

THE CITY OF NEW YORK  
DEPARTMENT OF CORRECTION



## DIRECTIVE

[ ] NEW [ ] * INTERIM [X] REVISED			SUBJECT		
EFFECTIVE DATE <b>04/04/14</b>		* TERMINATION DATE / /		<b>ENVIRONMENTAL HEALTH PROGRAM</b>	
CLASSIFICATION # <b>3900R</b>	SUPERSEDES <b>3900</b>	DATED <b>12/08/95</b>	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	DISTRIBUTION <b>A</b>	PAGE 1 OF 17 PAGES
RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER <i>Evelyn A. Mirabal, Chief of Department</i> EVELYN A. MIRABAL, CHIEF OF DEPARTMENT SIGNATURE			AUTHORIZED BY ACTING COMMISSIONER <i>Mark Cranston</i> MARK CRANSTON SIGNATURE		

### I. PURPOSE

To establish policy and procedures for environmental health and housekeeping standards for the New York City Department of Correction (Department) and to delineate the responsibilities of personnel with respect to these standards.

### II. POLICY

It is the policy of the Department to ensure that all facilities it operates are clean, safe, free of vermin and insect infestation, and in compliance with all applicable laws and court orders. When capacity allows, the Department shall leave vacant a sufficient amount of cell and/or dormitory beds (swing space) to perform preventative maintenance of all cell and living areas.



### III. PROCEDURE

#### A. Environmental Health Program Overview

1. The environmental health program consists of the following components:
  - a. Facility Sanitarian Inspections

The cadre of public health sanitarians assigned to the Environmental Health Unit (EHU) conduct monthly environmental inspection of all departmental facilities. The sanitarians inspect all facilities for compliance with the New York City Health Code and verify that facilities are following proper sanitation techniques.

- b. The Environmental Health Unit conducts monthly air flow inspections in 15% of housing and intake areas. Additionally, the EHU conducts inspections of the lighting in Department facilities as required.

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### III. PROCEDURES (cont)

c. Complaint Investigation



The EHU responds to complaints it receives from the New York City Department of Health and Mental Hygiene (DOHMH), oversight agencies, inmates, visitors, and staff members.

d. Regulatory Agency Liaison

EHU staff facilitates regulatory agencies' inspections and coordinates the Department's response to violations and other reports that DOHMH and other regulatory agencies issue.

e. Agency Safety and Health Coordinator and Safety and Health Liaison Designation

Each City agency is required to identify a Safety and Health Coordinator and a Safety and Health Liaison to facilitate the abatement of occupational safety and health deficiencies and to initiate Occupations Safety and Health Administration (OSHA) programs. The Deputy Director of OSHA compliance serves as the Department's Safety and Health Coordinator, and the Deputy Executive Director for Environmental Health serves as the Safety and Health Liaison. The Safety and Health Coordinator is charged with receiving and distributing inspection reports, conducting re-inspections, and abating violations. Both the Safety and Health Coordinator and the Safety and Health Liaison work closely with the Citywide Office of Safety and Health (COSH). The Safety and Health Coordinator accompanies the New York State Department of Labor Public Employee Safety and Health Bureau (PESH) inspector during their inspection and coordinates the agency abatement of any cited violations. Additionally, the Safety and Health Coordinator communicates with PESH to submit abatement documentation, request extension of abatement dates, or to challenge PESH violations, as necessary.

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f. Environmental Health Officer (EHO)

Each facility must assign an Environmental Health Officer at the rank of captain. The EHO is a captain who is responsible for the overall environmental conditions of common areas in each facility. All EHOs must successfully complete the EHO certification course and one annual refresher course per year provided by the EHU. In the event that a facility staffing need prohibits the assignment of a certified captain to function as the EHO, a non-certified captain can be temporarily assigned as EHO. This temporary EHO may serve as the facility EHO until the next available certification course is offered. The non-certified EHO will receive significant on-the-job training upon assignment from a certified EHO assigned to the division and the Public Health Sanitarian assigned to the facility. The captain must successfully complete the next EHO course to remain on this post.

g. Food/Water Sampling



EHU samples food and water as needed and in response to complaints. The EHU submits the samples to the DOHMH lab for testing of bacteriological content.

h. Pest Control Program

EHU conducts inspections for the presence of vermin in departmental facilities. The sanitarians work with facilities to implement remedial programs. The Deputy Executive Director for Environmental Health coordinates the Department's integrated pest management program. The integrated pest management program consists of a three-pronged approach to vermin and pest control that utilizes sanitation, sealing of all vermin entry points, and the use of the least toxic, most target specific pesticides to control vermin/pest activity.

i. Painting

All inmate occupied areas shall be painted every five years and all non-inmate occupied areas shall be painted every eight years. All peeling paint shall be scraped. The sanitarians will note all deterioration of painted surfaces on the monthly inspection reports.

