

 Corrections and Community Supervision DIRECTIVE	TITLE General Housekeeping Manual		NO. 3090
			DATE 12/29/2015
SUPERSEDES DIR# 3090 Dtd. 04/13/2015	DISTRIBUTION A B	PAGES PAGE 1 OF 5	DATE LAST REVISED 4/19/2016
REFERENCES (Include but are not limited to)	APPROVING AUTHORITY 		

- I. **PURPOSE:** It is the purpose of this directive to authorize and prescribe 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:

▪ Housekeeping Training	▪ Individual Cell Cleaning
▪ Cleaning Agents and Equipment	▪ Decontamination Procedures
▪ Mopping	▪ Office Cleaning
▪ Rotary Floor Machine, Floor Care	▪ Rest Room Cleaning
▪ Specialized Cleaning Equipment	▪ Shower Cleaning
▪ Cafeteria & Mess Hall Cleaning	▪ Cleaning Schedules
▪ Mold Cleaning	▪ Central Caustic Distribution
- 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 #DC009) shall be completed and affixed to secondary containers. Corcraft offers spray bottles imprinted with required label information for glass cleaners, cleaner degreaser, neutral floor cleaner, and Germicidal 128 Disinfecting Cleaner.
- V. **CLEANING SUPPLIES CHECK LIST:** Attached is a listing of approved cleaning supplies.

SUBSTANCE IDENTITY

Corcraft Germicidal Cleaner 128

MSDS: April 4, 2008

HEALTH 2
FLAMMABILITY 0
REACTIVITY 0

Dilution: 1.5 ounces per gallon of water
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 clean up 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.

Personal Protective Equipment:

Concentrate: goggles and gloves

Diluted: NONE

SUBSTANCE IDENTITY

Corcraft Germicidal RTU

MSDS: June 21, 2005

HEALTH 1
FLAMMABILITY 0
REACTIVITY 0

Dilution: NONE – use directly from container
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.

Personal Protective Equipment:

NONE

SUBSTANCE IDENTITY

Liberty Pre-measured Neutral Cleaner

MSDS: April 1, 2008

HEALTH 1
FLAMMABILITY 0
REACTIVITY 0

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.

Personal Protective Equipment:

Concentrate: goggles and gloves recommended

Diluted: NONE

SUBSTANCE IDENTITY

**Corcraft Green Line Neutral Floor
Cleaner**

MSDS: April 1, 2008

HEALTH	1
FLAMMABILITY	0
REACTIVITY	0

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

Personal Protective Equipment:

Concentrate: goggles and gloves recommended

Diluted: NONE

SUBSTANCE IDENTITY

Corcraft Green Line Glass Cleaner

MSDS: July 1, 2008

HEALTH	1
FLAMMABILITY	0
REACTIVITY	0

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

Personal Protective Equipment:

Concentrate: goggles and gloves

Diluted: NONE

SUBSTANCE IDENTITY

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

MSDS: 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**

MSDS: 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
gloves

Diluted: goggles and
gloves

SUBSTANCE IDENTITY

Corcraft Green Line Floor Finish

MSDS: November 15, 2008

HEALTH	1
FLAMMABILITY	0
REACTIVITY	0

Dilution: N/A
Use on: floors

Personal Protective Equipment:

NONE

SUBSTANCE IDENTITY

Corcraft Hydrogen Peroxide Cleaner

MSDS: April 15, 2010

HEALTH	1
FLAMMABILITY	0
REACTIVITY	0

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.

Personal Protective Equipment:

Concentrate: goggles and
gloves

Diluted: NONE

SUBSTANCE IDENTITY

**Corcraft Green Line Bathroom
Cleaner**

MSDS: April 15, 2010

HEALTH	2
FLAMMABILITY	0
REACTIVITY	0

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

Personal Protective Equipment:

Concentrate: goggles and gloves

Diluted: goggles and gloves

SUBSTANCE IDENTITY

**Corcraft Green Line Toilet and Urinal
Cleaner**

MSDS: April 28, 2010

HEALTH	1
FLAMMABILITY	0
REACTIVITY	0

Dilution:	None
Use on:	Toilets and urinals.

Personal Protective Equipment:

Concentrate: goggles and gloves recommended

Diluted: NONE

SUBSTANCE IDENTITY

Corcraft Liquid Bleach 12.5%

MSDS: August 2012

HEALTH	3
FLAMMABILITY	0
REACTIVITY	2

Dilution:	1 ounce of bleach to 9 ounces of water
Use on:	For clean up of mold.

Personal Protective Equipment:

Concentrate: goggles, gloves, and a Neoprene Apron

Diluted: goggles and gloves