

FACILITY SANITATION, SAFETY, AND MAINTENANCE WORK REQUESTS

- AUTHORITY:** Administrative Directive
California Code of Regulations, Title 15 – Minimum Standards for Juvenile Facilities, Section 1510
- RESCINDS:** Procedure Manual Item 3-2-307, dated 04/29/19
Procedure Manual Item 3-3-304, dated 11/27/19 (MAJOR REVISION)
- FORMS:** None
- PURPOSE:** To establish a standard method of reporting the need for repair and/or maintenance of buildings, grounds, and equipment.

I. GENERAL INFORMATION

- A. Each staff member will be responsible to assist in maintaining an acceptable level of cleanliness, repair, and safety throughout the facility.
- B. The use of chemicals shall be done in accordance to the product label and Safety Data Sheet which may include the use of Personal Protection Equipment (PPE).
- C. Each staff member will take immediate corrective action when unsanitary or unsafe conditions or work practices are observed.

II. PROCEDURES

- A. General Cleaning
 - 1. Staff members will conduct daily housekeeping tasks, using designated supplies, to ensure the cleanliness of the facility. The minimum level of housekeeping is as follows:
 - a. All bathrooms in the facility will be cleaned thoroughly a minimum of once a day.
 - b. Youth's rooms will be dust-mopped or swept a minimum of once a day. Youth will remove all trash/debris from their room. Staff will inspect each youth's walls daily for tagging. If tagging is found, the youth shall be provided with cleaning solution or paint to remove the tagging. If chemicals are used, the youth will be provided with protective gloves.
 - c. Youth will conduct a thorough of their room once per week. A thorough cleaning shall consist of the following:
 - (1) Staff will retrieve cleaning items.

- (2) Staff will provide the youth with one pair of protective gloves.
 - (3) Youth will remove all items from their room, including their mattress.
 - (4) Staff will inspect the youth's walls to ensure it is free of tagging.
 - (5) Staff will supervise the youth and provide clear directives on the use of the chemicals on the cleaning cart and what each chemical is used for.
 - (6) Youth will clean their toilet and sink, wipe down their walls/ceiling, clean their windows, wipe down their mattress and sweep and mop their floor.
2. The day room areas will be wet-mopped once a day.
 3. The tables and serving carts will be cleaned thoroughly after each meal.
 4. The refrigerators will be cleaned a minimum of once a week.
 5. Tables and counter-tops in the units will be cleaned thoroughly before and after each meal.
 6. Unit trash will be taken out after each meal. Trash in the rest of the facility will be emptied at least once daily.
 7. All areas of the unit will be thoroughly cleaned, swept and mopped at the end of each day.
 8. Youth are responsible for keeping their rooms in good order. Staff members will check rooms at least once each shift to make sure the rooms meet standards. The basic standard for a youth's room will be:
 - a. The youth's bed will be made neatly whenever the youth leaves their room. If the youth has extra blankets, they will be made up with the rest of the bed or folded neatly at the end of the bed.
 - b. The walls, windows, and doors of the room will be clean and free of tagging.
 - c. The light, intercom, and air vents will be cleaned, in working order, and free of any coverings.
 - d. The floor will be clean of any dust, dirt, tagging, and unauthorized items.
 - e. Any clothing items that are not being worn will be folded neatly and left on the bed or storage spaces.

B. General Maintenance

1. When a maintenance issue arises staff are to fill out the Facilities Maintenance Work Request (OCPW) on the prob Net page under AFD and submit the request.
2. Emergency repairs can only be called by an SJCO/Administrator at (714) 667-4900. After 4 PM and weekends, call (714) 834-3244.

REFERENCES:

Procedures:	3-13-008	Fixed Asset Inventory Control/Surplus Disposal
	3-13-009	Labeling and Storing Goods and Materials
Policies:	G-3	Building Security and Safety
	G-7	Distribution and Use of County Services, Supplies, and Equipment

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APPROVED BY: