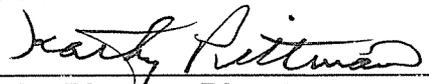


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES
JUVENILE INSTITUTIONS**

Subject: Sanitation: Housekeeping & Inspection	Policy Number: 2
Number of Pages: 4	Section: VI
<p style="text-align: center; margin: 0;">Attachments</p> <ul style="list-style-type: none"> A. Unit Inspection Form B. Facility Inspection Form C. Work Order D. Work order Log 	<p style="text-align: center; margin: 0;">Related Standards & References</p> <ul style="list-style-type: none"> ACA 3-JTS-4B-01 ACA 3-JTS-4B-02 ACA 3-JTS-4B-04 ACA 3-JTS-4B-06
Effective Date: March 13, 2007	Approved: <div style="text-align: center;">  <hr style="width: 80%; margin: 0 auto;"/> Kathy Pittman, Director </div>

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services that each Youth Service Facility shall comply with applicable Federal, State, and local sanitation health codes and regulations. Environmental health programs related to housekeeping shall be regularly monitored to ensure a high standard of sanitation, address deficiencies in a timely manner as well as ensure that all youth housed at DYS Training Schools are kept in a healthy and safe environment.

II. DEFINITIONS

- A. Sanitation Inspection: Daily inspections of housing units and all other areas, to ensure that sanitation is maintained at a high standard, areas are in good repair, and problems are identified and corrected in a timely manner.
- B. Work Order: A formal request submitted to the maintenance supervisor, which details the repairs or corrective actions needed to bring an area of the facility up to accepted standards.
- C. Work Order Tracking Log: A log that tracks all work orders and identifies the specific repair requested, location, date of the request as well as the date the repair was completed.
- D. Priority Repairs: Repairs to facility life safety systems, security devices or systems, and elimination of hazards that pose a direct threat to the safety of staff or youth, which take precedence over other repairs requested.
- E. Work Order Status Report: A weekly report to the Director of Operations that notes the status of pending and completed work orders.

F. Trash: All products or items identified for disposal.

III. PROCEDURE

A. Code Compliance: Each Youth Service Facility shall comply with applicable federal, state, and local health sanitation codes.

B. Work Orders: Any staff person may complete a work order.

1. When a needed repair or corrective action is identified a Work Order shall be completed, signed and submitted to the Maintenance Department.
2. The Maintenance Supervisor shall then assign a member of maintenance to complete the request.
3. Once the Work Order request is completed, the Maintenance Supervisor shall sign and log the Work Order in the Work Order Log.
4. In the event of a Priority Work Order, the same protocol shall be followed in an expedited manner.

C. Sanitation of Units and Rooms

1. Each youth in a Youth Service Facility is expected to maintain the cleanliness of his/her assigned room or living unit and adjacent living area, including walls, floors, fixtures, showers, recreation areas, furnishings, etc. as instructed by staff.
2. During youth Orientation, Juvenile Correctional Officers and Counselor Aides shall instruct youth on proper cleaning and other housekeeping procedures.
3. Youth Service Facility Juvenile Correctional Officers and Counselor Aides are responsible for maintaining compliance with established sanitation and housekeeping requirements as scheduled.
4. Adequate supplies of cleaning materials shall be available at all times and stored in accordance with DYS policy. (See Policy VIII.1 Inventory and Control of Hazardous, Caustic and/or toxic Materials)
5. The proper direct supervision of youth engaged in cleaning shall be provided to ensure the implementation of approved methods and the safety of youth. No cleaning product that is labeled "Keep out of the hands of Children" shall be issued to youth. All toxic or caustic substances shall be

applied only by staff trained in their use and in accordance with manufacturer's instructions.

6. The close supervision and accountability for cleaning supplies and equipment shall be provided by direct care staff. Instruction in the proper and safe use of equipment shall be given by staff to youth engaged in housekeeping activities. All supplies and equipment shall be maintained in proper operational condition, accounted for and secured when not in use.

D. Trash shall be removed daily and deposited in designated closed storage containers, which are located in an appointed disposal storage area.

1. All medical waste, sharps, and contaminated materials shall be disposed of in containers that meet public health and OSHA requirements.
2. All wet garbage shall be collected in waterproof bags and stored in approved containers with lids.
3. All trash containers shall be kept clean with functioning lids and regularly scheduled for pickup by a licensed waste management service according to vermin/pest control procedures.
4. Rodent and pest control contracts shall include servicing of trash and garbage disposal storage areas.
5. All hazardous materials shall be stored in safety containers while awaiting disposal.

