
 Corrections and Community Supervision DIRECTIVE	TITLE General Housekeeping Manual		NO. 3090
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SUPERSEDES DIR# 3090 Dtd. 04/26/18	DISTRIBUTION A B	PAGES PAGE 1 OF 6	DATE LAST REVISED
REFERENCES (Include but are not limited to) ACA Expected Practices 5-ACI-3B-04, 5-ACI-5D-05, 5-ACI-5D-15, 2-CO-4D-01, 1-ABC-3B-05, 1-ABC-4D-05, 1-ABC-4D-15; Directives #2121, #3096, #4064, #4066, #4067, #4068; General Housekeeping Manual		APPROVING AUTHORITY 	

- I. **PURPOSE:** It is the purpose of this Directive to authorize and prescribe the use of the New York State Department of Corrections and Community Supervision (DOCCS) [General Housekeeping Manual](#) in governing the administration of the Department's housekeeping operations.
- II. **DESCRIPTION:** The [General Housekeeping Manual](#) is published and distributed by the Division of Support Operations with the approval of the Executive Staff.
 The manual addresses the following:

<ul style="list-style-type: none"> ▪ Housekeeping Training ▪ Cleaning Agents and Equipment ▪ Mopping ▪ Rotary Floor Machine – Floor Care ▪ Other Specialized Cleaning Equipment ▪ Cafeteria & Mess Hall Cleaning ▪ Individual Room Cleaning ▪ Blood and Body Fluid Spills - Decontamination Procedure 	<ul style="list-style-type: none"> ▪ Office Cleaning ▪ Restroom Cleaning ▪ Shower Room Cleaning ▪ Mold Cleaning ▪ Barber Shop and Cosmetology Sanitation Guidelines ▪ Central Caustic Distribution ▪ Cleaning Schedule
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- III. **POLICY:** Local adaptations to, exceptions to, or departures from the provisions of the General Housekeeping Manual shall be made only with written approval of the Director of Support Operations.
- IV. **SECONDARY CONTAINER LABELING:** Directive #4067, "Hazardous Materials Program," requires that secondary containers of hazardous chemicals be labeled with the chemical identity and appropriate hazard warnings. The chemical identity is the product name as it appears on the original container (e.g., Corcraft Germicidal Cleaner 128, Corcraft Green Line All Purpose Cleaner/Degreaser, etc.). Hazardous Materials Tags (Form #K99-DC009) shall be completed and affixed to secondary containers. Corcraft offers spray bottles imprinted with required label information for glass cleaners, cleaner degreaser, and neutral floor cleaner.
 NOTE: As indicated throughout the *General Housekeeping Manual*, a solution of Corcraft Bleach 12.5% of 1 oz. per gallon of water is necessary for disinfection against COVID-19.

V. CLEANING SUPPLIES CHECK LIST: Attached is a listing of approved cleaning supplies.

SUBSTANCE IDENTITY			
Corcraft Germicidal Cleaner 128		SDS:	April 4, 2008
HEALTH	2	Dilution:	1.5 ounces per gallon of water
FLAMMABILITY	0	Use On:	Water fountains, ceilings, walls, floors, fixtures, and the like in RMU, Health Services, SHU (restrooms and cells), mattresses, laundry rooms, S-Block (restrooms and cells), barber shop, inmate cells, restrooms, and shower areas. During a blood spill, this product will be used for cleanup and sanitizing. Food service area flooring will be cleaned with this product. Apply to surfaces/flooring, let air dry. As spray containers are refilled, containers should be emptied, rinsed, and refilled.
REACTIVITY	0		
Personal Protective Equipment:			
Concentrate: goggles and gloves			
Diluted: NONE			
SUBSTANCE IDENTITY			
Corcraft Germicidal RTU		SDS:	June 21, 2005
HEALTH	1	Dilution:	None – use directly from container
FLAMMABILITY	0	Use on:	Ceilings, walls floors, fixtures, and the like in RMU, Health Services, SHU (restrooms and cells), S-Block (restrooms and cells), barber shop, inmate cells, mattresses, laundry rooms, restrooms, and shower areas. Apply to surfaces/flooring, let air dry.
REACTIVITY	0		
Personal Protective Equipment:			
NONE			

SUBSTANCE IDENTITY

Liberty Pre-measured Neutral Cleaner SDS: April 1, 2008

HEALTH	1
FLAMMABILITY	0
REACTIVITY	0

Personal Protective Equipment:

Concentrate: goggles and
gloves
recommended

Diluted: NONE

Dilution: 1 ounce per gallon of water
Use on: All floors except those in RMU, Health Services, SHU (restrooms and cells), S-Block (restrooms and cells), barber shop, laundry rooms, inmate cells, restrooms, and shower areas.

SUBSTANCE IDENTITY

Corcraft Green Line Neutral Floor Cleaner SDS: April 1, 2008

HEALTH	1
FLAMMABILITY	0
REACTIVITY	0

Personal Protective Equipment:

Concentrate: goggles and
gloves
recommended

Diluted: NONE

Dilution: 1 ounce per gallon of water
Use on: S-Block and facility main hallway corridors. Use only inside an automatic floor scrubbing machine.

SUBSTANCE IDENTITY

Corcraft Green Line Glass Cleaner SDS: July 1, 2008

HEALTH	1
FLAMMABILITY	0
REACTIVITY	0

Personal Protective Equipment:

Concentrate: goggles and
gloves

Diluted: NONE

Dilution: 4 ounces per gallon of water
Use on: Windows, water fountains (for polishing), and mirrors. (NEVER use on flooring.)

SUBSTANCE IDENTITY

**Corcraft Green Line Heavy Duty
Cleaner/Degreaser**

SDS: July 1, 2008

HEALTH	1
FLAMMABILITY	0
REACTIVITY	0

Dilution: 4 to 8 ounces per gallon of water
(depending on soilage)Use On: Any surfaces to remove buildup,
mineral deposits, soap deposits, and
general soilage.

Personal Protective Equipment:

Concentrate: goggles and
gloves

Diluted: NONE

SUBSTANCE IDENTITY

**Corcraft Green Line Floor Wax
Remover**

SDS: November 14, 2007

HEALTH	2
FLAMMABILITY	0
REACTIVITY	0

Dilution: 32 ounces per gallon of water

Use on: To remove floor finish and/or sealer
(not for other uses).

Personal Protective Equipment:

Concentrate: goggles and
glovesDiluted: goggles and
gloves

SUBSTANCE IDENTITY

Corcraft Green Line Floor Finish

SDS: November 15, 2008

HEALTH	1
FLAMMABILITY	0
REACTIVITY	0

Dilution: None

Use on: floors

Personal Protective Equipment:

NONE

SUBSTANCE IDENTITY

Corcraft Hydrogen Peroxide Cleaner

SDS: April 15, 2010

HEALTH	1
FLAMMABILITY	0
REACTIVITY	0

Personal Protective Equipment:

Concentrate: goggles and gloves

Diluted: NONE

Dilution: 2 ounces per gallon of water
Use On: Carpets, hard flooring or surfaces, observation cell mattress to remove buildup, mineral deposits, and stains. The product is not a sanitizing agent. May be used as a deodorizer.

