

 <p style="text-align: center;">ALLEGHENY COUNTY BUREAU OF CORRECTIONS</p>	APPLICABILITY: All Authorized Personnel	
	POLICY NUMBER: #103	EFFECTIVE: 3/15/2015 REVIEWED: 2/2/22
	TITLE: Sanitation ACA Standards 4 ALDF 1A-01, 1A-02, 1A-03, 1A-04 Title 37- 95.248(2)	
	AUTHORIZED BY: ORLANDO L. HARPER SIGNATURE: <i>Orlando L. Harper</i>	

POLICY

It is the policy of the Allegheny County Bureau of Corrections to identify and address sanitation issues that exist within a correctional environment.

PURPOSE

To establish a minimal acceptable level of sanitation procedures for all persons working or who are detained at the Allegheny County Bureau of Corrections which includes: employees, contractors or volunteers, and inmates housed within the facility.

PROCEDURAL GUIDELINES

A. Housekeeping

1. The Allegheny County Bureau of Corrections shall have a housekeeping and maintenance plan that provides a daily cleaning and upkeep of all areas of the facility by assigning specific duties and responsibilities to staff and inmates.
2. All areas of the prison and operational support areas (Laundry, Janitor Closets, Mechanical Rooms, Electrical Rooms, Boiler Rooms, Maintenance Areas, and Supply) will be maintained in a safe and clean condition at all times.
3. Inventory sheets will be posted in every supply closet. Correctional Officers are to inventory supply closet sheets every shift. Broken and missing supply closet items are to be reported to the Unit Manager immediately for replacement. Search of the area may be conducted for missing supplies.

B. Inspections and Reports

1. Weekly Sanitation and Security Check Inspections will be conducted of every level by the designated Unit Manager or Assistant Unit Manager. This is to include inspections of the mezzanine levels and hallways. All employees authorized to conduct said inspections shall be trained on the inspection and reporting requirements. Please note the following:
 - a. Inspection reports require that a Captain or Major review for the purpose of ensuring the quality of the inspection document and to ensure that an abatement plan is developed to address all noted deficiencies/issues. The abatement plan is to include the anticipated completion date of the work that needs completed to remedy the findings of the inspection.
 - b. If a Sergeant conducted the inspection, then a Captain is to review. If a Captain conducted the inspection, then a Major is to review.
 - c. The inspection report can only be uploaded to OnBase **after** it is reviewed and signed-off on by a Captain or Major.
 - d. Every Pod, Mezzanine, and Hallway is to be inspected at least once over the course of a week which runs from Sunday to Saturday.
2. Monthly scheduled inspections shall be conducted by the Fire, Safety and Sanitation Sergeant. Upon completion, the inspections with a corrective action plan shall be turned over to a Major.
3. Annual Inspections will be conducted by the Allegheny County Health Department. Any deficiencies will be noted, addressed and corrected.

C. Disposal of Liquids, Solids and Biohazardous Materials

1. Allegheny County shall maintain a waste management contract that is determined by a competitive bidding process.
2. All liquid, solid and biohazardous materials shall be disposed of in a manner that complies with governmental regulations.
3. All materials for disposal must be bagged and/or drummed for disposal.
4. It is the responsibility of the approved vendor to consistently adhere to the scheduled pick up of all waste products.

D. Pest and Vermin Control Vendor

1. The control of pest and vermin shall be addressed on a monthly basis by a qualified person. Documentation of the application of any pest or vermin treatment is to be turned into Administration.
2. The pest and vermin control vendor for the ACBC is determined by the competitive bid process.
3. Vendor must meet or exceed bid specifications.
4. Vendor is responsible for the purchase of all items needed to perform their duties.
5. Vendor must consistently adhere to the scheduled inspection as specified in the contract.