

STATE OF NEW YORK
DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION
GENERAL HOUSEKEEPING MANUAL

Section	Page	Section	Page
INTRODUCTION	2	V. SPECIALIZED CLEANING EQUIPMENT	
I. HOUSEKEEPING TRAINING	3	A. General Instructions	13
II. CLEANING AGENTS AND EQUIPMENT		B. Automatic Floor Scrubber Vacuum	13
A. Housekeeping Products	4/5	C. Wet Vacuum	13
B. Suggested Cleaning Equipment Inventory	6	D. Hand-Held Trigger Spray	13
C. Care of Mopping Equipment	7	VI. CAFETERIA & MESS HALL CLEANING	14
III. MOPPING		VII. INDIVIDUAL ROOM CLEANING	15
A. Preparation of Area and Solution	8	VIII. DECONTAMINATION PROCEDURES	16
B. Mopping Procedure	8	IX. OFFICE CLEANING PROCEDURE	17
C. Follow-up	8	X. RESTROOM CLEANING PROCEDURES	18
IV. ROTARY FLOOR MACHINE - FLOOR CARE		XI. SHOWER ROOM CLEANING	19
A. Equipment Required	9	XII. MOLD CLEANING	20
B. Preparation for Cleaning Materials and Equipment	9	XIII. CENTRAL CAUSTIC DISTRIBUTION	21
C. Preparation of the Floor Surface	9	Attachments:	
D. Stripping	10/11	Exhibit "A" - General Cleaning Schedule	22
E. Rinsing	11	Exhibit "B" - Food Service Cleaning Schedule	23
F. Alternate Method - "Scrub Rinse"	11	Exhibit "C" - Medical Area Cleaning Schedule	24
G. Finishing Procedures	12	Exhibit "D" - Form #3090A	25
H. Alternate Method - Spray Buffing/Polishing	12		
I. Follow-up	12		

INTRODUCTION

Effective housekeeping requires the development of a definite cleaning schedule with staff and inmates assigned specific duties. Cleaning activities should be supervised by staff at all times to ensure the work performed by inmates is proper and thorough.

It is the policy of the Department of Corrections and Community Supervision (DOCCS) to maintain and enforce high standards of cleanliness in all areas of each facility. To this end:

- A "Housekeeping Service Schedule," Form #1640 (see Exhibit "A"), should be completed for each area to be cleaned;
- All personnel involved in housekeeping activities are to be properly trained;
- Cleaning activities are to be monitored by supervisory staff to ensure compliance with the procedures set forth herein; and
- Inspections are to be conducted in accordance with Directive #4066, "Facility Safety and Environmental Services Inspections."

This General Housekeeping Manual has been designed to serve as a reference document for most areas of the facility. Because of their more exacting sanitation requirements, facility infirmaries and medical units are covered by "Housekeeping: Health Care Areas," Directive #3096. For unusual applications and needs, consult with the Division of Support Operations which is responsible for the content of this manual and oversight of all facility housekeeping activities.

The sections of this manual have been designed so that they can be copied and individually posted in their areas of application for easy reference.

I. HOUSEKEEPING TRAINING

IT SHALL BE THE RESPONSIBILITY OF SUPERVISORY STAFF AND THE DIVISION OF SUPPORT OPERATIONS TO:

- A. Promote acceptable standards of housekeeping. Employees and inmates should be encouraged to develop personal pride in the appearance of their particular facilities. Good housekeeping practices reflect administrative competence and have a positive affect on employees and inmates.
- B. Assign sufficient manpower at reasonable incentive rates to get all housekeeping jobs done.
- C. Complete and post the "Housekeeping Service Schedule," Form #1640 (example attached), in each area to be cleaned. Conduct regular inspections per Directive #4066, "Facility Safety and Environmental Services Inspections."
- D. Demonstrate each task, as necessary, to illustrate required and expected results. Cover the five basic steps of every cleaning procedure (regardless of equipment used):
 1. Preparation of equipment and solution;
 2. Removal of excess soil from the surfaces to be cleaned;
 3. Application of cleaning solution;
 4. Agitation of stubborn soil spots; and
 5. Pick up of dirt entrapped in solution.
- E. Teach the proper use of equipment, supplies, and material required for each operation.
- F. Teach safe work habits and practices.
- G. Teach and encourage employees and inmates to pay attention to details differentiating between a job half done and one that is well done. Particular attention should be given to:
 - Floors (cleanliness, finish, corners)
 - Furniture & fixtures (dust, stains)
 - Restrooms (in and under bowls, urinals, sinks)
 - Shelving (dust, dirt build-up)
 - Glass (spots)
 - Stairs (dirt build-up in corners)
 - Window blinds (dust)
 - Waste receptacles (inside and out)
 - Walls (spots)
 - Kitchen area (a critical area)
 - Health care area (a critical area)
- H. Teach that equipment is to be cleaned after each use and properly stored.

II. CLEANING AGENTS AND EQUIPMENT

A. HOUSEKEEPING PRODUCTS

Facilities should use the following basic products for housekeeping:

1. Corcraft Germicidal Cleaner 128: Germicidal is diluted in water (1.5 oz. per gallon of water). Designed for ceilings, walls, floors, fixtures, and the like in RMU, Health Services, SHU (cells), mattresses, laundry rooms, S-Block (cells), barber shop, inmate cells, weight equipment rooms, restrooms, and shower areas. During a blood spill this product will be used for cleanup and sanitizing. Food Services area flooring will be cleaned with this product. Apply to surfaces/flooring, let air dry. Child play area toys will be cleaned with this product. The child toys must be rinsed after the product has been applied for ten minutes.

Recommended shelf life for Corcraft Germicidal Cleaner 128 is as follows:

- Unopened: A minimum of one year from the date received
- Opened: Six months
- Diluted product properly sealed and stored on shelf: Six months
- Diluted product in spray bottles: 60 days. As spray bottles are refilled, bottles should be emptied, rinsed, and refilled.