SUBSTANCE IDENTITY

Corcraft Green Line Bathroom Cleaner

SDS: April 15, 2010

HEALTH	2
FLAMMABILITY	0
REACTIVITY	0

Personal Protective Equipment:

Concentrate: goggles and gloves

Diluted: goggles and gloves

Dilution: 8 ounces per gallon of water
Use on: Sinks, toilets, urinals, walls, tile, and grout.

SUBSTANCE IDENTITY

Corcraft Green Line Toilet and Urinal Cleaner

SDS: April 28, 2010

HEALTH	1
FLAMMABILITY	0
REACTIVITY	0

Personal Protective Equipment:

Concentrate: goggles and gloves recommended

Diluted: NONE

Dilution: None
Use on: Toilets and urinals.

SUBSTANCE IDENTITY

Corcraft Liquid Bleach 12.5%

SDS:

August 2012

**HEALTH
FLAMMABILITY
REACTIVITY**3
0
2

Dilution:

1 ounce of bleach to 9 ounces of water

Use:

To clean up of mold.

Personal Protective Equipment:

Concentrate: goggles,
gloves, and a
Neoprene
Apron

Dilution:

1 ounce of bleach to 1 gallon of water

Diluted: goggles and
gloves

Use:

To disinfect (inclusive of COVID-19)

SUBSTANCE IDENTITY

Corcraft Mold Inhibitor/Deodorizer

SDS:

February 24, 2016

**HEALTH
FLAMMABILITY
REACTIVITY**1
0
0

Dilution:

None

Use:

Mold and Odor Remediation.

Personal Protective Equipment:

Dilution:

1 ounce to 5 ounces of water

Use:

Light cleaning.

Concentrate/Diluted: Gloves,
protective
clothing, and
goggles

Blood and Body Fluid Spills – Decontamination Form

Specific Area/Items Decontaminated: _____

Date: _____ Supervisor/Author: _____

Items Removed (Evidence, Trash, etc.): _____

Storage/Disposition (Items Removed): _____

EMPLOYEE SUPERVISING DECONTAMINATION

RANK

INMATE ASSIGNED

DIN

HOUSING LOCATION

FORWARD COMPLETED FORM TO FACILITY WATCH COMMANDER

STATE OF NEW YORK
DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION
GENERAL HOUSEKEEPING MANUAL

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INTRODUCTION

Effective housekeeping requires the development of a definite cleaning schedule with staff and inmates assigned specific duties. Cleaning activities should be supervised by staff at all times to ensure the work performed by inmates is proper and thorough.

It is the policy of the Department of Corrections and Community Supervision (DOCCS) to maintain and enforce high standards of cleanliness in all areas of each facility. To this end:

- A "General Cleaning Schedule (see Exhibit "A"), should be completed for each area to be cleaned;
- All personnel involved in housekeeping activities are to be properly trained;
- Cleaning activities are to be monitored by supervisory staff to ensure compliance with the procedures set forth herein; and
- Inspections are to be conducted in accordance with Directive #4066, "Facility Safety and Environmental Services Inspections."

This General Housekeeping Manual has been designed to serve as a reference document for most areas of the facility. Because of their more exacting sanitation requirements, facility infirmaries and medical units are covered by "Housekeeping: Health Care Areas," Directive #3096. For unusual applications and needs, consult with the Division of Support Operations which is responsible for the content of this manual and oversight of all facility housekeeping activities.

The sections of this manual have been designed so that they can be copied and individually posted in their areas of application for easy reference.

I. HOUSEKEEPING TRAINING

IT SHALL BE THE RESPONSIBILITY OF SUPERVISORY STAFF AND THE DIVISION OF SUPPORT OPERATIONS TO:

1. Promote acceptable standards of housekeeping. Employees and inmates should be encouraged to develop personal pride in the appearance of their particular facilities. Good housekeeping practices reflect administrative competence and have a positive effect on employees and inmates.
2. Assign sufficient manpower at reasonable incentive rates to get all housekeeping jobs done.
3. Complete and post the "General Cleaning Schedule," (Exhibit A), in each area to be cleaned. Conduct regular inspections per Directive #4066, "Facility Safety and Environmental Services Inspections."
4. Demonstrate each task, as necessary, to illustrate required and expected results. Cover the five basic steps of every cleaning procedure (regardless of equipment used):
 - a. Preparation of equipment and solution;
 - b. Removal of excess soil from the surfaces to be cleaned;
 - c. Application of cleaning solution;
 - d. Agitation of stubborn soil spots; and
 - e. Pick up of dirt entrapped in solution.
5. Teach the proper use of equipment, supplies, and material required for each operation.
6. Teach safe work habits and practices.
7. Teach and encourage employees and inmates to pay attention to details differentiating between a job half done and one that is well done. Particular attention should be given to:
 - Floors (cleanliness, finish, corners)
 - Furniture & fixtures (dust, stains)
 - Restrooms (in and under bowls, urinals, sinks)
 - Shelving (dust, dirt build-up)
 - Glass (spots)
 - Stairs (dirt build-up in corners)
 - Window blinds (dust)
 - Waste receptacles (inside and out)
 - Walls (spots)
 - Kitchen area (a critical area)
 - Health care area (a critical area)
8. Teach that equipment is to be cleaned after each use and properly stored.

II. CLEANING AGENTS AND EQUIPMENT

A. HOUSEKEEPING PRODUCTS: Facilities should use the following basic products for housekeeping:

1. Corcraft Bleach 12.5%: Bleach is diluted in water (1 oz. per gallon of water). Designed for ceilings, walls, floors, fixtures, and the like in RMU, Health Services, SHU (cells), mattresses, laundry rooms, S-Block (cells), barber shop, inmate cells, weight equipment rooms, restrooms, and shower areas. During a blood spill this product will be used for cleanup and sanitizing. Food Services area flooring will be cleaned with this product. Apply to surfaces/flooring, let air dry. Child play area toys will be cleaned with this product. The child toys must be rinsed after the product has been applied for ten minutes.

Corcraft Bleach solution will be used on ceilings, walls, floors, fixtures, and the like in RMU, Health Services, SHU (cells), mattresses, laundry rooms, S-Block (cells), barber shop, inmate cells, restrooms, and shower areas. During a blood spill this product will be used for cleanup and sanitizing. Food Services area flooring will be cleaned with this product. Apply to surfaces/flooring, let air dry.