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j. Methane Monitoring Program

The methane monitoring program consists of the EHU reviewing routine methane readings from the facilities when necessary and responding to methane emergencies. A response to a methane emergency includes, but is not limited to, identifying the cause for methane readings, sealing any methane entry points, instituting increased monitoring protocols and remediation, and installing methane alarms. The EHU determines if housing areas/sections of facilities are to be evacuated.

k. Asbestos Abatement Program

The asbestos unit reports to the Assistant Commissioner for Environmental Health. The asbestos unit is responsible for identifying, evaluating, prioritizing, and supervising the response to any friable asbestos found in Department facilities. The asbestos unit serves as the project supervisor for all asbestos abatement projects performed by the agency contractor. Additionally, the unit monitors any asbestos abatement projects performed by outside contractors during construction to ensure compliance with existing city, state, and federal regulations. The unit serves as the agency's liaison to the New York City Department of Environmental Protection for all asbestos related issues.

l. Confined Space Program



A confined space is any space not intended for habitation to which there is limited access and one exit. A trained member of EHU monitors confined spaces for adequate oxygen, the presence of toxic gases, and the presence of combustible gases and other safety conditions. The deputy director for OSHA compliance oversees the confined space program.

m. Indoor Air Quality Inspections

EHU conducts air quality inspections to determine if the ventilation in an area is acceptable and to ensure that air contaminants are not present.

n. Food Program

The EHU inspects all Department kitchens at least once a week, and more often, if necessary.

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### III. PROCEDURES (cont)

- o. Management of Institutional Aides at the Communicable Disease Unit (CDU) and North Infirmiry Command (NIC).

The Assistant Commissioner for Environmental Health is responsible for supervising the supervising housekeepers at the CDU and NIC to develop proper cleaning protocols and schedules and to provide technical support. The facilities' commanding officers are responsible for the day-to-day supervision of the supervising housekeepers.

- p. Regulated Medical Waste Program



EHU staff conducts inspections of regulated medical waste storage areas for compliance with applicable regulations. EHU also monitors documentation for the disposal of regulated medical waste. The Assistant Commissioner for Environmental Health oversees the regulated medical waste removal contract. (Directive #3903, Sanitation Procedures for Medical Service Area) and maintains all necessary record keeping.

- q. Hazardous Materials Program

The EHU instructs facilities in the disposal of hazardous materials. The EHU conducts surveys to ensure that all hazardous waste is properly stored, properly labeled, and removed in a timely manner. The EHU also inspects the chemical storage areas. (Directive #3904, Hazardous Waste Removal).

#### B. Minimum Standards for Environmental Conditions

1. Heating – From October 1<sup>st</sup> through May 31<sup>st</sup>, a temperature of at least 68° Fahrenheit shall be maintained. The Assistant Commissioner for Environmental Health or his/her designee shall have the authority to modify this Section III.B.1 during emergency situations for the duration of such emergencies. The heating system shall be inspected between May 1<sup>st</sup> and October 1<sup>st</sup> of each year. The results of this inspection shall be recorded on forms approved by the senior stationary engineers assigned to the Ventilation Task Force, and be submitted within fifteen days of the inspection to the Warden for the Support Services Division. Every effort will be made to repair any inoperable heating equipment by October 15<sup>th</sup> of each year.

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The Assistant Commissioner for Environmental Health and the facility Warden shall be notified immediately when the ambient temperature in the facility is below 68° Fahrenheit. The Assistant Commissioner for Environmental Health shall implement temperature monitoring and ameliorative actions shall be implemented immediately. The Tour Commander shall ensure that hot beverages and additional blankets and clothing are provided. Maintenance and any necessary contractor shall be contacted to make the required repairs. The Assistant Commissioner for Environmental Health shall determine if the inmates must be relocated during the repair period.

2. Air Conditioning – The Assistant Commissioner for Environmental Health shall determine when the temperature monitoring during the summer hours shall be implemented. The Tour Commander shall notify the Assistant Commissioner for Environmental Health and the Warden immediately when the ambient temperature in air conditioned areas reaches or exceeds 80° Fahrenheit. The Tour Commander shall report the number of heat sensitive inmates housed in the area with the ambient temperature at or above 80° Fahrenheit during the initial report. The Assistant Commissioner for Environmental Health shall determine when, and if, the heat sensitive inmates shall be transferred.

