

## **SAN BERNARDINO COUNTY PROBATION DEPARTMENT PROCEDURE**

### **FACILITY SANITATION, SAFETY, AND MAINTENANCE**

Title 15, Section 1510. Title 24, Section 1230.1.21. NCCHC

#### **Purpose:**

To develop and implement site specific procedures for the maintenance of an acceptable level of cleanliness, repair, and safety throughout Juvenile Detention and Assessment Centers (JDACs) and Treatment Facilities (TFs). The plan will provide for a regular schedule of housekeeping tasks, equipment checks, restraint devices, physical plant maintenance, and inspections to identify and correct unsanitary or unsafe conditions or work practices in a timely manner.

#### **Responsibilities:**

- I. Probation Corrections Officer (PCO):
  - A. Perform or supervise the performance of health and safety tasks as directed by the area supervisor.
  - B. Structure youth regarding safety procedures, health/sanitation hazards, and the use of cleaning products and equipment. Supervise youth at all times, who are using approved chemicals, materials, or equipment.
  - C. The use of chemicals shall be in accordance with the product label and Safety Data Sheet (SDS), which may include the use of personal protection equipment.
  - D. As necessary, complete and submit Maintenance Requests to Central Control.
  - E. Each shift, conduct a visual inspection of assigned area of responsibility.
  - F. Ensure daily cleanup, which includes but not limited to the following:
    1. Morning cleanup:
      - a. Sweep and mop youth rooms
      - b. Wipe down doors and walls in youth rooms including ledges, corners and edges of walls
      - c. Sweep and mop halls, dayroom and youth restroom areas
      - d. Collection and disposal of trash and sanitization of trash receptacles
      - e. Wipe down benches, tables, and furniture.
    2. Evening cleanup:
      - a. Sweep hallways and dayroom area
      - b. Collection and disposal of trash and sanitization of trash receptacles
      - c. Wipe down tables and benches and furniture
      - d. Mop and clean youth restrooms.
  - G. Weekly Saturday Cleanup:
    1. Ensure all areas of each unit is cleaned thoroughly. Pay special attention to areas not cleaned during daily cleanup, including but not limited to:
      - a. Window screens
      - b. Bars and ledges
      - c. Toilet bowls and urinals
      - d. Sinks and fixtures
      - e. Shower tiles and grout
      - f. Baseboard
      - g. Windows and door handles
      - h. Drains

- i. Drinking fountains
    - j. Staff desk and restroom
    - k. Storage areas and utility rooms
  - H. Maintain a unit Maintenance Request binder and verify each request given to Central Control each shift.
- II. Central Control:
  - A. Process for submitted/completed Maintenance Requests:
    - 1. Submit a request via the Facilities Management Service Request (ARCHIBUS) website.
    - 2. Print a copy of the maintenance request and place it in a Maintenance Request binder. Follow up with Facilities Management weekly to ensure each request is addressed.
    - 3. If a maintenance request needs to be addressed immediately (emergency), call Facilities Management.
    - 4. A supervisor must approve/sign the emergency maintenance request.
    - 5. If a maintenance request is for a cleanup that requires calling a contracted professional service company (i.e. blood, feces, etc.), inform the Facilities Management via phone call and submit a maintenance request through the Facility Management Service Request (ARCHIBUS) website.
- III. Probation Corrections Supervisor I (PCSI):
  - A. Ensure daily sanitation and safety inspections of their assigned area(s).
  - B. Assign staff to daily, weekly and monthly cleaning assignments and post a written list of assignments in the work area. Request maintenance as necessary and provide follow-up to ensure repairs are completed.
  - C. Ensure staff are formally trained in sanitation and safety.
- IV. Facility Safety Officer(s):
  - A. Maintain a facility Maintenance Request binder and verify each request sent to Facilities Management. This binder will also note the date, action taken, and any significant problems encountered with the repair.
  - B. Maintain a list of equipment, cleaning compounds, chemicals, and related materials used in the area of responsibility, as well as instructions for use and procedures for controlling and safeguarding these materials.
  - C. Maintain written processes for the safe, supervised use of hazardous materials, and equipment by youth. These may include secure storage, allowable participation by youth, poison control phone numbers, supervision and structure, hazard awareness, and appropriate uses of materials/equipment.
  - D. Complete a monthly Facility Safety Administrative Tour Report (Attachment A).
  - E. Follow up weekly with Facilities Management/website to ensure maintenance requests are addressed.
  - F. Maintain all written records of facility inspections, procedures, and actions taken to correct deficiencies.
- V. Watch Commander (WC):
  - A. Ensure Facilities Management is contacted in the event of a maintenance emergency after hours, holidays, or on the weekend.