Recommended shelf life for Corcraft Bleach 12.5% is as follows:

- **Unopened: A maximum of one year from the date received**
 - **Opened: Sixty days**
 - **Diluted product properly sealed and stored on shelf: One day**
 - **Diluted product in spray bottles: One day.** As spray bottles are refilled, bottles should be emptied, rinsed, and refilled.
2. Liberty Pre-Measured Neutral Floor Cleaner: Neutral cleaner is diluted in water (1 oz. per 1 gallon of water) for use on all floors except those in health care, food service, barber shop, laundry rooms, inmate cells, restrooms, shower areas, SHU (cells), and S-Block (cells).
 3. Corcraft Green Line Neutral Floor Cleaner: Neutral cleaner is diluted in water (1 oz. per 1 gallon of water) for use on floors inside S-Block and facility main hallway corridors, in automatic floor machines. The product should only be used in automatic floor cleaning machines in S-Block and facility main hallway corridors.
 4. Corcraft Green Line Heavy Duty Cleaner/Degreaser: All purpose cleaner is diluted in water (from 4 oz. to 8 oz. per 1 gallon of water, depending on soil level) for use on heavily soiled surfaces. This product is not a sanitizing agent.
 5. Corcraft Green Line Glass Cleaner: Glass cleaner is diluted in water (1 oz. per 32 oz. of water). Designed for security mirrors, glass, and windows.
 6. Corcraft Floor Green Line Wax Remover: Wax remover is diluted in water (32 oz. per 1 gallon of water). Designed for the removal of Corcraft Floor Finish.
 7. Corcraft Hydrogen Peroxide Cleaner: Hydrogen Peroxide cleaner is diluted in water (2 oz. per 1 gallon of water). Designed for carpets, hard flooring or surfaces, observation cell mattresses, to remove buildup, mineral deposits or stains. The product is not a sanitizing agent. May be used as a deodorizer.
 8. Corcraft Green Line Bathroom Cleaner: Bathroom cleaner is diluted in water (8 oz. per 1 gallon of water). Designed for sinks, toilets, urinals, walls, tile, and grout. This product is not a sanitizing agent and must be used prior to Corcraft Bleach Solution in restrooms, showers, cells, mattresses, barber shops, weight equipment rooms, laundry rooms, RMU, and Health Services.

Apply to flooring, surfaces, or walls with a cloth or scrubbing pad. Bathroom cleaner must be rinsed off before Corcraft Bleach Solution is applied.

9. Corcraft Green Line Floor Finish: Floor finish should not be diluted in water when applying to flooring after it has been scrubbed or stripped. Apply directly on flooring, with the first or last application closest to baseboard. When using a spray container for "spray buffing," mix 16 oz. of Corcraft Floor Finish with 16 oz. of water in a 32 oz. spray container.

Recommended shelf life for products 3-9 of this section (above) are as follows:

- Unopened: A maximum of one year from date received
- Opened: Six months
- Diluted product properly sealed and stored on shelf: Six Months
- Diluted product in spray containers: 60 Days

*Although the dates of the cleaning agents may expire this does not mean they must be discarded. The product should be tested for efficiency.

10. Corcraft Mold Inhibitor: Ready to use right from the bottle for stubborn cleaning jobs/mold/odor remediation. Spray and wipe with damp cloth or sponge. Other uses are:

- Soap scum in shower: Spray liberally, let stand for a couple of minutes, agitate with a nylon type scrubbing pad and rinse. Repeat if necessary and maintain weekly.
- Black Mold/Mildews: Spray liberally, let stand for a couple of minutes, agitate with a nylon type scrubbing pad and rinse, repeat if necessary and maintain weekly.
- Stainless Steel Fixtures in Bathrooms/Kitchen Areas: Spray liberally, let stand for a couple of minutes, agitate with a nylon type scrubbing pad and rinse. Repeat if necessary, maintain weekly.
- For Light Cleaning Jobs/Floors: Dilute 5 parts water to 1 part mold inhibitor. Apply liberally, let dry, rinse/mop with warm water. Reapply, let dry.

This product is safe on all surfaces/applications EXCEPT glass. If product gets on glass surfaces, rinse immediately.

B. SUGGESTED CLEANING EQUIPMENT INVENTORY

- Clean mop bucket
- Clean mop wringer
- Clean mops
- Rotary floor machine and driving block
- Floor pads (generally color coded)
 - Black (for stripping)
 - Red (for wet scrubbing, light polishing, burnishing, and spray buffing)
 - White (polish only)
- Hi-speed buffers
- Trigger spray container
- Wet Vacuum
- Long handled push broom
- Long handled litter pan and pick up broom, or dust pan
- Stiff bristle deck brush
- Long handled floor Squeegee
- Scraping tool (approved by security)
- Agitator pad
- "Wet Floor" signs
- Measuring cup
- Cleaning cloths
- Personal Protective Equipment (PPE)

C. CARE OF MOPPING EQUIPMENT

A soiled mop is a reservoir for bacterial growth. Using a soiled mop reduces its effectiveness because soil is redistributed rather than removed.

1. Cleaning mopheads - no laundry available:
 - a. Thoroughly rinse mops in sink under running water.
 - b. Wash mopheads thoroughly in bucket of Corcraft Bleach 12.5% (3 oz to 3 gallons water) for ten minutes and rinse with clear tap water.
 - c. Compress mop with a wringer as dry as possible.
 - d. Place mops in rack to dry with mophead down.
 - e. Mophead should not rest on floor or against wall while stored. If possible, mops should be positioned so that any remaining moisture will drip into floor sink or drain.
2. Mophead exchange - laundry available:
 - a. Place soiled mophead in a laundry bag and deliver to laundry for processing.
 - b. Pick up clean mopheads in laundry.
3. Mophead laundering: The laundry supervisor shall be responsible to:
 - a. Maintain a one-for-one exchange system to ensure an uninterrupted cleaning program.
 - b. Determine the serviceability of mopheads.
 - c. Keep a supply of new mopheads in the laundry so that replacements can be made.
4. Cleaning wringer and mop pails:
 - a. Wash and clean with Corcraft Bleach solution and let sit for ten minutes.
 - b. Rinse, invert pails, and allow to air dry.

III. MOPPING

The following general floor cleaning instructions are to be observed in all areas except as modified for specific applications:

A. PREPARATION OF AREA AND SOLUTION

1. Move furniture and light weight equipment to clear space as practical to prepare for mopping.
2. Sweep or dust floor thoroughly using dust mop, where practical.
3. Pry up gum or other sticky substances with scraper or putty knife (if approved by security).
4. Fill the mop bucket to the 3 gallon mark and add 3 oz. of Corcraft Bleach 12.5%.
5. Place "Wet Floor" warning signs on each side of the area being mopped.

B. MOPPING PROCEDURE

1. Apply solution starting at the far end of the room, mopping along the baseboard first.
2. Work approximate 10' by 10' sections at a time, allowing solution to dry while moving on to an additional area.
3. Use wringer to remove most excess water.
4. At corners, do not force the mop; use the heel of the mop and take care to prevent soil and solution from accumulating.
5. Mop open areas; use a side stroke and keep the mop flat. Turn mophead frequently.
6. Avoid striking the mop against walls and furniture to prevent splatter.
7. Return mop to bucket, agitate, and wring mop to remove soil.
8. Change water before it shows any substantial amount of soiling (when the bottom of mop bucket is not visible).
9. Do not rinse flooring. Let solution air dry. (If the area is only to be mopped once per day, let sit for ten minutes, then rinse and air dry.)
10. When flooring is mopped a second time in a 24-hour period, repeat steps 1 through 8, using only water and let air dry.

C. FOLLOW-UP

1. Return furniture and portable items.
2. Inspect area to be certain that floor is properly cleaned and that the room or area is in order.
3. Clean all mopheads and equipment as instructed in Section II.

