

**Section F: SAFETY AND SANITATION**

**SAFETY AND SANITATION: Fire Safety**

**F.1** The Facility Director ensures that a fire safety program conforming to all applicable local, state, and federal laws is in place.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At- Risk	<input type="checkbox"/> Not Applicable
<b>Reviewer's Initials:</b>			<b>Date:</b>	

**On-Site Assessment Items:**

Review relevant policies, procedures, and documentation concerning Fire Safety.

Interview staff and detainees:

Concerning the use of padlocks and chains on cell doors and exits

As to when they last participated in a fire drill

Examine frequency of fire safety inspections and/or reviews and qualifications of who performs the inspections and/or reviews.

Review policies and check staff training records to verify they are receiving annual training on the emergency fire control plan, the use of fire extinguishers and self-contained breathing apparatus.

Obtain a copy of the local authority having jurisdiction's letter approving the emergency fire control plan.

Check the fire extinguisher tags to insure monthly inspections and/or reviews.

Verify documentation of quarterly fire drills.

Obtain copies of annual, monthly and weekly fire inspections and/or reviews.

Look for emergency lights, lighted exit signs, exit diagrams and fire extinguishers while making tour of the institution.

Verify fire detection and fire alarm systems are being tested quarterly.

Verify the facility has emergency fire keys available for emergencies.

	Review Checklist		Comments
F.1.1	Ensure written policies and procedures exist to provide fire safety. These policies include at least the implementation subjects addressed in this section, and also:	Y N NA	
F.1.1a	Reporting	Y N NA	
F.1.1b	Extinguishing	Y N NA	
F.1.1c	Evacuation procedures for detainees, consistent with emergency/contingency plans	Y N NA	
F.1.2	Policies and procedures are communicated to:		
F.1.2a	Appropriate staff members	Y N NA	
F.1.2b	Detainees, where appropriate	Y N NA	
F.1.3	Policies and procedures are reviewed and updated.	Y N NA	
F.1.4	All staff members review the emergency fire control plan annually.	Y N NA	
F.1.5	An emergency fire control program has been approved and issued to the local fire authority with jurisdiction.	Y N NA	
F.1.6	An annual inspection of the facility is conducted by local or state fire officials.	Y N NA	

F.1.7	Monthly inspections and/or reviews of the facility are conducted to ensure compliance with safety and fire prevention standards.	Y	N	NA	
F.1.8	A weekly fire and safety inspection is conducted of the facility by a qualified staff member.	Y	N	NA	
F.1.9	Ensure that fire extinguishers are available for use throughout the facility.	Y	N	NA	
F.1.9a	All fire extinguishers are inspected on a monthly basis and maintenance performed as needed.	Y	N	NA	
F.1.9b	Staff are given annual training on the use of fire extinguishers.	Y	N	NA	
F.1.10	Fire detection and alarm systems are tested quarterly.	Y	N	NA	
F.1.11	Fire escape routes are posted in ample locations for visitors, employees and detainees to find the information they need in the event of an emergency. Routes are posted in English, Spanish, and other dominant languages spoken in the facility.	Y	N	NA	
F.1.12	All exits are marked with lighted exit signs.	Y	N	NA	
F.1.13	Ensure emergency lighting exists throughout the facility.	Y	N	NA	
F.1.14	Padlocks and/or chains are not used on cell doors.	Y	N	NA	
F.1.15	Facility has self-contained breathing devices in readily accessible areas.	Y	N	NA	
F.1.15a	Staff are given annual training on the use of self-contained breathing apparatus.	Y	N	NA	

F.1.16	Facility has emergency fire keys set aside from regular issue keys.	Y	N	NA	
F.1.17	Exit diagrams indicating “you are here” include point of reference and emergency equipment locations.	Y	N	NA	
F.1.18	Evacuation plan been certified by an independent inspector trained in the application of national fire codes.	Y	N	NA	
F.1.18a	Evacuation plan is reviewed annually.	Y	N	NA	
F.1.19	Quarterly fire drills at a minimum, for each shift, are conducted in all areas of the facility.	Y	N	NA	
F.1.19a	Fire drills are documented and evaluated.	Y	N	NA	
F.1.20	The facility has a mechanism for reviewing reports of inspections and/or reviews, drills, incident reports, water tests, biological tests of autoclaves radiological equipment, inspections and/or reviews, and waste manifests to identify problems and take corrective action if necessary.	Y	N	NA	
F.1.21	Staff report problems that violate the fire plan.	Y	N	NA	
F.1.22	Reported problems are remedied.	Y	N	NA	

**SAFETY AND SANITATION: Non-Hazardous Furnishings**

**F.2** The Facility Director ensures that all furnishings and materials are fire-resistant, non-toxic, and do not present a fire or safety hazard.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At- Risk	<input type="checkbox"/> Not Applicable
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<b>Reviewer's Initials:</b>	<b>Date:</b>
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**On-Site Assessment Items:**

Review relevant policies, procedures, and documentation concerning non-hazardous furnishings.