2. Corcraft Germicidal Cleaner RTU: Ready to use. Designed for ceilings, walls, floors, fixtures, and the like in RMU, Health Services, SHU (cells), mattresses, laundry rooms, S-Block (cells), barber shop, inmate cells, restrooms, and shower areas. During a blood spill this product will be used for cleanup and sanitizing. Food Services area flooring will be cleaned with this product. Apply to surfaces/flooring, let air dry.

Recommended shelf life for Corcraft Germicidal Cleaner RTU is as follows:

- Unopened: A minimum of one year from the date received
- Opened: 60 days

3. Liberty Pre-Measured Neutral Floor Cleaner: Neutral cleaner is diluted in water (1 oz. per 1 gallon of water) for use on all floors except those in health care, food service, barber shop, laundry rooms, inmate cells, restrooms, shower areas, SHU (cells), and S-Block (cells).
4. Corcraft Green Line Neutral Floor Cleaner: Neutral cleaner is diluted in water (1 oz. per 1 gallon of water) for use on floors inside S-Block and facility main hallway corridors, in automatic floor machines. The product should only be used in automatic floor cleaning machines in S-Block and facility main hallway corridors.
5. Corcraft Green Line Heavy Duty Cleaner/Degreaser: All purpose cleaner is diluted in water (from 4 oz. to 8 oz. per 1 gallon of water, depending on soil level) for use on heavily soiled surfaces. This product is not a sanitizing agent.
6. Corcraft Green Line Glass Cleaner: Glass cleaner is diluted in water (1 oz. per 32 oz. of water). Designed for security mirrors, glass, and windows.
7. Corcraft Floor Green Line Wax Remover: Wax remover is diluted in water (32 oz. per 1 gallon of water). Designed for the removal of Corcraft Floor Finish.
8. Corcraft Hydrogen Peroxide Cleaner: Hydrogen Peroxide cleaner is diluted in water (2 oz. per 1 gallon of water). Designed for carpets, hard flooring or surfaces, observation cell mattresses, to remove buildup, mineral deposits or stains. The product is not a sanitizing agent. May be used as a deodorizer.
9. Corcraft Green Line Bathroom Cleaner: Bathroom cleaner is diluted in water (8 oz. per 1 gallon of water). Designed for sinks, toilets, urinals, walls, tile, and grout. This product is not a sanitizing agent and must be used prior to Corcraft Germicidal Cleaner 128 in restrooms, showers, cells, mattresses, barber shops, weight equipment rooms, laundry rooms, RMU, and Health Services. Apply to flooring, surfaces, or walls with a cloth or scrubbing pad. Bathroom cleaner must be rinsed off before Corcraft Germicidal Cleaner 128 is applied.

10. Corcraft Green Line Floor Finish: Floor finish should not be diluted in water when applying to flooring after it has been scrubbed or stripped. Apply directly on flooring, with the first or last application closest to baseboard. When using a spray container for "spray buffing," mix 16 oz. of Corcraft Floor Finish with 16 oz. of water in a 32 oz. spray container.

Recommended shelf life for products 3-9 are as follows:

- Unopened: A minimum of one year from date received
- Opened: Six months
- Diluted product properly sealed and stored on shelf: Six months
- Diluted product in spray containers: 60 days

* Although the dates of the cleaning agents may expire this does not mean they must be discarded. The product should be tested for efficiency.

B. SUGGESTED CLEANING EQUIPMENT INVENTORY

- Clean mop bucket
- Clean mop wringer
- Clean mops
- Rotary floor machine and driving block
- Floor pads (generally color coded)
 - Black (for stripping)
 - Red (for wet scrubbing, light polishing, burnishing, and spray buffing)
 - White (polish only)
- Hi-speed buffers
- Trigger spray container
- Wet Vacuum
- Long handled push broom
- Long handled litter pan and pick up broom, or dust pan
- Stiff bristle deck brush
- Long handled floor Squeegee
- Scraping tool (approved by security)
- Agitator pad
- "Wet Floor" signs
- Measuring cup
- Cleaning cloths

C. CARE OF MOPPING EQUIPMENT

A soiled mop is a reservoir for bacterial growth. Using a soiled mop reduces its effectiveness because soil is redistributed rather than removed.

1. Cleaning mopheads - no laundry available:
 - a. Thoroughly rinse mops in sink under running water.
 - b. Wash mopheads thoroughly in bucket of Corcraft Germicidal Cleaner 128 for ten minutes and rinse with clear tap water.
 - c. Compress mop with a wringer as dry as possible.
 - d. Place mops in rack to dry with mophead down.
 - e. Mophead should not rest on floor or against wall while stored. If possible, mops should be positioned so that any remaining moisture will drip into floor sink or drain.
2. Mophead exchange - laundry available:
 - a. Place soiled mophead in a laundry bag and deliver to laundry for processing.
 - b. Pick up clean mopheads in laundry.
3. Mophead laundering: The laundry supervisor shall be responsible to:
 - a. Maintain a one-for-one exchange system to ensure an uninterrupted cleaning program.
 - b. Determine the serviceability of mopheads.
 - c. Keep a supply of new mopheads in the laundry so that replacements can be made.
4. Cleaning wringer and mop pails:
 - a. Wash and clean with Corcraft Germicidal Cleaner 128 and let sit for ten minutes.
 - b. Rinse, invert pails, and allow to air dry.

III. MOPPING

The following general floor cleaning instructions are to be observed in all areas except as modified for specific applications:

A. PREPARATION OF AREA AND SOLUTION

1. Move furniture and light weight equipment to clear space as practical to prepare for mopping.
2. Sweep or dust floor thoroughly using dust mop, where practical.
3. Pry up gum or other sticky substances with scraper or putty knife (if approved by security).
4. Fill the mop bucket to the 3 gallon mark and add 3 oz. of Neutral Floor Cleaner.
5. Place "Wet Floor" warning signs on each side of the area being mopped.

