

**UNIT WORK ASSIGNMENTS- YOUTH GUIDANCE CENTER**

- AUTHORITY:** Administrative Directive  
California Code of Regulations, Title 15, Minimum Standards for Juvenile  
Facilities Section 1373
- RESCINDS:** Procedure Manual Item 3-3-022, dated 11/27/19
- FORMS:** Work Crew Assignments (Attachment A)  
YGC Map (Attachment B)
- PURPOSE:** To divide work assignment according to units.

**I. GENERAL INFORMATION**

- A. Per Title 15 Section 1373, the facility administrator shall develop policies and procedures regarding the fair and consistent assignment of youth to work programs. Work assigned to a youth shall be meaningful, constructive and related to vocational training or increasing a youth's sense of responsibility. Work programs shall not be imposed as a disciplinary measure.**
- B. 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:

1. Staff Counseling Office
2. SJCO Office
3. Staff bathroom and connecting hallway between Units 200/300 and 500/600
4. Main bathroom and showers, ceiling fans, vents
5. Counselor Station
6. Mop Room
7. Single rooms
8. Dormitory rooms
9. Property Room
10. Laundry Room

11. Day Room
12. Rear stairs, walkways, landings and sidewalks
13. Common areas of Units 200/300 and 400/500/600
14. Front stairs of Units 200/300 and 400/500/600
15. Outside of buildings
16. Gymnasium
17. Trash

## II. PROCEDURE

### A. 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.

### B. 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.

### C. 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.

D. 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.

E. 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.

F. Rotation of Front Gate Supervision Responsibility

1. 
2. 
3. 

**REFERENCES:**

None

Attachments

M. Heil

**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**

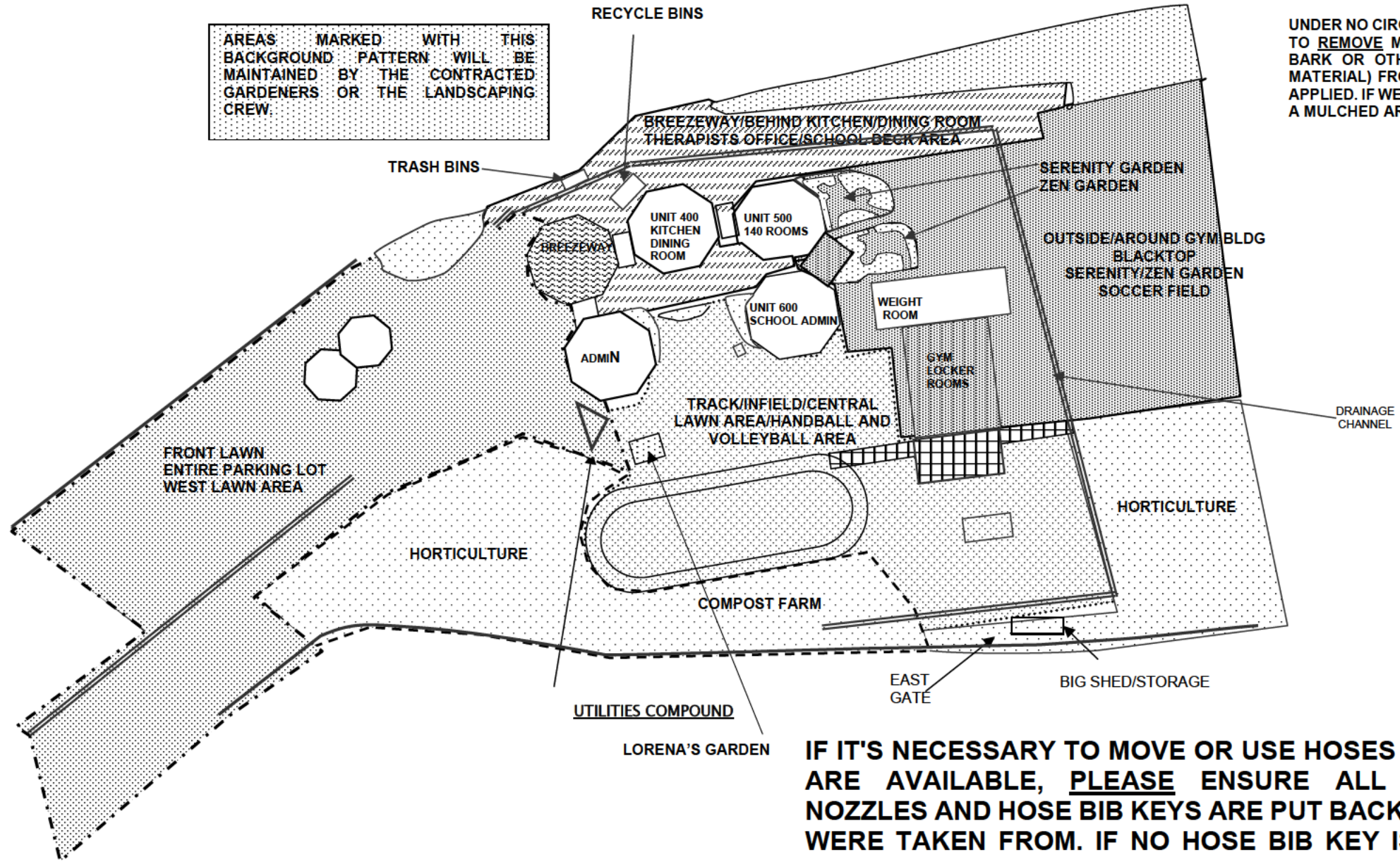
- SWEEP SIDEWALK FROM FRONT OFFICE TO HANDICAPPED PARKING/HORTICULTURE DUMPSTER. HOSE OFF/SCRUB CONCRETE AS NECESSARY.
- RAKE FRONT LAWN AREAS BELOW 200/300 STAIRWELL AND IN FRONT OF ADMIN OFFICE AS NECESSARY.
- CLEAN UTILITIES COMPOUND AREA. KEEP FREE OF TREE DEBRIS.
- MAINTAIN WEST LAWN AREA FROM FRONT 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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AREAS MARKED WITH THIS BACKGROUND PATTERN WILL BE MAINTAINED BY THE CONTRACTED GARDENERS OR THE LANDSCAPING CREW.

UNDER NO CIRCUMSTANCE IS ANY WORK CREW TO REMOVE MULCH (CHIPPED OR SHREDDED BARK OR OTHER ORGANIC GROUND COVER MATERIAL) FROM AREAS WHERE IT HAS BEEN APPLIED. IF WEEDS/ LEAVES/TRASH ARE WITHIN A MULCHED AREA, HAND PICK OUT.

IF IT'S NECESSARY TO MOVE OR USE HOSES WHERE NONE ARE AVAILABLE, PLEASE ENSURE ALL HOSES/HOSE NOZZLES AND HOSE BIB KEYS ARE PUT BACK WHERE THEY WERE TAKEN FROM. IF NO HOSE BIB KEY IS AVAILABLE, SEE ROP STAFF. DO NOT REMOVE NOZZLES.