The Assistant Commissioner for Environmental Health shall implement the department-wide summer temperature monitoring program. When the temperature monitoring is implemented, the Department shall provide two fans on each side of a non-air-conditioned housing area. In all non-punitive segregation, non-air-conditioned housing areas, ice shall be delivered between 1200 hours and 1600 hours on all days when the outside temperature exceeds 85° Fahrenheit. In punitive segregation housing areas, an additional cup full of ice shall be provided at each meal. The delivery of ice shall be documented in the housing area logbook. Inmates shall have access to cool showers during all non-lock in hours between 0500 hours and 2200 hours in non-punitive segregation housing areas.

3. Lighting - Lighting in inmate housing areas must be at least 20 foot-candles at the bed or desk level. In areas where it is unduly burdensome to comply with the 20 foot-candles requirement, the Department may provide no less than 15 foot-candles of light, at bed or desk level for each inmate. In dormitory areas where 20 foot-candles cannot be achieved at all beds, the facility shall identify a “reading” table in the dayroom. The reading table shall be located directly underneath a light fixture where a 20 foot-candle of light is achieved. A mark must be placed on the floor identifying the location of the reading table and a notice shall be placed on the wall identifying the area as the reading table. Under no circumstances shall inmates be housed in cells with inoperable light fixtures.



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### III. PROCEDURES (cont)

4. Water Supply - In cell housing units, all occupied cells shall have a properly functioning sink and toilet. No inmate shall be locked in a cell, even temporarily, which lacks a properly functioning sink or toilet. In dormitory style housing units, there shall be one shower/shower head and toilet installed for every eight inmates and one sink for every ten inmates housed therein. Inmates will not be confined for any length of time in any court pens, receiving room pens, gymnasiums, dayrooms, or any other areas that lack an operable toilet and sink.
5. Electric Supply - All facilities will have sufficient electric service to provide power to all parts of the facility. A back-up power supply shall be available at each facility to provide emergency power to all vital facility functions.
6. Chemical Storage Areas - All chemical storage areas shall be jointly approved by the fire safety unit and EHU. All chemicals and chemical waste must be stored in properly labeled containers. The chemicals shall be stored in accordance with the label instructions. All hazardous waste and universal waste shall be stored in rigid containers that are labeled with the type of waste and the date that the waste was originally stored in the container. The facilities shall contact the Assistant Commissioner for Environmental Health for assistance in removing hazardous waste as described in Directive #3904, Hazardous Waste Removal.

#### C. Reporting Requirements

1. By 1500 hours every Monday, the following reports shall be submitted to the Assistant Commissioner for Environmental Health:
  - a. The Weekly Sanitation Inspection Form (Directive #3905R, Environmental Health: Inspection and Report Protocol);
  - b. The Facility Sanitation Inspection Report (Directive #3905R, Environmental Health: Inspection and Report Protocol);
  - c. Weekly Drain Treatment Report (identifying the location where the exterminators treated the drains with bleach during the previous week); and
  - d. Light Bulb Replacement Report (BKDC, GMDC, GRVC, MDC, NIC, OBCC, QDC, (when occupied) RMSC, VCBC only). T-12 light bulbs shall be changed every 8,000 hours and T-8 light bulbs shall be changed every 36,000 hours.

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2. By 1500 hours on the first day of each month, the following reports shall be submitted to the Assistant Commissioner for Environmental Health:
  - a. Clean Team Schedule - A schedule of all areas to be cleaned by the clean team each month;
  - b. Exterminator Monthly Report (Directive #4005R-A, Environmental Health: Control of Vermin/Pest ); and
  - c. Painting Schedule -List of areas to be painted during the month.
3. During October 1st through May 31<sup>st</sup> the daily temperature report shall be submitted to the Assistant Commissioner of Environmental Health by 1000 hours. The summer temperature report and air conditioning report shall be submitted to the Assistant Commissioner for Environmental Health as directed via seasonal teletype.
4. By 1500 hours on the first day of each quarter (January 1st, April 1st, July 1st, and October 1st), the quarterly sanitation equipment status report detailing the operability status of all sanitation equipment (steam cleaners, power washer, wet vacuums, etc) shall be submitted to the Assistant Commissioner for Environmental Health.

#### D. Staff Responsibilities



1. Executive Level Responsibility for Environmental Issues
  - a. The Deputy Chief of Department has the overall responsibility for ensuring that each division and facility has the resources required to maintain each departmental facility in a clean and safe condition as defined by all applicable laws, regulations, court orders and consent decrees.
  - b. The Assistant Commissioner for Environmental Health's duties include:
    - i. Overall responsibility for all environmental related compliance issues;
    - ii. Development of policies and inspection guidelines to address all environmental health issues;
    - iii. Supervision of the Environmental Health Unit;



