

City of St. Louis Department of Public Safety / Division of Corrections
POLICY & PROCEDURES

CHAPTER:	2	Physical Plant	2. 4. 4
SECTION:	4	Maintenance/Janitorial	EFFECTIVE DATE 7 / 21 / 2020
SUBJECT:	4	HOUSEKEEPING	
STANDARDS: ACA – 4 – ALDF: 1A-04			
APPROVED:			REVIEW DATE: 7 / 21 / 20
<hr/> Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 7 / 30 / 20
Rescind: 2.4.4 dated 9/19/16 Cancel:			

I. POLICY

It is the policy of the St. Louis City Division of Corrections to adhere to all applicable standards set by the American Correctional Association, the National Commission on Correctional Health Care and the St. Louis City Health Department regarding cleanliness and sanitation in the facility, and maintain a safe and sanitary environment for employees, visitors, and inmates by establishing plans, schedules, and inmates/staff responsibilities for the cleaning and general housekeeping of the facility.

II. RESPONSIBILITIES

All facility assigned staff, volunteers and contractors are responsible for adhering to the following procedures.

III. DEFINITIONS

Housekeeping: Routine tasks and procedures carried out to maintain cleanliness and sanitation of facility property and grounds.

Scrub Crew: A group of inmate workers approved by the Inmate Work Program and supervised by a Correctional Staff Member assigned for thorough and detail cleaning of designated areas of the facility.

Secure Area of the Facility: Areas inside the facility where inmates are housed, works, and engages in activity; any gate, door, elevator and areas which, when breached will convey access to inmate freedom to the free community. Any area designated as out-of-bound or restricted area.

Security Sensitive Areas: Areas inside or outside of the facility security perimeter of which only the Appointing Authority/designee or the Chief of Security can authorize inmates' access.

IV. PROCEDURES

A. General Information

1. The Division of Corrections will utilize Community Service Workers for cleaning duties in designated areas of the facility (i.e. main lobby, administrative area, officer break room, officer locker room etc.) The Community Service Workers will be escorted and supervised by a Division of Corrections staff member (See 5.4.8 Community Services Work Project). The Community Service Worker is not permitted to enter the secure area of the facility.
2. Inmates and community service workers are further restricted and are not permitted to enter the Armory and Master Control at CJC and MSI; or Security Watch Towers at MSI for housekeeping duties or for any other reason.
3. Inmates are employed under the Inmate Work Program for housekeeping duties in designated areas throughout the facility at CJC and MSI. (See policy #5.4.1: Inmate Work Program).
4. All inmates are responsible for housekeeping in their assigned cell and their immediate living area.
5. Inmates are not permitted to place Lenin, posters, stickers, photographs or other material on walls, security bars, doors and windows.
6. The Housing Officer may request that an inmate privileges (commissary or recreation, etc.) be temporarily suspended for refusing to clean their cell and immediate living area. The Shift/Area Supervisor may temporary suspend privileges pending review (See Policy #3.3.5: Minor Violation).
7. The Housing Officer will implement corrective action measures, including disciplinary action against inmates who repeatedly fail to carry out housekeeping responsibilities (See Policy #3.3.6: Major Violations and Disciplinary Hearing).

City of St. Louis Department of Public Safety / Division of Corrections
POLICY & PROCEDURES

8. A Correctional Staff Member will provide inmates with supplies and chemicals for housekeeping duties. The Correctional Staff Member will ensure that cleaning supplies and chemicals are retrieved from inmates and properly secured after housekeeping duties are completed but no later than the end of shift.
9. The Correctional Staff Member will ensure that supplies and chemicals are used properly during housekeeping duties and secured in designated storage areas when not in use (See Policy #2.5.3: Flammable, Toxic and Caustic Materials).
10. Inmates will not be permitted to store cleaning supplies or chemicals in their cell or in dormitories.
11. As part of the housekeeping and infectious control program, mattresses issued to inmates will be sanitized immediately after use when inmates are released or going to court. The Processing staff at MSI and the Housing Officers and Area Supervisors at CJC will be responsible for supervising inmate workers in the sanitation of mattresses.
12. The Business Office Supervisor will consult with the Chief of Security, Maintenance Supervisor and Safety Officer to determine the appropriate cleaning products to purchase based on safety, cost, availability, and effectiveness for use with housekeeping details consistent with City's Green initiative.
13. All Corrections staff are responsible for maintaining acceptable housekeeping standards in their assigned work areas. Notwithstanding the provisions setting forth the frequency for cleaning, it is expected that staff will ensure cleaning occurs as frequently as it is needed.
14. Each unit head and Area Supervisors will ensure the housekeeping and maintenance plan as outlined in this procedure is carried out in their respective areas.
15. To establish accountability and to ensure cleanliness and good repair of the facility, a schedule of employees and their designated area of responsibility are as follow:

MEDIUM SECURITY INSTITUTION	CITY JUSTICE CENTER
<p style="text-align: center;"><u>Processing Officer/Supervisor</u></p> <ol style="list-style-type: none">a. Processing Area & Corridorb. Property Roomc. Holding Cells	<p style="text-align: center;"><u>Admission Supervisor</u></p> <ol style="list-style-type: none">a. Entire Second Floorb. Processing Area (1st floor)

City of St. Louis Department of Public Safety / Division of Corrections
POLICY & PROCEDURES

<ul style="list-style-type: none"> d. Property Sally Port e. Vehicle Sally Port 	
<p style="text-align: center;"><u>Activity & Kitchen Officer/Supervisor & Commissary/Food Service Contractor</u></p> <ul style="list-style-type: none"> a. Kitchen b. Kitchen Sally Port & Dock Area c. Kitchen Store Room d. Dining Room e. Dish Room f. Inmate Restroom g. Waste Management h. Commissary i. Barber Shop j. Gymnasium k. Chapel l. Leisure Library 	<p style="text-align: center;"><u>Lower Level Supervisor/Food Service Contractor</u></p> <ul style="list-style-type: none"> a. Kitchen b. Kitchen Store Room c. Lower Level Corridor d. Lower Level Property Room
<p style="text-align: center;"><u>Inventory Control Clerk</u></p> <ul style="list-style-type: none"> a. Warehouse 	<p style="text-align: center;"><u>Inventory Control Clerk</u></p> <ul style="list-style-type: none"> a. Supply Room b. Receiving Area
<p style="text-align: center;"><u>Laundry Officer</u></p> <ul style="list-style-type: none"> a. Laundry b. Waste Management c. Restroom 	<p style="text-align: center;"><u>Laundry Officer</u></p> <ul style="list-style-type: none"> a. Laundry b. Supply Closet c. Staff Office d. Restroom
<p style="text-align: center;"><u>Medical/Education Officer/Supervisor</u></p> <ul style="list-style-type: none"> a. Medication Room/Pharmacy b. File Room c. Exam Rooms d. Medical Office Suites e. Medical Corridor f. Medical Waiting Area g. Education Class Rooms 	<p style="text-align: center;"><u>Medical Area Supervisor</u></p> <ul style="list-style-type: none"> a. Medication Room/Pharmacy b. Infirmary c. Rubber Room d. Nurses Work Station e. Medical Office Suite f. Medical Corridor

City of St. Louis Department of Public Safety / Division of Corrections
POLICY & PROCEDURES

<p>h. Rest Rooms</p>	
<p style="text-align: center;"><u>Maintenance Supervisor</u></p> <p>a. Industrial Area b. Facility Grounds c. Trash Compactor Area d. Pesticide Application e. Facility Waste Management f. Vehicle Sally Port g. <i>All Dock areas</i></p>	<p style="text-align: center;"><u>Maintenance Supervisor</u></p> <p>a. Mechanical Room b. Facility Grounds c. Trash Compactor Area d. Pesticide Application e. Facility Waste Management f. Administrative Areas g. Inmate Visitor Booths – Visitor Side h. Staff Briefing Room i. Staff Break Room j. Staff Locker Rooms k. Vehicle Sally Port l. <i>All Dock Areas</i></p>
<p style="text-align: center;"><u>Utility Worker</u></p> <p>a. Lobby Area b. Visitor Rest Rooms c. Administrative Area d. Staff Conference Room e. Staff Briefing Room f. Staff Locker Rooms g. Staff Break Room h. Staff Smoking Lounge</p>	<p style="text-align: center;"><u>Utility Worker</u></p> <p>a. Lobby Area b. Visitor Rest Rooms c. Perimeter</p>
<p style="text-align: center;"><u>Inmate Work Crew</u></p> <p>a. Dormitories/Housing Units/Sally Ports b. Hallways/Corridors c. Stairs & railing d. Windows e. Catwalk & Bars f. Law Library g. Multipurpose Rooms & Offices</p>	<p style="text-align: center;"><u>Inmate Work Crew</u></p> <p>a. Housing Units b. Hallways/Corridors c. Windows d. Multipurpose Rooms & Offices e. Elevator Vestibules f. Staff Restrooms</p>