E. Sanitation Inspections: Each Unit and Facility shall be inspected daily and weekly to assure high levels of sanitation and housekeeping.

1. Unit Inspections: The Shift Supervisor or designee shall inspect housing units daily, between 8:00 AM and 12:00 noon. The inspection shall be documented using the Unit Inspection Form (Attachment B, Column A). The completed inspection form shall be submitted to the Director V before the end of the day shift. Scores of the inspection shall be made available to all housing units as well as the individual responsible for the unit sanitation.
2. Where conditions are found that do not meet sanitation standards or are not in compliance with the housekeeping plan, corrective action shall be taken by the individual responsible for the area and a follow up inspection shall be conducted by the Director V and documented using the Unit Inspection Form (Attachment B, Column B).

3. Facility Inspections: The campus administrator, or his designee, shall assign a staff person an area to be inspected. These assignments shall rotate each week to ensure that no person inspects the same area each week. No staff member shall be assigned to inspect their area of responsibility – for example, the school principal may not inspect the school area. Staff conducting the inspection shall document the inspection using the Facility Inspection Form (Attachment C).

UNIT INSPECTION

Pod/Cottage:		Inspector:				Total Score:				Date:				
Room/Area	Bed		Toilet/ Sink		Floor		Walls		Windows		Property		Total	
	A	B	A	B	A	B	A	B	A	B	A	B	A	B
1														
2														
3														
4														
5														
6														
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03/15/07

Unit Inspection – Form VI.A

Policy VI.2

NOTE: Column A is for initial inspection, Column B is for follow-up(as-needed)

SCORING – UNIT INSPECTION

Score	Bed	Toilet(s)/Sink(s)	Floor	Walls	Windows	Property
5	Blanket tucked in Blanket tight No wrinkles Pillow fluffed Corners neat	Polished No water marks No stains No mildew	Waxed No scuff marks No dust or marks	Clean and scrubbed No cob webs No marks	Clean No streaks or dust	Items properly stored Items neatly arranged Clean
4	Blanket tucked in but not tight Corners loose Pillow	Clean Some water marks No stains No mildew	Waxed Some dust or scuff marks	No cob webs No grime on walls	Clean Some streaks or dust	Stored in the proper area All items clean
3	Blanket tucked in Pillow centered Corners tight	Fairly clean No soap scum A few stains No mildew	Clean Not waxed No spills/stains	No cob webs Some grit or dust on walls	Clean A few fingerprints or streaks	All items clean Items not neatly arranged
2	Blanket partially tucked in Pillow not centered Loose corners	Some grime or grit Soap scum	Fairly clean Not waxed A few spills/stains	Cob webs Dirt or substances on walls	Fingerprints, streaks, and dirt on windows	Some personal items not properly stored
1	Blanket pulled up but not tucked in	Dirty Stains Soap scum Mildew	Dust or dirt on floor Stains	Items hanging on wall	Dirty Hard to see through	Multiple items laying out loose
0	Unmade	Dirty Not cleaned	Debris on floor	Graffiti on walls	Windows blocked or covered	Contraband Unauthorized property

The above items are guidelines to be used when conducting inspections. The inspector must use judgment concerning old fixtures, scarred walls, etc.
 A score of three is an “acceptable” score and should be considered the score to be given if an area is acceptable.
 Each area should be judged independently; a bad score for a bed should not influence the score for the floor, etc.

FACILITY INSPECTION

Area:		Inspector:		Total Score:		Date:	
Room/Area	Walls/Paint	Floor	Windows/Doors	Electrical/Lighting	Trash	Property	Total
1							
2							
3							
4							

Additional Comments:

