



**SAN MATEO COUNTY
PROBATION DEPARTMENT
INSTITUTIONS SERVICES MANUAL**

**ARTICLE 12
Facility Sanitation and Safety
§1510**

Topic **Facility Sanitation, Safety, and Maintenance**

Policy This policy establishes a site-specific plan to ensure that the facility is kept clean, orderly, and in good repair in accordance with accepted federal, state, and local standards (15 CCR 1510). The plan provides for a regular schedule of housekeeping tasks, equipment, including restraint devices, and physical plant maintenance and inspections to identify and correct unsanitary or unsafe conditions or work practices in a timely manner.

1510.1 JANITOR CLOSETS

At least one securely lockable janitor closet should be near or inside each housing unit. Each janitor closet should contain a mop sink and sufficient area for the storage of cleaning implements. Access to the janitor closets shall be controlled and supervised by staff. Youth should not be allowed access to the janitor closets except under direct staff supervision (24 CCR 1230.1.21).

Cleaning and janitorial supplies shall be nontoxic to humans. Any poisonous, caustic, or otherwise harmful substances shall be clearly labeled, kept in a locked storage area, and only used by staff.

The use of chemicals shall be done in accordance with the product label and Safety Data Sheet. Safety Data Sheet will be updated and provided by the Housekeeping Department.

1510.2 INSPECTIONS

Compliance officer shall meet with Risk Management annually to inspect the Facility for any safety concerns.

Each Institutions Services Manager (ISM) is responsible for a facility or unit within a facility and shall inspect their area of control every week to inspect for cleanliness, safety, and organization.

If staff discover an issue which requires routine or emergency repair to the facility or equipment, they shall immediately contact the ISM Compliance Officer or authorized designee. For emergency repairs or service, staff should contact the Department of Public

Works (DPW)

Personal Protection Equipment (PPE) items on the living units such as Germ Kits, Biohazardous suites, AED's and Emergency Kits are inspected monthly by the Compliance Officer or the authorized designee.

1510.3 SANITATION SCHEDULE

The daily, weekly, and monthly cleaning schedule of the facility shall be as follows:

1. Daily cleaning:
 - a. Sweep and then wet mop the entire juvenile facilities floor
 - b. Clean all housing areas
 - c. Empty all trash receptacles
 - d. Clean all toilets and sinks
 - e. Clean all showers

2. Weekly cleaning:
 - a. Dust bars and window ledges
 - b. Clean air conditioning/heating grates
 - c. Clean mattresses (mattresses are also to be cleaned prior to being issued to a new youth)
 - d. Pour water down floor drains to test for flow

3. Monthly cleaning:
 - a. Walls
 - b. Ceilings
 - c. Bunk pans

All custodial staff and youth workers assigned cleaning duties shall receive instruction commensurate with their tasks, including proper cleaning techniques, the safe use of cleaning chemicals, and areas of responsibility.

1510.4 MEDICAL DEPARTMENT

Medical care housing as described in Title 24, Section 13-201 shall be cleaned and sanitized according to policies and procedures as established by the Medical Director (15 CCR 1510).