

THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION



DIRECTIVE

<input type="checkbox"/> NEW <input type="checkbox"/> * INTERIM <input checked="" type="checkbox"/> REVISED			SUBJECT		
EFFECTIVE DATE 04/04/14		* TERMINATION DATE		HOUSEKEEPING PROCEDURES	
CLASSIFICATION # 3901R-B	SUPERSEDES 3901R-A	DATED 01/10/02	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER <i>Evelyn A. Mirabal, COD</i>			AUTHORIZED BY ACTING COMMISSIONER <i>Mark Cranston</i>		
EVELYN A. MIRABAL, CHIEF OF DEPARTMENT SIGNATURE			MARK CRANSTON SIGNATURE		

I. PURPOSE



To ensure that all facilities within the New York City Department of Correction (Department) are in compliance with the mandates of the Court Orders in Benjamin v. Schriro and related cases, and with all applicable health codes and regulations regarding housekeeping.

II. POLICY

It is the policy of the Department to ensure that proper sanitation and cleanliness of facilities contribute to the good health and welfare of both staff and inmates. To be effective, sanitation must be an important part of the daily operation at all Department facilities. Staff members, as well as inmates, are responsible for maintaining clean and sanitary conditions within the facility.

III. DEFINITIONS

- A. Clean – visibly free from foreign matter such as dirt, accumulated organic or inorganic matter, or impurities; unsoiled.
- B. Cleanable – capable of being cleaned.
- C. Cleaning – the removal of visible dirt, foreign matter, and accumulated organic or inorganic matter.
- D. Sanitizing – the destruction of the living form of pathogenic bacteria by the use of chemical(s) or heat.
- E. Refuse – all discarded material or waste other than regulated medical waste, hazardous waste, or sewerage.

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III. DEFINITIONS (cont.)

- F. Par levels – boundary markers in inventory levels that signal replenishment is necessary, an amount or level considered to be average; a standard.



IV. PROCEDURES

A. AREAS OF RESPONSIBILITY

1. Commanding Officer



The Commanding Officer shall be responsible for ensuring that all areas of the facility are maintained in compliance with all applicable court orders, health codes and regulations.

- a. The Commanding Officer shall ensure that all sanitation related deficiencies cited on the Public Health Sanitarian reports and other regulatory agency and oversight agency reports are abated expeditiously.
- b. The Commanding Officer shall ensure that all cleaning and sanitizing schedules detailed in this directive are followed.
- c. The Commanding Officer shall ensure that the Deputy Warden for Administration, Tour Commander, the Environmental Health Captain and Area Captains conduct thorough inspections to ensure that all areas are clean and sanitary and that work orders are promptly submitted for all maintenance deficiencies.
- d. The Commanding Officer shall ensure that adequate staffing is provided for all sanitation related tasks.
- e. The Commanding Officer shall ensure that an emergency supply of sanitation supplies and equipment is available during non-business hours. The Tour Commander shall have access to the emergency supply of sanitation supplies and equipment.
- f. The Commanding Officer shall submit the Weekly General Inspection (G.I.) Report to the Assistant Commissioner for Environmental Health by 1000 hours every Tuesday.

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2. Deputy Warden for Administration
 - a. The Deputy Warden for Administration shall ensure that housekeeping procedures are adhered to throughout the facility and that sufficient staff members are assigned to sanitation details to clean the common areas of the facility, conduct linen exchange, deliver sanitation supplies to all areas of the facility, perform facility laundry, perform painting tasks and all other sanitation related tasks.
 - b. The Deputy Warden for Administration shall ensure that the Tour Commander and the Area Captains conduct thorough tours of inspection in his or her areas of responsibility to ensure that all cleaning schedules are adhered to, all cleaning is performed in accordance with the CLEANING AND SANITIZING MANUAL (Attachment A), adequate sanitation supplies are provided, and work orders are submitted for all maintenance deficiencies.
 - c. The Deputy Warden for Administration shall ensure that all 3X11 tour Area Captains receive copies of the weekly Public Health Sanitarian reports for his or her areas of responsibility.
 - d. The Deputy Warden for Administration shall ensure that the Area Captains abate all deficiencies described in Section IV.B.
 - e. The Deputy Warden for Administration shall review and approve the EHO Captain's schedule for abating the violations that the Area Captains were not able to abate during his or her tours of duty due to a lack of special supplies or equipment (scrapers, stripper, etc.) not generally used by area work details or staff. The Deputy Warden for Administration must ensure that the outstanding violations are abated within the time frame indicated in Directive #3905R, ENVIRONMENTAL HEALTH: INSPECTION AND REPORT PROTOCOL.
3. Tour Commanders
 - a. The Tour Commander shall ensure that the facility is maintained in a good, clean condition and that all staff members comply with established sanitation procedures. The Tour Commander shall ensure that sanitation related deficiencies are abated expeditiously. If the condition is not abated during the tour, the Tour Commander shall report the condition to the Deputy Warden for Administration for resolution.

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- b. The Tour Commander shall ensure that all Area Captains conduct the required, thorough tours of inspection and document deficiencies noted during the tour in the area logbook. The Tour Commander shall ensure that the Area Captain performs a second tour of inspection to determine if the deficiencies were abated, as required. If not, the Tour Commander shall hold the Area Captain accountable for failing to conduct the required tour or addressing the sanitation deficiencies noted during the tour.
- c. The Tour Commander shall ensure that adequate supplies are available. During normal business hours, the Tour Commander shall notify the storehouse to obtain any necessary supplies. During non-business hours, the Tour Commander shall notify the Warden for the Support Services Division to obtain necessary supplies as detailed in Directive #3906R, SANITATION SUPPLY PROTOCOL AND STORAGE.

4. Environmental Health Captain (EHO)

- a. The EHO is responsible for the sanitation of the common areas and staff areas of the facility including, but not limited to, corridors, locker rooms, administrative areas, and the control room.



Note: The EHO is not directly responsible for the sanitation of any area assigned to another captain.

