

YGC UNIT WORK ASSIGNMENTS

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 3-3-022, dated 08/28/17 (Recertified)
- FORMS:** Work Crew Assignments (Attachment A)
YGC Map (Attachment B)
- PURPOSE:** To divide work assignment according to units.

I. GENERAL INFORMATION

Unit routines, frequency and specific instructions are to be provided by each unit Supervising Juvenile Correctional Officer (SJCO). All job assignments are to be thoroughly structured, supervised and checked by staff for quality upon completion.

Standard unit cleaning chores include:

- A. Staff Counseling Office
- B. SJCO Office
- C. Staff bathroom and connecting hallway between Units 200//300 and 500/600
- D. Main bathroom and showers, ceiling fans, vents
- E. Counselor Station
- F. Mop Room
- G. Single rooms
- H. Dormitory rooms
- I. Property Room
- J. Laundry Room
- K. Day Room
- L. Rear stairs, walkways, landings and sidewalks
- M. Common areas of Units 200/300 and 400/500/600
- N. Front stairs of Units 200/300 and 400/500/600
- O. Outside of buildings

P. Gymnasium

Q. Trash

II. PROCEDURE

A. ROP youth will be responsible for the following duties:

1. All kitchen duties (set up for breakfast, lunch and dinner).
2. Serving food, main laundry, recycling, auto detailing, nursery/ landscaping.
3. Assisting cooks as needed.
4. Assigned/trained counselors, with the ROP youth, will be responsible for stripping, waxing, and buffing the floors monthly or on an as needed basis. This will include laundry room floors, hallways, landings, dining room floor, and gymnasium floor.
5. ROP is also involved in general maintenance of YGC.
6. Washing the exterior of the first and second floors of the facility.

B. Unit 200 is responsible for:

1. Daily maintenance and cleanliness of the 200/300 common area by vacuuming, dusting, window cleaning as well as organizing the chairs and other furniture.
2. Cleaning/maintenance of the front stairwell of Units 200/300 every morning, cleaning the banisters and windows. Sweep from the front of the stairs to the parking lot.
3. Completing daily work crews as assigned by Center I staff. If a work crew is not assigned for the day, on duty staff are to identify and complete any Unit 200 work detail assignments in need of completion (see attached DAILY WORK CREWS list).
4. Completing KPs, dining room cleaning duties and Saturday Kitchen Major Cleanup duties as assigned in the rotation with all YGC units.

C. Unit 300 is responsible for:

1. Cleaning/maintaining rear stairs, balcony, landings and sidewalk.
2. Completing daily work crews as assigned by Center I staff. If a work crew is not assigned for the day, on duty staff are to identify and complete any Unit 300 work detail assignments in need of completion (see attached DAILY WORK CREWS list).
3. Completing KPs, dining room cleaning duties and Saturday Kitchen Major Cleanup duties as assigned in the rotation with all YGC units.

D. Unit 400 is responsible for:

1. Daily maintenance and cleanliness of the 400/500/600 common area by vacuuming, dusting, window cleaning as well as organizing the chairs and other furniture.
2. Cleaning/maintenance of the front stairwell of Units 400/500/600 every morning, cleaning the banisters and windows.
3. Completing daily work crews as assigned by Center I staff. If a work crew is not assigned for the day, on duty staffs are to identify and complete any Unit 400 work detail assignments in need of completion (see attached DAILY WORK CREWS list).
4. Completing KPs, dining room cleaning duties and Saturday Kitchen Major Cleanup duties as assigned in the rotation with all YGC units.

E. Unit 500 is responsible for:

1. Cleaning/maintenance of the back stairwell of Units 500/600.
2. Completing daily work crews as assigned by Center I staff. If a work crew is not assigned for the day, on duty staffs are to identify and complete any Unit 400 work detail assignments in need of completion (see attached DAILY WORK CREWS list).
3. Completing KPs, dining room cleaning duties and Saturday Kitchen Major Cleanup duties as assigned in the rotation with all YGC units.

F. Additional Unit Assignments and Daily Schedule

Center 1 will provide a daily schedule for afternoon work projects. Each unit will be assigned a specific task. The unit SJCO will ensure the assignments are being completed in a timely and complete manner. Additional unit assignments would be determined by the unit SJCO in conjunction with the Duty Officer.