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- iv. Coordination of the agency's response to methane related emergencies and oil and chemical spills;
  - v. Development of required environmental training programs and coordination of the Environmental Health Unit's resources;
  - vi. Implementation of the EHO certification course;
  - vii. Monitoring and evaluation of departmental programs: food, pest control, regulated medical waste, hazardous waste;
  - viii. Supervision of the proper collection, handling, and disposal of garbage, regulated medical waste, universal waste, and hazardous waste;
  - ix. Ensuring that departmental facilities are in compliance with the health code and other environmental codes;
  - x. Collaboration with facility maintenance and other departmental personnel to develop and implement plans to bring the Department into compliance;
  - xi. Collaboration with the Deputy Chief of Department on all environmental health personnel matters including determination of staffing ratios and deployment of staff in Department facilities to carry out all environmental health functions described above;
  - xii. Selection, training, development, and evaluation of all staff carrying out environmental health functions outside of the facility; and
  - xiii. Implementation of programs to ensure standards and policies set by the Department are met.
- c. Deputy Executive Director of Environmental Health
- i. Supervision of the Deputy Director for Environmental Health, the public health sanitarians, the supervising exterminator, and the managing auditor;
  - ii. Serving as the safety and health liaison and serves as the liaison between the Department and outside agencies;
  - iii. Oversight of the food and water sampling program;

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### III. PROCEDURES (cont)

- iv. Oversight of the integrated pest management program;
  - v. Ensuring compliance with the health code and other environmental mandates;
  - vi. Selection, training, evaluation, and development of environmental health staff members;
  - vii. Provide technical support for the housekeeping supervisors assigned to the infirmaries in the North Infirmiry Command, the Communicable Disease Unit and any other infirmary where institutional aides are assigned;
  - viii. Management of the sanitation supply program;
  - ix. Response to environmental health emergencies; and
  - x. Serving as the regulated medical waste coordinator.
- d. Deputy Director of OSHA Compliance
- i. Responsibility and oversight of the methane monitoring and the confined space programs;
  - ii. Development and updating of OSHA compliant programs;
  - iii. Development and implementation of OSHA compliant training programs; and
  - iv. Primary liaison between OSHA, PESH and COSH.
2. Field-level Responsibility for Environmental Issues
- a. The duties of the Deputy Director of EHU include:
- i. Direct supervision of the public health sanitarians;
  - ii. Coordination of the public health sanitarian schedules to address critical issues;
  - iii. Maintenance of facility inspection reports and incident reports;
  - iv. Supervisory inspections and field training;

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### III. PROCEDURES (cont)



- v. Preparation and reporting of weekly and monthly statistics during review of the Public Health Sanitarian reports;
  - vi. Evaluation of public health sanitarians;
  - vii. Collaboration with the facilities to initiate abatement plans; and
  - viii. Responding to environmental health emergencies.
- b. The duties of Public Health Sanitarians include:
- i. Conducting monthly inspections of departmental facilities;
  - ii. Identification and reporting of any violations of the health code or other pertinent codes;
  - iii. Collaboration with the facility to begin abatement procedures; and
  - iv. Ensuring that imminent danger to life and health violations are corrected at the time of the inspection.
3. Facility-level Responsibilities for Environmental Issues
- a. Commanding Officer
- i. Supervision of environmental services may be delegated, but the responsibility for sanitation and maintenance of each facility remains with the Commanding Officer. The Commanding Officer shall:
  - ii. Ensure compliance with all applicable laws, regulations, and consent decrees and the mandates contained within the environmental health directives;
  - iii. Ensure that notifications are made through the proper channels to the Deputy Commissioner for Human Resources and Training and the responsible Supervising Wardens, regarding housekeeping and environmental health program staffing needs; and

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- iv. Ensure that the Warden of Central Intake/Classification, the Warden for the Support Services Division and the Divisional Maintenance Managers and/or the Assistant Commissioner for Capital Planning are notified of all maintenance problems that are beyond the scope of the facility's maintenance staff immediately upon receiving this information.
- b. Deputy Warden for Administration
  - i. Ensures that that the EHO performs all duties and responsibilities as assigned;
  - ii. Reviews the EHO weekly inspection form;
  - iii. Reviews and approves all sanitation, paint, and sanitation supply distribution schedules;
  - iv. Reviews quarterly status reports of all sanitation equipment;
  - v. Resolves all conditions, circumstances, or influences that affect environmental health conditions and are beyond the ability of the assigned EHO and Tour Commander to resolve; and
  - vi. Ensures that the 1500x2300 area captains receive copies of the public health sanitarian reports for their respective areas of supervision to ensure that all deficiencies are abated expeditiously.
- c. Tour Commanders/Unit Managers
 

Tour Commanders and Unit Managers shall ensure compliance with all mandates of this directive.
- d. Environmental Health Officer
  - i. Directly responsible for maintaining satisfactory sanitation and environmental standards in compliance with departmental policies and the requirements of applicable health codes, laws, and court orders, throughout the command.