City of St. Louis Department of Public Safety / Division of Corrections
POLICY & PROCEDURES

h. Staff Restrooms	
--------------------	--

<u>Inmate Work Crew</u>	<u>Inmate Work Crew</u>
a. Caseworkers/Classification/Program Staff Offices b. Staff Restroom c. Inmate Waiting Area	a. Caseworkers/Classification/Program Staff Offices b. Staff Restroom

16. The Correctional Officers assigned to Master Control at CJC and MSI, and Security Watch Towers at MSI are required to conduct housekeeping duties on each shift as listed below:
- a. Sweep floors daily
 - b. Empty trash daily
 - c. Mop floors daily and when necessary
 - d. Clean inside windows when necessary
 - e. Clean rest room daily
 - f. Dust off computer monitor, screen and panel when necessary
 - g. Other routine cleaning duties as needed
17. The Shift/Area Supervisor, Chief of Security and Unit Managers will inspect the facility for cleanliness and good repair during routine tours and ensure discrepancies are corrected.
18. The Shift/Area Supervisor and respective unit heads will ensure the plan as outlined in this procedure is carried out in every part of the facility.
19. During routine inspections and housekeeping duties a Maintenance Order will be generated and submitted to the Maintenance Supervisor for maintenance discrepancies (See Policy #2.4.2: Routine and Emergency Repairs).
20. The Maintenance Supervisor is responsible for developing a schedule to exterminate as frequent as necessary, pest and rodents in the facility and ensuring pesticides are applied in accordance with stipulations. (See Policy #2.5.3: Flammable, Toxic and Caustic Materials).

City of St. Louis Department of Public Safety / Division of Corrections
POLICY & PROCEDURES

21. Acceptable standards for levels of cleanliness:
- a. Waste baskets and other receptacles are emptied and cleaned daily, free of scum and sanitized.
 - b. Fans and fan grilles are cleaned, free of dust, shined and polished.
 - c. Urinals, toilets and seats, and sidewalls are cleaned and sanitized daily. Drains and flush vents are kept free from obstruction.
 - d. Desk tops, counter tops and other flat surfaces are dusted and cleaned as needed, and are kept free of deposits or accumulation of dust on surfaces.
 - e. Floor drains are cleaned, open, and free of obstructions and sanitized.
 - f. Floors tiles and carpets are cleaned, mopped, vacuumed, waxed and buffed, are kept free of debris, and free from build up of wax and scum in corners.
 - g. Windowpanes and mirrors are free of dust, streak and debris causing obstruction to visibility.
 - h. Janitor closets and sinks are kept clean. Floor is clean and free of debris, walls clean, closet is cleaned, supplies and equipment sanitized and organized.
 - i. Ledges, window ceilings and pipes cleaned and kept free of dust, dirt and debris.
 - j. Light fixtures are free of dust, dead bugs, dirt and other debris.
 - k. Metal surfaces and railings are cleaned, free of marks and spotless, smooth surface appearance.
 - l. Walls, ceilings and baseboards are cleaned, free of graffiti, dust, dirt, and free from build up in corners.
 - m. Inmate and staff telephones are cleaned and sanitized daily.
 - n. Sinks are cleaned and sanitized; ledges and top surfaces are kept free from dirt; metal cleaned underneath and on top; undersides of bowls should be well cleaned.