B. MOPPING PROCEDURE

1. Apply solution, starting at the far end of the room, mopping along the baseboard first.
2. Work approximate 10' by 10' sections at a time, allowing solution to dry while moving on to an additional area.
3. Use wringer to remove most excess water.
4. At corners, do not force the mop; use the heel of the mop and take care to prevent soil and solution from accumulating.
5. Mop open areas, use a side stroke and keep the mop flat. Turn mophead frequently.
6. Avoid striking the mop against walls and furniture to prevent splatter.
7. Return mop to bucket, agitate, and wring mop to remove soil.
8. Change water before it shows any substantial amount of soiling (when the bottom of mop bucket is not visible).
9. Do not rinse flooring. Let solution air dry. (If the area is only to be mopped once per day, let sit for ten minutes, then rinse and air dry.)
10. When flooring is mopped a second time in a 24 hour period, repeat steps 1 through 8, using only water and let air dry.

C. FOLLOW-UP

1. Return furniture and portable items.
2. Inspect area to be certain that floor is properly cleaned and that the room or area is in order.
3. Clean all mopheads and equipment as instructed in Section II.

IV. ROTARY FLOOR MACHINE - FLOOR CARE

The rotary floor machine is to be used for stripping, sealing, and finishing resilient tile floors. The frequency of stripping and refinishing will be based on traffic volume; high-traffic floors, for example, might require stripping and refinishing annually, whereas moderate and low-traffic areas might be done on a bi-annual basis. Please consult your facility contact person prior to initiating floor stripping procedures.

A. EQUIPMENT REQUIRED

1. Rotary floor machine and driving block
2. Supply of floor pads (generally color coded)
 - Black (floor stripping)
 - Red (floor scrubbing and burnishing; light polishing)
 - White (floor polishing)
3. Long handled push broom or dry mop
4. Dust pan and counterbrush, or pick up broom and long handled litter pan
5. Wet vacuum unit
6. Floor "Caution" signs
7. Measuring cup
8. Putty knife (if security permits)
9. Clean cloths
10. Three mop buckets with wringers:
 - One for stripping solution only (Corcraft Floor Wax Remover)
 - One for finish only (Corcraft Floor Finish)
 - One for rinse water only
11. Three mopheads and handles:
 - One for application of stripper only (Corcraft Floor Wax Remover)
 - One for application of finish only (Corcraft Floor Finish)
 - One for application of rinse water only
12. Ample supply of floor stripper and finish products

B. PREPARATION OF CLEANING MATERIALS AND EQUIPMENT

1. Before removing equipment from the storage area, inspect it thoroughly for defects and report any to your supervisor.
2. Select the correctly coded pads for the intended task (see list above). Correct selection is important to ensure proper floor care.
3. Transport all equipment and materials in a safe and orderly manner to the service closet nearest the assigned work location.
4. Following the manufacturer's recommended directions, prepare the stripping solution in the bucket.
5. Fill the rinse bucket half way with clean water.
6. Proceed to your work area.

Note: Some facilities may use other color codes; consult the Vocational Instructor for specific instructions and training.

C. PREPARATION OF THE FLOOR SURFACE

1. Move furniture completely out of the room, if possible. If this cannot be done, move the furniture to one side of the room. Upon completion of the procedure in the empty side of the room (this includes the appropriate drying time), move the furniture over to the finished side and complete the other half.
2. Place floor "Caution" signs at all entrance ways.
3. Remove all excess soil and dirt using a long handled dry mop. Stuck substances may be removed with the putty knife. Collect all excess soil into a pile by the entrance way and deposit into the waste receptacle using the dust pan and counterbrush or the long handled litter pan and pick up broom.

D. STRIPPING

Guidelines:

The guidelines are intended to ensure that when floor stripping and refinishing activities occur, they are done in an efficient and safe manner to protect staff and inmates. When used as directed by the manufacturer’s labeling, floor wax remover poses no known health hazards.

A detailed training video regarding floor stripping procedures is available at all facilities for the training of staff and inmates who are involved in floor stripping activities.

*The facility shall establish a contact person who will be responsible for all floor stripping activities throughout the facility. During the Annual Sanitation and Hygiene Audit, the Supervisor of Housekeeping and Laundry Services will review the facility’s procedures and conduct specialized training on floor stripping procedures with the contact person.

*The contact person, in consultation with the facility Executive Team, shall determine when floors are in need of stripping and refinishing. In areas where stripping and refinishing projects are planned, a notice will be posted a minimum of three days in advance and until the floor stripping is complete (sample notice below).

*All floor stripping products shall be removed from areas within the facility and stored/secured in a location designated by the Superintendent (e.g., store house, caustic distribution area, etc.), in accordance with Directive #4067,

“Hazardous Materials Program.” Floor stripper shall only be issued from the designated location to the area of use upon the approval of the contact person or designee. Only the amount necessary for the project will be issued, and the floor stripper is to be secured within the area of use until the stripping activities are complete. Form #2092, “Hazardous Stocks - Perpetual Inventory and Issue Log,” shall be utilized. Upon completion, all unused floor stripper is to be returned to the designated storage area.

*Only Corcraft floor products shall be used. Proper dilution ratios of all products must be followed per the manufacturer’s labeling. No other product shall be mixed with the stripping solution at any time.

*Where possible, floor stripping should be limited to periods of time when pedestrian traffic and use of the area is limited (e.g., school areas conducted during the summer break, housing units done during program day, etc.).

*When stripping activities occur, adequate ventilation should be utilized (e.g., windows and doors should be opened, where possible). Floor fans and exhaust fans should also be utilized. Personal protective equipment as required by the product’s labels or Material Safety Data Sheets (MSDS) shall be utilized by persons conducting floor stripping.