SCORING – FACILITY INSPECTION

Score	Walls/Paint	Floors	Windows	Electrical/Lighting	Trash	Property
5	Clean and scrubbed No cob webs No marks	Waxed No scuff marks No dust or marks	Clean No streaks or dust	All lights and outlets functional. All EXIT lights in proper working order.	All areas free of trash. Trash receptacles clean.	Items properly stored Items neatly arranged Clean
4	No cob webs No grime on walls	Waxed Some dust or scuff marks	Clean Some streaks or dust	One electrical discrepancy (i.e. light out/damaged receptacle)	No trash on floor. Receptacles are full.	Stored in the proper area All items clean
3	No cob webs Some grit or dust on walls	Clean Not waxed No spills/stains	Clean A few fingerprints or streaks	Two discrepancies	Trash on floor. Receptacles full with trash running over.	All items clean Items not neatly arranged
2	Cob webs Dirt or substances on walls	Fairly clean Not waxed A few spills/stains	Fingerprints, streaks, and dirt on windows	Three discrepancies	Trash on floor. Receptacle full and running over. Odor.	Some personal items not properly stored
1	Items hanging on wall	Dust or dirt on floor Stains	Dirty Hard to see through	Four discrepancies	Trash on floor. Receptacle full. Trash bags full and not removed.	Multiple items laying out loose
0	Graffiti on walls	Debris on floor	Windows blocked or covered	EXIT light non-functional. More than four discrepancies.	Trash on floor. No receptacles.	Contraband Unauthorized property
<p>The above items are guidelines to be used when conducting inspections. The inspector must use judgment concerning old fixtures, scarred walls, etc. A score of three is an “acceptable” score and should be considered the score to be given if an area is acceptable. Each area should be judged independently; a bad score for a bed should not influence the score for the floor, etc.</p>						

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES
JUVENILE INSTITUTIONS**

Subject: Preventive Maintenance		Policy Number: 2
Number of Pages: 3		Section: VI
Attachments		Related Standards & References
A. Work Order Form B. Work Order Log Template C. Decision Matrix		None
Effective Date: March 10, 2010		Approved:  Kathy Pittman, Director

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services that all facility housing used to serve youth shall be maintained in good operational condition through the institution of a preventive maintenance program and work order prioritization, which shall include: 1. a written plan for preventive maintenance; 2. a method for reporting and prioritizing work orders; and 3. a system for tracking the status of and on-going maintenance of the physical plant; and at a minimum shall provide for general upkeep, emergency repairs, and the identification, reporting, repair and/or replacement of inoperable equipment and other immediate repair needs; as well as, routine maintenance checks.

II. DEFINITIONS

As used in this policy and procedure, the following definitions apply:

1. **Work Order** - A formal request submitted to the maintenance supervisor, which details the repairs or corrective actions needed to bring an area of the facility up to accepted standards and operability.
2. **Work Order Tracking Log** - A log that tracks all work orders and identifies the specific repair requested, location, priority, date of the request as well as the date the repair was completed.
3. **Urgent** - A deficiency or breakdown found during the course of an inspection or as reported by the work order system requiring immediate correction to eliminate hazard to youth, personnel or equipment, loss or damage to property, or major degradation of safety or security. This situation is to be reported immediately to the Director of Facility Management and the Facility Administrator. Emergent issues related to safety or security including maintaining of systems for containment, surveillance, communications, alarms, and services essential to operations have priority.
4. **Essential** - Items of maintenance which should be corrected as soon as possible but are not of sufficient urgency that they cannot be fitted into a routine schedule for work and should be described in a work order as required in procedure.
5. **Projected** - Items similar to those of essential maintenance but of a less urgent nature, e.g., items showing some evidence of deterioration which will increase with time and, subsequently, require corrective action. This category provides a list of maintenance and

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Preventive Maintenance	VI.2	2 of 4

repair work for project planning and advance budget planning. Only major items should be included.

6. **Preventive Maintenance Program** - a document drafted by the Director of Facility Management and submitted annually for approval to the Facility Administrator that reflects the requirements of policy.

III. PROCEDURE

- A. **Responsibility** - The Director of Facility Management or designee shall be responsible for establishing a Preventive Maintenance Program, which at a minimum includes the following:

1. Identifying and creating preventive maintenance routines for critical items of building systems and equipment to minimize out-of-service time due to failures, as well as to reduce costly breakdown repairs.
2. Detecting maintenance deficiencies in their early stages of development and identifying a corrective action plan, by establishing a schedule for regular rounds of the facility by assigned staff persons to identify, report, repair and/or replace inoperable or broken doors, locks, lights, exit signs, toilets, showers, CCTV, communications, alarms, and other facility systems or property.
3. Planning and scheduling resulting maintenance work to provide a reasonably controlled work flow. Repair needs shall be made on a priority basis set by the Director of Facility Management or designee, while issues addressing safety and security issues shall have priority;
4. Ensuring that procedures for entering work orders, requesting repair, tracking status of work orders on a daily basis, and established completion times are adhered to.
5. Maintaining an up-to-date master inventory of all equipment and mechanical systems and buildings, which may be found in property records. This inventory shall be updated, as items and equipment become available, are installed or repaired. An identification number shall be assigned to each item that meets the required monetary threshold or unit of equipment and affixed by a tag or other means to the unit. To be useful, the inventory must be kept current.

