

Housekeeping and Maintenance

802.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to ensure that the facility is kept clean and in good repair in accordance with accepted federal, state and county standards.

802.2 POLICY

The Jail Commander shall establish a plan for housekeeping and maintenance of the facility. The plan should include, but is not limited to (Wis. Admin. Code DOC § 350.12(1):

- Schedules that determine the frequency of cleaning activities on a daily, weekly or monthly timetable, by area of the facility.
- Supervision of the staff and inmates to ensure proper implementation of the procedures and to ensure that no inmate supervises or assigns work to another inmate.
- Development and implementation of an overall sanitation plan (e.g., cleaning, maintenance, inspection, staff training, inmate supervision).
- Development of inspection forms.
- All inmate responsibilities, which should be included in the inmate handbook.
- A process to ensure that deficiencies identified during inspections are satisfactorily corrected and documented.
- Detailed processes for the procurement, storage and inventory of cleaning supplies and equipment.
- A process for the preventive maintenance of equipment and systems throughout the facility.
- Staff supervision of the provision and use of cleaning tools and supplies.

To the extent possible, cleaning and janitorial supplies shall be nontoxic to humans. Any poisonous, caustic or otherwise harmful substances used for cleaning shall be clearly labeled and kept in a locked storage area.

802.2.1 ISSUANCE OF CLEANING SUPPLIES

Inmates shall be issued cleaning supplies daily (Wis. Admin. Code DOC § 350.12(12)).

802.3 SANITATION SCHEDULE

A daily, weekly and monthly cleaning schedule will be established by the housing unit supervisor. The facility staff should implement a site specific plan for cleaning and maintenance of each area of the jail (e.g., housing, food preparation, laundry, loading dock/trash storage, barber shop, warehouse, common areas). The following recommendations include, but are not limited to, specific areas and items:

- (a) Daily cleaning:

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Custody Manual

Housekeeping and Maintenance

1. Sweep and then wet mop the entire jail floor
 2. Clean all cell block areas
 3. Empty all trash receptacles (Wis. Admin. Code DOC § 350.12(16))
 4. Clean all toilets and sinks
 5. Clean all showers
 6. Clean all tables used for common use and meals (Wis. Admin. Code DOC § 350.12(12))
 7. Clean pass-through hatches used for passing meals and objects (Wis. Admin. Code DOC § 350.12(12))
- (b) Weekly cleaning:
1. Dust bars and window ledges
 2. Clean mattresses (mattresses are also to be cleaned prior to being issued to a new inmate)
- (c) Monthly cleaning:
1. Walls
 2. Ceilings
 3. Mattress slab
 4. Air conditioning/heating grates

802.3.1 INMATE PROPERTY STORAGE CONTAINERS

Inmate property storage containers shall be sanitized before reissue (Wis. Admin. Code DOC § 350.12(15)).

802.3.2 SPECIAL ATTENTION SCHEDULE

On a monthly basis, public areas or areas shared by multiple inmates should receive special attention. This may include:

- Vacuum air vents
- Scrub, wax and buff hallways
- Sanitize professional visiting booth
- Power wash showers
- Scrub gymnasium floors
- Sanitize and polish elevator interiors
- Sanitize officer locker rooms

Milwaukee County Sheriff's Office

Custody Manual

Housekeeping and Maintenance

802.4 TRAINING

All custodial staff and inmate workers assigned cleaning duties shall receive instruction commensurate with their tasks, including proper cleaning techniques, the safe use of cleaning chemicals and areas of responsibility.

802.5 INSPECTION CHECKLIST

The Jail Commander or the authorized designee should develop an inspection checklist that includes the cleaning and maintenance items that will be checked by supervisors on a daily, weekly and monthly basis throughout the facility.

The inspection checklist will closely correspond to the established cleaning and maintenance schedule.

Inspection checklists shall be forwarded to the Jail Commander or the authorized designee for annual review, filing and retention as required by the established records retention schedule (Wis. Admin. Code DOC § 350.12(13)).