City of St. Louis Department of Public Safety / Division of Corrections
POLICY & PROCEDURES

- o. Hallways and corridors are free of litter and debris; clean and dry; walls, windows free of streaks and stain and ceiling pipes free of dust.
 - p. Stair railing is left dry, clean and free of dust and debris; railings, walls and stairs are cleaned.
 - q. Grounds are kept free of litter, debris; mowed and neatly trimmed; fence line is free of debris and weeds; razor ribbon free of trash.
 - r. Shower stalls, mats and curtains are cleaned and sanitized twice daily.
 - s. Inmate beds: Sheets and blanket are neatly tucked and organized when not occupied.
- B. Cleaning – Inmate Housing (CJC)**
- 1. Housing Unit Officers will inspect their assigned areas at the beginning and end of each shift, ensure housekeeping duties are completed in accordance with acceptable standards, identify maintenance discrepancies, submit a Housing Inspection Form and if necessary a Maintenance Order to the Floor Supervisor.
 - 2. Area Supervisors/Unit Heads will inspect their assigned areas and ensure housekeeping and maintenance discrepancies are properly addressed. Housing Inspection Forms will be forwarded to the Shift/Area Supervisor. Completed Maintenance Forms will be forwarded to Maintenance Supervisor, (See Policy #2.4.2: Routine and Emergency Repair).
 - 3. The Housing Unit Officer will consult with the Unit Caseworker for a list of inmates approved as Housing Workers assigned in the unit for housekeeping duties (See Policy #5.4.1: Inmate Work Program).
 - 4. Cleaning supplies will be stored in the unit janitor closet and secured. The Housing Unit Officer will distribute cleaning supplies to the Housing Unit Workers for housekeeping duties (See policy #2.5.3: Flammable, Toxic and Caustic Materials).
 - a. The janitor closet door will be secured/locked when not in use.
 - b. Inmates are restricted from entering the janitor closet unsupervised.
 - c. The Housing Unit Officer will record on the Cleaning Supply Inventory Form for supplies retrieved and returned.

City of St. Louis Department of Public Safety / Division of Corrections
POLICY & PROCEDURES

- d. The Housing Unit Officer will report and arrange for replacement of missing, defected or damaged cleaning equipment and depleted cleaning supplies.
5. The Housing Unit Officer will supervise the Housing Unit Workers and ensure housekeeping duties are completed as listed below according to acceptable standards:
 - a. Collect trash from inmates cells, officer work station, and common area
 - b. Dust and clean day room furniture
 - c. Sweep and mop floors in common areas (dayroom, recreation, etc.)
 - d. Clean, sanitize and disinfect vacant cells, bunks and mattresses
 - e. Clean and disinfect showers stalls, mats and curtains
 - f. Clean and disinfect communal toilets and sinks
 - g. Clean and dust televisions
 - h. Clean and sanitize telephones
 - i. Other housekeeping duties as required by Housing Unit Officer.
 6. The Housing Unit Officer will supervise the Housing Unit Workers as supplies are systematically rotated to the inmates in their cells and ensure housekeeping duties are completed in all inmate cells as listed below according to acceptable standards:
 - a. Beds – made,
 - b. Cell floors - swept and mopped; free from debris,
 - c. Desk, tables, or shelves - surface cleaned; items kept in neat order,
 - d. Toilets and sinks clean and sanitized
 - e. Walls, windows, door clean and sanitized – nothing posted or written on walls, windows and door
 - f. Vents & light covers - free of dust (vents and light covers not blocked to prevent air flow or proper illumination)

POLICY & PROCEDURES

- g. Inmate personal property – personal property must be stored in property bucket (i.e. commissary items, letters, books, legal papers, etc.)
- 7. Inmates are not permitted to take food from facility meals to their cells, except when authorized by medical services.
- 8. The Housing Unit Officer will maintain housekeeping at the Officer's Workstation and areas restricted from inmates and not permit inmates in the areas for any reason.
- 9. The Housing Unit Officer will inspect and inventory cleaning supplies before distribution and upon return, record on the Cleaning Supply Inventory form, submit an Incident Report to the area supervisor of defected or damaged supplies (See Policy #3.1.10: Incident Report). The area supervisor will arrange for replacement of defected or damaged supplies.
- 10. The Housing Unit Officer will initiate a Disciplinary Report on inmates responsible for destruction of property (See Policy #3.3.6: Major Violations and Disciplinary Hearing).
- 11. The Housing Unit Officer will ensure that all cleaning supplies are returned and secured in the janitor closet after housekeeping duties are completed.
- 12. The Housing Unit Officer may initiate a Disciplinary Report on inmates who refuse to maintain acceptable housekeeping standards (See Policy #3.3.5: Minor Violations).

