

Sixth District Department of Correctional Services POLICY	Issue Date 11/01/91	Effective Date 01/15/21	Policy Number 2539-21
Subject FACILITY SANITATION		Review Month June	Author 0444/0572 (LSM/BMU)
Rescinds 2539-17	References		

POLICY:

Gerald R. Hinzman Center/Lary A. Nelson Center/Hope House staff and residents are responsible for the cleanliness and sanitation of the facility including, but not limited to, all areas within the facility, the facility grounds and facility vehicle(s).

PROCEDURE:

1. The Residential Supervisor assigns areas of the facility to Residential Officer (RO) staff the responsibility of assigning residents to specific kitchen and house jobs.
2. On a weekly basis, designated RO staff assigns residents to do kitchen/house jobs by filling out the Kitchen Jobs form (GRHC-2539A, LANC-2539B, HH-2539C) and the Daily Cleaning Schedule (GRHC-2539D, LANC-2539E, HH-2539F). Kitchen and House job assignments are posted weekly. Residents are instructed, if they are assigned a kitchen job, they must be in the building at the assigned time, so they can do the job. It is the resident's responsibility to check the posted kitchen and house job assignments and plan their schedule around the kitchen/house job. Progressive discipline is used when a resident fails to be available for an assigned job or when a resident fails to do an assigned job.
3. A copy of kitchen job assignments is given to kitchen staff.
4. Once the kitchen and house job are completed, RO staff physically checks to ensure the job is completed adequately. RO staff initials the job is completed. It is the resident's responsibility to make sure this step is completed.
5. Facility deep cleaning (resident rooms, bathrooms, main area, hallways) occurs at least weekly. All residents are expected to participate in deep cleaning. Residents are not allowed to take non-required passes during deep cleaning. If a resident is not in the building during cleaning times, they are expected to clean their room prior to deep cleaning time and the RO staff checks/approves they did so adequately.

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PROCEDURE: (continued)

6. Each wing is assigned an RO and each RO instructs residents about what consists of a clean room. RO staff checks individual rooms and individual areas in the rooms. RO staff assigns residents to clean other areas in the building as needed and checks/approves they did so adequately.

BY ORDER OF:

Bruce Vander Sanden, District Director