Date Posted: _____

Floor stripping procedures will

occur on _____

in: _____



Stripping Procedures:

1. Thoroughly immerse the mop in the bucket and let it soak. Remove the mop dripping wet ... DO NOT WRING OUT.
2. Starting at the far corner of the area, apply stripping solution to the floor, drawing the mop parallel to the baseboards to prevent splashing. Outline a 100 sq. ft. area and work the mop in a figure "8" or "S" pattern within the outline. (The outline helps prevent the solution from drying before it is removed.) Frequently return the mop to the stripper solution to ensure that enough stripper is being used.
3. Allow that solution to remain on the floor for five to seven minutes to soften the old finish.
4. Place the stripping pad (black in color) on the drive pad assembly of the rotary machine. After the stripper has been allowed to soften the finish, start the machine away from the corner of the baseboard. Your left shoulder should be next to the wall when operating the rotary floor machines. (This prevents splashing of solution against the baseboards and walls.) Move the machine slowly across the floor surface, in a side to side motion, overlapping each previous path. (NOTE: To make the machine go right lift up on the handle. To go left push down on the handle. To heel the machine in one spot, cock both wrists in opposite directions.) If you are working with embossed vinyl asbestos, the baseline brush should be used rather than the stripping pad.
5. Use the hand agitator pad, putty knife, or knock out the center of the scrubbing pad to scrub all areas which are inaccessible to the rotary floor machine (e.g., corners, along baseboards, and furniture).
6. While the newly applied solution is working in that area, use the wet vacuum unit to remove the slurry (the combination of old finish and stripping solution) from the first area. Move the wand slowly back and forth.
7. Repeat the application and pickup of the stripping solution until the entire floor has been completed.

NOTE: Use a cloth to remove any splash marks on the wall or baseboard. Do not allow these marks to dry on the surface.

E. RINSING

1. Immerse the clean mop in the rinse water and partially wring.
 2. Apply the rinse water to the floor drawing the mop parallel to the baseboards. Use the figure "8" or "S" pattern. Frequently return the mop to the rinse water bucket.
 3. Pick up the rinse water with the wet vacuum unit.
 4. Rinse a second time and again pick up with the wet vacuum unit. A third rinse may be necessary if all old finish and stripping solution has not been removed from the surface.
- (This technique ensures breakup and removal of stripping solution.)

F. ALTERNATE METHOD – "SCRUB RINSE"

1. Liberally apply Corcraft Green Line Heavy Duty Cleaner/Degreaser to the floor with the mop.
2. Run the floor machine over the area using a clean scrubbing pad (red coded).
3. Pick up with a wet vacuum unit.
4. Damp mop the area with the slightly wrung out "rinse" mop. A second "rinse" may be necessary if all old dirt and buildup has not been removed from the surface.

G. FINISHING PROCEDURES

1. Insert a small trash can liner into the bucket and pour the Corcraft Floor Finish product into the liner. This will prevent the finishing product from becoming contaminated and will make it easier to clean the bucket afterwards.
2. Immerse a clean mop into the bucket containing finish, allowing the mophead to be saturated by the finish. Lightly wring out the mop.
3. Starting at the far corner of the area, apply the finish to the floor, drawing the mophead parallel to the baseboards to prevent splashing. Outline a 100 sq. ft. area and work the mop in a figure "8" or "S" pattern, within the outline. Frequently return the mop to the bucket to ensure that enough finish is being used. Apply a thin even coat, allowing the finish to dry for about 22-30 minutes before applying the second coat.
4. Apply the second coat of finish starting six inches away from the baseboard and in the opposite direction of the first coat.
5. If additional coats of finish are desired, they should be applied 6" away from the baseboard (eliminating a build-up of finish in this area) and in the opposite direction of the previously applied coat.
6. Allow at least 20 minutes to dry. If tacky to the touch, allow additional drying time.

H. ALTERNATE METHOD - SPRAY BUFFING/POLISHING

This method is very effective in removing soil spots, heel marks, and soap residue. It can restore damaged or worn areas and lengthen the time between stripping. **CAUTION:** Spray buffing should not be done after refinishing UNTIL the floor has cured for 48 hours. In the interim, only cold water mopping should be done. Warm/hot water and floor cleaners will disturb the drying process and floors will discolor or powder.

1. Equipment Required:
 - a. Rotary Floor Machine
 - b. Floor polishing pads:
 - red for light scrubbing, burnishing, and light polishing
 - white for high speed buffers and polishing
 - c. Trigger spray bottle (labeled) with Corcraft Floor Finish for spray buffing solution.
2. Place the polishing pad onto the drive pad.
3. Spray floor surface lightly with solution.
4. Move the machine slowly over the area in a side to side motion. If a high-speed buffer is used, push the machine slowly forward. A darkish cast on the floor surface is an indication of dirt build-up on the pad. The pad should be changed and washed as needed and between spray buffings.
5. Clean the machine and store all equipment.

I. FOLLOW-UP

1. Replace all equipment on the equipment cart.
2. Replace all furniture in its original position after allowing the last coat of finish to dry.
3. Clean and/or dispose of all equipment:
 - a. Mopheads should be sent to the laundry or manually cleaned as described in Section II;
 - b. Floor pads may be sent to the laundry or manually cleaned by scrubbing under warm water with the pad center knock-out section;
 - c. Pads should be air dried and then hung in a manner which prevents them from becoming wrinkled or distorted;
 - d. Pad holder brushes should always be removed, cleaned, and allowed to air dry after each use (if allowed to dry on the machine they will become distorted and render the machine difficult to control);
 - e. Buckets should be washed and inverted to dry; and
 - f. Machinery should be wiped down with a damp, clean cloth.

