

6. Sanitation Plan Checklist

Rule 279.1

Each facility shall have and implement a written plan, reviewed and approved by the commission, for the maintenance of an acceptable level of cleanliness and sanitation throughout the facility. Such plan shall provide for:

- (1) a **regular daily schedule** for the work and inspections necessary to **keep the facility clean**; which **schedule shall be assigned and supervised by jailers** who have the responsibility for keeping the facility clean and making regular sanitation inspections;
- (2) water and sewage systems not part of a public system and **food preparation areas** shall be **inspected at least annually** by health authorities and **record kept** for each inspection;
- (3) **adequate and safe cleaning equipment**;
- (4) **water-tight garbage containers** with tight fitting covers in the **kitchen**;
- (5) the **maintenance** of toilets, lavatories, showers, and other equipment throughout the facility in **good working order**;
- (6) the **maintenance** of all counters, shelves, tables, equipment, and utensils with which food or drink comes into contact in a **clean condition** and in **good repair**;
- (7) clean washing aids, such as brushes, dishcloths, and other hand aids used in **dishwashing** operations and **for no other purposes**;
- (8) a **well-ventilated** place for **storing and drying mops** and **other cleaning tools**;
- (9) the **continuous compliance** of the **water system and sewage system** with the **minimum requirements** for such **public systems**;
- (10) the **prohibition of excessive storage of food** in **cells** and **day rooms**.
- (11) a **method to allow hand washing prior to meals** being served in **holding cells**.

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Notes:

- **Disclaimer:** The **bolded**, underlined, and/or **red** sections identify areas that most commonly require revision. However, **all provisions of the standard remain mandatory**, regardless of formatting or emphasis.
- Anything in **blue** is a **hyperlink** that can be clicked on to view pertinent info.
- It is helpful to preserve as much of the language in the standards as possible.
- This plan **focuses** on **both cleanliness and facility maintenance**. Please keep this in mind as you are choosing the wording for your plans. Preventative maintenance, to include necessary repairs, shall be conducted to ensure safe, secure, and sanitary facilities. **If anything is not clean or in good working order, the focus is on immediate or timely correction**.
- **(1)** Please include '**assigned and supervised by jailers**'. By explicitly stating that jailers will be 'assigning and supervising' the cleaning duties, this will avoid a situation where an inmate tells another inmate what to do.
- **(2) Water and sewage systems not part of a public system** refers to facilities that have a water well providing its water. If this does not apply to you, then #9 refers to water and sewage systems that are part of the public systems.
- **(5)** Please address the '**maintenance**' aspect of toilets, lavatories, showers, and other equipment being in '**good working order**'.
- **(6)** Please include the key words '**maintenance**', '**clean condition**', and '**in good repair**'.
- **(11)** Please include how soap or an appropriate alternative will be provided to the inmates for **handwashing in holding cells prior to meals**.
- Such a plan shall **specify how** and **by whom** the foregoing **provisions are to be met**. [Rule 279.2](#)