

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE		EFFECTIVE DATE 02/11/13	NUMBER 04.03.102
SUBJECT SANITATION AND HOUSEKEEPING STANDARDS		SUPERSEDES 04.03.102 (07/02/07)	
		AUTHORITY MCL 325.1001 <i>et seq.</i> ; 324.8301-8336; 791.204; 33 USC 1251	
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POLICY STATEMENT:

The sanitation and housekeeping standards set forth in this policy shall be followed at all occupied correctional facilities.

POLICY:

GENERAL INFORMATION

- A. The requirements set forth in this policy directive for correctional facilities shall apply to other occupied facilities and areas as identified by the Manager of the Environmental Health Section in the Physical Plant Division, Bureau of Fiscal Management, Operations Support Administration (OSA).

SANITATION MANUAL

- B. The Manager of the Environmental Health Section shall maintain a Sanitation Manual setting forth sanitation requirements to be followed at all correctional facilities. The requirements shall meet all state and federal laws, codes, and standards regarding sanitation and housekeeping. The Manager of the Environmental Health Section shall ensure that the Sanitation Manual is available on the Department's Document Access System (DAS).

HOUSEKEEPING PLAN

- C. Wardens shall ensure that a housekeeping plan is developed and maintained for all areas of their respective facilities (including health care, Michigan State Industries, and Human Resource offices) that is consistent with requirements set forth in this policy directive and the Sanitation Manual. The Warden of the Charles E. Egeler Reception and Guidance Center (RGC) shall include housekeeping requirements for the Duane L. Waters Health Center (DWH). The housekeeping plan shall provide for daily housekeeping with specific duties and responsibilities assigned to staff and offenders. The plan shall state clearly in detail what is to be cleaned, how it is to be cleaned, who is to clean it, and when the cleaning is to be done. The plan also shall include specific requirements for the following:
1. Waste disposal; i.e., the collection, storage, and disposal of liquid and solid waste accumulation.
 2. Instructions for the acquisition, use, storage, security, and dispensing of cleaning supplies and equipment.
 3. Vermin and pest control.
 4. Use of qualified offender custodians ("porters") to clean up blood spills as required by the Department's Exposure Control Plan for Bloodborne Pathogens.
- D. The plan shall be reviewed at least annually by the Warden, or designee and revised as necessary. The Warden shall ensure that the plan is available to all staff responsible for sanitation and housekeeping maintenance at their respective facilities.
- E. Offenders are responsible for the cleanliness and orderliness of their individual living areas, including walls, floors, sinks, toilets, windows, beds, lockers, and property. Necessary cleaning materials and equipment shall be issued by housing unit staff. Trash containers shall be available for offender use in the housing unit consistent with the requirements set forth in PD 04.03.120 "Fire Safety". Trash containers shall be emptied and cleaned daily.

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REQUIRED INSPECTIONS AND REPORTS

- F. Wardens shall ensure that staff required to conduct inspections pursuant to this policy attend relevant sanitation training at least once every three years. Information on relevant training shall be made available to Wardens by the Regional Environmental Sanitarians, in conjunction with the Training Division, Operations Support Administration.
- G. Deficiencies which may threaten the health or welfare of staff or offenders shall be corrected immediately whenever possible. If the deficiency cannot be immediately corrected, the Regional Environmental Sanitarian shall be contacted to determine appropriate temporary corrective measures to be implemented. The corrective measures shall be implemented immediately and continued until the deficiency is corrected.

Monthly Inspections/Reports

- H. A monthly housekeeping inspection of all areas within the facility shall be conducted by staff who have received appropriate training in, and are familiar, with sanitation and housekeeping requirements. The results of each inspection shall be documented in writing and include all deficiencies found during the inspection, corrective action taken, and recommendations for corrective action not already completed. The Sanitation Inspection Report (CAH-950) shall be used for this purpose; however, other Department forms may be used in lieu of this report as necessary to document inspections not adequately covered by that form (e.g., food service inspections).

Annual Inspections/Reports

- I. Each Regional Environmental Sanitarian shall conduct a comprehensive and thorough annual inspection of each facility for which s/he is responsible to determine whether all requirements set forth in the Sanitation Manual have been met. The results of each inspection shall be documented in writing and include all deficiencies found during the inspection, corrective action taken, and recommendations for corrective action not already completed. The inspection results shall be submitted to the Warden, appropriate Regional Prison Administrator, appropriate Deputy Director or designee, and the Manager of the Environmental Health Section. The Warden shall ensure that a Facility Inspection Response Report (CRX-113) is prepared and that any deficiencies noted that have not already been corrected are addressed in a timely manner.

PROCEDURES

- J. Wardens shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of this policy directive. This requirement includes ensuring that existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed. Facility procedures shall not conflict with procedures issued by the Director.

AUDIT ELEMENTS

- K. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist with self audit of this policy pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

APPROVED: DHH 01.23.13