- b. The EHO shall ensure that sanitation supplies are delivered to every area in the facility in accordance with the facility sanitation supply delivery schedule. Sanitation supplies shall be delivered to every area at least once every week and more often if necessary. If par levels are reached in the area, the EHO shall ensure that additional supplies are delivered. A par level is less than one day supply of chemicals in the area. The established par levels for the current sanitation chemicals and equipment are identified in Attachment A.
- c. The EHO shall notify the Captain assigned to the Environmental Health Unit and the Support Services Division Sanitation Storehouse to request additional supplies and equipment when necessary.
- d. The EHO shall instruct and oversee the Correction Officers in proper sanitation procedures.
- e. The EHO shall notify the Warden and the Assistant Commissioner for Environmental Health if there are any conditions that adversely affect the sanitation of the facility.

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- f. The EHO shall conduct a weekly inspection of all areas of the facility as detailed in Directive #3905R. The policy of the Department is to promptly replenish the required amounts of sanitation supplies as needed.
 - g. Upon receipt of the Weekly Sanitation Inspection Forms generated in each housing area after the Sunday General Inspection (GI), the EHO shall write a response (including the abatement date) for all sanitation conditions that the area captain is unable to abate as noted on the Weekly Sanitation Inspection Form. The EHO shall submit the completed report to the Deputy Warden for Administration.
5. Area Captains
- a. The Area Captains shall receive quarterly sanitation training from the Environmental Health Unit staff members. Area Captains shall instruct Correction Officers in proper sanitation techniques.
 - b. All Area Captains are responsible for the sanitation in his or her assigned areas. The Area Captains are responsible for the inspection of each area of the facility under his or her supervision during each tour of duty. The Area Captain shall ensure that clean conditions are maintained. The inspection shall include, but is not limited to, the following areas:
 - i. Janitor closets;
 - ii. Showers and bathrooms;
 - iii. Dayrooms;
 - iv. Corridors;
 - v. Thorough inspection of at least two cells and dormitory sleeping areas;
 - vi. Pantries; and
 - vii. Common areas (kitchen, intake, law library, program areas, etc.);
 - c. A record of the inspection shall be entered into the area logbook, which shall reflect the area inspected and specific instructions given to correct any deficiencies that were noted. The Area Captain shall ensure that the Correction Officers assigned to the housing area are aware of all sanitation mandates and procedures. The Area Captain shall ensure that work orders are generated for any maintenance deficiency noted during the inspection. During the same tour, the Area Captain shall conduct a second inspection in order to ensure that deficiencies were corrected or work orders were generated to abate the deficiency. In the event deficiencies were not corrected, the area captain shall notify the Tour Commander/Unit Manager during the same tour and submit appropriate

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reports required by the Tour Commander/Unit Manager detailing the conditions.

- d. During normal business hours, the Area Captain shall notify the EHO if adequate sanitation supplies are not available in the housing area. During non-routine business hours, the Area Captain shall notify the Tour Commander if adequate supplies are not available. The Tour Commander shall provide supplies during non-business hours.

6. Correction Officers

- a. Correction Officers shall directly supervise the inmate work detail and ensure that all sanitation procedures and schedules are followed. All Correction Officers assigned to supervise work details shall instruct inmates in proper sanitation techniques at the beginning of each assignment and throughout the activity. Correction Officers shall inspect inmates' work upon completion of each activity to ensure the inmates' work has been completed in a satisfactory manner.
- b. Each Correction Officer shall be held individually responsible for the cleanliness and sanitation of his/her entire post and jointly responsible to cooperate in maintaining the cleanliness of the facility in its entirety.
- c. The Correction Officer shall write an infraction for any inmate who refuses to maintain his or her living space in a clean and orderly fashion. The Correction Officer shall write an infraction for any inmate who defaces or damages the light shield, ventilation register, or any other city property in the facility.
- d. The Correction Officer shall promptly notify the Area Captain if adequate supplies are not available.
- e. The Correction Officer shall ensure that work orders are written for all maintenance deficiencies noted. The Correction Officer shall also ensure that work orders are promptly generated for vermin entry points, including, but not limited to missing door sweeps, missing or torn screens, missing drain covers, and holes.
- f. The Correction Officer shall ensure that all sanitation supplies are properly secured in the janitor closet, sanitation supply closet or "A" station when not in use by the inmate work detail. Sanitation chemicals shall be stored in the janitor closet or in a secured storage closet. Sanitation chemicals may only be stored in a locked cabinet in the "A"

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station if there is no janitor closet in the housing area. The Correction Officer shall ensure that the janitor closet is locked at all times.

- g. The Correction Officer shall ensure that the janitor closet is maintained in a clean and sanitary manner and that all equipment is cleaned prior to returning the equipment to the janitor closet. The mop and broom shall be stored in the janitor closet organizer. All dust and dirt shall be removed from the broom before storing the broom in the janitor closet organizer.
- h. The Correction Officer shall ensure that the sanitation of the common areas occurs during the lock-in periods. The Correction Officer shall ensure that all inmates are locked in his or her cells in accordance with existing departmental policies. Upon completion of the lock-in procedure, the sanitation detail inmates shall be locked out of their cells to perform the sanitation duties in the common areas.
- i. All housing area sanitation detail inmates shall be housed in the first four beds or cells of a housing area.

7. Non-Uniformed Employees

All non-uniformed employees shall be individually responsible for the cleanliness of his or her immediate work area.



B. RESPONSE TO PUBLIC HEALTH SANITARIAN REPORTS

The following procedures shall be followed to expeditiously abate all deficiencies noted on the Public Health Sanitarian weekly reports (Attachments B and C):

1. The Deputy Warden for Administration shall distribute the Public Health Sanitarian reports to the 3X11 Area Captains.
2. The Area Captain is responsible for supervising the abatement of all sanitation deficiencies and ensuring that work orders are generated for all maintenance deficiencies. The Area Captain shall write the corrective actions taken in the "For Facility Use" column on the Public Health Sanitarian report. If the entire violation is not abated during the 3X11 tour, the Area Captain shall note the percentage of the violation that was abated during the tour. For example:

Violation: The light in cell 3 was inoperable

Response: A work order was submitted on 11/16/13.