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- ii. Conducts inspection of the entire facility during the course of each week, and submit form #3905A "FACILITY SANITATION INSPECTION FORM" to the deputy executive director of environmental health, the Deputy Warden for Administration, and the Commanding Officer (Attachment A).
- iii. Ensures that the entire institution is inspected by the licensed exterminator assigned to the facility and that the exterminator inspects the grounds adjacent to the institution every two weeks to detect any evidence of infestation of vermin/pests. Approves and maintains pest control schedules submitted by the facility exterminator and schedules the exterminator for special needs as they occur (Directive #4005R-A, Environmental Health: Control of Vermin/Pest).
- iv. Prepares and submits monthly sanitation schedules, paint schedules, and sanitation supply distribution schedules to the Deputy Warden for Administration.
- v. Ensures that inmate work details maintain the sanitation of common areas (administration areas, control room, locker rooms, and corridors), the laundry, clothes box, distribution of sanitation supplies, outside perimeter work and the storehouse is properly staffed and supervised by the assigned correction officer.
- vi. Ensures that all refuse is stored appropriately and disposed of properly.
- vii. Responsible for the reporting systems in compliance with the Right-To-Know Law as outlined in Directive #1005R, Hazard Communication Standard and Right-To-Know Law.
- viii. Provides guidance and serves as a resource for facility staff in all housekeeping matters, including new methods of cleaning and new types of equipment.
- ix. Reviews usage of sanitation supplies through routine inspection and supervision and adjusts the type and number of supplies to be distributed to housing and support areas on a monthly basis.

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- x. Responsible for the condemnation process for all sanitation equipment, sanitation storage areas, the laundry shop, the clothes box, all inmate living quarters, equipment, paint shop and any other area assigned by the Commanding Officer.
- xi. Responsible for the recycling program and acts as a liaison to the New York City Department of Sanitation.
- xii. Coordinate visits of the DOHMH Public Health Sanitarian to the facility and escorts sanitarian during scheduled visits. Prepares draft responses to the monthly DOHMH sanitarian report.
- xiii. Responsible for the facility clothes box, laundry and linen room, paint supply and sanitation details, including the instruction and supervision of personnel assigned to these areas and details.
- xiv. Maintains up-to-date knowledge of cleaning supplies, equipment, and other environmental health matters by communicating routinely with the Assistant Commissioner for Environmental Health or the Deputy Executive Director for Environmental Health.
- xv. Coordinate and regulate the inventory of all sanitation supplies and equipment.
- xvi. Coordinate and supervise the inventory of all inmates' living quarter's equipment, including but not limited to mattresses, chairs, tables, beds, etc.
- xvii. Cooperate with all other supervisors and staff members in efforts in maintaining appropriate sanitation levels.
- xviii. Prepares informational memoranda regarding equipment inventories and/or other sanitation-related issues for facility staff.
- xix. Ensures that all facility procedures for sanitation and cleanliness are carried out through continuous inspections and supervision.
- xx. Submits a quarterly status report of all sanitation equipment to the Deputy Warden for Administration.
- xxi. Directs and instructs all personnel providing housekeeping services.

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- xxii. Reports any conditions, circumstances or influences that affect environmental health conditions and are beyond EHO's ability to resolve, to the Deputy Warden for Administration and the Assistant Commissioner for Environmental Health.
- xxiii. Oversees all assigned environmental health resources, including workers, equipment, sanitation supplies, and work shops and or storage areas specifically assigned to environmental health details.
- xxiv. Maintains a permanent file of all required reports, including but not limited to the following:
- Environmental Health Inspection Reports as required by Directive #3905R, Environmental Health: Inspection & Report Protocol;
  - Monthly Department of Health and Mental Hygiene Sanitary Report and Response as required by Directive #3905R, Environmental Health: Inspection & Report Protocol;
  - Quarterly status report of all sanitation equipment;
  - Weekly Sanitation Inspection Report;
  - Monthly paint detail report; and
  - Weekly extermination report.
- xxv. Responsible for maintaining direct contact with the staff of the EHU and notifying either the Assistant Commissioner for Environmental Health or the Deputy Executive Director of Environmental Health of any emergency.
- xxvi. Responsible for supervising the removal of hazardous waste, as noted in Directive #3904, Hazardous Waste Removal.
- xxvii. Responsible, in coordination with the food service manager, to perform a daily inspection of all food program facilities and equipment and maintain a written description of all daily inspections, including remedial actions taken.