C. Cleaning Inmate Housing (MSI)

- 1. Dormitory/Housing Unit Officers will inspect their assigned areas at the beginning and end of each shift, ensure housekeeping duties are completed in accordance with acceptable standards, identify maintenance discrepancies, submit a Housing Inspection Form and if necessary a Maintenance Order to the Floor Supervisor.
- 2. Area Supervisors/Unit Heads will inspect their assigned areas and ensure housekeeping and maintenance discrepancies are properly addressed. Housing Inspection Forms and Maintenance Orders will be forwarded to the Shift/Area Supervisor. (See Policy # 2.4.2: Routine and Emergency Repair).
- 3. The Housing Unit Officers assigned in the Pods at MSI will follow Housekeeping procedures as found in section A: 1 thru 12 of this policy.

City of St. Louis Department of Public Safety / Division of Corrections
POLICY & PROCEDURES

4. The Dormitory/Housing Unit Officer will consult with the Unit Caseworker for a list of inmates approved as Dormitory/Housing Workers assigned in the unit for housekeeping duties (See Policy #5.4.1: Inmate Work Program).
5. The Inventory Supply Clerk will distribute cleaning equipment/supplies to the Dormitory Workers assigned in the main building at MSI for housekeeping duties. The Inventory Supply Clerk will have a Dormitory Worker assigned in each dormitory to sign the Cleaning Supply Inventory Form for receipt of equipment/supplies issued.
6. The Dormitory Officers will monitor the Dormitory Workers to ensure proper use of cleaning supplies/equipment (See Policy #2.5.3: Flammable, Toxic and Caustic Materials & #3.1.3: Inmate Housing Supervision).
7. The Dormitory Officer will submit a Disciplinary Report on inmates responsible for destruction of property (See Policy #3.3.6: Major Violations and Disciplinary Hearing).
8. The Dormitory Officer will monitor the Dormitory Workers and ensure housekeeping duties as listed below are completed according to acceptable standards:
 - a. Gather trash in dormitory for collection
 - b. Dust and clean day room furniture
 - c. Sweep and mop floors in dayroom, catwalk and common area
 - d. Clean and disinfect showers stalls, mats and curtains
 - e. Clean and disinfect communal toilets and sinks
 - f. Clean and dust televisions
 - g. Clean and sanitize telephones
 - h. Clean and sanitize security bars, window ceilings, walls
 - i. Other housekeeping duties (See Post Orders)
9. The Dormitory Officer will ensure that the cleaning supplies are rotated to the inmates in the dormitory and ensure that the housekeeping duties listed below are completed in accordance with acceptable standards:

City of St. Louis Department of Public Safety / Division of Corrections
POLICY & PROCEDURES

- a. Bunks/beds made neatly
 - b. Floors - swept and mopped; free from debris
 - c. Personal property – personal property stored in property bucket (i.e. commissary items, letters, books, legal papers)
10. The Dormitory Officer will initiate a Disciplinary Report on inmates who refuse to maintain acceptable housekeeping standards (See Policy #3.3.6: Major Violations and Disciplinary Hearing).
 11. The Housing Officer will ensure that all cleaning equipment (i.e. mops, brooms, buckets) are returned and secured in the janitor closet after housekeeping duties are completed.
 12. The Shift Supervisor or designee will submit a Supply Room Issue Form to the Inventory Supply Clerk for additional cleaning equipment/supplies to be stored in the janitor supply closet for cleaning details in general areas located outside the dormitories.
 13. The Inventory Supply Clerk will secure the additional equipment/supplies in the janitor supply closets:
 - a. The Shift Supervisor will maintain a key to the janitor supply closets. The closets will remain secured unless access is authorized by the Shift Supervisor.
 - b. Inmates are restricted from entering the janitor supply closets lone/unsupervised.
 - c. The Shift Supervisor or designee will permit the Floor Workers to utilize the additional equipment/supplies for cleaning details in the main building.
 - d. The Shift/Area Supervisor or designee will submit a Supply Room Issue Form for replacement of defected or damaged cleaning equipment when necessary.
 14. The Inventory Supply Clerk will maintain a file with Cleaning Supply Inventory and Supply Room Issue Forms that were received and used to issue equipment/supplies.