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Violation: The shower walls were dirty.

Response: The shower walls were cleaned on 11/16/13.



Violation: The vents in all cells were dirty.

Response: The vents in 25% of the cells or cells 1 – 13 were cleaned on 11/16/13.

3. The Area Captain shall submit the completed Public Health Sanitarian reports indicating the status of abatement for all deficiencies noted to the tour commander by the end of the tour.
4. The Tour Commander shall forward the completed Public Health Sanitarian reports to the Deputy Warden for Administration. The Deputy Warden for Administration shall ensure that the Tour Commander redistributes all Public Health Sanitarian reports with unabated violations to the respective 3X11 Area Captains on each successive day until the non-maintenance related violations are abated. Additionally, the EHO must submit a schedule to the Deputy Warden for Administration for the abatement of all violations beyond the capability of the Area Captain to abate.
5. The Deputy Warden for Administration shall ensure that the Tour Commander instructs the Area Captains on the 3X11 tour to monitor the abatement of the non-maintenance related outstanding violations. Again, the Area Captains shall document the percentage of work completed on each violation during his or her tour and return the reports to the Tour Commander at the end of each tour. This process shall be repeated until all violations are abated.
6. The Deputy Warden for Administration shall receive a status report on all maintenance related deficiencies from the Supervisor of Mechanics until all maintenance related deficiencies are abated.

C. HOUSEKEEPING OF HOUSING AREAS

1. Inmates shall be responsible for cleaning their own living spaces. In dormitory settings, living spaces shall be defined as the bed and the floor beneath and adjacent to the bed, from the foot of the bed to the head of the bed. Correction Officers shall instruct inmates to clean their living spaces on a daily basis. Correction Officers shall write an infraction for any inmate who refuses to clean his or her living space.
2. All floors located in common areas of the housing area shall be swept and washed three (3) times a day, and kept dry and free of hazardous materials. The floor shall be cleaned in a "left" and "right" section to create a dry, clear

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passage during the time when the floor is cleaned. One section of the floor shall thoroughly dry before the second section of the floor is washed. The common areas include, but are not limited to, corridors, dayrooms, showers/bathrooms, and interview rooms. All shower facilities, toilets, and sinks shall be cleaned and sanitized three times per day and more often if necessary.

The cleaning shall occur during lock in times allowing the work detail to perform the task thoroughly without interruption. All drains shall have covers that shall be cleaned daily in order to prevent clogging and defective drainage. The laundry areas and janitor closets shall be cleaned and sanitized once daily and more often if necessary.

3. All housing areas, including ledges, walls, bars, fire and housing area stairwells, and walls to a height up to eight feet (8 ft.) shall be thoroughly cleaned and sanitized in accordance with the instruction provided in the CLEANING AND SANITIZING MANUAL (Attachment A) during the Sunday General Inspection (G.I.) Cleaning.
4. Windows shall be cleaned and washed regularly and not less frequently than once every four months.
5. Every cell shall be thoroughly cleaned upon becoming vacant. The cell (including the vent and/or light shield) shall be cleaned and sanitized in accordance with the instructions detailed in the CLEANING AND SANITIZING MANUAL (Attachment A). If the vent and/or light shield cannot be cleaned in place, a work order shall be promptly submitted for maintenance to remove the vent and/or light shield for the items to be cleaned and replaced. The vacant cell shall be cleaned and sanitized on the tour it becomes vacant or early in the next tour if the cell is vacated late in the tour. The vacant cells shall be maintained in a clean and sanitary manner. If necessary, the vacant cell shall be cleaned and sanitized a second time. For instance, if the floor becomes dirty or the ledges become dusty, the cell must be cleaned again.

Each housing area shall have a well-ventilated janitor closet with an operable light that is free of mold and mildew. Janitor closets shall be equipped with an adequate supply of cleaning equipment and supplies. The required cleaning equipment includes mops, brooms, dust pans, mop buckets with wringer, sponges, scrub brushes, and any other equipment deemed necessary. Sanitation chemicals shall be secured in the janitor closet, or a supply closet. The cleaning chemicals may only be secured in a locked cabinet in the "A" station if there is no janitor closet in the housing area. The cleaning chemicals shall include a general cleaner, a disinfectant, mildew cleaner, and a cleaner

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without grit. The janitor closet shall be equipped with a sink or a sink shall be near the janitor closet. The janitor closet shall be secured at all times. During all lock out periods, the Correction Officer shall ensure that inmates receive cleaning supplies and equipment upon request to clean and sanitize their cell/bed area. The Correction Officer shall ensure that all cleaning equipment is thoroughly cleaned and properly stored after use (Attachment D, Janitor Closet Helpful Hints Poster).

A dispenser shall be provided in the janitor's closet to dispense the general cleaner, the disinfectant, and a neutral floor cleaner. The neutral floor cleaner shall be used only on the shower floor. The concentrated chemical shall be installed in the dispenser. The dispenser shall be secured once the concentrated chemical(s) are placed in the dispenser and at all times thereafter. The work detail shall dial the dispenser to the chemical that is to be utilized. The dial shall be set to the general cleaner, the disinfectant, or the neutral floor cleaner. The work detail shall push the button and the dispenser shall dispense the diluted chemical at the proper use concentration. There is no need for the inmate work detail to add water to the solution in the bucket. The inmate work detail member shall then begin cleaning in accordance with the directions in the Cleaning and Sanitizing Manual.

D. HOUSEKEEPING FOR COMMON AREAS

1. All common areas (outside of housing areas) that are accessible to the inmate population for processing/program functions must be maintained in a clean condition. These areas include, but are not limited to, the following:
 - a. Visit House;
 - b. Law Library;
 - c. School;
 - d. Clinic;
 - e. Social Services;
 - f. Commissary;
 - g. Religious Services;
 - h. Recreation;
 - i. Corridor;
 - j. Barber Shop/Beauty Parlor;
 - k. Intake;
 - l. Inmate Assignment;
 - m. Counsel Visit; and
 - n. Food Service, Preparation and Dining Room.