VI. Division Directors (DDI/II):

- A. Ensure regular visual sanitation and safety inspections are conducted and documented on the Facility Safety Administrative Tour Report (Attachment A) and deficiencies are corrected.
- B. Designate all duties and responsibilities necessary to implement an orderly plan for providing appropriate facility sanitation and safety to subordinate personnel as appropriate.
- C. Delegate a supervisor to each area of the facility to ensure the area is receiving proper maintenance/sanitation and safety inspections are completed. As necessary, request capital improvements that will result in improved safety and sanitation of JDACs or TFs.

VII. Facilities Management Staff (as per their department's procedure):

- A. Conduct maintenance operations, in cooperation with facility safety officers, in JDACs and TFs.
- B. Ensure the upkeep and repair of the physical plant, including all items and equipment attached to the buildings.
- C. Ensure the installation and upkeep of new equipment and repairs of electrical appliances.
- D. Ensure the upkeep of buildings and equipment and report to their immediate supervisor and maintenance personnel any item that requires repair in a timely manner.

**Guidelines:**

- A. Facility sanitation and safety is the responsibility of all staff members. Health and safety/security supersedes all other aspects of JDACs and TFs concerns.
- B. Medical care housing facility areas, as described in Title 24, Section 13-201(c) 6, will be cleaned and sanitized according to the policies and procedures established by the health administrator.
- C. Janitorial equipment rooms on each living unit and in Holding, shall be lockable, have a mop sink and sufficient area for the storage of cleaning apparatus, implements, equipment and chemicals.
- D. Chemical use shall be in accordance to the product label and SDS, which may include the use of personal protective equipment.

**Inspections:**

Refer to the Policy and Procedure Inspection Matrix

**Foundation:**

Minimum Standards for Juvenile Facilities, Title 15 Title 24  
National Commission on Correctional Health Care (NCCHC)  
Welfare and Institutions Code, Sections 209, 210, and 885.

**References:**

Injury and Illness Prevention Procedure

**Replaces:**

Storage of Janitorial Equipment

Issued by:

  
Michelle Scray Brown, Chief Probation Officer

8-13-18  
Date

Original Issue Date: January 3, 1997

Revised: August 30, 2001  
Revised: July 23, 2003  
Revised: February 26, 2008  
Revised: November 25, 2015  
Revised: August 18, 2017  
Revised: August 13, 2018

**Attachments:**

A – Facility Safety Administration Tour Report

# JDAC/Treatment Facilities Safety Admin Tour

Date: \_\_\_\_\_

## PHYSICAL PLANT

Item	Status	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit
		1A	1B	2A	2B	2C	2D	3A	3B	3C	3D	4A	4B	4C	4D
Washing Machine	Working Status Y/N														
Staff Desk Telephone	Condition														
Staff Desk Computer	Working Status Y/N														

## UNIT EQUIPMENT

Item	Status	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit
		1A	1B	2A	2B	2C	2D	3A	3B	3C	3D	4A	4B	4C	4D
Laptop + Two (2) cords	Quantity														
Handi Talkie	Working Status Y/N														
Restraint	Condition														
Plastic Cuffs	Working Status Y/N														
Handcuffs	Quantity														
Gaming Console	Working Status Y/N														
Collect Phones	Condition														
Video Camera	Working Status Y/N														