- B. **Records** – Accurate inventory records are crucial and indicate what is to be inspected. The preventative maintenance program schedule for inspections shall include checklists and spaces for comment and date and time and signature of inspecting personnel. Uniform maintenance records are to be created for each structure or utility. They shall be complete with details about the make, model, serial numbers, etc. Such information provides realistic estimates for replacement. (See MDHS AP 37) Master inventory records shall include the following:

1. Buildings listed on the record sheets in numerical order. Room numbers are listed.

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2. Installed equipment within each building listed under that building's entry. (Type, manufacturer, and date of installation , if known)
3. Description of the equipment, including make, model and serial number.
4. Check list numbers or codes that apply to each item.

C. **Check Lists** - Director of Facility Management or designee shall maintain a preventive maintenance inspection check list and inspection schedule, which shall address the following:

1. A description of the servicing, checks and/or adjustments that must be performed during inspections.
2. Be based on manufacturers' service manuals.
3. Be updated as various types of equipment and systems become available and are installed or repaired. Some sources of information are:
 - i. Manufacturer's service manuals: Valuable guides on how a piece of equipment should be installed, operated and maintained, as well as data about adjustments, servicing, parts replacements and overhauls, etc.
 - ii. Operators: The operators of equipment systems can often provide current and technical information on maintenance problems.
4. Special attention shall be given to inspection and replacement of filters, lubrication requirements, fluid levels, and flushing of contaminants, drains, gutters, and operation of valves to prevent seizing.
5. Maintenance contracts for servicing equipment and security and life safety systems shall be included in monitoring for contract compliance.

D. **Corrective Action** - Inspectors' reports provide a basis for corrective maintenance. The urgency for repairs varies and shall be divided into three categories: urgent, essential and projected.

E. **Work Orders** – Work orders may be completed and submitted by any staff person. Work orders identifying preventive maintenance issues shall be prepared in accordance with The following protocol:

1. When a needed repair or corrective action is identified, a Work Order shall be completed, signed and submitted to the Maintenance Department.
2. The Maintenance Supervisor shall then assign a member of maintenance to complete the request and log the Work Order in the Work Order Log.
3. Once the Work Order request is completed, the Maintenance Supervisor shall document such in the Work Order Log.

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4. Work order shall be completed based on priority and according to the order in which it was received by the maintenance department.

F. **Facility Evaluation** – Quarterly facility evaluations shall be conducted by the Director of Facility Management, submitted to the Facility Administrator and shall include:

1. Inventory records.
2. The maintenance schedule for the current and upcoming quarter.
3. The number of work order requests, by category.
4. The number of work order completions, by category.

G. **Annual Reports** - Reports of the annual evaluation shall be prepared and forwarded to the Facility Administrator by the Director of Facility Management on or before January 1 of each year. Copies of the report shall be distributed to all members of the senior facility staff and one copy provided to the Division Director.

MDHS/DYS Oakley Training School
Work Order Form -- VI.2.A

Requestor: _____ Date: _____

Location: _____

Describe Problem: _____

Date Work Order Received: _____ Maintenance Control Number: _____

Status: Urgent ___ Essential ___ Projected ___

Estimated Completion Date: _____

Maintenance Supervisor: _____ Date: _____

Maintenance Person(s) Assigned: _____ Date: _____
Initials(s)

Time/Date Began: _____ Time/Date Completed: _____

Description of Repair / Comments: _____

Maintenance Signature(s)

Follow-Up

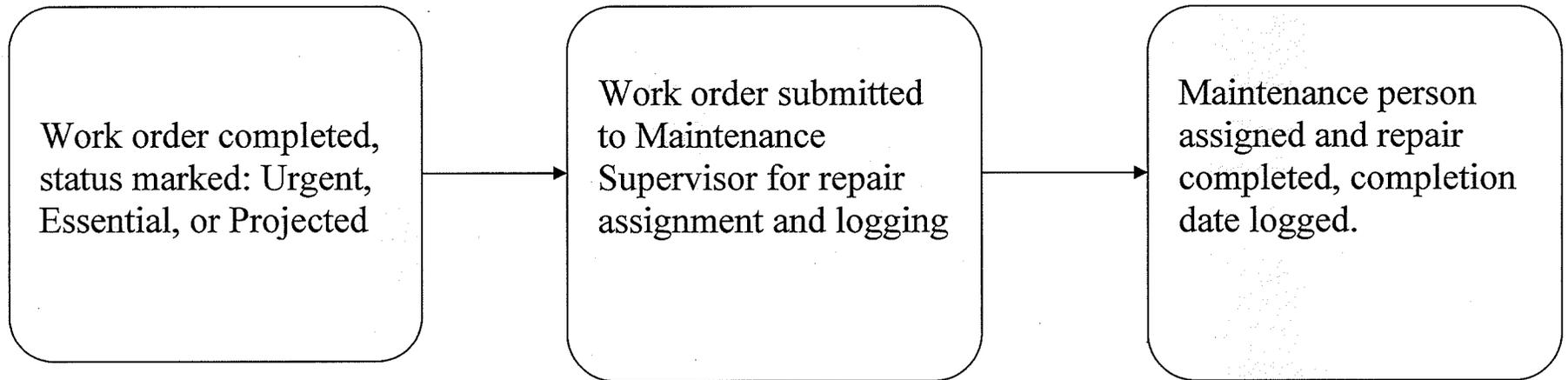
This is to certify that I have inspected the above work and that it has been completed to my satisfaction.

