

 <p style="text-align: center;">WEST VIRGINIA DIVISION OF JUVENILE SERVICES</p>	<p><u>POLICY NUMBER:</u></p> <p style="text-align: center; font-size: 2em;">401.00</p>	<p><u>PAGES:</u></p> <p style="text-align: center;">2</p>
<p><u>CHAPTER:</u> Facility Services</p>	<p><u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §§49-2-903; ACA 3-JTS-4B-01/02; ACA 3-JDF-4B01/02; and ACA 3-JCRF-1C-03</p>	
<p><u>SUBJECT:</u> Sanitation and Inspections</p>		
<p><u>DATE:</u> July 1, 2015</p>		

PURPOSE

The West Virginia Division of Juvenile Services will maintain a high level of cleanliness to include routine inspections of all areas.

CANCELLATION

This policy has been revised and supersedes Policy 401.00 dated October 1, 2007. Policy 403.00 (Waste Disposal) and Policy 404.00 (Housekeeping) have been rescinded and incorporated into this policy.

APPLICABILITY

This Policy applies to all Division of Juvenile Services' facilities.

PROCEDURES

1. Each facility shall comply with all applicable health codes and regulations of the State of West Virginia.
 - a. Facility Superintendent/Director will ensure that the appropriate independent, outside source is contacted to complete the inspection.
 - b. A copy of the inspection and any corrective action of deficiencies will be forwarded to the Facility Superintendent/Director and the Division Director.
2. Facility Superintendent/Director will ensure that a licensed pest control professional is utilized when necessary to treat the facility on a regular basis for the control of vermin and pests. These visits will be documented in the OIS shift log.
3. Facility Superintendent/Director will ensure that liquid and solid wastes are collected, stored, and disposed of in a manner that will protect the health of safety of the residents and staff.

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4. All facilities will have a written housekeeping plan for the facility's physical plant to include:
 - a. Daily cleaning by residents of their rooms and living units/dayrooms.
 - b. Daily cleaning by residents of resident rest rooms and showers.
 - c. Daily cleaning by janitorial/other staff of all other restrooms, Kitchen and Dining area.
 - d. At least weekly cleaning of all other areas of the facility.
 - e. Staff inspection of all areas each day to ensure cleaning is performed.
 - f. Method to correct discrepancies.

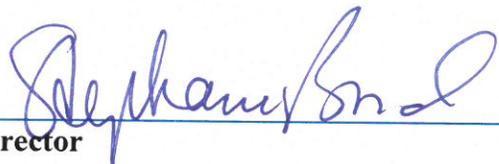
5. The completion of all cleanings and inspections will be documented in the OIS shift log or by other written documentation with any maintenance or security issues noted.

6. Each facility will have in place an operational procedure to ensure the standards and practices of this policy are followed.

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:



 Director

7/1/15

 Date