V. OTHER SPECIALIZED CLEANING EQUIPMENT

A. GENERAL INSTRUCTIONS

1. Use only grounded (three prong) plugs with electric floor machines.
2. Carefully disconnect electrical equipment in the working area.
3. Follow manufacturer's instructions for preparation and use of all machines.
4. Follow regular wet-mopping procedures as necessary to supplement machine work.
5. After use, clean all equipment and return to proper storage.

B. AUTOMATIC FLOOR SCRUBBER-VACUUM

1. Equipment required:
 - a. Automatic scrubber-vacuum machine
 - b. All other regular wet-mopping equipment
2. Wet-mop raised ledges and base. A long handled brush or nylon tool should be used to clean corners and areas next to base where surfaces cannot be reached by machine.
3. Scrub and wet vacuum dry the prepared area using the automatic scrubber-vacuum machine.
4. Over-lap on each pass to ensure complete floor coverage.
5. Use clean mop to finish up after the machine operation.
6. Wipe up any moisture remaining in corners or hard-to-reach places.
7. Follow manufacturer's procedure for re-charging if a battery operated machine is used.

C. WET VACUUM

A wet vacuum may be used in place of the pick-up and rinse mopping procedures. The team member using the wet vacuum follows the one who is applying solution, using the floor machine, or applying rinse water, staying no more than 8 - 10 feet behind (to ensure that the solution does not dry before pick up). Work out from the wall toward the center of the open floor area using long even strokes with the wet vacuum wand. This leaves the floor streak-free and aids in the drying process.

D. HAND-HELD TRIGGER SPRAY (Labeled with Contents)

Trigger spray bottles are beneficial when cleaning windows, small work surfaces, or for spot-cleaning. The following procedure explains the use of a trigger spray bottle on an ice machine.

1. Spray Corcraft Germicidal Cleaner 128 into a cloth and wipe on the ice machine exterior surface. (When cleaning the ice machine interior, spray the solution into a clean cloth and wipe down the interior surfaces, let sit for ten minutes.)
2. Use an agitator pad to remove stubborn stains and stuck substances from the surface.
3. For the rinsing step, use a clean cloth to wipe down the interior surface; frequently wring out the cloth in clean water.

VI. CAFETERIA AND MESS HALL CLEANING

A team approach is recommended. If there are two mess halls, close down one at a time for thorough cleaning. Floor machines and trigger spray bottles may be used. Follow regular floor cleaning procedures outlined above with these additions:

1. Remove all items from table tops; place chairs on tops of tables and push the tables over to one side of the room.
2. Use Corcraft Germicidal Cleaner 128 (1.5 oz. per 1 gallon of water) for floor cleaning. Let air dry.
3. After the floor has dried, return all furniture to its original position; remove the chairs from the tops of the tables.
4. Minimize dampness and the access of insects and rodents in dry goods storage areas:
 - a. Dry goods not stored in rolling racks should be stored on clean, plastic pallets. This allows air passage underneath the stored goods.
 - b. Dry storage rooms should be well ventilated and illuminated.
 - c. All dry storage area access doors should be equipped with a sealing strip (or a rubber strip at bottom of door).
5. A cleaning schedule is a must and should be monitored and vigorously supervised to accomplish the above goals. See Directive #4066, "Facility Safety and Environmental Services Inspections."
6. The "Housekeeping Service Schedule," Form #1640, should be completed for each separate area (e.g., bakery, butcher shop, dining area), and posted on the wall in each area to be cleaned. Exhibit "B" is provided as an example for guidance in the preparation of these schedules.

VII. INDIVIDUAL ROOM CLEANING

Use Corcraft Germicidal Cleaner 128 for floors, ceilings, walls, mattresses, beds, sinks, and toilet fixtures. The following steps should be performed by the inmate as necessary.

1. Dust ceiling, walls, beds, and fixtures.
2. Sweep up soil and debris and deposit in receptacle.
3. Remove all sticky substances from the floor. (Security may permit a putty knife for use.)
4. Begin applying Corcraft Germicidal Cleaner 128 to the ceiling and wall areas with a mop. Let air dry. (This step is usually performed after a cell has been vacated.) Goggles are required during this step.
5. Wash the mattress and bed with a cloth sprayed with Corcraft Germicidal Cleaner 128. Let air dry. Observation cell mattresses should be cleaned with Corcraft Hydrogen Peroxide Cleaner prior to using the Corcraft Germicidal Cleaner 128.
- 5a. Observation Mattress Cleaning Procedure:
 Step 1 - In a spray bottle mix a 50/50 ratio of Corcraft Hydrogen Peroxide Cleaner and water. Apply to entire area and let set 10-15 minutes. Spray solution on a cleaning cloth and wipe entire area off.
 Step 2 - In a spray bottle mix a 10/1 ratio of Corcraft Hydrogen Peroxide Cleaner and water. Apply to entire area and let stand 10-15 minutes. Spray solution on a cleaning cloth and wipe entire area off.
 Step 3 - Wipe entire area with clean cloth and water. Let mattress dry. Repeat process as needed.
 Step 4 - Apply Corcraft Germicidal Cleaner 128 to a cleaning cloth, wipe the entire mattress. Let air dry.
 * A scrub brush may be used to remove aggressive stains when using the Corcraft Hydrogen Peroxide Cleaner.
6. Spray a clean cloth with Corcraft Germicidal Cleaner 128. Wipe the exterior commode and let air dry.
7. Use a bowl brush for the interior of the commode; swab the interior of the bowl, paying attention to trouble areas such as under the rim (lip of bowl) and down into the trap; flush the commode (after 10 minutes) to refill with fresh water and rinse brush.
8. Use a clean cloth to wipe the exterior and interior (including fixtures) of the sink, sprayed with Corcraft Germicidal Cleaner 128. Let air dry.
9. Mop floor, thoroughly wring out a clean mop in the mop wringer. Apply Corcraft Germicidal Cleaner 128 in a figure "8" or "S" motion to pick up all dirt. Frequently return to the mop bucket; agitate and wring out the mop; repeat until the entire floor has been completed. Let air dry.

