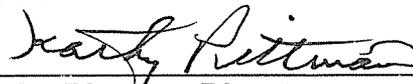


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES
JUVENILE INSTITUTIONS**

Subject: Sanitation: Housekeeping & Inspection	Policy Number: 2
Number of Pages: 4	Section: VI
<p style="text-align: center; margin: 0;">Attachments</p> <ul style="list-style-type: none"> A. Unit Inspection Form B. Facility Inspection Form C. Work Order D. Work order Log 	<p style="text-align: center; margin: 0;">Related Standards & References</p> <ul style="list-style-type: none"> ACA 3-JTS-4B-01 ACA 3-JTS-4B-02 ACA 3-JTS-4B-04 ACA 3-JTS-4B-06
Effective Date: March 13, 2007	Approved:  <hr style="width: 100%;"/> Kathy Pittman, Director

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services that each Youth Service Facility shall comply with applicable Federal, State, and local sanitation health codes and regulations. Environmental health programs related to housekeeping shall be regularly monitored to ensure a high standard of sanitation, address deficiencies in a timely manner as well as ensure that all youth housed at DYS Training Schools are kept in a healthy and safe environment.

II. DEFINITIONS

- A. Sanitation Inspection: Daily inspections of housing units and all other areas, to ensure that sanitation is maintained at a high standard, areas are in good repair, and problems are identified and corrected in a timely manner.
- B. Work Order: A formal request submitted to the maintenance supervisor, which details the repairs or corrective actions needed to bring an area of the facility up to accepted standards.
- C. Work Order Tracking Log: A log that tracks all work orders and identifies the specific repair requested, location, date of the request as well as the date the repair was completed.
- D. Priority Repairs: Repairs to facility life safety systems, security devices or systems, and elimination of hazards that pose a direct threat to the safety of staff or youth, which take precedence over other repairs requested.
- E. Work Order Status Report: A weekly report to the Director of Operations that notes the status of pending and completed work orders.

F. Trash: All products or items identified for disposal.

III. PROCEDURE

A. Code Compliance: Each Youth Service Facility shall comply with applicable federal, state, and local health sanitation codes.

B. Work Orders: Any staff person may complete a work order.

1. When a needed repair or corrective action is identified a Work Order shall be completed, signed and submitted to the Maintenance Department.
2. The Maintenance Supervisor shall then assign a member of maintenance to complete the request.
3. Once the Work Order request is completed, the Maintenance Supervisor shall sign and log the Work Order in the Work Order Log.
4. In the event of a Priority Work Order, the same protocol shall be followed in an expedited manner.

C. Sanitation of Units and Rooms

1. Each youth in a Youth Service Facility is expected to maintain the cleanliness of his/her assigned room or living unit and adjacent living area, including walls, floors, fixtures, showers, recreation areas, furnishings, etc. as instructed by staff.
2. During youth Orientation, Juvenile Correctional Officers and Counselor Aides shall instruct youth on proper cleaning and other housekeeping procedures.
3. Youth Service Facility Juvenile Correctional Officers and Counselor Aides are responsible for maintaining compliance with established sanitation and housekeeping requirements as scheduled.
4. Adequate supplies of cleaning materials shall be available at all times and stored in accordance with DYS policy. (See Policy VIII.1 Inventory and Control of Hazardous, Caustic and/or toxic Materials)
5. The proper direct supervision of youth engaged in cleaning shall be provided to ensure the implementation of approved methods and the safety of youth. No cleaning product that is labeled "Keep out of the hands of Children" shall be issued to youth. All toxic or caustic substances shall be

applied only by staff trained in their use and in accordance with manufacturer's instructions.

6. The close supervision and accountability for cleaning supplies and equipment shall be provided by direct care staff. Instruction in the proper and safe use of equipment shall be given by staff to youth engaged in housekeeping activities. All supplies and equipment shall be maintained in proper operational condition, accounted for and secured when not in use.

D. Trash shall be removed daily and deposited in designated closed storage containers, which are located in an appointed disposal storage area.

1. All medical waste, sharps, and contaminated materials shall be disposed of in containers that meet public health and OSHA requirements.
2. All wet garbage shall be collected in waterproof bags and stored in approved containers with lids.
3. All trash containers shall be kept clean with functioning lids and regularly scheduled for pickup by a licensed waste management service according to vermin/pest control procedures.
4. Rodent and pest control contracts shall include servicing of trash and garbage disposal storage areas.
5. All hazardous materials shall be stored in safety containers while awaiting disposal.

E. Sanitation Inspections: Each Unit and Facility shall be inspected daily and weekly to assure high levels of sanitation and housekeeping.

1. Unit Inspections: The Shift Supervisor or designee shall inspect housing units daily, between 8:00 AM and 12:00 noon. The inspection shall be documented using the Unit Inspection Form (Attachment B, Column A). The completed inspection form shall be submitted to the Director V before the end of the day shift. Scores of the inspection shall be made available to all housing units as well as the individual responsible for the unit sanitation.
2. Where conditions are found that do not meet sanitation standards or are not in compliance with the housekeeping plan, corrective action shall be taken by the individual responsible for the area and a follow up inspection shall be conducted by the Director V and documented using the Unit Inspection Form (Attachment B, Column B).

3. Facility Inspections: The campus administrator, or his designee, shall assign a staff person an area to be inspected. These assignments shall rotate each week to ensure that no person inspects the same area each week. No staff member shall be assigned to inspect their area of responsibility – for example, the school principal may not inspect the school area. Staff conducting the inspection shall document the inspection using the Facility Inspection Form (Attachment C).