IV. ROTARY FLOOR MACHINE - FLOOR CARE

*The rotary floor machine is to be used for stripping, sealing, and finishing resilient tile floors. The frequency of stripping and refinishing will be based on traffic volume; high-traffic floors, for example, might require stripping and refinishing bi- annually, whereas moderate and low-traffic areas might be done on an annual basis. **Please consult your facility contact person prior to initiating floor stripping procedures.***

A. EQUIPMENT REQUIRED

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Rotary floor machine and driving block 2. Supply of floor pads (generally color coded) <ul style="list-style-type: none"> - Black (floor stripping) - Red (floor scrubbing and burnishing; light polishing) - White (floor polishing) 3. Long handled push broom or dry mop 4. Dust pan and counterbrush, or pick up broom and long handled litter pan 5. Wet vacuum unit 6. Floor "Caution" signs 7. Measuring cup 8. Putty knife (if security permits) 9. Clean cloths | <ol style="list-style-type: none"> 10. Three mop buckets with wringers: <ul style="list-style-type: none"> - One for stripping solution only (Corcraft Floor Wax Remover) - One for finish only (Corcraft Floor Finish) - One for rinse water only 11. Three mopheads and handles: <ul style="list-style-type: none"> - One for application of stripper only (Corcraft Floor Wax Remover) - One for application of finish only (Corcraft Floor Finish) - One for application of rinse water only 12. Ample supply of floor stripper and finish products |
|---|--|

B. PREPARATION OF CLEANING MATERIALS AND EQUIPMENT

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Before removing equipment from the storage area, inspect it thoroughly for defects and report any to your supervisor. 2. Select the correctly coded pads for the intended task (see list above). Correct selection is important to ensure proper floor care.

Note: Some facilities may use other color codes; consult the Vocational Instructor for specific instructions and training. | <ol style="list-style-type: none"> 3. Transport all equipment and materials in a safe and orderly manner to the service closet nearest the assigned work location. 4. Following the manufacturer's recommended directions, prepare the stripping solution in the bucket. 5. Fill the rinse bucket half way with clean water. 6. Proceed to your work area. |
|--|--|

C. PREPARATION OF THE FLOOR SURFACE

1. Move furniture completely out of the room, if possible. If this cannot be done, move the furniture to one side of the room. Upon completion of the procedure in the empty side of the room (this includes the appropriate drying time), move the furniture over to the finished side and complete the other half.
2. Place floor "Caution" signs at all entrance ways.
3. Remove all excess soil and dirt using a long handled dry mop. Stuck substances may be removed with the putty knife. Collect all excess soil into a pile by the entrance way and deposit into the waste receptacle using the dust pan and counter brush or the long-handled litter pan and pick up broom.

D. STRIPPING

Guidelines:

The guidelines are intended to ensure that when floor stripping and refinishing activities occur, they are done in an efficient and safe manner to protect staff and inmates. When used as directed by the manufacturer's labeling, floor wax remover poses no known health hazards.

A detailed training video regarding floor stripping procedures is available at all facilities for the training of staff and inmates who are involved in floor stripping activities.

*The facility shall establish a contact person who will be responsible for all floor stripping activities throughout the facility. During the Annual Sanitation and Hygiene Audit, the Supervisor of Housekeeping and Laundry Services will review the facility's procedures and conduct specialized training on floor stripping procedures with the contact person.

*The contact person, in consultation with the facility Executive Team, shall determine when floors are in need of stripping and refinishing. In areas where stripping and refinishing projects are planned, a notice will be posted a minimum of three days in advance and until the floor stripping is complete (sample notice below).

*All floor stripping products shall be removed from areas within the facility and stored/secured in a location designated by the Superintendent (e.g., store house, caustic distribution area, etc.), in accordance with

Directive #4067, "Hazardous Materials Program." Floor stripper shall only be issued from the designated location to the area of use upon the approval of the contact person or designee. Only the amount necessary for the project will be issued, and the floor stripper is to be secured within the area of use until the stripping activities are complete. Form #2092, "Hazardous Stocks - Perpetual Inventory and Issue Log," shall be utilized. Upon completion, all unused floor stripper is to be returned to the designated storage area.

*Only Corcraft floor products shall be used. Proper dilution ratios of all products must be followed per the manufacturer's labeling. No other product shall be mixed with the stripping solution at any time.

*Where possible, floor stripping should be limited to periods of time when pedestrian traffic and use of the area is limited (e.g., school areas conducted during the summer break, housing units done during program day, etc.).

*When stripping activities occur, adequate ventilation should be utilized (e.g., windows and doors should be opened, where possible). Floor fans and exhaust fans should also be utilized. Personal protective equipment as required by the product's labels or Material Safety Data Sheets (SDS) shall be utilized by persons conducting floor stripping.



Date Posted: _____

Floor stripping procedures will

occur on _____

in: _____

Stripping Procedures:

1. Thoroughly immerse the mop in the bucket and let it soak. Remove the mop dripping wet ... DO NOT WRING OUT.
 2. Starting at the far corner of the area, apply stripping solution to the floor, drawing the mop parallel to the baseboards to prevent splashing. Outline a 100 sq. ft. area and work the mop in a figure "8" or "S" pattern within the outline. (The outline helps prevent the solution from drying before it is removed.) Frequently return the mop to the stripper solution to ensure that enough stripper is being used.
 3. Allow that solution to remain on the floor for five to seven minutes to soften the old finish.
 4. Place the stripping pad (black in color) on the drive pad assembly of the rotary machine. After the stripper has been allowed to soften the finish, start the machine away from the corner of the baseboard. Your left shoulder should be next to the wall when operating the rotary floor machines. (This prevents splashing of solution against the baseboards and walls.) Move the machine slowly across the floor surface, in a side to side motion, overlapping each previous path. (NOTE: To make the machine go right lift up on the handle. To go left push down on the handle. To heel the machine in one spot, cock both wrists in opposite directions.) If you are working with embossed vinyl asbestos, the baseline brush should be used rather than the stripping pad.
 5. Use the hand agitator pad, putty knife, or knock out the center of the scrubbing pad to scrub all areas which are inaccessible to the rotary floor machine (e.g., corners, along baseboards, and furniture).
 6. While the newly applied solution is working in that area, use the wet vacuum unit to remove the slurry (the combination of old finish and stripping solution) from the first area. Move the wand slowly back and forth.
 7. Repeat the application and pickup of the stripping solution until the entire floor has been completed.
- NOTE: Use a damp lint-free cloth to remove any splash marks on the wall or baseboard. Do not allow these marks to dry on the surface.
- NOTE: Use a cloth to remove any splash marks on the wall or baseboard. Do not allow these marks to dry on the surface.

E. RINSING

1. Immerse the clean mop in the rinse water and partially wring.
2. Apply the rinse water to the floor drawing the mop parallel to the baseboards. Use the figure "8" or "S" pattern. Frequently return the mop to the rinse water bucket.
3. Pick up the rinse water with the wet vacuum unit.
4. Rinse a second time and again pick up with the wet vacuum unit. A third rinse may be necessary if all old finish and stripping solution has not been removed from the surface.

(This technique ensures breakup and removal of stripping solution.)

F. ALTERNATE METHOD – "SCRUB RINSE"

1. Liberally apply Corcraft Green Line Heavy Duty Cleaner/Degreaser to the floor with the mop.
2. Run the floor machine over the area using a clean scrubbing pad (red coded).
3. Pick up with a wet vacuum unit.
4. Damp mop the area with the slightly wrung out "rinse" mop. A second "rinse" may be necessary if all old dirt and buildup has not been removed from the surface.