VIII. BLOOD AND BODY FLUID SPILLS - DECONTAMINATION PROCEDURES

(Please refer to the disc that was forwarded to your facility on blood and body fluid spill cleanup.)

Any floor area, wall, piece of equipment, environmental surface, or work surface must be decontaminated if it has sustained a spill of blood or other body fluids.

Clean-up of blood or other body fluids shall be completed by trained staff and inmates. Each Correctional Facility shall assign qualified staff to conduct the training (e.g., medical staff, custodial maintenance staff, etc.). The employee who trains the inmates will complete Form #1574, "Record of Training," and shall sign the form in the designated area, and have it signed by the inmate. The completed form will be processed and filed in accordance with Directive #4064, "Facility Safety." A current and accurate list of facility inmates trained in blood and body fluid spill clean up and decontamination will be maintained in the facility medical area, arsenal/key room, and Watch Commander's office. This list must be approved by the Deputy Superintendent for Security and shall be updated periodically to ensure an appropriate number of inmates are available.

A. Use Personal Protective Equipment: Staff and inmates shall use appropriate personal protective equipment during all procedures, including handling of potentially contaminated trash and laundry. (Reference Directive #2121, "Personal Protective Equipment.")

B. Observe the Following Precautions

1. Eating, drinking, applying cosmetics or lip balm, and handling contact lenses are prohibited during the cleanup process.
2. All bins, pails, cans, and receptacles intended for reuse will be inspected and decontaminated on a regular basis and whenever visibly contaminated.

C. Procedure for Small Areas - Use of a Blood Spill Kit

1. Completely cover the spill with chlorinated absorbent beads (1 oz. congeals 1500 cc.).
2. When a semisolid forms, use the pickup shovel to place congealed fluid into the red bag.
3. Wipe area with Corcraft Germicidal Cleaner 128.
4. Place ALL disposable material used in the red plastic bag and close.

D. Procedure for Large Areas

1. Assemble equipment as follows:
 - a. Germicidal detergent (Corcraft Germicidal Cleaner 128). For each gallon of warm water in the mop bucket add 1.5 oz. of Corcraft Germicidal Cleaner 128;
 - b. Disposable cleaning cloths;
 - c. Mophead; and
 - d. Mop bucket with wringer.
2. Clean the area using Corcraft Germicidal Cleaner 128.
3. Clean the area with the fresh solution of Corcraft Germicidal Cleaner 128.
4. Clean mops using Corcraft Germicidal Cleaner 128 in the mop bucket. The blood soaked mophead must be completely submerged in the Corcraft Germicidal Cleaner 128 and wrung out before detaching the mophead from the mop handle. Place the mophead directly into a soiled laundry container. (Remove excess solution when wringing to prevent leakage when transporting.)

E. After Areas Have Been Cleaned

1. If mopping equipment has been used, carefully empty solution from bucket into nearest slop sink and avoid splashing. Wash mop bucket and mop handle with a fresh Corcraft Germicidal Cleaner 128 solution. Use a disposable cleaning cloth if available.
2. Remove gloves and other disposable garb and place in appropriate receptacle. Refer to policy for regulated medical waste management.
3. Trash considered to be infectious waste shall be placed in the appropriately marked leak proof, red trash liner, and disposed of in accordance with the facility's infectious waste disposal plan and "Division of Health Services Policy Manual," Item 7.8 (Collection, Storage and Disposal of Regulated Medical Waste). If the red bag is visibly soiled on the outside or likely to break, it must be double-bagged.
4. Laundry shall be handled as little as possible with a minimum of agitation. It shall be bagged at the site without being rinsed or sorted in an impervious bag, labeled, and tied. It shall be transported to the laundry in a leak proof container.
5. Staff and inmates shall wash hands according to standard, immediately (or as soon as feasible) after removal of gloves or other personal protective equipment.
6. Staff supervising the clean up will complete Form #3090A, "Blood and Body Fluid Spills-Decontamination Form" (Attached Exhibit "D"), documenting the staff and inmates involved in the blood and/or body fluid spill clean up and decontamination. This completed Form #3090A will be forwarded to the on duty facility Watch Commander for inclusion in the incident packet (e.g., Use of Force, Unusual Incident, Fight Investigation, etc.).

IX. OFFICE CLEANING PROCEDURE

1. Bring all equipment and supplies required for the operation to the area.
2. Empty wastebaskets into container, wiping with Corcraft Germicidal Cleaner 128 in and out and replace liners as needed.
3. Use cloth to wipe off all spots from door frames, light switch areas, and other dirt spot areas. Interior glass spots may be sprayed and wiped dry with Corcraft Germicidal Cleaner 128.
4. Dust all furniture, sills, and ledges using a cloth.
5. Dust floor using dust mop and/or broom working from door to all inside floor surfaces.
6. Mop all tile and concrete floor areas using Neutral Floor Cleaner.
7. Vacuum carpeted areas.

