

 <p style="text-align: center;">WEST VIRGINIA DIVISION OF JUVENILE SERVICES</p>	<p><u>POLICY NUMBER:</u></p> <p style="font-size: 2em; text-align: center;">814.00</p>	<p><u>PAGES:</u></p> <p style="text-align: center;">2</p>
	<p><u>CHAPTER:</u> Youth Reporting Centers</p>	<p><u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §§49-2-903 & 49-2-912</p>
<p><u>SUBJECT:</u> Sanitation and Inspections</p>		
<p><u>DATE:</u> July 1, 2016</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 814.00 dated October 1, 2015.

APPLICABILITY

This Policy applies to all Division of Juvenile Services' Youth Reporting Centers.

PROCEDURES

1. Each Youth Reporting Center (YRC) shall comply with all applicable health codes and regulations of the State of West Virginia.
 - a. Program Directors 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 Program Director, the Director of Community Based Services, and Division Director.
2. Each Program 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. The invoices will be kept on file at the center.
3. Each Program Director will ensure that liquid and solid wastes are collected, stored, and disposed of in a manner that will protect the health and safety of the participants and staff.
4. All centers will have a written housekeeping plan to include:

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- a. Daily cleaning by participants of classrooms/dayrooms, Kitchen, and Dining area.
 - b. Daily cleaning by participants of rest rooms and showers.
 - c. Daily cleaning by staff of all areas not accessible to participants.
 - d. Staff inspection of all areas each day to ensure cleaning is performed.
 - e. Method to correct discrepancies.
5. The completion of all cleanings and inspections will be documented with any maintenance or security issues noted.
 6. This policy will be adopted in its entirety and no operational procedure will be developed.

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 **Date** 7/1/16