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2. All common area shower facilities, toilets, sinks, and other personal hygiene areas shall be thoroughly cleaned and sanitized at least three times daily and more often if necessary by the housing area work detail. All drains shall be cleaned daily in order to prevent clogging and defective drainage. Janitor closets and sanitation facilities shall be cleaned once daily and more often if necessary.
3. All floors located in common areas shall be swept and washed once daily and more often if necessary. The floors shall be cleaned in "left" and "right" sections to allow for passage on a dry surface and to allow the floor to be properly cleaned. The floors shall be kept dry and free from hazardous materials. The common areas include, but are not limited to, corridors, stairwells, waiting areas, treatment areas, and interview rooms.
4. All bars, fire stairwells, walls (up to 8 ft.), windows, and ledges shall be cleaned and washed regularly and in any event not less frequently than once every week. These areas shall be spot washed as needed.
5. Facilities shall ensure that common area janitor closets have adequate supplies in order to maintain the cleanliness of these areas. The janitor closet or the immediate area must be near a sink.
6. Cleaning implements and supplies shall include brooms, dust pans, mops, mop wringers, buckets, sponges, scrub brushes and other types of brushes, general cleaner, disinfectant, cleaner without grit, and mildew remover. All cleaning implements shall be thoroughly cleaned after each use and stored in secured janitor closets. Mops and brooms shall be placed on the janitor closet organizers. In the absence of the janitor closet organizer, the mops shall be placed upside down with the mop head resting against the wall.
7. Sanitation procedures for clinic and infirmary areas shall be performed in accordance with the provisions of Directive #3903, SANITATION PROCEDURES FOR MEDICAL SERVICE AREA.



E. WEEKLY CLEANING

1. Each Sunday morning, the "B" Correction Officer shall ensure that the following sanitation tasks are performed in all living areas (cell, dormitory sleeping area, bathrooms and dayrooms). The entire housing area shall be thoroughly cleaned and sanitized as detailed in the CLEANING AND SANITIZING MANUAL (Attachment A).

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2. Each inmate is responsible for cleaning and sanitizing his or her living area (cell or space around his or her bed in a dorm). The inmate work cadre shall perform the cleaning and sanitizing in the shower, bathroom, dayroom, pantry, vacant cells, corridor, cell doors, and janitor closet.
 - a. The Correction Officer shall inspect each area at the completion of the cleaning tasks. The Correction Officer shall complete the Weekly Sanitation Inspection Form (Attachment F) attesting that the housing area was cleaned and all tasks were completed. The Correction Officer shall note any maintenance deficiencies on the inspection form. All torn mattresses and stained light shields must be listed on the inspection form. The correction officer shall prepare work orders for the replacement of all stained light shields and any other maintenance deficiencies observed during the sanitation inspection. A description of the action taken to abate deficiencies shall be recorded in the comment section of the Weekly Sanitation Inspection Form.
 - b. The Area Captain shall also sign the inspection form indicating that his or her tour confirmed that the housing area was cleaned and that the Correction Officer prepared work orders for all deficient conditions.
 - c. The Area Captain shall submit the Weekly Sanitation Inspection Form to the Tour Commander for submission to the Deputy Warden for Administration.
 - d. The Deputy Warden for Administration shall forward copies of the Weekly Sanitation Inspection Forms to the EHO and the Supervisor of Mechanics (SOM).
 - e. The EHO and SOM shall write a response (including the abatement date or expected abatement date) for all deficient conditions listed on the Weekly Sanitation Inspection Form and submit the completed report to the Deputy Warden for Administration.
 - f. The Deputy Warden of Administration shall forward the completed Weekly Sanitation Inspection Forms to the Warden and the Assistant Commissioner of Environmental Health by 1000 hours on Tuesday.
 - g. The Assistant Commissioner for Environmental Health shall ensure that the Public Health Sanitarians and the Captain assigned to the Environmental Health Unit spot check the deficiencies noted on the Weekly Sanitation Inspection Forms. Housing areas shall be selected by random sampling and the use of the MIL STD 105E reduced inspection



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sampling. Therefore, the Weekly Sanitation Inspection Forms shall be spot checked in three housing areas if there are between 26 and 50 housing areas in his or her assigned facility and two housing areas if there are between 2 and 25 housing areas in his or her assigned facility.



F. GENERAL HOUSEKEEPING INSPECTION INSTRUCTION FOR CAPTAINS AND CORRECTION OFFICERS

1. All floors, walls, ceilings, plumbing fixtures, and common touch surfaces shall be inspected for the presence of dirt, dust, soap scum, and/or mildew. Special attention shall be paid to light shields, vents, window ledges, and floor/wall junctions. Food and drink shall not be stored on window ledges.
2. If dirt, dust, soap scum and/or mildew are observed, the Correction Officer shall ensure that the inmate work detail cleans and sanitizes the area in accordance with the directions specified in the CLEANING AND SANITIZING MANUAL (Attachment A).
3. The janitor closet shall be inspected to ensure that the equipment is clean and sanitized. The mops and brooms shall be stored in the janitor closet organizer. The janitor closet organizer shall contain four (4) slots for the storage of brooms and mops. The floor, light shield, vent, walls, ceiling, shelves, sink, and janitor closet organizer shall be clean and free of dirt, dust, mildew, and/or soap scum. The "Helpful Hints" poster shall be posted in all janitor closets.
4. Infractions shall be generated when an inmate covers or damages any departmental property including, but not limited to, the light shield, vent, walls, ceilings, and sprinkler heads. Inmates shall also be infraacted for failing to clean and sanitize his or her cells/beds.
5. Every cell/bed shall be thoroughly cleaned upon becoming vacant and shall be maintained in that condition until it is again occupied. All vacant cells shall be cleaned on the tour that the cell becomes vacant or early the next tour if the cell is vacated late in the tour. The floor, walls, ceiling, plumbing fixtures, mattress, bed frame, and the laundry and commissary buckets shall be cleaned and sanitized and all garbage, linen and items left by the previous inmate must be removed. Once the cell/bed is cleaned and sanitized in accordance with the CLEANING AND SANITIZING MANUAL (Attachment A), the mattress shall be folded and the commissary and laundry buckets shall be placed on the bed frame. The mattress shall not be folded until the cell/bed is cleaned and sanitized. The light shields shall be free of any obstruction and shall be cleaned and/or replaced immediately.

