





San Francisco Juvenile Probation Department

Juvenile Hall Policy and Procedures Manual

Chapter 7 - Sanitation and Hygiene

Policy Number:	7.01
Policy Name:	Housecleaning and Inspections
Authority:	Title 15, 1313, 1510
Replaces:	14.1 Housecleaning and Inspections (05/01/2000)
Effective Date:	January 1, 2019
Revision Date:	October 23, 2018
Related Policies and Procedures:	
Related Forms:	
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I. POLICY

The Director of Juvenile Hall or designee shall develop and implement written policies and site-specific procedures for the maintenance of an acceptable level of cleanliness, repair, and safety throughout the facility. The plan shall provide for a regularly 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. The use of chemicals shall be done in accordance to the product label and Safety Data Sheet which may include the use of Personal Protection Equipment (PPE).

Medical care housing as described in Title 24, section 13-201(c)6 shall be cleaned and sanitized according to policy and procedures as established by the health administrator.

- A. Juvenile Hall conducts weekly sanitation inspections of all facility areas.
- B. The facility administration complies with applicable federal, state, and local sanitation and health codes.
- C. County Inspection and Evaluation of Building and Grounds.

On an annual basis, each juvenile facility administrator shall obtain a documented inspection and evaluation from the following:

- i. County building inspector or person designated by the Board of Supervisors to approve building safety.
- ii. Fire Authority having jurisdiction, including a fire clearance as required by Health and Safety Code Section 13146.1(a) and (b).
- iii. Health Administrator inspection in accordance with Health and Safety Code Section 101045.
- iv. County Superintendent of schools on the adequacy of educational services and facilities as required by Section 1370.

- v. Juvenile Court as required by Section 209 of the Welfare and Institutions Code.
- vi. The Juvenile Justice Commission as required by Section 229 of the Welfare and Institutions Code, or Probation Commission as required by Section 240 of the Welfare and Institutions Code.

D. Juvenile Criminal History Information

Such juvenile criminal history information as is necessary for the conduct of facility inspections as specified in Section 209 of the Welfare and Institutions Code shall be made available to the staff of the Board. Such information shall be held confidential except that published reports may contain such information in a form which does not identify an individual.

- E. The institution's potable water source and supply, whether owned and operated by the public water department or the institution, is approved by an independent outside source to be in compliance with jurisdictional laws and regulations.
- F. There is a written housekeeping plan for the facility's physical plant.

II. PROCEDURES

- A. Cleaning activities shall be supervised at all times to ensure that the work is performed properly and thoroughly in addition to making sure the equipment and supplies are not wasted. To ensure proper sanitation, routine housekeeping is scheduled as follows:
 - i. Sweep and mop. (see Policy 8.01 - General Unit Program).
 - ii. After meal clean-up (see Policy 6.03 - Meal Service and Meal Supervision)
 - iii. Scheduled "cottage clean-up" (see Policy - 8.01 General Unit Program)
 - iv. Gym, Education Center, Multi-Purpose Room, Merit

Center, and other common areas shall be cleaned at least weekly by Utility Workers.

- v. Hallways, Restrooms, and Lobby clean-up shall be performed daily by Utility Workers. This includes the removal of graffiti from the walls in the hallways and holding cell walls.

B. Guidelines For Unit Inspection

i. Youth Sleeping Rooms

- a. Walls - check for cleanliness, no scuff marks, writings, or recent carvings should be present, check for any damage to the wall, look under any pictures on the wall for hidden contraband.
- b. Ceiling - check for cleanliness, check for any tampering of the light fixtures for hidden contraband.
- c. Door - make a mental note of the door's condition. Any additional marks, carvings, etc. need to be noted for correction and possible loss of privileges.
- d. Windows - check for tampering or breakage.
- e. Beds - beds are to be made appropriately. Check for neatness and cleanliness.
- f. Air vent - check for cleanliness and hidden contraband. Pay special attention to the exhaust vent.
- g. Floors- check to make sure they are clean and free from dust especially in the corners.

- h. Metal Plate - check around the room towel rack and mirror for any tampering or missing parts.
- i. Toilet - bowls are to be thoroughly cleaned with a brush and bleach, free from all odor. The entire toilet shall be cleaned and free from trapped dust. Check the bottom area around the bolts and floor where scum builds up and wetness develops.
- j. Washbasin - thoroughly clean and wipe any soap scum. Check around the floor area for trapped dust and dirt. See that the soap area does not have any soap scum.

Those who are checking for contraband shall inform Juvenile Hall staff of any contraband discovered and shall remind them of the consequences of negligent searches.

ii. Shower Stalls

- a. Chrome Fixture - These are to be cleaned with cleanser and wiped thoroughly. Make sure there is no scum around the fixtures.
- b. Floors - Check inside the shower area. The floors shall be cleaned of soap scum and mold. Pay special attention to the corners.
- c. Walls - Thoroughly wipe after cleaning. Mortar and tiles shall be clear of soap residue.