G. Rotation of Front Gate Supervision Responsibility

1. Rotation of the supervision duties for the front gate will be determined by the kitchen and dining room rotation schedule and will be noted on that form. Units will rotate into supervision of the front gate when that unit is not performing KP duties during the current rotation. Telephone calls into YGC's main telephone number will also be routed to the unit assigned front gate supervision, (when the front office is not available).
2. On weekdays, front gate supervision begins at [REDACTED] the next day. The front office telephones will be routed to the assigned unit by the front office staff. The front gate call box, [REDACTED] will also be forwarded to the assigned unit at that time.
3. On weekends, front gate supervision and telephone calls forwarded to the assigned unit will continue from [REDACTED] until

Monday when the front office staff arrive. At the front office staff will assume responsibility of the front gate supervision and telephone calls into the facility.

REFERENCES:

Attachments:

J. Hernandez

APPROVED BY:

ROUTINE / MANDATORY (CIRCLE ONE) TODAY'S DATE _____ UNIT _____

WORK CREW ASSIGNMENTS

**PLEASE COMPLETE TASKS LISTED UNDER HEADING CHECKED OFF BELOW
NOTIFY CENTER 1 OR THE DUTY OFFICER IF YOU CANNOT COMPLETE YOUR ASSIGNMENT
WHEN PREPARING FOR EVENTS/INSPECTIONS, EACH UNIT MAY BE REQUIRED TO DO TASKS OTHER THAN
THOSE LISTED HERE. THESE WILL BE ADDED AT THE BOTTOM.**

GYM AND LOCKER ROOMS

- SWEEP/DUST MOP GYM AND LOCKER ROOM FLOORS, WET MOP AS NEEDED.
- CLEAN LOCKER ROOMS IN GYM. REPLACE SOAP, TOILET PAPER, TOWELS, TISSUE. EMPTY TRASH.
- RUN WATER IN SHOWER AREAS AND SINKS ONCE A WEEK.
- ONCE A MONTH, DRAPE ALL GYM DOOR MATS OVER PICNIC TABLE AND RINSE OFF. ALLOW TO DRY. **DO NOT LEAVE MATS ON GRASS.**

WEIGHT ROOM

- WIPE DOWN ALL EQUIPMENT WHERE HANDS TOUCH WITH SANITIZING WIPES.
- DUST ALL OTHER PARTS OF EQUIPMENT AS WELL AS TOP OF CHAIR RAIL.
- SWEEP MATS WITH SOFT BRISTLE (BLACK) FLOOR BROOM
- **DAMP** MOP MAT AREA WITH A WRUNG-OUT SPONGE MOP. **DO NOT USE A SOPPING STRING MOP. WATER WILL GET UNDER THE MATS AND CAUSE UNHEALTHY MOLD.**

OUTSIDE/AROUND GYMNASIUM BUILDING/BLACKTOP/SOCCER FIELD, SERENITY & ZEN GARDEN

- SWEEP/HOSE DOWN CONCRETE FROM PRINCIPAL'S BACK DOOR/NURSE'S OFFICE, DOWN WALKWAY BETWEEN GARDEN AREAS TO BLACKTOP (INCLUDING BLACKTOP AS NEEDED), AND AROUND NORTH SIDE OF GYM (WHERE BLEACHERS ARE STORED).
- CLEAN EXTERIOR DRINKING FOUNTAIN ACROSS FROM WEIGHT ROOM.
- CLEAN EXTERIOR DRINKING FOUNTAIN ADJACENT TO CASE CONFERENCE ROOM.
- SWEEP PAVED PASSAGEWAY AREA ONLY IN SERENITY GARDENS ADJACENT TO BLACKTOP AS NECESSARY. PICK UP AND DISPOSE OF TRASH FROM PLANTED AREAS.
- WIPE OFF FENCE RAILING/BENCHES/CHAIRS/OTHER FURNITURE IN BOTH GARDEN AREAS.
- PATROL SOCCER/BASEBALL FIELD TO PICK UP TRASH, DEBRIS, ROCKS, STICKS, ETC. DISPOSE OF APPROPRIATELY.
- BAG ALL TRASH AND LEAVES AND DISPOSE OF IN DUMPSTER.
- EMPTY TRASH CANS, REPLACE LINERS THROUGHOUT ASSIGNED AREA REGULARLY.