G. FINISHING PROCEDURES

1. Insert a small trash can liner into the bucket and pour the Corcraft Floor Finish product into the liner. This will prevent the finishing product from becoming contaminated and will make it easier to clean the bucket afterwards.
2. Immerse a clean mop into the bucket containing finish, allowing the mophead to be saturated by the finish. Lightly wring out the mop.
3. Starting at the far corner of the area, apply the finish to the floor, drawing the mophead parallel to the baseboards to prevent splashing. Outline a 100 sq. ft. area and work the mop in a figure "8" or "S" pattern, within the outline.
4. Frequently return the mop to the bucket to ensure that enough finish is being used. Apply a thin even coat, allowing the finish to dry for about 22-30 minutes before applying the second coat.
4. Apply the second coat of finish starting six inches away from the baseboard and in the opposite direction of the first coat.
5. If additional coats of finish are desired, they should be applied 6" away from the baseboard (eliminating a build-up of finish in this area) and in the opposite direction of the previously applied coat.
6. Allow at least 20 minutes to dry. If tacky to the touch, allow additional drying time.

H. ALTERNATE METHOD – SPRAY BUFFING/POLISHING: This method is very effective in removing soil spots, heel marks, and soap residue. It can restore damaged or worn areas and lengthen the time between stripping. **CAUTION:** Spray buffing should not be done after refinishing UNTIL the floor has cured for 48 hours. In the interim, only cold-water mopping should be done. Warm/hot water and floor cleaners will disturb the drying process and floors will discolor or powder.

1. Equipment Required:
 - a. Rotary Floor Machine
 - b. Floor polishing pads:
 - red for light scrubbing, burnishing, and light polishing
 - white for high speed buffers and polishing
 - c. Trigger spray bottle (labeled) with Corcraft Floor Finish for spray buffing solution.
2. Place the polishing pad onto the drive pad.
3. Spray floor surface lightly with solution.
4. Move the machine slowly over the area in a side to side motion. If a high-speed buffer is used, push the machine slowly forward. A darkish cast on the floor surface is an indication of dirt build-up on the pad. The pad should be changed and washed as needed and between spray buffings.
5. Clean the machine and store all equipment.

I. FOLLOW-UP

1. Replace all equipment on the equipment cart.
2. Replace all furniture in its original position after allowing the last coat of finish to dry.
3. Clean and/or dispose of all equipment:
 - a. Mopheads should be sent to the laundry or manually cleaned as described in Section II;
 - b. Floor pads may be sent to the laundry or manually cleaned by scrubbing under warm water with the pad center knock-out section;
 - c. Pads should be air dried and then hung in a manner which prevents them from becoming wrinkled or distorted.
 - d. Pad holder brushes should always be removed, cleaned, and allowed to air dry after each use (if allowed to dry on the machine they will become distorted and render the machine difficult to control).
 - e. Buckets should be washed and inverted to dry.
 - f. Machinery should be wiped down with a damp, clean cloth.

V. OTHER SPECIALIZED CLEANING EQUIPMENT

A. GENERAL INSTRUCTIONS

1. Use only grounded (three prong) plugs with electric floor machines.
2. Carefully disconnect electrical equipment in the working area.
3. Follow manufacturer's instructions for preparation and use of all machines.
4. Follow regular wet-mopping procedures as necessary to supplement machine work.
5. After use, clean all equipment and return to proper storage.

B. AUTOMATIC FLOOR SCRUBBER-VACUUM

1. Equipment required:
 - a. Automatic scrubber-vacuum machine
 - b. All other regular wet-mopping equipment
2. Wet-mop raised ledges and base. A long-handled brush or nylon tool should be used to clean corners and areas next to base where surfaces cannot be reached by machine.
3. Scrub and wet vacuum dry the prepared area using the automatic scrubber-vacuum machine.
4. Over-lap on each pass to ensure complete floor coverage.
5. Use clean mop to finish up after the machine operation.
6. Wipe up any moisture remaining in corners or hard-to-reach places.
7. Follow manufacturer's procedure for re-charging if a battery-operated machine is used.

C. WET VACUUM

A wet vacuum may be used in place of the pick-up and rinse mopping procedures. The team member using the wet vacuum follows the one who is applying solution, using the floor machine, or applying rinse water, staying no more than 8 - 10 feet behind (to ensure that the solution does not dry before pick up). Work out from the wall toward the center of the open floor area using long even strokes with the wet vacuum wand. This leaves the floor streak-free and aids in the drying process.

D. HAND-HELD TRIGGER SPRAY (Labeled with Contents)

Trigger spray bottles are beneficial when cleaning windows, small work surfaces, or for spot-cleaning. The following procedure explains the use of a trigger spray bottle on an ice machine.

1. Spray Corcraft Bleach solution into a cloth and wipe on the ice machine interior and exterior surface. Let sit for ten minutes.
2. Use an agitator pad to remove stubborn stains and stuck substances from the surface.
3. Rinse interior with a clean cloth; wring out the cloth in clean water frequently.

V. CAFETERIA AND MESS HALL CLEANING

A team approach is recommended. If there are two mess halls, close down one at a time for thorough cleaning. Floor machines and trigger spray bottles may be used. Follow regular floor cleaning procedures outlined above with these additions:

1. Remove all items from table tops; place chairs on tops of tables and push the tables over to one side of the room.
2. Use Corcraft Bleach 12.5% (1 oz. per 1 gallon of water) for floor cleaning. Let air dry.
3. After the floor has dried, return all furniture to its original position; remove the chairs from the tops of the tables.
4. Minimize dampness and the access of insects and rodents in dry goods storage areas:
 - a. Dry goods not stored in rolling racks should be stored on clean, plastic pallets. This allows air passage underneath the stored goods.
 - b. Dry storage rooms should be well ventilated and illuminated.
 - c. All dry storage area access doors should be equipped with a sealing strip (or a rubber strip at bottom of door).
5. A cleaning schedule is a must and should be monitored and vigorously supervised to accomplish the above goals. See Directive #4066, "Facility Safety and Environmental Services Inspections."
6. The "Food Service Cleaning Schedule," (Exhibit B), should be completed for each separate area (e.g., bakery, butcher shop, dining area), and posted on the wall in each area to be cleaned. Exhibits "B" and "C" are provided as examples for guidance in the preparation of these schedules.

VII. INDIVIDUAL ROOM CLEANING

Use Corcraft Bleach Solution for floors, ceilings, walls, mattresses, beds, sinks, and toilet fixtures. The following steps should be performed by the inmate as necessary.

1. Dust ceiling, walls, beds, and fixtures.
2. Sweep up soil and debris and deposit in receptacle.
3. Remove all sticky substances from the floor. (Security may permit a putty knife for use.)
4. Begin applying Corcraft Bleach solution to the ceiling and wall areas with a mop. Let air dry. (This step is usually performed after a cell has been vacated.) Goggles are required during this step.
5. Wash the mattress and bed with a cloth sprayed with Corcraft Bleach solution. Let air dry. Observation cell mattresses should be cleaned with Corcraft Hydrogen Peroxide Cleaner prior to using the Corcraft Bleach solution.
- 5a. Observation Mattress Cleaning Procedure:

Step 1- In a spray bottle mix a 50/50 ratio of Corcraft Hydrogen Peroxide Cleaner and water. Apply to entire area and let set 10-15 minutes. Spray solution on a cleaning cloth and wipe entire area off.