Date Completed: \_\_\_\_\_

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Completed By: \_\_\_\_\_

# JDAC/Treatment Facilities Safety Admin Tour

CV/DAC  
HD/DAC

	Condition										
	Quantity										
Stereo	Working Status Y/N										
	Condition										

Date Completed: \_\_\_\_\_

Completed By: \_\_\_\_\_

# JDAC/Treatment Facilities Safety Admin Tour

UNIT EQUIPMENT (cont).																
Item	Status	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit				
	Quantity	1A	1B	2A	2B	2C	2D	3A	3B	3C	3D	4A	4B	4C	4D	
Sharp Levels Checked	Working Status Y/N															
	Condition															
Labeled Spray Bottles	Quantity															
	Working Status Y/N															
Ambu Bag	Condition															
	Working Status Y/N															
Microwave	Quantity															
	Working Status Y/N															
TV & Equip	Condition															
	Quantity															
Fan	Working Status Y/N															
	Condition															
Mop Cart	Quantity															
	Working Status Y/N															
Hygiene Boxes	Condition															
	Quantity															
BBQ Grill Cleaned and Working	Working Status Y/N															
	Condition															
OC Ventilator Fans	Quantity															
	Working Status Y/N															
Refrigerator Cleaned	Condition															
	Quantity															
	Working Status Y/N															
	Condition															

Date Completed: \_\_\_\_\_

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# JDAC/Treatment Facilities Safety Admin Tour

## EMERGENCY SUPPLIES

Item	Status	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	
		1A	1B	2A	2B	2C	2D	3A	3B	3C	3D	4A	4B	4C	4D	
Fire Extinguisher	Quantity															
	Working Status Y/N															
	Condition															
Fire Alarm	Quantity															
	Working Status Y/N															
	Condition															
911 Tool	Quantity															
	Working Status Y/N															
	Condition															
Emergency Clothing	Quantity															
	Working Status Y/N															
	Condition															
First Aid Kit	Quantity															
	Working Status Y/N															
	Condition															
Emergency Bag	Quantity															
	Working Status Y/N															
	Condition															
Fans	Quantity															
	Working Status Y/N															
	Condition															
Decontamination Kit	Quantity															
	Working Status Y/N															
	Condition															
Spit Guards	Quantity															
	Working Status Y/N															
	Condition															
Spit Shields	Quantity															
	Working Status Y/N															
	Condition															

Date Completed: \_\_\_\_\_

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# JDAC/Treatment Facilities Safety Admin Tour

## FIRST AID KIT LOG

Item	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit
	1A	1B	2A	2B	2C	2D	3A	3B	3C	3D	4A	4B	4C	4D
Alcohol Prep Wipes														
Ammonia Inhalant Ampule														
Benzalkonium Chloride Towelettes														
Cotton Swabs														
Dermoplast Anesthetic Pain Relief Spray														
Drain Sponges 4in. x 4in.														
First Aid Guide														
First Aid Supply Refill List														
Gauze Sponges 2in. x 2in.														
Gloves (Purple) Large														
Universal Precaution Compliance Kits														
Hydrogen Peroxide Solution														
Instant Cold & Heat Packs														
Instant Cold & Heat Packs														
Latex Free Bandages 2in.														
Medicaine Swab														
Medical Tape														
Plastic Bandages 1in.														
Protective Suits														
Triples Antibiotic Ointment														
CPR Micro shield														
Sterile Gauze Pad 4in. x 4in.														
Sterile Isotonic Buffered Solution														
Triangular Bandage 40"														
Stretch Bandage 2in. x 75in.														

Date Completed: \_\_\_\_\_

Completed By: \_\_\_\_\_

# JDAC/Treatment Facilities Safety Admin Tour

## EMERGENCY DRILLS

Type (Code/Disaster)	Unit	Date	Shift

## MAINTENANCE

Request	Unit	Date	Shift

Date Completed: \_\_\_\_\_

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