Maintenance Supervisor: _____ Date: _____

Comments: _____

NOTE: 1. No job will be done without a Work Order.
2. The Work Order should be turned in to the Maintenance Supervisor as soon as job is completed.
3. The Work Order should be logged in the Work Order Log.

Preventive Maintenance



YOUTH SERVICES OFFICIAL COPY

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH SERVICES JUVENILE INSTITUTIONS	Policy Number 4	Section VI page 1 of 1
SUBJECT: LAWN EQUIPMENT SAFETY PROCEDURES	DATE: January 29, 2007	

POLICY

It is a policy of the Mississippi Department of Human Services, Division of Youth Services that all staff must comply with rules and regulations governing equipment safety while utilizing students for facility beautification. These activities must be conducted under constant supervision of the staff after the students have been properly trained to safely operate lawn equipment.

PROCEDURE

The Director of Operations/Assistant School Administrator is responsible for Maintenance and Grounds and the Lead Military Training Instructor will insure the following safety precautions:

1. Students will receive proper training for the equipment being utilized.
2. Students will be supervised while utilizing equipment for campus beautification.
3. Proper protective gear will be worn while utilizing lawn mowers, weed eaters, and other landscaping equipment (including: protective clothing, safety glasses, face mask, hats, boots, gloves, and long sleeve shirts when necessary).

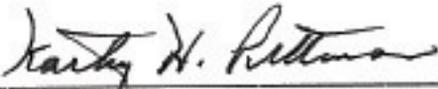


Kathy H. Pittman, Director
Division of Youth Services

YOUTH SERVICES OFFICIAL COPY

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH SERVICES JUVENILE INSTITUTIONS	Policy Number 5	Section VI page 1 of 2
SUBJECT: FOOD SERVICES PROGRAM	DATE: January 29, 2007	
POLICY		
<p>It is a policy of the Mississippi Department of Human Services, Division of Youth Services, that the supervisor and the employees in the Food Service Program will be responsible for the following items:</p>		
<ol style="list-style-type: none">1. No food is to leave the cafeteria other than for certain students committed to Columbia Campus or Oakley Campus, and for staff members who are unable to go to the cafeteria due to the nature of their job responsibilities. All carry out meals must be approved by the appropriate assistant administrator.2. No meals will be charged.3. The kitchen area and the area behind the serving line are off limits to staff and all others unless specifically authorized to be in this area.4. Lunch money is to be turned in daily to the Business Office.5. Anytime the menu is changed, the assistant administrator supervising the Food Service Program should be notified. If the assistant administrator is not in the office, a notification of the change should be left in the office.6. All meals served to the staff and students must be exactly the same.7. School employees shall not purchase food or other items from vendors who deliver to the food service program.8. Food scraps shall not be taken from the school premises by school employees except in a school owned vehicle for the purpose of disposal.9. Food service employees are discouraged from using large purses, and shall not carry bags and packages from the premises.		

YOUTH SERVICES OFFICIAL COPY

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH SERVICES JUVENILE INSTITUTIONS	Policy Number 5	Section VI page 2 of 2
SUBJECT: FOOD SERVICES (continued)	DATE: January 29, 2007	
<p>10. The cafeteria staff shall keep daily records on the number of people (staff and students) who eat in the cafeteria, and daily records of the amount of meat used.</p> <p>11. Every employee is responsible for turning off the lights, locking the doors, checking students in and out from the cottage when they work in the cafeteria, checking the cooler in back, and keeping the area around the back door clean.</p> <p>12. Cleaning the cooler, refrigerators, stoves, windows, and all other cleaning in the cafeteria is the responsibility of each employee.</p>		
<p> Kathy H. Pittman, Director Division of Youth Services</p>		