Step 2 - In a spray bottle mix a 10/1 ratio of Corcraft Hydrogen Peroxide Cleaner and water. Apply to entire area and let stand 10-15 minutes. Spray solution on a cleaning cloth and wipe entire area off.

Step 3 - Wipe entire area with clean cloth and water. Let mattress dry. Repeat process as needed.

Step 4 - Apply Corcraft Bleach solution to a cleaning cloth, wipe the entire mattress. Let air dry.

* A scrub brush may be used to remove aggressive stains when using the Corcraft Hydrogen Peroxide Cleaner.
6. Spray a clean cloth with Corcraft Bleach solution. Wipe the exterior commode and let air dry.
7. Use a bowl brush for the interior of the commode; swab the interior of the bowl, paying attention to trouble areas such as under the rim (lip of bowl) and down into the trap; flush the commode (after 10 minutes) to refill with fresh water and rinse brush.
8. Use a clean cloth to wipe the exterior and interior (including fixtures) of the sink, sprayed with Corcraft Bleach solution. Let air dry.
9. Mop floor, thoroughly wring out a clean mop in the mop wringer. Apply Corcraft Bleach solution in a figure "8" or "S" motion to pick up all dirt. Frequently return to the mop bucket; agitate and wring out the mop; repeat until the entire floor has been completed. Let air dry.

VIII. BLOOD AND BODY FLUID SPILLS - DECONTAMINATION PROCEDURES

(Please refer to the disc that was forwarded to your facility on blood and body fluid spill cleanup.)

Any floor area, wall, piece of equipment, environmental surface, or work surface must be decontaminated if it has sustained a spill of blood or other body fluids.

Clean-up of blood or other body fluids shall be completed by trained staff and inmates. Each Correctional Facility shall assign qualified staff to conduct the training (e.g., medical staff, custodial maintenance staff, etc.). The employee who trains the inmates will complete Form #1574, "Record of Training," and shall sign the form in the designated area, and have it signed by the inmate. The completed form will be processed and filed in accordance with Directive #4064, "Facility Safety." A current and accurate list of facility inmates trained in blood and body fluid spill cleanup and decontamination will be maintained in the facility medical area, arsenal/key room, and Watch Commander's office. This list must be approved by the Deputy Superintendent for Security and shall be updated periodically to ensure an appropriate number of inmates are available.

- A. **Use Personal Protective Equipment:** Staff and inmates shall use appropriate personal protective equipment during all procedures, including handling of potentially contaminated trash and laundry. (Reference Directive #2121, "Personal Protective Equipment.")
- B. **Observe the Following Precautions**
 1. Eating, drinking, applying cosmetics or lip balm, and handling contact lenses are prohibited during the cleanup process.
 2. All bins, pails, cans, and receptacles intended for reuse will be inspected and decontaminated on a regular basis and whenever visibly contaminated.
- C. **Procedure for Small Areas - Use of a Blood Spill Kit**
 1. Completely cover the spill with chlorinated absorbent beads (1 oz. congeals 1500 cc.).
 2. When a semi-solid forms, use the pickup shovel to place congealed fluid into the red bag.
 3. Wipe area with Corcraft Bleach solution.
 4. Place ALL disposable material used in the red plastic bag and close.
- D. **Procedure for Large Areas**
 1. Assemble equipment as follows:
 - a. Corcraft Bleach 12.5%. For each gallon of warm water in the mop bucket add 1 oz. of Corcraft Bleach 12.5%;
 - b. Disposable cleaning cloths;
 - c. Mophead; and
 - d. Mop bucket with wringer.
 2. Clean the area using Corcraft Bleach solution
 3. Clean the area again with a fresh solution of Corcraft Bleach.
 4. Clean mops in the mop bucket using Corcraft Bleach solution. The blood soaked mophead must be completely submerged in the Corcraft Bleach solution and wrung out before detaching the mophead from the mop handle. Place the mophead directly into a soiled laundry container. (Remove excess solution when wringing to prevent leakage when transporting.)
- E. **After Areas Have Been Cleaned**
 1. If mopping equipment has been used, carefully empty solution from bucket into nearest slop sink and avoid splashing. Wash mop bucket and mop handle with a fresh Corcraft Bleach solution. Use a disposable cleaning cloth if available.
 2. Remove all disposable PPE and any infectious waste and place in appropriate receptacle. If the red hazardous material bag is visibly soiled on the outside or likely to break, it must be double bagged. Refer to Health Services Policy Manual, Section 7.8 - Collection, Storage and Disposal of Regulated Medical Waste.

3. Laundry shall be handled as little as possible with a minimum of agitation. It shall be bagged at the site without being rinsed or sorted in an impervious bag, labeled, and tied. It shall be transported to the laundry in a leak proof container.
4. Staff and inmates shall wash hands according to standard, immediately (or as soon as feasible) after removal of gloves or other personal protective equipment.
5. Staff supervising the cleanup will complete Form #3090A, "Blood and Body Fluid Spills-Decontamination Form" (Attached Exhibit "D"), documenting the staff and inmates involved in the blood and/or body fluid spill cleanup and decontamination. This completed Form #3090A will be forwarded to the on-duty facility Watch Commander for inclusion in the incident packet (e.g., Use of Force, Unusual Incident, Fight Investigation, etc.).

IX. OFFICE CLEANING PROCEDURE

- | | |
|---|---|
| 1. Bring all equipment and supplies required for the operation to the area. | 4. Dust all furniture, sills, and ledges using a cloth on a weekly schedule. |
| 2. Empty wastebaskets into container, wiping with Corcraft Bleach solution in and out and replace liners as needed. | 5. Dust floor using dust mop and/or broom working from door to all inside floor surfaces. |
| 3. Use cloth to wipe off all spots from door frames, light switch areas, and other dirt spot areas. Interior glass spots may be sprayed and wiped dry with Corcraft Window Cleaner. | 6. Mop all tile and concrete floor areas using Neutral Floor Cleaner. |
| | 7. Vacuum carpeted areas. |

Reminder:

- Cleaning should be done according to the service schedule
- Empty and clean wastebaskets with Corcraft Bleach solution
- Clean spots
- Dust furniture, sills, ledges, and floor
- Mop concrete and tile floors with Neutral Floor Cleaner
- Vacuum carpeted areas