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6. Proper sanitizing of vacant cells shall be made with the approved sanitizing solution. The sanitizing procedure shall include wiping down both sides of the mattress with the proper sanitizing solution, folding the mattress in half placing it on the bed-frame and placing the white laundry bucket and two blue commissary buckets with lids on the bed frame. Any mattress with visible rips, tears, perforated seams shall be immediately removed and replaced upon inspection.
7. Prior to assigning or placing an inmate in a cell or bed, the Correction Officer assigned to the housing area post shall conduct an inspection of the cell or housing unit in order to determine the condition of the mattress, light fixtures, furniture, and equipment. Each cell/bed shall contain one white laundry bucket and two blue commissary buckets with lids.
8. The Correction Officer conducting the inspection shall make a check mark in the appropriate place to indicate whether the items listed on the Cell Inspection Report (Form #428R, Attachment E) are in a "satisfactory" or "damaged" condition.
9. Upon completion of the Cell Inspection Report, the Correction Officer shall allow the inmate to verify the items checked on the cell inspection report. After verifying the items, the inmate shall sign the completed report and return it to the Correction Officer. If the inmate refuses to verify the items or sign the report, the Correction Officer shall record this information in the remarks section.
10. The Correction Officer shall submit the original Cell Inspection Report to the Area Captain, who shall countersign the report and forward the report to the general office to be filed in the inmate's legal folder.
11. During each tour of inspection, the Area Captain shall ensure that each vacant cell/bed area is properly sanitized as outlined herein. The Area Captain shall document, in the area logbook, any deficiencies noted during his or her tour of the area and also document instructions given to abate the conditions. The Area Captain shall instruct Correction Officers in proper sanitation techniques.
12. When an employee of the Department witnesses an inmate damaging or destroying City property or the evidence excludes the possibility that another inmate is responsible for the damage or destruction, the employee shall commence disciplinary action against said inmate by completing a "Report and Notice of Infraction", Form #6500A.

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13. The Area Captain shall ensure that any deficiencies have been abated during his or her second tour of the area.

G. CHEMICAL STORAGE AND USAGE

1. All chemicals shall be stored in their original container and in accordance with the manufacturer's instructions. For example, if the manufacturer's instructions state that a chemical must be stored at room temperature and away from open flames and excessive temperatures, the chemical shall not be stored on or near the radiator.
2. Mixing of two or more chemicals is prohibited. Chemicals shall be stored in a properly labeled container.
3. All lids and tops shall be secured.
4. Chemical storage containers shall not be utilized to mix or serve food. Inmates shall not be allowed to retain chemical storage containers at his or her beds or in his or her cells.
5. All chemicals shall be secured in the janitor closet or storage closet. The chemicals shall only be stored in the "A" station if there is no janitor closet in the housing area.
6. All chemicals shall be used in accordance with the manufacturer's instructions. All chemicals shall be diluted in accordance with the manufacturer's instructions.
7. Chemicals shall only be used for the intended use noted on the chemical label.

H. PERSONAL PROTECTIVE EQUIPMENT

1. The Assistant Commissioner for Environmental Health shall review the safety data sheets for all sanitation chemicals to determine, what, if any, personal protective equipment is required.
2. The Assistant Commissioner for Environmental Health shall inform the Warden of the Support Services Division in writing of any personal protective equipment required for use with any sanitation chemical. Additionally, the Assistant Commissioner for Environmental Health shall write detailed instructions for the use of the personal protective equipment. These instructions shall be submitted to all Commanding Officers.

	EFFECTIVE DATE 04/04/14	SUBJECT		
	CLASSIFICATION # 3901R-B	HOUSEKEEPING PROCEDURES		
	DISTRIBUTION A	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	PAGE 16 OF 18 PAGES	

IV. PROCEDURES (cont.)



3. The Warden of the Support Services Division shall ensure that the Storehouse orders and distributes the personal protective equipment in accordance with the directions provided by the Assistant Commissioner for Environmental Health.
4. Commanding Officers shall ensure that the personal protective equipment is provided to all staff and inmates as determined by the Assistant Commissioner for Environmental Health.

I. REFUSE

1. Regulated medical waste and hazardous waste shall be disposed of in accordance with the provisions of Directive #3903, SANITATION PROCEDURES FOR MEDICAL SERVICE AREA and Directive #3904, HAZARDOUS WASTE REMOVAL.
2. All refuse shall be removed from housing areas and common areas at least three times daily, or whenever a refuse container is full. Refuse shall be removed immediately after night-time lock in. Sufficient refuse containers shall be maintained in housing areas, dayrooms, tiers, lock-out corridors, and other common areas. Each housing area living space shall have one refuse container with a tight fitting lid.
3. Refuse containers shall be durable, non-porous, water tight, rust resistant, inaccessible to insects and vermin, easily cleanable, and fitted with fly-tight covers. The covers shall be placed on the refuse containers at all times and shall not be stored under the containers.

J. REFUSE CONTAINER CLEANING PROCEDURES

All refuse containers shall be cleaned and dried after being emptied. Containers shall be inspected for damage and leaks, and when necessary they shall be replaced. Containers shall be stored in a separate area, apart from food preparation and food serving areas.



	EFFECTIVE DATE 04/04/14	SUBJECT HOUSEKEEPING PROCEDURES		
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V. REFERENCES (In the event that a reference is superseded, the successor document shall apply.)

