

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 15.08	PAGES: 1 of 2
	RELATED ORDERS: ACA 4-ALDF-1C-11, 4B-01	
	ISSUED DATE: January 1, 1998	
	REVIEW DATE: October 25, 2015	
	REVISION DATE: September 25, 2011	
CHAPTER: Sanitation and Hygiene	SUBJECT: Housing Unit Cleaning Chemical Procedures	

- I. **PURPOSE:** To establish procedures for dispensing cleaning chemicals to inmate workers in the housing units.

- II. **POLICY:** Detention and Corrections personnel will store and distribute housing unit cleaning chemicals in a manner that security and inventory control can be maintained while ensuring inmate workers do not retain unused chemicals after use.

- III. **PROCEDURE:**
 - A. **CHEMICAL DISTRIBUTION:**
 1. Cleaning chemicals will be mixed to their proper and safe dilution ratio automatically by the dispensing systems located in the Glenn E. Dyer Detention Facility (GEDDF) supply area, and in each housing unit and ITR at Santa Rita Jail (SRJ).
 2. Diluted cleaning chemicals will only be stored in their respective and appropriate labeled containers.
 3. GEDDF: The storekeeper/supply person will maintain an adequate inventory of approved cleaning chemicals and shall maintain the appropriate chemical storage jugs in the individual housing floors/units janitor's closets, filling and/or replacing them as necessary.
 4. SRJ: Individual housing units and ITR will have cleaning chemical dispensing systems in each locked janitor's closet located in the back hallway of each housing unit. The dispensing systems will be maintained by the designated Supply Deputy.

5. An inventory of received and used cleaning chemicals shall be maintained by the respective facility storekeeper and/or Supply Deputy.

B. CHEMICAL DISTRIBUTION TO INMATE WORKERS:

1. The housing floor/unit deputy shall ensure the janitor's closet containing the cleaning chemicals is locked. At no time shall an unescorted inmate be allowed in the janitor's closet.
2. The housing floor/unit deputy shall fill the individual quart dispensing bottle(s) or mop bucket(s) with the appropriately marked, diluted cleaning chemical from either the dispensing jugs (GEDDF) or the dispensing system (SRJ).
3. The appropriate, diluted cleaning chemical in its properly marked dispensing container shall be given to the inmate worker or individual inmate (if cleaning an individual cell). The deputy distributing the chemical(s) shall instruct the inmate to return the dispensing container with the unused cleaning chemical upon completion of the cleaning task.
4. Upon return of the dispensing container, the deputy shall return it to the janitor's closet and ensure that the closet is secured. No cleaning chemical is to be stored outside of the locked janitor's closet or left unattended anywhere within the housing floor/unit.
5. At no time is any inmate allowed to retain or store any cleaning chemical, either in the original dispensing container or in any other container.
6. At no time are any inmates to be in contact with, or exposed to, any concentrated cleaning chemical.