Interview facility management staff, corrections staff, security staff, and detainees.

Obtain copies of policy and procedures regarding furnishings.

Ask for documentation that verifies the facility is purchasing non-hazardous furnishings, e.g.; purchase orders, mattress & pillow labels, etc.

Randomly inspect several mattresses, pillows, drapes and furniture. All of these items should have labels indicated fire ratings.

	Review Checklist		Comments
F.2.1	Ensure written policies and procedures exist to ensure that furnishings are fire-resistant, non-toxic, and non-hazardous. These policies include at least the implementation subjects addressed in this section.	Y N NA	
F.2.2	Policies and procedures are communicated to:		
F.2.2a	Appropriate staff members	Y N NA	
F.2.2b	Detainees, where appropriate	Y N NA	
F.2.3	Policies and procedures are reviewed and updated.	Y N NA	
F.2.4	If the facility uses polyurethane mattresses, inserts made from synthetic cellular rubber material (e.g., polyurethane, neoprene, etc.) must meet California State Technical bulletin. Mattresses have to be tested by ASTM E 162 and E 662 standards.	Y N NA	
F.2.5	All curtains and drapes in the housing units are flame retardant.  *Note: Curtains, drapes, etc. shall be flame resistant by testing in accordance with NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.	Y N NA	
F.2.6	The facility does not use polyurethane cushioned furniture in the housing units.  *Note: Upholstered furniture must meet the requirements of NFPA 260 and NFPA 261.	Y N NA	

**SAFETY AND SANITATION: Control of Dangerous Materials**

**F.3** The Facility Director controls the storage, exposure, use, and disposal of all flammable, caustic, toxic, and hazardous materials and other waste in compliance with OSHA and any other applicable requirements.

<input type="checkbox"/> <b>Acceptable</b>	<input type="checkbox"/> <b>Deficient</b>	<input type="checkbox"/> <b>Repeat Deficiency</b>	<input type="checkbox"/> <b>At- Risk</b>	<input type="checkbox"/> <b>Not Applicable</b>
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<b>Reviewer's Initials:</b>	<b>Date:</b>
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**On-Site Assessment Items:**

Review relevant policies, procedures, and documentation concerning control of dangerous materials.

Interview facility management staff, corrections staff, security staff, and detainees concerning the handling of caustic and toxic materials.

Obtain copies of policies and procedures for the control of flammable, caustic, and toxic materials.

Look for approved trash containers during tour of the facility.

Inspect flammable storage cabinets.

	<b>Review Checklist</b>		<b>Comments</b>
F.3.1	Ensure written policies and procedures exist for the control of dangerous materials. These policies include at least the implementation subjects addressed in this section, and also:	Y N NA	
F.3.1a	Separate noncombustible receptacles for smoking materials.	Y N NA	
F.3.1b	The control of hazardous materials, such as asbestos and lead paint, caustics, flammable substances.	Y N NA	
F.3.2	Policies and procedures are communicated to:		
F.3.2a	Appropriate staff members	Y N NA	
F.3.2b	Detainees, where appropriate	Y N NA	
F.3.3	Policies and procedures are reviewed and updated.	Y N NA	
F.3.4	All flammable, toxic and caustic materials are stored in areas inaccessible to detainees.	Y N NA	
F.3.5	Incompatible substances are stored separately.	Y N NA	
F.3.6	All flammable materials and substances are stored or discarded in approved storage containers.	Y N NA	
F.3.7	Trash receptacles are made of metal or approved plastics.	Y N NA	
F.3.8	All receptacles and containers are emptied daily.	Y N NA	



**SAFETY AND SANIATION: Environmental Control**

**F.4** The Facility Director provides all detainees with clean, sanitary, and well-ventilated facilities with climate control.

<input type="checkbox"/> <b>Acceptable</b>	<input type="checkbox"/> <b>Deficient</b>	<input type="checkbox"/> <b>Repeat Deficiency</b>	<input type="checkbox"/> <b>At- Risk</b>	<input type="checkbox"/> <b>Not Applicable</b>
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<b>Reviewer's Initials:</b>	<b>Date:</b>
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**On-Site Assessment Items:**

Review relevant policies, procedures, and documentation concerning environmental control.