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xxviii. The EHO is not responsible for the sanitation of housing areas, intakes, clinics, or kitchens. The captains assigned to supervise the intake areas, clinics, housing areas, or kitchens are responsible for the sanitation of these areas.

e. Area Captains

- i. Captains are responsible for the inspection of each area of the facility under their supervision during each tour of duty to ensure that sanitary standards and environmental conditions are maintained and that janitor closet in each housing unit is maintained in an orderly fashion and secured. A record of the inspection shall be entered in the area logbook every tour, which shall reflect the area inspected and orders given to correct all sanitary and environmental deficiencies observed. If the area is found to have any sanitary and/or environmental deficiencies, a second inspection shall be conducted on the same tour or the beginning of the next tour. If the deficiency has not been corrected, the Tour Commander and the EHO shall be notified.



If the Tour Commander and/or the EHO cannot remedy the deficiency on that business day, the Deputy Warden for Administration shall be notified. The area captain shall ensure that work orders are generated for all maintenance deficiencies. The area captain shall follow up with the supervisor of mechanics as required.

- ii. A copy of all reports forwarded through the chain of command will also be sent to the EHO captains. The EHO shall also forward in writing or verbally communicate all environmental health matters to the supervisor of mechanics and the Tour Commander that are beyond their ability to control.

f. Correction Officer

All Correction Officers shall be individually responsible for the cleanliness and sanitation of their entire post area, and jointly responsible to cooperate in maintaining sanitary standards of the facility in its entirety. The Department's sanitation procedures are contained in Directive #3901R-B, Housekeeping Procedures.



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	DISTRIBUTION <b>A</b>	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	PAGE <b>17</b> OF <b>17</b> PAGES	

**IV. ATTACHMENT**

- A. Facility Sanitation Inspection Form #3905A
- B. N.Y.C. Health Code, Section 131.07

**V. REFERENCES** (In the event that a reference is superseded, the successor document shall apply.)

- A. Directive #1005R entitled, HAZARD COMMUNICATION STANDARD AND RIGHT TO KNOW LAW, dated 01/09/95.
- B. Directive #3901R-B entitled, HOUSEKEEPING PROCEDURES, dated 04/04/14.
- C. Directive #3903 entitled, SANITATION PROCEDURES FOR MEDICAL SERVICE AREA, dated 12/08/95.
- D. Directive #3904 entitled, HAZARDOUS WASTE REMOVAL, dated 12/08/95
- E. Directive #3905R entitled, ENVIRONMENTAL HEALTH: INSPECTION AND REPORT PROTOCOL, dated 08/02/99.
- F. Directive #4005R-A entitled, ENVIRONMENTAL HEALTH: CONTROL OF VERMIN/PEST, dated 04/04/14.

**VI. SUPERSEDES**

- A. Directive #3900 entitled, ENVIRONMENTAL HEALTH PROGRAM, dated 12/08/95.
- B. Any other Directive, Operations Order, Teletype, Memorandum, etc, that may be in conflict with the policies and procedures outlined herein.

**VII. SPECIAL INSTRUCTIONS**

- A. Within ten (10) calendar days of the effective date of this order, all Commanding Officers shall implement a Command Level Order incorporating the policy and provisions outlined herein.
- B. All facility managers and supervisors shall ensure strict enforcement of the policy, guidelines and procedures noted herein.



**CORRECTION DEPARTMENT  
CITY OF NEW YORK**

**ENVIRONMENTAL  
HEALTH UNIT**

FORM NO. 3905A  
REV. 05/22/02  
REF. DIR. 3905R



**FACILITY SANITATION INSPECTION FORM**

1 OF 4  
PAGES

FACILITY:

DATE:

AREAS INSPECTED ON THIS DATE:

VIOLATION	TYPE	LOCATION	COMMENTS
LIGHTING	<input type="checkbox"/> END CAPS MISSING		
FIRE/SAFETY	<input type="checkbox"/> EXIT SIGNS: <input type="checkbox"/> IMPROPER/MISSING <input type="checkbox"/> NOT ILLUMINATED <input type="checkbox"/> FIRE EXTINGUISHERS: <input type="checkbox"/> UNCHARGED <input type="checkbox"/> NO CURRENT TAGS <input type="checkbox"/> SHARP/JAGGED EDGES OBSERVED		
VENTILATION	<input type="checkbox"/> ODORS OBSERVED		
SINKS (NON-SLOP SINKS)	<input type="checkbox"/> NOT PROVIDED <input type="checkbox"/> INOPERABLE <input type="checkbox"/> NO HOT/COLD WATER <input type="checkbox"/> HOSE BIB VACUUM BREAKER NOT PROVIDED <input type="checkbox"/> KNOBS/FAUCETS NOT PROVIDED		
SHOWERS	<input type="checkbox"/> HOLES NOTED <input type="checkbox"/> NO HOT/COLD WATER <input type="checkbox"/> HEADS/KNOBS NOT PROVIDED <input type="checkbox"/> INOPERABLE		
WATER FOUNTAINS	<input type="checkbox"/> INOPERABLE		
FLOOR DRAIN COVERS	<input type="checkbox"/> NOT PROVIDED		
DOORS	<input type="checkbox"/> INOPERABLE		
ELECTRICAL	<input type="checkbox"/> EXPOSED WIRES <input type="checkbox"/> FRAYED WIRES <input type="checkbox"/> JUNCTION BOX/OUTLET COVERS NOT PROVIDED <input type="checkbox"/> SPARKING FIXTURES		
SANITATION SUPPLIES	<input type="checkbox"/> IMPROPERLY STORED <input type="checkbox"/> INOPERABLE		