D. Mattress – Sanitation

City of St. Louis Department of Public Safety / Division of Corrections
POLICY & PROCEDURES

1. Mattresses issued to inmates will be sanitized immediately after use when inmates are released or going to court. The Correctional custody staff is responsible for supervising inmate workers in the sanitation of mattresses.
2. The Correctional custody staff will inspect and arrange for disposal and replacement of mattresses that are cracked or have frayed material.
3. Chemicals used to sanitize mattresses are toxic and the distribution, storage and use will be strictly in adherence with policy #2.5.3: Flammable, Toxic and Caustic Materials.
4. When using chemicals the Correctional custody staff will wear and ensure inmate workers wear the following protective gear.
 - a. Disposable gloves
 - b. Face mask
 - c. Eye protection
5. The Correctional custody staff will ensure that the specified chemical is used and the appropriate safety precautions are implemented in the sanitation process as indicated below:
 - a. The Correctional custody staff will dilute chemicals from concentrate as recommended by the manufacture.
 - b. Chemicals will be used within 24 hours after being diluted.
 - c. The Correctional staff will supervise the inmate worker as the solution is poured in a marked spray bottle.
 - d. The inmate worker will hold the spray bottle 6-8 inches from the mattress before spraying the surface.
 - e. The inmate worker will rub the mattress thoroughly with a sponge, brush or cloth.
 - f. The Correctional custody staff will ensure that the mattress is sanitized properly and allow to air dry and remain on the bunk or stored with other sanitized mattresses.
6. The Housing Unit Officer assigned in housing units at CJC and the Pods at MSI will see that mattresses are sanitized immediately after use when inmates are

City of St. Louis Department of Public Safety / Division of Corrections
POLICY & PROCEDURES

released or going to court according to procedures found in items #1 thru 6, and a thru f. of this section; and:

- a. Mattresses left in single cells where there are no other occupants may be sanitized inside the cell. The mattress and bunk will be sanitized.
 - b. Mattresses left on bunks in cells with an occupant will be sanitized in the housing unit dayroom before issued to a new inmate assigned in the unit.
 - c. The inmate worker will use the recommended solution and sanitize a table located in the dayroom.
 - d. The mattress is carried to the dayroom table by the inmate worker for sanitation. After the mattress is sanitized and permitted to air dry, returned to the cell (not dragged on the floor) and issued to the new assigned inmate.
7. Excess mattresses will be removed from the inmate housing areas, sanitized and stored in a designated area.
- a. Housing Unit Officers/Area Supervisors in the main building at MSI will ensure that inmates take their mattress to the processing department for sanitation and storage.
 - b. The Housing Unit Officer assigned at CJC and in the Pods at MSI will ensure inmates take excess mattresses to the lobby area for sanitation and storage.
 - c. The Area Supervisor will ensure inmate workers sanitize mattresses according to procedure found in items #1 thru 6, and a thru f of this section.
8. The Area Supervisor will ensure that all mattresses are sanitized daily and are stored in the appropriate designated areas.

E. Cleaning – Outside of Inmate Living Area

1. The Floor Supervisor or designee will inspect their assigned area at the beginning and end of each shift, ensure housekeeping duties are completed in accordance with acceptable standards, identify maintenance discrepancies, submit a Maintenance Order to the Shift/Area Supervisor if necessary.
2. The Floor Supervisor will maintain a list with names of inmates approved as

City of St. Louis Department of Public Safety / Division of Corrections
POLICY & PROCEDURES

Floor Workers for performing housekeeping duties in the area.