Interview facility management staff, corrections staff, security staff, and detainees concerning the handling of caustic and toxic materials.

Determine extent of inspections and/or reviews, including frequency and qualifications of the personnel who perform them.

Obtain copies of annual, monthly and weekly sanitation inspections and/or reviews.

Verify facility is contracting with a pest control company and a medical waste hauler.

Obtain copies of any industrial hygienist surveys re air exchanges, lighting, noise levels, etc.

	<b>Review Checklist</b>		<b>Comments</b>
F.4.1	Ensure written policies and procedures exist for environmental control. These policies include at least the implementation subjects addressed in this section, and also:	Y N NA	
F.4.1a	A comprehensive sanitation and hygiene program	Y N NA	
F.4.1b	The control of vermin and pests	Y N NA	
F.4.1c	Daily housekeeping and maintenance schedules.	Y N NA	
F.4.1d	Preventive maintenance systems such as the HVAC system and refrigeration units	Y N NA	
F.4.2	Policies and procedures are communicated to:		
F.4.2a	Appropriate staff members	Y N NA	
F.4.2b	Detainees, where appropriate	Y N NA	
F.4.3	Policies and procedures are reviewed and updated.	Y N NA	
F.4.4	Federal, state, or local sanitation and health officers inspect the facility.	Y N NA	
F.4.4a	Inspection reports are maintained.	Y N NA	
F.4.5	Qualified personnel conduct thorough monthly inspections and/or reviews.	Y N NA	
F.4.5a	Inspection reports are maintained.	Y N NA	

F.4.6	Qualified staff conduct weekly sanitation inspections and/or reviews.	Y	N	NA	
F.4.6a	Inspection reports are maintained.	Y	N	NA	
F.4.7	Personnel in the field of vermin and pest control conduct monthly inspections and/or reviews and treat as needed.	Y	N	NA	
F.4.7a	Inspection reports are maintained.	Y	N	NA	
F.4.8	Hazardous and medical wastes and disposable sharps are locked, secured and labeled.	Y	N	NA	
F.4.9	Hazardous waste and medical waste tracking documents are maintained.	Y	N	NA	
F.4.10	A program exists to monitor environmental conditions.	Y	N	NA	
F.4.10a	Lighting	Y	N	NA	
F.4.10b	Ambient and water temperature	Y	N	NA	
F.4.10c	Air volume	Y	N	NA	
F.4.10d	Noise levels	Y	N	NA	
F.4.10e	Reports are reviewed to determine necessary actions to ensure compliance.	Y	N	NA	
F.4.11	The following are maintained at levels appropriate(?) for health and safety:				
F.4.11a	Lighting,	Y	N	NA	
F.4.11b	Ambient and water temperatures	Y	N	NA	
F.4.11c	Air volume	Y	N	NA	
F.4.11d	Noise levels	Y	N	NA	

F.4.12	Maintenance systems such as the HVAC system and refrigeration units documents/inspections and/or reviews/maintenance reports maintained.	Y	N	NA	
F.4.12a	Documentation is reviewed and necessary actions are taken.	Y	N	NA	
F.4.13	For facilities not serviced by a public water supply, the facility ensures that the non-public water supply is tested daily and certified by the local authority with jurisdiction.	Y	N	NA	

**SAFETY AND SANITATION: Clothing and Bedding**

**F.5 The Facility Director ensures that there is an exchange system in place to provide detainees with clothing and bedding that are clean, well maintained, and suitable for the climatic conditions of the area. (K.14)**

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At- Risk	<input type="checkbox"/> Not Applicable
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**On-Site Assessment Items:**

Review relevant policies, procedures, and documentation concerning clothing and bedding.

Interview facility management staff, corrections staff, security staff, and detainees.

Obtain copies of policy & procedures regarding clothing and linen exchange.

Interview staff and detainees as to how often clothing and linen are exchanged.