- A. Directive #1005R, HAZARD COMMUNICATION STANDARD AND RIGHT TO KNOW LAW, dated 01/09/95.
- B. Directive #3903, SANITATION PROCEDURES FOR MEDICAL SERVICE AREA, dated 12/08/95 (as amended).
- C. Directive #3904, HAZARDOUS WASTE REMOVAL, dated 12/08/95.
- D. Directive #3905R, ENVIRONMENTAL HEALTH: INSPECTION AND REPORT PROTOCOL, dated 08/02/99.
- E. Directive #3906R-A, SANITATION SUPPLY PROTOCOL AND STORAGE, dated 04/04/14.
- F. Directive #3910R, WORK ORDER PROCEDURES, dated 07/03/97.
- G. Directive #4013RR, RESTITUTION FOR THE INTENTIONAL DAMAGE OR DESTRUCTION OF CITY PROPERTY, dated 05/20/91 (as amended).
- H. New York City Department of Correction CLEANING AND SANITIZING MANUAL (November 2013)
- I. U.S. Department of Defense Military Standard 105E (ANSI/ASQZ1.4)

VI. ATTACHMENTS

- A. NEW YORK CITY DEPARTMENT OF CORRECTION CLEANING AND SANITIZING MANUAL (NOVEMBER 2013)
- B. SANITARIAN'S REPORT, FORM EHU #3
- C. SANITATION INSPECTION FORM
- D. HELPFUL HINTS FOR SANITATION POSTER
- E. CELL INSPECTION REPORT
- F. WEEKLY SANITATION INSPECTION FORM #3901R-A
- G. PAR LEVELS LIST

	EFFECTIVE DATE 04/04/14	SUBJECT		
	CLASSIFICATION # 3901R-B	HOUSEKEEPING PROCEDURES		
	DISTRIBUTION A	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	PAGE 18 OF 18 PAGES	

VII. SUPERSEDES

- A. Directive #3901R-A, HOUSEKEEPING PROCEDURES, dated 01/10/02 (as amended).
- B. Any other Directive, Operations Order, Teletype, Memorandum, etc, that may be in conflict with the policies and procedures outlined herein.

VIII. 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.

CURRENT LIST OF CLEANING SUPPLIES

Chemical	Use	Dilution Ratio
Mildew Remover	Corcraft Mold and Mildew Cleaner	Spray directly from bottle
Cleaner Without Grit	Gentle Scrub	Use directly from bottle
General Cleaner	Liberty 670 (green soap ball) Trailers only	One soap ball in 3 gallons of water
	Diversey General Cleaner #15	Use directly from dispenser
Sanitizing Solution	Liberty 671 (blue soap ball) Trailers only	One soap ball in 3 gallons of water
	Diversey Virex	Use directly from dispenser
Neutral Floor Cleaner	Diversey Stride	Use directly from dispenser

SANITATION INSPECTION FORM

NEW YORK CORRECTION DEPARTMENT

NEW YORK CITY JAILS

Facility Name: _____

Date of Inspection: _____

Time of Inspection: _____

Unit: _____

Type: _____

DOC Sanitarian: _____

Page _____ of _____

Supervisor: _____

INSPECTION NOTES:

Unit Component	Housekeeping Management					CRITICAL SANITARY CRITERIA							INSPECTION NOTES (Place X in box)
	1 CLEANING & SANITIZING PROCEDURES FOLLOWED	2 LACK OF CLEANING CHEMICALS	3 INADEQUATE CLEANING EQUIP & EQUIP SANITATION	4 ADEQUATE WATER FACILITIES PROVIDED	5 PRESENCE OF VERMIN OR INDICATOR ORGANISMS	6 UNCLEAN TO SIGHT	7 ORGANIC SOIL ACCUMULATIONS	8 SURFACES SMOOTH & EASILY CLEANABLE	9 PRESENCE OF ODORS	10 INADEQUATE LIGHING	11 VENTILATION	COMPONENT TREND SCORE	
GENERAL													
Showers													
Toilet Area													
Day Room (general)													
Day Room (toilet)													
Day Room (furnishings)													
Utility/Janitor Room													
Storage													
Cell (Cell #)													
Cell (Cell #)													
Cell (Cell #)													
Cell (Cell #)													
Sleeping Area (General)													
Dormitory Beds													
Common Area													
Unit Component Totals													
Component Trend Score: Reduced Sampling scoring must be 3 or less for the housing component to be considered to have met sanitary standards or requirements on all rows except the General, Day Room Furnishings and Dormitory Bed rows which must be 2 or less.					Scoring:	1 = Does not meet accepted standards or requirements. 0 = Meets accepted standards or requirements.				Yes = Met standard or requirement. No = Has not met standard or requiremnts. Blank = Not Applicable			x = see inspection notes

HOUSEKEEPING MANAGEMENT

1. CLEANING AND SANITIZING PROCEDURES FOLLOWED*:

- a) Uniform sanitary procedures as detailed in policies and procedures not followed.
- b) Cleaning frequency inadequate to maintain proper sanitation.
- c) Policy is inadequate to address soiling of the unit.
- d) No evidence of training of inmate to housekeeping policy.
- e) Disposable glove and other personal protective equipment not available, provided or used as per manufacturer's label requirements and/or institutional policy.

Verification of these criteria is by indicating two or more of the following:

- a. Lack of adherence to established policies and procedures;
- b. No notation in unit log (schedule or frequency);
- c. Absence of training materials or instructional postings in critical housekeeping areas;
- d. Direct chemical test of finished disinfectant solution;
- e. Negative responses to inmate and/or staff interviews.

2. LACK OF CLEANING CHEMICALS

- a) Cleaning chemicals not provided to unit.
- b) Par levels not appropriate to the unit. Verification of the deficiency is by any one of the following:
 - a. Boundary markers in inventory levels that signal replenishment is necessary not established, or,
 - b. Amount or level considered to be adequate, not maintained, or,
 - c. Absence of standard quantity as established by policy.

3. INADEQUATE CLEANING EQUIPMENT AND EQUIPMENT STATION

- a) Cleaning equipment in poor repair or worn;
- b) Cleaning equipment is visibly dirty and possibly malodorous;
- c) Inadequate storage of housekeeping equipment;
- d) Cleaning equipment storage appurtenances not available for the sanitary and safe storage of mops, brooms and brushes;
- e) Par levels inappropriate to the facility or not established to meet cleaning needs.

