


Yukon Corrections: Adult Custody Policy Manual

Section:	B Security, Safety, and Control	Effective Date:	January 11, 2010
Number:	B 5 Living Unit		
Item:	B 5.10 Unit and Cell Cleanliness		
Approved by Director of Corrections:		Revised:	April 14, 2021

STATEMENT OF POLICY

This policy outlines inmate roles and responsibilities for unit and cell cleanliness.

AUTHORITIES

Corrections Act and Regulations 2009

Corrections Act, 2009: ss. 2(e), 2(g), 2(h), 10(1), 15, 26(1), 27, 33, 34

Corrections Regulations, 2009: ss 9(1), 9(2), 11, 24, 25, 26, 27, 29-35, 36.


DEFINITIONS

PROVISIONS

Unit Cleanliness

1. Unit officers will temporarily assign inmate(s) to unit work positions. Unit work assignments will be approved by the MCS of Programs and reasonable efforts will be made to provide equal work opportunities.
2. On a daily basis, unit officers will ensure that inmates who are designated unit cleaners maintain the cleanliness of common areas (including main walk ways, showers, and the on-unit gym) to ensure all areas are in a neat and tidy state at all times.
3. Cleaning will include, but is not limited to showers, walls, windows, floors, tables, counter tops, chairs, handrails and door handles.
4. Unit officers will provide the designated unit cleaners with the job duty requirements prior to the commencement of the position.
5. Inmates who have been selected to participate on specified inmate work programs from Monday to Friday should not be designated as unit cleaners unless there is no other client who is qualified to be the designated unit cleaner.
6. All sentenced inmates not assigned to a work program will be given priority placements as unit cleaners.
7. Unit officers will ensure that the designated inmate unit cleaners put away all games and clear tables before bedtime.

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8. Unit officers will ensure that any failures to complete assigned duties are forwarded to the MCS of Programs for follow up in regards to continued employment in the position and adjustment of pay, as required.
9. Duties of the unit cleaners will include:
 - 9.1. floors (all unit tiers) must be swept and washed three times per day: in the morning by 09:00, in the afternoon by 13:30 and in the evening by 22:00;
 - 9.2. garbage must be collected and moved to the front of the unit for removal after meals and before 22:00 lock-up;
 - 9.3. showers, countertops, tables, chairs, handrails and door handles are to be cleaned and disinfected no less than three times per day;
 - 9.4. windows and walls are to be cleaned as directed by the unit officer;
 - 9.5. as directed by the unit officer, empty cells are to be cleaned and disinfected once an individual has moved out of the cell;
 - 9.6. washers and dryers in the Women's Living Unit are to be cleaned on a daily basis and the area must be kept neat and tidy at all times; and,
 - 9.7. dirty mop heads will be placed in a garbage bag and exchanged as needed, but no less than three (3) times weekly.

Cell Cleanliness

10. The cleanliness of occupied cells are the responsibility of the individuals living in them. Unit officers will ensure that clients keep their cells (toilets, sink, floor, and bed space) clean and tidy at all times. Pictures are to be posted only in assigned areas, and lights and windows are to remain uncovered and unaltered.
11. Cell inspection sheets are to be completed, ideally in collaboration with the individual(s) assigned to the cell before any belongings are moved in, and immediately before the cell is vacated.
12. Any changes in cell condition that amount to damage, outside of normal wear and tear, will be addressed in a violation report unless the individual(s) is able to clean and address the damage. Cell inspection sheets must at a minimum note general cell cleanliness and repair, including, but not limited to, sprinkler head, smoke detector, walls, television unit and cables and condition of electrical receptacles.
13. Unit officers will ensure that individuals clean their cells before they are released. Events such as unexpected court releases, may require others be designated this responsibility.

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14. Cells, including beds, are required to be cleaned and orderly by 0900hrs on weekdays and prior to brunch service on weekends/statutory holidays. Once the unit officer has inspected, and is satisfied with cell conditions, the televisions in the unit will be turned on for client use.
15. Any or all of the tasks outlined in this policy may be added upon as needed, or redirected in part to those sanctioned with extra duties following a hearing adjudication or as part of a restorative or alternative measures process.

RELATED POLICIES & DIRECTIVES

B 5.1 Living Unit Rules
G 3.3 Inmate Handbook

HISTORY