Reminder:

- Cleaning should be done according to the service schedule
- Empty and clean wastebaskets with Corcraft Germicidal Cleaner 128
- Clean spots
- Dust furniture, sills, ledges, and floor
- Mop concrete and tile floors with Neutral Floor Cleaner
- Vacuum carpeted areas

X. RESTROOM CLEANING PROCEDURES

1. Bring all equipment and supplies required for the operation to the area.
2. Clean, with a cloth sprayed with Corcraft Germicidal Cleaner 128, all partitions, dispensers, flat surfaces, plumbing, and fixtures.
3. Clean spots from walls and partitions by wiping on Corcraft Green Line Bathroom Cleaner and rubbing lightly with a hand abrasive pad. Rinse thoroughly. Apply Corcraft Germicidal Cleaner 128 from a cloth that has been sprayed.
4. Fill all dispensers.
5. Empty waste containers and clean inside and out with Corcraft Germicidal Cleaner 128.
6. Wash mirrors by using Corcraft Green Line Glass Cleaner and wiping with a clean cloth.
7. Wash sinks daily:
 - a. Clean all surfaces with cloth sprayed with Corcraft Germicidal Cleaner 128. Let air dry.
 - b. Remove stubborn spots on sinks by wiping on Corcraft Green Line Bathroom Cleaner and rubbing lightly with a hand abrasive pad. CAUTION: Do not use pad on fixtures. Rinse thoroughly. Apply Corcraft Germicidal Cleaner 128 from a cloth that has been sprayed.
8. Wash urinals daily:
 - a. Wipe outside, including the plumbing, using a cloth sprayed with Corcraft Germicidal Cleaner 128. CAUTION: Never use the same cloth on multiple fixtures (sinks, toilets, urinals).
 - b. Spray Corcraft Germicidal Cleaner 128 inside the urinal, clean inside with bowl brush, paying particular attention to side flush areas. Agitate water, clean trap, and flush.
9. Wash toilet bowls daily:
 - a. Clean trap with swab/brush and flush.
 - b. Clean flush ring of bowl and upper lip of bowl by using a brush and Corcraft Germicidal Cleaner 128 added to the bowl water. Let solution set for ten minutes, then agitate and flush.
 - c. Wipe dry and polish top of bowl rim and underside of seat using a cloth sprayed with Corcraft Germicidal Cleaner 128. CAUTION: Never use the same cloth on multiple fixtures.
 - d. Wipe dry the top part of the seat, rear bowl fixtures.
10. Wash floors daily by wet-mopping using Corcraft Germicidal Cleaner 128 and let air dry.

XI. SHOWER ROOM CLEANING

Shower rooms will be clean, sanitary, and free from hard water build-up and fungus if proper cleaning procedures are followed on a daily basis.

1. EQUIPMENT REQUIRED:

- a. Corcraft Germicidal Cleaner 128 (1.5 oz. per 1 gallon of water).
- b. Hand cleaning pads and/or a scrub pad mounted on a swivel pad holder.
- c. Hand scrub brush.
- d. Clean mop, mop bucket, and wringer.

2. CLEANING PROCEDURE:

- a. Clean the walls with Corcraft Germicidal Cleaner 128. Give special attention to grouting areas to remove soap scum. **START AT THE BOTTOM OF THE WALL AND WORK UP.**
- b. Rinse the wall thoroughly after Corcraft Germicidal Cleaner 128 has been left on for ten minutes.
- c. Wash floors daily by wet-mopping with Corcraft Germicidal Cleaner 128 and let air dry.

XII. MOLD CLEANING

1. All staff and inmates should be provided an N-95 mask (follow procedures in Directive #4068, "Respiratory Protection Program"), goggles, and gloves to wear before the procedure begins.
2. Spray a solution of Corcraft Green Line Cleaner Degreaser and water mixture (4 oz. degreaser to 1 oz. water) and wipe slowly with a fresh cleaning cloth. Rinse the applied area of Corcraft Degreaser with water to remove excess buildup. After cleaning cloth has been used on both sides (2 wipes), place in a soiled laundry bag for processing in the facility central laundry. Do not keep reusing the soiled rag. A new cleaning cloth should be used after the cloth has been wiped on both sides.
3. After the solution of Corcraft Degreaser and water has rinsed off and dried thoroughly, apply a spray solution of the Corcraft 12.5% Bleach and water. The Corcraft 12.5% Bleach should be diluted at a rate of 9 oz. of water to 1 oz. of bleach. Let the bleach solution air dry.
4. If the stain reappears after you have applied the bleach solution to a designated area, contact Facilities Planning or Corcraft Industries for assistance.

XIII. CENTRAL CAUSTIC DISTRIBUTION

Housekeeping cleaning agents are distributed from a central control station on a daily basis to end users at various areas throughout the correctional facility. Housekeeping items are transported under the supervision of security staff in a secure container or transport cart.

- 1.) The housekeeping items include:
 - Individual garbage bags to be used on a daily basis.
 - Approved cleaning agents outlined in Directive # 3090 General Housekeeping Manual to be used within a twenty-four hour period.
- 2.) The amount of cleaning agents and garbage bags distributed to the central caustic distribution containers should be sufficient amounts that will be entirely used in a twenty-four hour period.
- 3.) Each caustic distribution container will be returned to central distribution within a twenty-four hour period.
- 4.) Central caustic distribution containers must have an inventory affixed on the exterior or interior of the container. This inventory is the products distributed to a particular area on a daily basis. Each bottle that is distributed in the caustic distribution container must be returned to Central Caustic Distribution.
- 5.) A Departmental Form # 2092 Hazardous Stocks-Perpetual Inventory Document will be maintained in Central Caustic Distribution by the correction officer releasing the cleaning agents. The Form # 2092 is maintained seven days per week by the correction officer for any cleaning agent placed in the central caustic distribution containers.
- 6.) Cleaning agents and garbage bags will not be stored in areas of the facility where caustic distribution containers are transported on a daily basis.
- 7.) Safety Data Sheets for each cleaning agent must be kept in areas of the facility where caustic distribution containers are transported on a daily basis.

Deviations from Directive # 3090 must be granted by the Deputy Commissioner of Administration in writing.

