



**Division of Correction**

Authorized by:  
Tina Stump  
Acting Assistant  
Commissioner

Approved by:  
J. Michael Stouffer  
Commissioner

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| Title: Sanitation                                     | Directive Number: DOC.080.0005 Revised         |
| Related MD Statute/Regulations: Inapplicable          | Supersedes: DOC.080.0005 dated January 2, 1974 |
| Related ACA Standards: 4-4329, 4-4332, and 4-4333     | Authorized By: Custody and Security Operations |
| Related MCCS Standards: .04 B and .04 C               | Issue Date: January 12, 2011                   |
| Related DOC Directives: DOC.080.0004 and DOC.160.0001 | Effective Date: January 12, 2011               |
| Related DOC Code of Maryland Regulations:             | Number of Pages: 4                             |

**Division of Correction Directive**

**.01 Purpose.**

The purpose of this directive is to establish cleaning standards within the Division.

**.02 Scope.**

This directive applies to staff, inmates, and detainees of each DOC facility and Maryland Correctional Enterprises.

**.03 Policy.**

The policy of the Division of Correction is to comply with sanitation codes to ensure the health and well-being of staff, inmates, and detainees.

**.04 Definitions.**

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

- (1) "ECSO" means an Environmental Compliance and Safety Officer.
- (2) "MCE" means Maryland Correctional Enterprises.
- (3) "NFPA" means National Fire Protection Association.

**.05 Responsibility.**

A. A managing official or a designee shall appoint a Sanitation Officer, who works under the supervision of an ECSO.

B. Sanitation Officer.

(1) A sanitation officer is responsible for:

- (a) Adhering to sanitary standards (4-4329) weekly (MCCS .04 B and .04 C); and
- (b) Complying with State Environment regulations.

(2) A sanitation officer shall establish standards and oversee the following when sanitizing floors:

(a) Concrete Floors:

- (i) Scrub concrete floors daily using a detergent and disinfectant added to the water; and
- (ii) Perform additional mopping, but using water only, if traffic and scheduling permits.

(b) Tile Floors (Terrazzo and Quarry):

- (i) Clean floors using a proper cleaning solution to remove dirt, oil, and wax buildup to expose the original surface;
- (ii) Rinse tile using clear water; and
- (iii) Perform additional mopping when necessary using clear water to maintain sanitation and finish.

(c) Wooden Floors:

Polish, strip, and clean floors when necessary to maintain sanitation and finish.

(d) Concrete Floors in Production Areas:

- (i) Clean floors in MCE and supporting facilities using a cleaner every six months to remove stubborn grease and dirt; and
- (ii) Mop floors daily using a detergent when necessary to maintain sanitation and finish.

(3) A sanitation officer shall establish standards and oversee the following when sanitizing an inmate housing area:

- (a) Clean toilets, urinals, and basins frequently, using a detergent and disinfectant;
- (b) Clean floors and walls frequently, using a detergent and disinfectant;
- (c) Clean cells and rooms with metal walls, concrete walls, concrete ceilings, and floors frequently using a detergent and disinfectant;

- (d) Scrub floors frequently, using a disinfectant, detergent, and a germicidal cleaning compound;
  - (e) Perform additional frequent mopping, using clear water and disinfectant;
  - (f) Clean topsides of all tiers in between the pipe chases, on windowsills, ledges, and roof trusses that are exposed using a vacuum cleaner to remove dust; and
  - (g) Wipe surfaces with a saturated cloth using a cleaning solution and rinsing with clear water.
- (4) A sanitation officer shall establish standards and oversee the following when sanitizing heaters, refrigerators, air conditioners, ventilators, fans, and air filters:
- (a) Heating, Refrigeration, Air Conditioning, and Coils:

Clean coils, fans, and blades with either high pressure water or with a steam hose; but use compressed air instead of either steam or water in an area where damage may occur.
  - (b) Exhaust Vents:

Clean all exhaust vents and ventilation grills with a stiff bristle brush a minimum of once weekly.
  - (c) Cleaning Air Condition Systems:

Clean all air conditioning systems such as chamber, fans, ducts, diffusers, and coils a minimum of once a year.
  - (d) Personal and Facility Fans:
    - (i) Clean all fans regularly and keep fans in the original manufacturer's condition with shutters, fan guards, blades, motors, housing, and drip pan; and
    - (ii) Lubricate all fans in accordance with the manufacturer's recommendation.
  - (e) Air Filters:

Clean or replace all filters in accordance with the manufacturer's recommendation.
- (5) A sanitation officer shall establish standards and oversee the following when cleaning light fixtures and sanitizing refuse containers:
- (a) Light Fixtures:
    - (i) Clean all shades of light fixtures frequently; and
    - (ii) Take down shades for cleaning where possible.
  - (b) Refuse Cans:

Clean garbage cans and trash cans daily for sanitation.

- (6) A food service manager or designee shall follow standards developed in Chapter IV – Food Service Evaluation and Inspection, DOC.160.0001, Food Service Manual when conducting weekly inspections of the sanitary condition and maintenance of food service equipment.
- (7) A food service manager or designee shall schedule a contractor to clean inner parts of kitchen hood and duct exhaust systems to prevent buildup of grease and shall clean out parts of kitchen hood in accordance with regulations set by the NFPA.
- (8) A sanitation officer shall establish standards and oversee the following when sanitizing windows, wall paints, and cleaning materials:
  - (a) Window Cleaning:
    - (i) Clean windows frequently, when dusty and dirty; and
    - (ii) Consider purchasing a window cleaning brush to reach heights without using a stepladder or scaffold.
  - (b) Painting:

Call to the attention of maintenance, sanitation, or a designee to schedule repainting in areas where paint is chipping, cracking, or peeling.
  - (c) Storage of Cleaning Materials:
    - (i) Store cleaning materials neatly and orderly in accordance with DOC.080.0004;
    - (ii) Place mops in an upright position on storage racks; and
    - (iii) Replace mop heads with clean ones as necessary as to maintain sanitation.
- (9) An ECSO shall maintain a schedule of quarterly vermin and pest control licensed services (4-4332) and (MCCS .04 B).

**.06 Attachment(s).**

None.

**.07 History.**

This Directive revises DOC.080.0005, dated January 2, 1974.

**.08 Distribution.**

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