X. RESTROOM CLEANING PROCEDURES

1. Bring all equipment and supplies required for the operation to the area.
2. Clean with a cloth sprayed with Corcraft Bleach solution; all partitions, dispensers, flat surfaces, plumbing, and fixtures.
3. Clean spots from walls and partitions by wiping on Corcraft Green Line Bathroom Cleaner and rubbing lightly with a hand abrasive pad. Rinse thoroughly. Apply Corcraft Bleach solution sprayed into a cloth.
4. Fill all dispensers.
5. Empty waste containers and clean inside and out with Corcraft Bleach solution..
6. Wash mirrors by using Corcraft Green Line Glass Cleaner and wiping with a clean cloth.
7. Wash sinks daily:
 - a. Clean all surfaces with cloth sprayed with Corcraft Bleach solution. Let air dry.
 - b. Remove stubborn spots on sinks by wiping on Corcraft Green Line Bathroom Cleaner and rubbing lightly with a hand abrasive pad. **CAUTION:** Do not use pad on fixtures. Rinse thoroughly. Apply Corcraft Bleach solution sprayed into a cloth.
8. Wash urinals daily:
 - a. Wipe outside, including the plumbing, using a cloth sprayed with Corcraft Bleach solution. **CAUTION:** Never use the same cloth on multiple fixtures (sinks, toilets, urinals).
 - b. Spray Corcraft Bleach solution inside the urinal, clean inside with bowl brush, paying particular attention to side flush areas. Agitate water, clean trap, and flush.
9. Wash toilet bowls daily:
 - a. Clean trap with Corcraft Bleach solution using a swab/brush and flush.
 - b. Add Corcraft Bleach solution to the bowl water and clean flush ring and upper lip of bowl using a brush Let solution set for ten minutes, then agitate and flush.
 - c. Wipe outside of toilet dry and clean top of bowl rim and underside of seat using a cloth sprayed with Corcraft Bleach solution. **CAUTION:** Never use the same cloth on multiple fixtures.
 - d. Wipe dry the top part of the seat, rear bowl fixtures.
10. Wet mop floors daily using Corcraft Bleach 12.5% (3 oz to each 3 gallons of water) and let air dry.

XI. SHOWER ROOM CLEANING

Shower rooms will be clean, sanitary, and free from hard water build-up and fungus if proper cleaning procedures are followed on a daily basis.

A. EQUIPMENT REQUIRED:

1. Corcraft Bleach 12.5% (1 oz. per 1 gallon of water).
2. Hand cleaning pads and/or a scrub pad mounted on a swivel pad holder.
3. Hand scrub brush.
4. Clean mop, mop bucket, and wringer.

B. CLEANING PROCEDURE:

1. Clean the walls with Corcraft Bleach solution. Give special attention to grouting areas to remove soap scum. **START AT THE BOTTOM OF THE WALL AND WORK UP.**
2. Rinse the wall thoroughly after Corcraft Bleach solution has been left on for ten minutes.
3. Wet mop floors daily using Corcraft Bleach 12.5% (3 oz to each 3 gallons of water) and let air dry

XII. MOLD CLEANING

1. All staff and inmates should be provided an N-95 mask (follow procedures in Directive #4068, "Respiratory Protection Program"), goggles, and gloves to wear before the procedure begins.
2. Spray a solution of Corcraft Green Line Cleaner Degreaser and water mixture (4 oz. degreaser to 1 oz. water) and wipe slowly with a fresh cleaning cloth. Rinse the applied area of Corcraft Degreaser with water to remove excess buildup. After cleaning cloth has been used on both sides (2 wipes), place in a soiled laundry bag for processing in the facility central laundry. Do not keep reusing the soiled rag. A new cleaning cloth should be used after the cloth has been wiped on both sides.
3. After the solution of Corcraft Degreaser and water has rinsed off and dried thoroughly, apply a spray solution of the Corcraft Bleach 12.5% diluted at a rate of 9 oz. of water to 1 oz. of bleach. Let the bleach solution air dry.
4. If the stain reappears after you have applied the bleach solution to a designated area, contact Facilities Planning or Corcraft Industries for assistance.

XIII. BARBER SHOP & COSMETOLOGY

BARBER SHOP AND COSMETOLOGY **SANITATION GUIDELINES**

Procedures for Prevention of Cross-Contamination

- Capes should be changed after each haircut or procedure. If a neck strip is used, the cape may be used until the end of the day. Capes should be laundered at the end of each day.
- The inmate barber or cosmetologist must wash his/her hands after each haircut or procedure.
- If open areas or inflamed skin are present, the haircut or procedure should not be started and staff should be notified.
- Hair should not be allowed to accumulate on the floor. Sweep the floor after each haircut. Mop floor at the end of each day with *Corcraft Germicidal Cleaner 128*.
- Each inmate worker should have his/her own smock.
- Eating is not allowed in the barber shop or cosmetology area.
- Hair brushes, combs and toothbrushes used for equipment cleaning and all other implements shall be kept clean and sanitary at all times, and they should be disinfected after each inmate use.

Care of Brushes, Combs and Shears

- Items should be cleaned with an appropriate disinfectant after each use. The disinfectant should be a broad-spectrum, hospital-grade disinfectant that cleans and disinfects. The selected disinfectant should be fungicidal, germicidal, pseudomonacidal and virucidal.

Care of Electric Razors/Clippers

- Electric razors and clippers shall be sprayed with a clipper blade disinfectant cleaner after each use. After each inmate haircut, the detachable head must be removed. The detachable head must be sprayed with a disinfectant cleaner after each inmate haircut. The inside of the equipment where the detachable head is located must be disinfected and wiped free of hair and grease after each use.
- The head clipper blade should be soaked in disinfectant cleaner at the end of each day. The head clipper should be removed, if possible, soaked in disinfectant cleaner and the inside of the equipment where the head clipper was attached should be disinfected and wiped free of hair and grease. At the end of the cleaning, the equipment should be placed in a secured storage area.

XIV. CENTRAL CAUSTIC DISTRIBUTION

Housekeeping cleaning items are distributed from a Central Distribution Area on a daily basis to various areas throughout the correctional facility.

1. The housekeeping items include:
 - Individual garbage bags to be used on a daily basis.
 - Approved cleaning agents, as outlined in Directive #3090, "General Housekeeping Manual," to be used within a 24 hour period.
2. The amount of cleaning agents and garbage bags distributed to the central caustic distribution containers should be sufficient amounts that will be entirely used in a 24-hour period.
3. Each caustic container will be returned to the Central distribution area within a 24-hour period.
4. Central caustic containers must have an inventory affixed on the exterior or interior of the container. This inventory will list the products distributed to a particular area on a daily basis. Each bottle that is distributed in the caustic distribution container must be returned to the Central Caustic Distribution area.
5. A Departmental Form #2092, "Hazardous Stocks-Perpetual Inventory and Issue Log," will be maintained in the Central Caustic Distribution area by the Correction Officer releasing the cleaning agents. The Form #2092 is maintained seven days per week by the Correction Officer for any cleaning agent placed in the central caustic distribution containers.
6. Cleaning agents and garbage bags will not be stored in areas of the facility where caustic distribution containers are transported.
7. Safety Data Sheets (SDS) for each cleaning agent must be kept in the areas of the facility where caustic distribution containers are transported.

Deviations from Directive #3090 must be granted, in writing, by the Deputy Commissioner for Administrative Services.