- d. Ceiling - Cleanliness is important. Check for paint chips falling off the ceiling. See that the fan is clear of dust and functioning properly.
- e. Light Covers - Check the covers for dust and if secured properly.

iii. Kitchen

- a. Sinks - These are to be cleaned of food particles and wiped dry. Check the pipe and drain for trapped food and food build up. Check for leaky faucets.
- b. Splash Guards - Thoroughly clean all splattered food particles. The frames are to be clean and free of dust. Make sure the windowsills are cleaned and free of soap or food particles. Observe for paint chips.
- c. Cabinets - Cabinets are to be thoroughly cleaned inside and out. Shelves shall be free of dirt and dust. Pay attention to the corners. All dishes are to be cleaned, wiped, and stacked properly and neatly on the shelves.
- d. Bread shall be wrapped properly. Surplus of fruit, crackers, etc. should not be present. Make sure salt and sugar containers are properly covered.
- e. Refrigerator/Freezer - This shall be cleaned inside and out paying special attention to the top of the refrigerator and the grill. The grill shall be free from food particles and foreign matter.

- f. Removal of the grill is easy. All food shall be covered. Surplus foods should not be present. Record the temperature noted by the thermostat. Temperature shall register 45 degrees or less.
- g. Steam Table - The table is to be free of food particles and wiped dry. Check for food particles in between the metal. Check that the inside of the table is cleaned thoroughly, and the drain is free of food particles. The cabinet area of the steam table shall be thoroughly cleaned inside and out. The fan should be free of dust and function properly. The hood should be free from dust. Obtain the manual thermostat and check the temperature of the food in the pods on the steam table. The temperature shall be at least 130 degrees preferably 140 degrees.
- h. Work Surfaces - Shall be wiped dry and free from dust and food particles.
- i. Counter Area - Check for food particles especially in the dining area where the residents receive their food.
- j. Wall, Ceiling, and Floors - Check for food particles especially around the garbage cans. Garbage and compost shall be separated, and the cans thoroughly cleaned.

iv. Closets

- a. Mops - All mops are to be thoroughly cleaned. Check that all hoods are still attached properly to the wall.

- b. Brooms - Are to be hung properly and the dust pans cleaned thoroughly and put up. The shelf is to be cleaned thoroughly with no cleaning materials remaining on it.
- c. Sink - Shall be cleaned thoroughly and all soap scum removed. Make sure the drain is free of dirt and mop strings.
- d. Floors and Walls - Check for cleaning, paying special attention to the corners.
- e. Mop Bucket and Holder - Check for cleanliness and possible tampering.
- f. Clothing - Clothing shall be folded properly and stacked neatly on clean shelves. Shoes should be mated and placed neatly on the floor in a box. No clothing items are to be on the floor. Room shall be free of dust and dirt.
- g. Linen/Bedding - Shelves are to be cleaned. Clothing and linen are to be stacked neatly according to size.
- h. Supply - Supplies are stacked and labeled on clean shelves. Do not leave supplies in cartons. Surplus supplies should be removed and returned to the Storeroom. All cabinets shall be cleaned thoroughly.

C. Unit Inspection Report

The Counselor II and Unit Manager are to inspect their assigned unit each week. All areas designed as "fair" or "poor" on the inspection report are to be corrected and initialed by Juvenile Hall staff. All Juvenile Hall staff are expected to help maintain a clean unit in the interests of health and safety. The guidelines for unit inspections reflects how the inspection is performed and what the standards are to be maintained. The repair order is to be filled

out when property is damaged, or utilities/plumbing is malfunctioning. All Juvenile Hall staff are responsible for completing repair orders in the interest of safety.

D. Types Of Inspections

- i. Weekly Unit Inspections - Each Counselor II and Unit Manager conducts a weekly inspection and rates areas of the unit for cleanliness. Areas needing improvement are corrected during the week.
- ii. Monthly Fire Safety Inspection Report - A weekly fire inspection shall be conducted by the Unit Managers or Senior Counselors. Copies shall be distributed to the Director of Juvenile Hall.
- iii. Annual Building Inspection - The county building inspector or person designated by the Board of Supervisors shall inspect Juvenile Hall to approve building safety.
- iv. Annual Fire Inspection – The fire authority having jurisdiction shall inspect Juvenile Hall at least once a year for fire safety, including a fire clearance.
- v. Annual Health Inspection - The Health administrator shall inspect Juvenile Hall at least once a year to make sure health standards are met. This inspection includes Medical/Mental Health Evaluation, Nutrition Evaluation, and Environmental Evaluation.
- vi. Annual School Inspection – The county superintendent of schools shall inspect Juvenile Hall at least once a year to make sure educational services and facilities are adequate.
- vii. Annual Juvenile Court and Juvenile Justice Commission Inspection - The Juvenile Court Judge and Juvenile Justice Commission shall inspect Juvenile Hall at least once per year to ensure procedures and programs are properly carried out.

- viii. Bi-Annual Board of State and Community Corrections Inspection - Evaluation of Juvenile Hall shall be performed by the Board on a bi-annual basis. BSCC evaluates Title 15 minimum standards to determine if Juvenile Hall is suitable for youth detention.

E. Board of State and Community Corrections Appeal

The appeal hearing procedures are intended to provide a review concerning the board application and enforcement of standards and regulations governing juvenile facilities, jails, lockups and court holding. A County, City, City and County, or joint juvenile facility may appeal based on alleged misapplication, capricious Enforcement Of regulation or substantial differences of opinion as may occur concerning the proper application of regulation or procedures. The appeal procedures are stated in Title 15 Section 1314.