**FACILITY SANITATION INSPECTION FORM**

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PAGES

FACILITY:

DATE:

AREAS INSPECTED ON THIS DATE:

VIOLATION	TYPE	LOCATION	COMMENTS
REQUIRED SIGNS NOT PROVIDED	<input type="checkbox"/> WASH HANDS <input type="checkbox"/> CHOKING FIRST AID <input type="checkbox"/> NO SMOKING <input type="checkbox"/> RIGHT-TO-KNOW <input type="checkbox"/> DOSH 900 (Feb. only)		
VERMIN ACTIVITY	<input type="checkbox"/> EVIDENCE OF VERMIN <input type="checkbox"/> EXTERMINATOR REPORT NOT AVAILABLE <input type="checkbox"/> HARBORAGE CONDITIONS OBSERVED <input type="checkbox"/> FOOD IMPROPERLY STORED		
BARBERSHOP	<input type="checkbox"/> ADEQUATE BARBICIDE NOT PROVIDED <input type="checkbox"/> EQUIPMENT IS NOT SANITIZED <input type="checkbox"/> ADEQUATE HAND WASH SINKS NOT PROVIDED		
KITCHEN	<input type="checkbox"/> EQUIPMENT NOT MAINTAINED <input type="checkbox"/> UNSANITARY <input type="checkbox"/> IMPROPER FOOD STORAGE <input type="checkbox"/> IMPROPER FOOD TEMPERATURE <input type="checkbox"/> IMPROPER FOOD HANDLER ACTIVITY		
CLINIC	<input type="checkbox"/> REGULATED MEDICAL WASTE LOGBOOK NOT MAINTAINED <input type="checkbox"/> RED BAG CONTAINERS NOT LABELED <input type="checkbox"/> SHARPS CONTAINERS NOT LABELED <input type="checkbox"/> SECONDARY CONTAINERS NOT SECURED <input type="checkbox"/> CONTAINERS NOT SANITIZED <input type="checkbox"/> OUTDOOR CONTAINER NOT SECURED/LABELED		



**FACILITY SANITATION INSPECTION FORM**

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PAGES

FACILITY:

DATE:

AREAS INSPECTED ON THIS DATE:

VIOLATION	TYPE	LOCATION	COMMENTS
LIGHTING	<input type="checkbox"/> INOPERABLE <input type="checkbox"/> OBSCURED/COVERED LIGHT SHIELDS		
VENTILATION	<input type="checkbox"/> WINDOWS INOPERABLE <input type="checkbox"/> WINDOWS/SCREENS DIRTY <input type="checkbox"/> VENTS INOPERABLE <input type="checkbox"/> INADEQUATE TEMPERATURE <input type="checkbox"/> DAMAGED/MISSING RADIATOR COVERS <input type="checkbox"/> VENTS DIRTY		
SANITATION	<input type="checkbox"/> DIRTY FLOORS <input type="checkbox"/> DIRTY WALLS <input type="checkbox"/> DIRTY CEILINGS		
SANITATION	<input type="checkbox"/> DIRTY SINKS <input type="checkbox"/> STANDING DIRTY WATER IN SINK <input type="checkbox"/> DIRTY SHOWERS <input type="checkbox"/> DIRTY TIOLETS/URINALS <input type="checkbox"/> DIRTY WATER FOUNTAINS <input type="checkbox"/> DIRTY FLOOR DRAINS		
SANITATION	<input type="checkbox"/> DIRTY BARS, DOORS <input type="checkbox"/> DIRTY LAUNDRY AREAS <input type="checkbox"/> DIRTY CORRIDOR <input type="checkbox"/> DIRTY STAIRWELL/RAILING <input type="checkbox"/> DIRTY VACANT CELLS		
SANITATION	<input type="checkbox"/> DIRTY JANITOR'S CLOSET <input type="checkbox"/> REQUIRED AMOUNT OF CLEANING SUPPLIES AND CLEANING AGENTS NOT PROVIDED		
SANITATION	<input type="checkbox"/> TORN/DIRTY MATTRESSES <input type="checkbox"/> VERMIN PROOF CONTAINERS WITH TIGHT FITTING LIDS NOT PROVIDED <input type="checkbox"/> GARBAGE NOT REMOVED FROM HOUSING AREAS		
SLOP SINKS	<input type="checkbox"/> HOT/COLD WATER NOT PROVIDED IN THE SLOP SINK <input type="checkbox"/> INOPERABLE		



