR and multi-purpose rooms
- a) Scrub and sanitize showers
 - b) Replace plastic liners in waste baskets when applicable
 - c) Clean doormats, thresholds, and entrance areas
 - d) Spray and buff tile, damp mop stairs and elevators
- 4) General: As deemed necessary by Janitorial Supervisor
- a) Dust door ledges, partitions, and moldings
 - b) Spot clean doors, walls, and door frames
 - c) Vacuum, dust, and clean Venetian blinds
 - d) Damp wipe waste baskets
 - e) Clean all interior windows
 - f) Shampoo/steam clean carpet
 - g) Wash windows
 - h) Clean air vents
- 5) Semi-Annual:
- a) Clean all light fixtures and luminaries
 - b) Shampoo/steam clean all carpets
- 6) Annual: Strip and wax tile (pursuant to contract or established GSA/BMD procedures).
- C. SANITATION OF CELLS AND ROOMS: Each inmate is required to maintain sanitary living area conditions:
1. Each inmate shall be responsible for the cleanliness of his/her cell or living area including walls, floors, sink, toilet, windows, and other property within the cell, room, or living area.

2. Cleaning materials and articles for cleaning shall be provided by the housing floor/unit deputy, to each inmate. The inmate is responsible for the proper usage and care of these articles.
 3. Before leaving the cell/dorm area, each inmate shall sweep and mop the floor of their living areas, and deposit the trash in the trash can.
 4. No curtains, screen, paper, cellophane, cardboard or clothing, etc., shall be hung in the cell or on room doors.
 5. The deputy shall issue the inmate a verbal warning or a disciplinary report in cases of continued noncompliance with cell/dorm cleaning.
- D. Inmate workers are responsible for the cleanliness of the common area in each pod, multi-purpose rooms, showers, quasi yards, and hallways.
1. The following housekeeping schedules will be adhered to in all pods/living areas daily by inmate workers:
 - a. Clean all table tops in common area.
 - b. Clean pantry and mop floors.
 - c. Ensure that all trash is staged for pick up by 2300 hours at Glenn Dyer Jail and at 2330 hours at Santa Rita Jail, pursuant to Policy and Procedure [15.07](#), "Trash Procedure and Schedule."
 - d. Vacuum carpets in all common areas.
 - e. Sweep and mop the inmate side of the visiting room, multi-purpose rooms, courtyards, and corridors leading to sally ports.
 - f. Spot clean all windows where needed.
 - g. Wipe down telephones.
 - h. Dust all TV's, bookcases, and other furniture.
 - i. Clean and disinfect inmate showers.
 - j. Clean marks from doors and walls.
 2. Additional cleaning before and after meals:
 - a. The pantry area will be cleaned prior to serving meals. Any juice or coffee spills will be wiped up.
 - b. All tables where eating will occur will be wiped off.
 - c. After meals have been served, the tables will be cleaned before recreation and social activities resume.
 - d. Any spills on the carpet will be cleaned immediately.
 3. Other housing unit rooms (visiting, storage, showers, etc.):

- a. The storage rooms will be straightened, dusted and mopped as directed by shift deputies.
 - b. The inmate side of the non-contact visiting rooms will be dusted, windows cleaned and the floor mopped and buffed after visiting.
4. Common area: Shift deputies are responsible for supervising the inmate workers and ensuring cleaning assignments are accomplished in a timely and satisfactory manner.
 - a. Spot clean soiled spots on carpet.
 - b. Dust or wipe down all recreation equipment and furniture.
 - c. Clean all table tops and wipe down pedestals.
 - d. Clean all windows accessible from inside the pod.
 - e. Clean outside of windows from quasi yard. (Santa Rita Jail only)
 - f. Straighten books in bookshelves and dust.
 - g. Dust window sills, over doors, stairs, and railings.
5. Pantry: cleaned after each meal.
 - a. Clean pantry counter top.
 - b. Straighten and dust inside of cabinets and drawers.
6. All necessary cleaning material (cleaner/disinfectant, cleanser, brooms, mops, etc.) will be stored in a locked closet in each housing unit. These are to be issued to each pod and used by inmates to clean their living areas daily, under the supervision of the housing unit deputy.