

INMATE LAUNDRY AND HOUSEKEEPING

STANDARD NO(S):

NYSSA # 151

DATE:

June 1, 2007

REVISED: 04/22/2011

REFER TO:

Michael D. Dwello

I. POLICY:

It is the policy of the Seneca County Correctional Facility that all inmates will keep their cell and housing unit in good order and at an acceptable level of cleanliness at all times.

II. DETAILS:

A. Laundry -

1. Housing Unit –

- a. All Housing Units will be equipped with a washer and dryer for inmate use.
- b. Inmates will use the washer and dryer for their authorized personal items only. Jumpsuits, blankets, mattress covers, and towels will not be laundered in the housing unit.
- c. Laundering of personal items will be afforded to each inmate twice per week and more frequently when necessary. An individual mesh laundry net will be provided to each inmate.
- d. Housing Unit Officers will be responsible for the cleanliness and good working order of the washer and dryer in their assigned area.
- e. Detergent will be stored in each housing unit and will be made available to all inmates upon request.

2. Bedding and Linens –

- a. The laundering of facility issued items such as jumpsuits, blankets, mattress covers and towels will be done twice per week. A laundry schedule will be posted in each housing unit.
- b. The facility laundry worker will collect all such items from each inmate and replace them on a one for one basis.

- c. All laundering of such items will be completed in the facility laundry room. After all items have been laundered, they will be checked for damage and necessary repair before reissue.
- d. Supervision checks of the laundry worker will be made by an Escort Officer every thirty (30) minutes while the worker is in the laundry room.
- e. Upon completion of laundering, active bedding and linens will be stored in the linen room for disbursement.
- f. Mattresses will be issued to a cell and will be sanitized by the housing unit worker each time an inmate changes cell assignments or is released from the housing unit. Such sanitizing will be completed using a spray bottle or canister. Both sides of the mattress will be sprayed and wiped down. Additionally the bed rack will be checked for cleanliness and sprayed and wiped down as necessary.

3. Facility Cleaning –

- a. Escort Officers on the “A” shift will ensure all cleaning supplies including brooms, mops, pails, soap, and disinfectant are adequately stocked in all areas of the facility on a weekly basis.
- b. All re-order of cleaning supplies will be requested through the Maintenance Supervisor. Form AD-004 (Maintenance Request) will be completed and submitted to the Shift Supervisor.
- c. All officers will be responsible for the cleanliness of their assigned work areas and the security of supplies during their shift.
- d. A facility cleaning schedule will be posted in the inmate worker’s housing unit.
- e. Escort Officers will issue all cleaning supplies and supervise all cleaning details, ensuring the security of all supplies at the completion of the detail.
- f. All cleaning equipment will be locked in the appropriate areas when not in use.