BREEZEWAY/FROM BEHIND KITCHEN/DINING ROOM TO SCHOOL DECK AREA

- SWEEP CONCRETE FROM FRONT OFFICE/BREEZEWAY TO PRINCIPAL'S OFFICE. SCRUB STAINS/HOSE OFF SAME AREA WEEKLY AS NECESSARY.
- WIPE OFF ANY TABLES IN ASSIGNED AREA.
- SWEEP/HOSE OFF CONCRETE/ASPHALT AREA BEHIND KITCHEN TO CONCRETE AREA OUTSIDE DINING ROOM/ROP CLASSROOM AND TO THE END OF THE PLANTING AREA OUTSIDE ROOM 142 (ACROSS FROM M-1) AS NECESSARY. SCRUB ANY STAINS ON CONCRETE AREAS AND ON BLACKTOP AS NECESSARY.
- KEEP DRAINAGE GUTTER SWEPT OUT.
- ENSURE ALL CARDBOARD BOXES/MATERIALS ARE FLATTENED AND PLACED IN RECYCLE BINS
- CLEAN MOP DRAIN OF DEBRIS.
- SWEEP CONCRETE DECK AREAS FROM MODULAR OFFICES ALL THE WAY DOWN TO M7 CLASSROOM.
- CLEAN ALL MODULAR BUILDING WINDOWS ON OUTSIDE.
- WATER ROSES OR ANY CONTAINER PLANTS ON DECK **ONCE A WEEK.** DO NOT WEED OR RAKE PLANTERS. DO NOT TRIM BUSHES.
- BAG ALL TRASH AND LEAVES AND DISPOSE OF IN DUMPSTER.

TRACK/INFIELD/CENTRAL LAWN AREA AND HANDBALL/VOLLEYBALL AREA

- PICK UP AND DISPOSE OF TRASH, LEAVES AND DEBRIS FROM CENTRAL LAWN AREA, INFIELD AND TRACK.
- RAKE LEAVES FROM GRASS IN ASSIGNED AREAS AS DIRECTED.
- RAKE DEBRIS AND LEAVES FROM TRACK SURFACE.
- SWEEP/HOSE OFF CONCRETE BEHIND SCHOOL LOUNGE, LIBRARY AND ROOM 160. ONCE A MONTH, DRAPE ALL DOOR MATS OVER PICNIC TABLE AND RINSE OFF. ALLOW TO DRY. **DO NOT LEAVE MATS ON GRASS.**
- CLEAN PICNIC TABLE(S), BENCHES OR OTHER FURNITURE OUTSIDE SCHOOL LOUNGE, LIBRARY AND ROOM 160.
- SWEEP/HOSE OFF HANDBALL COURT AS NECESSARY.
- RAKE VOLLEYBALL COURT.
- RAKE TRACK RUNWAY ON BOTH SIDES OF HANDBALL COURT AND ANY TURF AREAS AS NEEDED.
- BAG ALL TRASH AND LEAVES AND DISPOSE OF IN DUMPSTER.
- PICK UP TRASH, EMPTY TRASH CANS, REPLACE LINERS THROUGHOUT ASSIGNED AREA REGULARLY.