EXHIBIT "A"

General Cleaning Schedule (Example)

TASK OR DUTY	D	W	M	Y	A/N
TRASH					
Remove, Clean Container, Replace Liner	1				X
Sweep with Broom or Dust Mop	1				X
FLOORS					
Wet Mop with Corcraft Bleach Solution 12.5% (1 oz. per gallon of water)	1				X
Spray Shine Tile Floors	1				X
Strip and Refinish Tile Floors (May & Oct)				2	
Vacuum Carpeting	1				X
Shampoo Carpeting (May & Oct)				2	
WALLS / DOORS					
Spot Wash	1				
Wash Wall Vents & Overhead Pipes and Lights				2	X
BATHROOMS					
Remove Trash (replace liners if appropriate)	1				
Sweep Floor with Broom	1				
Wet Mop Floor with Corcraft Bleach Solution 12.5% (1 oz. per gallon of water)	1				
Clean Sink with Corcraft Bleach solution	1				
Clean Toilets and Urinals with Corcraft Bleach solution	1				
Clean Mirrors, Fixtures, Trash Cans, etc.	1				
Spot Clean Walls and Partitions	1				
Wash Wall			1		
Clean Ceiling Vents			1		
SHOWERS					
Remove Soap and Debris from Floor and Drains	1				
Clean Walls and Fixtures with Corcraft Bleach solution	1				
Wet Mop Floor with Corcraft Bleach Solution 12.5% (1 oz. per gallon of water)	1				
Wash Ceiling and Vents	1				
WINDOWS					
Spot Wash	1				
Wash Insides Thoroughly	1				
Outside: Wash Windows and Screens (May)				1	X
CELL and/or DORM CUBE					
Sweep Floor	1				X
Mop Floor		1			X
Remove Trash	1				X
Stairwells	1				X

Key: D = Daily W = Weekly M = Monthly Y = Yearly A/N = As Needed

EXHIBIT "B"

Food Service Cleaning Schedule (Example)

TASK OR DUTY	D	W	M	Y	A/N
TRASH					
Remove, Clean Container, Replace Liner	1				X
Sweep with Broom or Dust Mop	1				X
FLOORS					
Wet Mop with Corcraft Bleach Solution 12.5% (1 oz. per gallon of water)	1				X
Spray Shine Tile Floors	1				X
Strip and Refinish Tile Floors (May & Oct)				2	
Vacuum Carpeting	1				X
Shampoo Carpeting (May & Oct)				2	
WALLS / DOORS					
Spot Wash	1				
Wash Wall Vents & Overhead Pipes and Lights				2	X
BATHROOMS					
Remove Trash (replace liners if appropriate)	1				
Sweep Floor with Broom	1				
Wet Mop Floor with Corcraft Bleach Solution 12.5% (1 oz. per gallon of water)	1				
Clean Sink with Corcraft Bleach solution	1				
Clean Toilets and Urinals with Corcraft Bleach solution	1				
Clean Mirrors, Fixtures, Trash Cans, etc.	1				
Spot Clean Walls and Partitions	1				
Wash Wall			1		
Clean Ceiling Vents			1		
SHOWERS					
Remove Soap and Debris from Floor and Drains	1				
Clean Walls and Fixtures with Corcraft Bleach solution	1				
Wet Mop Floor with Corcraft Bleach Solution 12.5% (1 oz. per gallon of water)	1				
Wash Ceiling and Vents	1				
WINDOWS					
Spot Wash	1				
Wash Insides Thoroughly	1				
Outside: Wash Windows and Screens (May)				1	X
CELL and/or DORM CUBE					
Sweep Floor	1				X
Mop Floor		1			X
Remove Trash	1				X
Stairwells	1				X

Key: D = Daily W = Weekly M = Monthly Y = Yearly A/N = As Needed

EXHIBIT "C"

Medical Area Cleaning Schedule (Example)

TASK OR DUTY	D	W	M	Y	A/N
TRASH					
Remove, Clean Container, Replace Liner	1				X
Sweep with Broom or Dust Mop	1				X
FLOORS					
Wet Mop with Corcraft Bleach Solution 12.5% (1 oz. per gallon of water)	1				X
Spray Shine Tile Floors	1				X
Strip and Refinish Tile Floors (May & Oct)				2	
Vacuum Carpeting	1				X
Shampoo Carpeting (May & Oct)				2	
WALLS / DOORS					
Spot Wash	1				
Wash Wall Vents & Overhead Pipes and Lights				2	X
BATHROOMS					
Remove Trash (replace liners if appropriate)	1				
Sweep Floor with Broom	1				
Wet Mop Floor with Corcraft Bleach Solution 12.5% (1 oz. per gallon of water)	1				
Clean Sink with Corcraft Bleach solution	1				
Clean Toilets and Urinals with Corcraft Bleach solution	1				
Clean Mirrors, Fixtures, Trash Cans, etc.	1				
Spot Clean Walls and Partitions	1				
Wash Wall			1		
Clean Ceiling Vents			1		
SHOWERS					
Remove Soap and Debris from Floor and Drains	1				
Clean Walls and Fixtures with Corcraft Bleach solution	1				
Wet Mop Floor with Corcraft Bleach Solution 12.5% (1 oz. per gallon of water)	1				
Wash Ceiling and Vents					X
WINDOWS					
Spot Wash					X
Wash Insides Thoroughly					X
Outside: Wash Windows and Screens (May)				1	X
CELL and/or DORM CUBE					
Sweep Floor	1				X
Mop Floor	1				X
Remove Trash	1				X
Stairwells	1				X

Key: D = Daily W = Weekly M = Monthly Y = Yearly A/N = As Needed

EXHIBIT "D"

Form 3090A (7/14)
Reproduce Locally as Needed

STATE OF NEW YORK – DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION
Blood and Body Fluid Spills – Decontamination Form

Specific Area/Items Decontaminated: _____

Date: _____ Supervisor/Author: _____

Items Removed (Evidence, Trash, etc.): _____

Storage/Disposition (Items Removed): _____

EMPLOYEE SUPERVISING DECONTAMINATION

RANK

INMATE ASSIGNED

DIN

HOUSING LOCATION

FORWARD COMPLETED FORM TO FACILITY WATCH COMMANDER

EXHIBIT "E"

Cleaning Schedule for Barber Shop & Cosmetology

TASK OR DUTY	D	W	M	Y	A/N
TRASH					
Remove, Clean Container, Replace Liner	1				X
Sweep with Broom or Dust Mop after every Haircut	1				X
FLOORS					
Wet Mop with Corcraft Bleach Solution 12.5% (1 oz. per gallon of water)	1				X
Spray Shine Tile Floors	1				X
Strip and Refinish Tile Floors (May & Oct)				2	
Vacuum Carpeting	1				X
Shampoo Carpeting (May & Oct)				2	
WALLS/DOORS					
Spot Wash	1				
Wash Wall Vents & Overhead Pipes and Lights				2	X
BATHROOMS					
Remove Trash (replace liners if appropriate)	1				
Sweep Floor with Broom	1				
Wet Mop Floor with Corcraft Bleach Solution 12.5% (1 oz. per gallon of water)	1				
Clean Sink with Corcraft Bleach solution	1				
Clean Toilets and Urinals with Corcraft Bleach solution	1				
Clean Mirrors, Fixtures, Trash Cans, etc.	1				
Spot Clean Walls and Partitions	1				
Wash Wall			1		
Clean Ceiling Vents			1		
Care of Equipment					
Clean Brush, Combs, and Shears after every use w/ Hospital Grade Disinfectant	1				X
Electric Razors and Clippers Cleaned after every use w/ Clipper Blade Disinfectant	1				X
Head Clipper Blades at End of Day must be Soaked in Disinfectant	1				
Attachment Area of Clipper must be Disinfected and Wiped Clean	1				
WINDOWS					
Spot Wash					
Wash Insides Thoroughly					
Outside: Wash Windows and Screens (May)				1	X
CELL and/or DORM CUBE					
Sweep Floor	1				X
Mop Floor	1				X
Remove Trash	1				X
Stairwells	1				X

Key: D = Daily W = Weekly M = Monthly Y = Yearly A/N = As Needed