Review Checklist			
F.5.1	Ensure written policies and procedures exist to ensure detainees clean clothing, bedding, and linen, including towels. These policies include at least the implementation subjects addressed in this section.	Y	N NA
F.5.2	Policies and procedures are communicated to:		
F.5.2a	Appropriate staff members	Y	N NA
F.5.2b	Detainees, where appropriate	Y	N NA
F.5.3	Policies and procedures are reviewed and updated.	Y	N NA
F.5.4	All detainees receive clean and sanitary clothing, towels and bedding on at least a weekly basis.	Y	N NA
F.5.5	Clothing, towels and bedding provided are:		
F.5.5a	Clean	Y	N NA
F.5.5b	Suitable for climate	Y	N NA
F.5.5c	Well maintained	Y	N NA
F.5.6	Detainees have the opportunity to exchange clothing three times a week.	Y	N NA
F.5.7	Towels are exchanged at least twice per week.	Y	N NA
F.5.8	Bedding is exchanged at least once per week.	Y	N NA

**SAFETY AND SANITATION: Personal Hygiene/Well-being**

**F.6** The Facility Director promotes and facilitates detainees’ personal hygiene and well-being by providing access to basic personal care items.

<input type="checkbox"/> <b>Acceptable</b>	<input type="checkbox"/> <b>Deficient</b>	<input type="checkbox"/> <b>Repeat Deficiency</b>	<input type="checkbox"/> <b>At- Risk</b>	<input type="checkbox"/> <b>Not Applicable</b>
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**On-Site Assessment Items:**

Review relevant policies, procedures, and documentation concerning personal hygiene and well-being.

Interview facility management staff, corrections staff, security staff, and detainees.

Determine what the facility uses as “necessary hygiene items.”

Determine temperature ranges for both indoor living and work areas are in accordance with climatic conditions.

Determine noise level range.

Verify that there is hot & cold water during tour.

Inspect barber shop to insure barbering equipment is being sanitized.

	Review Checklist		Comments
F.6.1	Ensure written policies and procedures exist to promote detainees' personal hygiene and well-being, ensuring access to operable showers with hot and cold running water at least three times per week. These policies include at least the implementation subjects addressed in this section.	Y N NA	
F.6.2	Policies and procedures are communicated to:		
F.6.2a	Appropriate staff members	Y N NA	
F.6.2b	Detainees, where appropriate	Y N NA	
F.6.3	Policies and procedures are reviewed and updated.	Y N NA	
F.6.4	Staff provide personal hygiene (e.g. hot water and/or soap) in the shower facility. Hot water is controlled at temperatures sufficient to support proper personal hygiene.	Y N NA	
F.6.5	Detainees have access to facilities that allow for personal hygiene needs.	Y N NA	
F.6.6	All detainees have access to hygiene items.	Y N NA	
F.6.6a	Indigent detainees receive hygiene items without cost.	Y N NA	
F.6.7	Detainees have access to barbering and hair care services.	Y N NA	
F.6.8	Hair cutting tools are cleaned and disinfected.	Y N NA	



**SAFETY AND SANITATION: Physical Facility and Equipment**

**F.7 The Facility Director ensures that physical facility and equipment do not present a hazard to detainees, employees, and visitors. (K.15)**

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Deficient	<input type="checkbox"/> Repeat Deficiency	<input type="checkbox"/> At- Risk	<input type="checkbox"/> Not Applicable
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<b>Reviewer's Initials:</b>	<b>Date:</b>
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**On-Site Assessment Items:**

Review relevant policies, procedures, and documentation concerning physical facility and equipment.

Interview facility management staff, corrections staff, security staff, and detainees.

Obtain copies of monthly and weekly safety and sanitation inspection reports.

Check facility records to insure discrepancies are being corrected when safety problems are noted during inspections and/or reviews.

Check inspection reports to insure discrepancies are followed up on.

Look for safety violations during tour of the facility.

	<b>Review Checklist</b>		<b>Comments</b>
F.7.1	Ensure written policies and procedures exist to ensure that the facility and equipment do not present a hazard to detainees, employees and visitors. These policies include at least the implementation subjects addressed in this section.	Y N NA	
F.7.2	Policies and procedures are communicated to:		
F.7.2a	Appropriate staff members	Y N NA	
F.7.2b	Detainees, where appropriate	Y N NA	
F.7.3	Policies and procedures are reviewed and updated.	Y N NA	
F.7.4	Walking and climbing surfaces in the jail are of good condition so as to prevent slips, trips and falls.	Y N NA	
F.7.5	Smoke-free housing is available to detainees.	Y N NA	
F.7.6	Showers and living areas are free of mold and mildew.	Y N NA	
F.7.7	The physical facility and equipment are maintained so that they do not present hazards to detainees, employees and visitors.	Y N NA	
F.7.8	Emergency equipment (such as lighting, portable generators, and uninterrupted power sources and systems) are tested at least quarterly; and power generators are inspected weekly and load tested quarterly, or in accordance with the manufacturer's instructions	Y N NA	