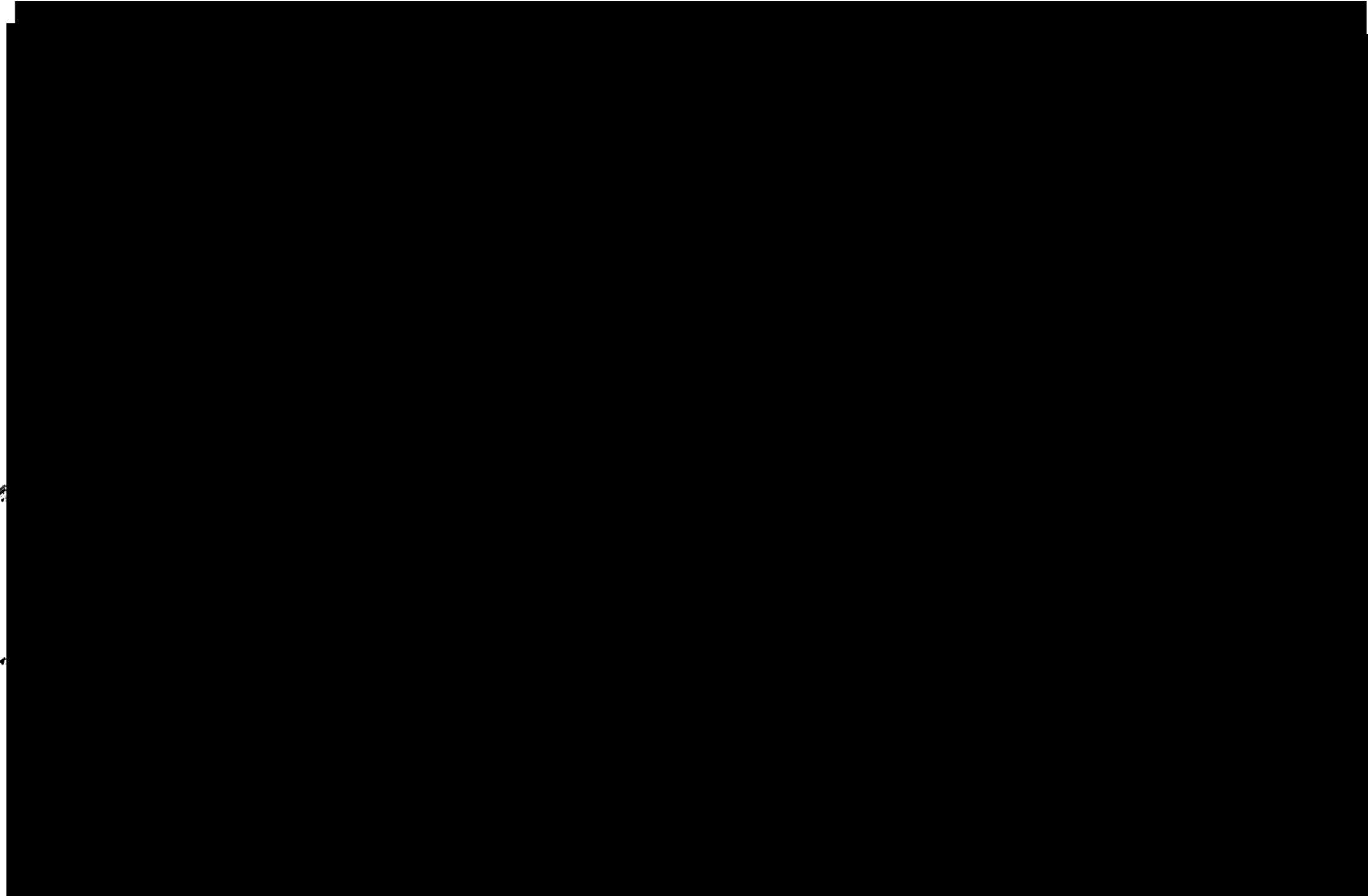
FRONT PARKING LOT AND LAWN AREA / WEST LAWN AREA

- SWEEP SIDEWALK FROM FRONT OFFICE TO HANDICAPPED PARKING/HORTICULTURE DUMPSTER. HOSE OFF/SCRUB CONCRETE AS NECESSARY.
- RAKE FRONT LAWN AREAS BELOW 200/300 STAIRWELL AND IN FRONT OF ADMIN OFFICE AS NECESSARY.
- CLEAN UTILITIES COMPOUND AREA. KEEP FREE OF TREE DEBRIS.
- MAINTAIN WEST LAWN AREA FROM FRONT GATE PAST GAZEBO AREA TO SUPERVISOR'S PARKING AREA. PICK UP TRASH, DEBRIS, RAKE LEAVES, CLEAN OFF PICNIC TABLES AND EMPTY TRASH.
- DURING JULY/AUGUST/SEPTEMBER CLEAN UP/SWEEP/RAKE FALLEN FRUIT FROM GINKO TREE DAILY FROM PARKING SPACES AND IN GRASS AREAS.
- PICK UP TRASH AROUND/ BEHIND FLAGPOLE. RAKE GRAVEL AREA AND SWEEP SUPERVISOR PARKING AREA.
- KEEP **ENTIRE** PARKING LOT SWEPT. THIS MEANS BETWEEN THE CARS ON BOTH SIDES.

PLEASE DO NOT SWEEP DEBRIS INTO GRASS AREAS OR PLANTING AREAS. COLLECT, BAG AND DISPOSE OF IT IN THE PROPER DUMPSTERS.

- KEEP GATE TRACK CLEAN. SWEEP GUTTER AREA ALONG CURB **OUTSIDE FRONT GATE.** CLEAN ENTIRE AREA AROUND GATE CONTROL BOX.
- CLEAN OVERFLOW PARKING AREA AS NECESSARY. ENSURE SIDE GATE TRACK IS CLEAR OF DEBRIS.
- BAG ALL TRASH AND LEAVES AND DISPOSE OF IN DUMPSTER.
- EMPTY TRASH CANS, REPLACE LINERS REGULARLY.

OTHER TASKS AS NEEDED _____



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