4. ADEQUATE WATER FACILITIES PROVIDED

- a) Utility sink not readily available and/or accessible.
- b) Hot and cold water of adequate flow and pressure not provided.
- c) Absence of a free-flowing drain.

5. PRESENCE OF VERMIN INCLUDING INDICATOR ARTHROPODS*

HOUSEKEEPING OBSERVATIONS

6. UNCLEAN TO SIGHT:

- a. Presence of loose filth and garbage.
- b. Dust and dirt accumulation
- c. Soiling of touch points and/or high(common) touch surfaces
- d. Soiled bed frames and dayroom furnishings*.
- e. Soiled utility (janitor's) closet
- f. Soil imbedded at transition areas such as edges of spalled tile, floor to wall junctions, door jambs and furnishing floor anchors.

7. ORGANIC SOIL ACCUMULATIONS IN WET AND MOIST AREAS

- a. Organic debris accumulation in and around toilets, urinals, utility sinks, lavatories and showers.
- b. Drain screens* not cleaned of hair and debris; partially occluded drains resulting in temporary pooling of water.
- c. Chronic pooling of water and/or presence of chronically wet walking surfaces.

8. SURFACES SMOOTH AND EASILY CLEANABLE

- a. Structural surfaces in poor repair; porous, uneven/irregular/jagged. For example: Wall-Floor junctions not smooth, rounded or sealed; cracks, joints and tile grouting not sealed or in good repair.
- b. Beds and/or dayroom furnishings in poor repair.

9. PRESENCE OF MALODORS

Malodors are those that are classified as those that are distinctly septic, putrefactive or body odors.

10. LIGHTING

- a. Less than 10 foot-candles; measured at three-feet from the target horizontal surface, or,
- b. Less than optimal lighting from an existing and operational luminary. This includes observable conditions such as dimming or flickering and/or the presence of blackened ends of fluorescent light bulbs.

11. VENTILATION*

- a. Exhaust ventilation in toilets, showers and utility closets not working.
- b. Exhaust ventilation grills occluded with dust, dirty or sealed with paint.

INSPECTION NOTES:

ATTACHMENT D

HELPFUL HINTS FOR SANITATION

PROPER USE OF CHEMICALS

1) APPLY MILDEW REMOVER – SPRAY ON – LEAVE FOR 15 MINUTES – MANUALLY SCRUB, RINSE WITH COPIOUS AMOUNTS OF WATER

2) DISPENSE THE DIVERSEY GENERAL CLEANER 15 (GREEN LABEL) FROM THE DISPENSER. ALL VISIBLE DIRT MUST BE REMOVED DURING THIS STEP. APPLY TO SURFACE FROM TOP TO BOTTOM, MANUALLY SCRUB WITH SCRUB BRUSH OR GREEN PAD, RINSE WITH COPIOUS AMOUNTS OF CLEAN WATER.

APPLY CLEANER WITHOUT GRIT TO THE TOILETS, URINALS, SINKS, AND SHOWERS, MANUALLY SCRUB, RINSE WITH COPIOUS AMOUNTS OF WATER.

3) DISPENSE THE DIVERSEY VIREX 256 (BLUE LABEL) FROM THE DISPENSER, APPLY TO ALL SURFACES FROM TOP TO BOTTOM AND ALLOW TO AIR DRY.

4) DISPENSE THE STRIDE NEUTRAL FLOOR CLEANER (ORANGE LABEL) FROM THE DISPENSER. MOP THE FLOOR, RINSE.

REMEMBER: GREEN EQUALS CLEAN AND BLUE KILLS THE FLU

PAY SPECIAL ATTENTION TO THE FOLLOWING AREAS: A) WHERE THE FLOOR AND WALL MEET, 2) CORNERS, 3) WHERE THE BEDS ATTACH TO THE FLOOR, 4) VENTS, 5) LIGHT SHIELDS, 6) CONTACT SUFACES (DOOR KNOBS, FAUCETS,

TELEPHONE, CHAIRS, TABLES, ETC.)

JANITOR CLOSET MAINTENANCE

ALL SUPPLIES (BROOMS, MOPS, SCRUB BRUSHES, MOP BUCKETS, ETC.) MUST BE CLEANED THOROUGHLY BEFORE BEING PLACED IN THE JANITOR CLOSET AT THE CONCLUSION OF THE CLEANING

PROPERLY MAINTAINED JANITOR CLOSET



POORLY MAINTAINED JANITOR CLOSET





**CORRECTION DEPARTMENT
CITY OF NEW YORK**

FORM 428R
REV. 11/22/02
REF: DIR 4013RR



CELL INSPECTION REPORT

HOUSING AREA:

CELL/BED #:

OCCUPANT:

DATE:

MAKE A CHECK MARK IN THE APPROPRIATE COLUMN

ITEM	SATISFACTORY	DAMAGED
TOILET BOWL		
SINK		
MATTRESS		
SHEET		
PILLOW CASE		
TOWEL		
PILLOW		
LIGHT FIXTURES		
BLANKET		
WINDOWS		
DESK		
CHAIR		
BED FRAME		
FOOD STORAGE CONTAINER WITH LID		
LOCKER		

IN THE REMARKS SECTION, DESCRIBE BRIEFLY AND LIST ANY ITEMS THAT ARE DAMAGED.

REMARKS:

THE ABOVE ITEMS WERE CHECKED BY ME AND FOUND TO BE IN THE CONDITION AS INDICATED.

SIGNATURE OF EMPLOYEE

TITLE

SHIELD #

You are hereby warned, that financial restitution will be sought for the willful damage or destruction to City property. Before signing this form, you have the right to verify the items checked by the officer, in order to certify, that the condition of the fixtures and equipment were accurately reported.



SIGNATURE OF INMATE

NUMBER

DATE

After you have signed this form, the officer will give you a copy for your records.