FACILITY SANITATION INSPECTION FORM

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PAGES

FACILITY:

DATE:

AREAS INSPECTED ON THIS DATE:

VIOLATION	TYPE	LOCATION	COMMENTS
CLINIC INFIRMARY	<input type="checkbox"/> DIRTY FLOORS/WALLS/CEILING <input type="checkbox"/> DIRTY TOILET/URINALS <input type="checkbox"/> DIRTY SINKS/SHOWER <input type="checkbox"/> TORN/DIRTY MATTRESSES <input type="checkbox"/> DIRTY LEDGES/SILLS <input type="checkbox"/> DIRTY NON-VENTILATED JANITORS CLOSET <input type="checkbox"/> REQUIRED AMOUNT OF CLEANING SUPPLIES AND CLEANING AGENTS NOT PROVIDED <input type="checkbox"/> GARBAGE NOT REMOVED		
FLOORS	<input type="checkbox"/> HOLES <input type="checkbox"/> MISSING TILES <input type="checkbox"/> PONDED WATER		
WALLS	<input type="checkbox"/> HOLES <input type="checkbox"/> MISSING TILES		
CEILINGS	<input type="checkbox"/> MISSING TILES		
PAINT	<input type="checkbox"/> PEELING OBSERVED		
TOILETS	<input type="checkbox"/> NOT PROVIDED <input type="checkbox"/> INOPERABLE		
SHOWERS	<input type="checkbox"/> STANDING DIRTY WATER		

THIS FORM IS TO BE COMPLETED DURING THE REQUIRED EHO WEEKLY FACILITY INSPECTION. IF THE ENTIRE FACILITY CANNOT BE COMPLETED IN ONE DAY, ALL AREAS INSPECTED SHALL BE INDICATED AT THE TOP OF THE FORM. THE FOOD AREA SHALL BE COMPLETED DAILY AS REQUIRED.

NEW YORK CITY HEALTH CODE

ATTACHMENT B

**§131.07 Heating.**

- (a) Any person who contracts to supply heat to a building or any part thereof shall furnish heat to every occupied portion of such building so that the minimum temperatures prescribed by subdivision (c) of this section are maintained during the times specified therein. The provisions of this section shall not apply to a building used for trades, businesses or occupations in which a lower temperature is essential and unavoidable.
- (b) Any owner, agent, lessee, superintendent or janitor of a building who has under her or his control a furnace, boiler or other heating device or equipment in such building shall be deemed to have contracted to supply heat pursuant to subdivision (a) of this section unless otherwise provided by written contract or lease. An owner, agent, lessee, superintendent or janitor who is required by this section to provide heat shall be liable for failure to comply with this section.
- (c) Unless otherwise provided by written contract or lease, or as provided by applicable law, including this Code, the minimum temperatures required by subdivision (a) of this section shall be maintained as follows:
  - (1) In a dwelling, during the months between October first and May thirty-first between the hours of six a.m. and ten p.m.: a temperature of at least 68 degrees F when the outside temperature falls below 55 degrees F (12.78 degrees C) and during the hours between 10 p.m. and 6 a.m. a temperature of at least 55 degrees F (12.78 degrees C) whenever the outside temperature falls below 40 degrees F (4.44 degrees C); and
  - (2) In any other building, except for buildings in which educational, nutritional, geriatric, social, mental health, health care or similar services are provided directly to recipients when such services are being provided, a temperature of at least 65 degrees F (18.33 degrees C) shall be maintained when the outside temperature falls below 50 degrees F (10 degrees C) during the usual working hours of the occupants.
- (d) The owner, agent, lessee, superintendent or janitor of (1) a one- or two- family home which is occupied in whole or in part by a tenant or tenants and in which there was within the previous year a violation of subdivision (a), (b) or (c) of this section due to a breakdown in the heating system; or (2) a multiple dwelling shall ensure that the furnace, boiler or other heating equipment under her or his control in such building is inspected by a qualified person between May first and October first of each year. In addition to testing the efficiency of the heating system to produce the heat required by this section, the central heating system or water heating appliance and its flues, vents and dampers shall be inspected for escape of carbon monoxide gas. The findings on inspection shall be recorded on forms approved by DOB within 15 days following the inspection and shall be kept on file by the owner for a period of one year. Such inspection reports shall be made available upon request to authorized employees or agents of DOB, HPD and the Department. All defects found upon inspection shall be corrected prior to the fifteenth day of October of the year in which the inspection was conducted.