EXHIBIT "A"General Cleaning Schedule (*Example*)

TASK OR DUTY	D	W	M	Y	A/N
TRASH					
Remove, Clean Container, Replace Liner	1				X
Sweep with Broom or Dust Mop	1				X
FLOORS					
Wet Mop with Solution (Neutral Floor Cleaner)	1				X
Spray Shine Tile Floors	1				X
Strip and Refinish Tile Floors (May & Oct)				2	
Vacuum Carpeting	1				X
Shampoo Carpeting (May & Oct)				2	
WALLS / DOORS					
Spot Wash	1				
Wash Wall Vents & Overhead Pipes and Lights				2	X
BATHROOMS					
Remove Trash (replace liners if appropriate)	1				
Sweep Floor with Broom	1				
Mop Floor with Corcraft Germicidal Cleaner 128 (1.5 oz. per 1 gallon of water)	1				
Clean Sink with Corcraft Germicidal Cleaner 128	1				
Clean Toilets and Urinals with Corcraft Germicidal Cleaner 128	1				
Clean Mirrors, Fixtures, Trash Cans, etc.	1				
Spot Clean Walls and Partitions	1				
Wash Wall			1		
Clean Ceiling Vents			1		
SHOWERS					
Remove Soap and Debris from Floor and Drains	1				
Clean Walls and Fixtures with Corcraft Germicidal Cleaner 128	1				
Mop Floor with Corcraft Germicidal Cleaner 128 (1.5 oz. per 1 gallon of water)	1				
Wash Ceiling and Vents	1				
WINDOWS					
Spot Wash	1				
Wash Insides Thoroughly	1				
Outside: Wash Windows and Screens (May)				1	X
CELL and/or DORM CUBE					
Sweep Floor	1				X
Mop Floor		1			X
Remove Trash	1				X
Stairwells	1				X

Key: D = Daily W = Weekly M = Monthly Y = Yearly A/N = As Needed

EXHIBIT "B"Food Service Cleaning Schedule (*Example*)

TASK OR DUTY	D	W	M	Y	A/N
TRASH					
Remove, Clean Container, Replace Liner	1				X
Sweep with Broom or Dust Mop	1				X
FLOORS					
Wet Mop with Corcraft Germicidal Cleaner 128	1				X
Spray Shine Tile Floors	1				X
Strip and Refinish Tile Floors (May & Oct)				2	
Vacuum Carpeting	1				X
Shampoo Carpeting (May & Oct)				2	
WALLS / DOORS					
Spot Wash	1				
Wash Wall Vents & Overhead Pipes and Lights				2	X
BATHROOMS					
Remove Trash (replace liners if appropriate)	1				
Sweep Floor with Broom	1				
Mop Floor with Corcraft Germicidal Cleaner 128	1				
Clean Sink with Corcraft Germicidal Cleaner 128	1				
Clean Toilets and Urinals with Corcraft Germicidal Cleaner 128	1				
Clean Mirrors, Fixtures, Trash Cans, etc.	1				
Spot Clean Walls and Partitions	1				
Wash Wall			1		
Clean Ceiling Vents			1		
SHOWERS					
Remove Soap and Debris from Floor and Drains	1				
Clean Walls and Fixtures with Corcraft Germicidal Cleaner 128	1				
Mop Floor with Corcraft Germicidal Cleaner 128	1				
Wash Ceiling and Vents	1				
WINDOWS					
Spot Wash	1				
Wash Insides Thoroughly	1				
Outside: Wash Windows and Screens (May)				1	X
CELL and/or DORM CUBE					
Sweep Floor	1				X
Mop Floor		1			X
Remove Trash	1				X
Stairwells	1				X

Key: D = Daily W = Weekly M = Monthly Y = Yearly A/N = As Needed

EXHIBIT "C"

Medical Area Cleaning Schedule (Example)

TASK OR DUTY	D	W	M	Y	A/N
TRASH					
Remove, Clean Container, Replace Liner	1				X
Sweep with Broom or Dust Mop	1				X
FLOORS					
Wet Mop with Corcraft Germicidal Cleaner 128 (1.5 oz./gallon water)	1				X
Spray Shine Tile Floors	1				X
Strip and Refinish Tile Floors (May & Oct)				2	
Vacuum Carpeting	1				X
Shampoo Carpeting (May & Oct)				2	
WALLS / DOORS					
Spot Wash	1				
Wash Wall Vents & Overhead Pipes and Lights				2	X
BATHROOMS					
Remove Trash (replace liners if appropriate)	1				
Sweep Floor with Broom	1				
Mop Floor with Corcraft Germicidal Cleaner 128	1				
Clean Sink with Corcraft Germicidal Cleaner 128	1				
Clean Toilets and Urinals with Corcraft Germicidal Cleaner 128	1				
Clean Mirrors, Fixtures, Trash Cans, etc.	1				
Spot Clean Walls and Partitions	1				
Wash Wall			1		
Clean Ceiling Vents			1		
SHOWERS					
Remove Soap and Debris from Floor and Drains	1				
Clean Walls and Fixtures with Corcraft Germicidal Cleaner 128	1				
Mop Floor with Corcraft Germicidal Cleaner 128	1				
Wash Ceiling and Vents					X
WINDOWS					
Spot Wash					X
Wash Insides Thoroughly					X
Outside: Wash Windows and Screens (May)				1	X
CELL and/or DORM CUBE					
Sweep Floor	1				X
Mop Floor	1				X
Remove Trash	1				X
Stairwells	1				X

Key: D = Daily W = Weekly M = Monthly Y = Yearly A/N = As Needed

EXHIBIT "D"

Form 3090A (7/14)

Reproduce Locally as Needed

STATE OF NEW YORK – DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION

Blood and Body Fluid Spills – Decontamination Form

Specific Area/Items Decontaminated: _____

Date: _____ Supervisor/Author: _____

Items Removed (Evidence, Trash, etc.): _____

Storage/Disposition (Items Removed): _____

EMPLOYEE SUPERVISING DECONTAMINATION

RANK

INMATE ASSIGNED

DIN

HOUSING LOCATION

FORWARD COMPLETED FORM TO FACILITY WATCH COMMANDER