3. The Floor Supervisor or designee will call for the Floor Workers to perform housekeeping duties. The Floor Workers will be frisk searched and recorded in the Daily Activity Log when they report to the area.
4. Cleaning supplies for housekeeping are stored in a janitor closet located in the area. The Floor Supervisor or designee will distribute cleaning supplies to the Floor Workers for housekeeping duties.
 - a. The janitor closet door will be secured/locked when not in use.
 - b. Inmates are restricted from entering the janitor closet unsupervised.
 - c. The Cleaning Supply Inventory Form will be used to record supplies when issued and upon return from inmates.
 - d. The Floor Supervisor or designee will report and arrange for replacement of missing, defected or damaged cleaning equipment or depleted cleaning supplies.
5. The Floor Supervisor or designee will give specific cleaning instructions and supervise the Floor Workers during the housekeeping duties.
6. Housekeeping that can not be accomplished during routine cleaning will be referred for more detailed cleaning by the Scrub Team. The Floor Supervisor or designee will submit Maintenance Order to the Shift/Area Supervisor to arrange for cleaning by the Scrub Crew (See Policy #2.4.2: Routine and Emergency Repairs).

F. Scrub Crew

1. The Scrub Crew is responsible for cleaning details in designated areas of the facility as determined by the Detention Center Superintendent, Chief of Security, Unit Manager, or Shift/Area Supervisor.
2. Inmates approved for work assignments on the Scrub Crew must meet specific security criteria (See Policy #5.4.1: Inmate Work Program).
3. The Chief of Security or Unit Manager will assign a Correctional Officer to supervise the Scrub Crew for cleaning details.

City of St. Louis Department of Public Safety / Division of Corrections
POLICY & PROCEDURES

4. A Scrub Crew may be assigned and scheduled for cleaning details during specific hours on each shift with consideration of facility operations, safety and security. The following schedule will apply:
 - a. Day Scrub Crew: Cleaning is scheduled during normal business hours 8:00 a.m. thru 5:00 p.m.
 - b. Night Scrub Crew: Cleaning is scheduled after normal business hours 5:00 p.m. thru 8:00 a.m.
5. The Chief of Security and Unit Manager will consult with the Shift/Area Supervisor and develop a routine cleaning schedule for the Scrub Team.
6. The Scrub Crew is responsible for performing a thorough cleaning and maintaining acceptable standards of cleanliness in accordance with this policy.

G. Cleaning – Facility Exterior

1. The Maintenance Supervisor is responsible for maintaining acceptable standards of cleanliness of the facility exterior in accordance with this policy.
2. The Maintenance Supervisor may utilize Community Service Workers or Inmate Workers approved by the Inmate Work Program staff for cleaning duties in designated areas outside the secured perimeter (See Policy #5.4.1: Inmate Work Program & Policy #5.4.8: Community Services Work Project).
3. The Maintenance Supervisor will ensure that Community Service Workers and Inmate Workers are supervised by a staff member at all times.
4. The Maintenance Supervisor will ensure that Community Service Workers and Inmate Workers are properly trained and exercise safety precautions when using chemicals and operating equipment.

H. Housekeeping Inspection Team

1. The Housekeeping Inspection Team will be chaired by the Maintenance Supervisor and comprised of a Maintenance staff member, Safety Officer and a Security staff member at the supervisory level (See Policy #2.5.1: Safety and Sanitation).
2. The Housekeeping Inspection Team will inspect all areas of the facility within the secure perimeter. The entire areas of each facility will be inspected within a twelve month period.

City of St. Louis Department of Public Safety / Division of Corrections
POLICY & PROCEDURES

3. The Housekeeping Inspection Team will complete a Safety and Sanitation Form and submit it to the Maintenance Supervisor.
4. The Maintenance Supervisor will see that maintenance issues cited by the Housekeeping Inspection Team and/or other staff members are resolved and that sanitation issues are reported to the respective area supervisor for correction.
5. The Housekeeping Inspection Team will direct issues related to the safety and security of the facility to the Chief of Security and will document such issues on the Safety and Sanitation Form.
6. The Maintenance Supervisor will forward complete Safety and Sanitation Forms to the Detention Center Superintendent. The Detention Center Superintendent will maintain a file of completed Forms for a period of one (1) year.