SIGNATURE/HOUSING AREA SUPERVISOR

	CORRECTION DEPARTMENT CITY OF NEW YORK	ENVIRONMENTAL HEALTH UNIT	FORM: #3901R-A REV.: 04/04/14 REF.: DIR. #3901R-B	
WEEKLY SANITATION INSPECTION FORM			1 of 2 PAGES	

FACILITY:	DATE:	AREA:
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AREA	TASK	COMPLETE (Circle One) (If no, state reason)		COMMENTS (Action taken)
Janitor Closet	Is floor clean?	Yes	No	
	Are walls clean?	Yes	No	
	Are ledges, windowsills, and bars free of dust?	Yes	No	
	Is ceiling clean?	Yes	No	
	Is slop sink operable?	Yes	No	
	Is slop sink clean?	Yes	No	
	Is light operable?	Yes	No	
	Is light shield clean?	Yes	No	
	Is vent present?	Yes	No	
Mop/Broom Holder	Is holder installed?	Yes	No	
	Is holder clean?	Yes	No	
Dayroom	Is floor clean?	Yes	No	
	Are walls clean?	Yes	No	
	Are ledges, windowsills, and bars free of dust?	Yes	No	
	Is ceiling clean?	Yes	No	
	Are the tables clean?	Yes	No	
	Are the chairs clean?	Yes	No	
	Are lights operable?	Yes	No	
	Are light shields clean?	Yes	No	
	Are vents clean?	Yes	No	
	Are radiators covered/intact?	Yes	No	
	Are radiators clean?	Yes	No	
	Is dayroom toilet operable?	Yes	No	
	Is dayroom toilet clean?	Yes	No	
	Is sink operable?	Yes	No	
Is sink clean?	Yes	No		
Shower / Bathroom	Is floor clean?	Yes	No	
	Is mildew on the floor?	Yes	No	
	Is mildew on the wall?	Yes	No	
	Is mildew on the ceiling?	Yes	No	
	Are walls clean?	Yes	No	
	Is ceiling clean?	Yes	No	
	Are lights operable?	Yes	No	
	Are light shields clean?	Yes	No	
	Is soap scum present?	Yes	No	
	Are vents clean?	Yes	No	
	Are sinks operable?	Yes	No	
	Are sinks clean?	Yes	No	
	Are toilets operable?	Yes	No	
	Are toilets clean?	Yes	No	
	Are showers operable?	Yes	No	
	Are showers clean?	Yes	No	
	Are floor drains clean?	Yes	No	
	Are urinals operable?	Yes	No	
	Are urinals clean?	Yes	No	
	Are ledges, windowsills, and bars free of dust?	Yes	No	
Are radiators covered/intact?	Yes	No		
Are radiators clean?	Yes	No		
Pantry	Is ceiling clean?	Yes	No	
	Are walls clean?	Yes	No	
	Are radiators covered/intact?	Yes	No	
	Are radiators clean?	Yes	No	
	Is hand washing sink operable/clean?	Yes	No	
	Are the heated/refrigerated cafeteria carts operable/clean?	Yes	No	
	Are ledges, windowsills, and bars free of dust?	Yes	No	
Exit Signs	Are the exit signs(s) operable?	Yes	No	
Supplies	Do you have mop buckets (2-on each side)?	Yes	No	
	Do you have mops (2-on each side)?	Yes	No	

FACILITY:	DATE:	AREA:
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AREA	TASK	COMPLETE (Circle One) (If no, state reason)		COMMENTS (Action taken)
Supplies (cont.)	Do you have floor brooms (2-on each side)?	Yes	No	
	Do you have deck brushes (2-on each side)?	Yes	No	
	Do you have utility brushes (2-on each side)?	Yes	No	
	Do you have sponges (4-on each side)?	Yes	No	
	Do you have dust pans (1-on each side)?	Yes	No	
	Do you have scouring pads (6-on each side)?	Yes	No	
	Do you have stainless steel cleaner?	Yes	No	
	Do you have mildew cleaner?	Yes	No	
	Do you have Liberty 671 sanitizer?	Yes	No	
	Do you have garbage cans (2-on each side)?	Yes	No	
Pest Activity	Did you observe any rodents?	Yes	No	
	Did you observe any insects?	Yes	No	
Cells / Beds Note: Each individual cell/bed area must be individually inspected. All discrepancies shall be noted in the comments section of the task concerned or the remarks section below	Are the walls clean, free of graffiti?	Yes	No	
	Are floors clean?	Yes	No	
	Are floor/wall junctions clean?	Yes	No	
	Are ledges, windowsills, bars and bed frames free of dust?	Yes	No	
	Is toilet operable?	Yes	No	
	Is sink operable?	Yes	No	
	Is light shield covered?	Yes	No	
	Is light operable?	Yes	No	
	Are vents cleaned?	Yes	No	
	Is ceiling clean?	Yes	No	
	Are radiators intact?	Yes	No	
	White bucket?	Yes	No	
	Blue bucket w/ lid?	Yes	No	
	Is window screen intact?	Yes	No	
Are mattresses clean and intact?	Yes	No		

Remarks: _____

Completed By (Print Name)	Signature	Shield No.
Area Captain (Print Name)	Signature	Shield No.

PAR LEVELS

(If there is one janitor closet shared by two sides of a housing area, these numbers shall be doubled)

Item	Quantity
Diversey General Cleaner 15	1 bottle in dispenser – Extra concentrated chemical shall not be stored in housing area.
Diversey Virex 256	1 bottle in dispenser – Extra concentrated chemical shall not be stored in housing area.
Diversey Stride Neutral Floor Cleaner	1 bottle in dispenser – Extra concentrated chemical shall not be stored in housing area.
Mop buckets with wringers	2
Mop heads and sticks	2
Brooms	2
Dust pan	1
Sponges	4
Green scouring pads	6
Corcraft Mold and Mildew Cleaner	1 bottle
Gentle Scrub Cleaner Without Grit	1 bottle
Garbage can with tight fitting lid	2
Scrub brushes (held in hand)	2
Deck brushes (long handled)	2

*The Correction Officer shall notify the Area Captain if less than the par levels of sanitation supplies are present in the janitor closet. If the EHO is not available to replenish the supplies, the Area Captain shall notify the Tour Commander. The Tour Commander shall have access to sanitation supplies and shall ensure that the supplies were replenished.