

POLICY

SUBJECT: Facility Environment

NUMBER: MGT-633-18

**APPLICABLE TO: All DJS Operated Residential Facilities-Maintenance and
Administrative Employees**

APPROVED: _____ /s/ signature on original

Sam Abed, Secretary

REVISION DATE: _____ 8/31/18

- I. POLICY**
The Department of Juvenile Services (DJS) promotes environmental conditions in accordance with federal and state laws conducive to protecting the youth, staff and public from injury and illness caused by the physical environment.
- II. AUTHORITY**
 - A. Md. Code Ann., Human Services, §9-203 and §9-204
 - B. American Correctional Association, ACA standards 4-JCF-1A-05, 4-JCF-1A-06, 4-JCF-1A-08, 4-JCF-1B-01, 4-JCF-1B-02, 4-JCF-1C-03, 4-JCF-1C-04 through 4-JCF-1C-05, 3-JDF-2B-01, and 3-JDF-2B-08
- III. DIRECTIVES/POLICIES RESCINDED**
Facility Environment Policy, MGT-622-17
- IV. FAILURE TO COMPLY**
Failure to comply with the Department's Policy and Procedures shall be grounds for disciplinary action up to and including termination of employment.
- V. STANDARD OPERATING PROCEDURES**
Standard operating procedures have been developed.

VI. REVISION HISTORY

DESCRIPTION OF REVISION	DATE OF REVISION
New policy issued.	9/1/17
Policy reissued with new number.	8/31/18
Procedures revised to updated link to facility or field offices work order requests – See Procedures section III.D.2	4/1/20

PROCEDURES

SUBJECT: Facility Environment

NUMBER: MGT-633-18

APPLICABLE TO: All DJS Operated Residential Facilities- Maintenance and Administrative Employees

APPROVED: _____ /s/ signature on original

Lynette Holmes, Deputy Secretary

REVISION DATE: _____ 4/1/20

I. PURPOSE

To provide procedures that promote a safe, secure and healthy living and work environment for youth and staff.

II. DEFINITIONS

None

III. PROCEDURES

A. Lighting

1. Lighting in the facility shall be appropriate for the task being performed but at least 20 foot-candles at desk level and in personal grooming areas.
2. Natural light in housing is available from an opening or window that has a view to the outside or from a source within 20 feet of the room.
3. Lights shall be maintained in good working order.
4. Lighting measurements shall be documented by a qualified maintenance staff every three years (per ACA accreditation cycle).

B. Heating and Ventilation

All facilities shall have an adequate heating and ventilation system that is inspected **daily** (Appendix 1) by maintenance staff.

1. Filters are replaced and the system shall have a preventive maintenance plan according to the manufacturer's recommendation by Maintenance staff.
2. During the heating season, the heating set point shall be set at 68 degrees Fahrenheit.
3. Circulation shall be at least 15 cubic feet of outside or recirculated filtered air per minute, per occupant for rooms, housing areas, staff stations, and dining areas.

4. All heating/ ventilation measurements shall be performed by a Certified Testing and Balancing Contractor.
5. All heating and ventilation equipment to be documented on the **HVAC Daily Rounds Log (Appendix 1)** by Maintenance staff.

C. Cooling

All facilities shall have adequate cooling systems that are inspected **daily** (Appendix 1) by Maintenance staff.

1. Cooling system to provide controlled cooling, as demand requires.
2. The cooling systems shall be checked by a certified HVAC Contractor in accordance with the manufacturer's recommendations to ensure proper working conditions and maintenance.
3. During the cooling season, the cooling set point shall be set at 72 degrees Fahrenheit.
4. Circulation shall be at least 15 cubic feet of outside or recirculated filtered air per minute, per occupant for rooms, housing areas, staff station, and dining areas.
5. All cooling measurements shall be performed by a Certified Testing and Balancing Contractor.
6. All cooling equipment shall be checked **daily** and documented in **HVAC Daily Rounds Log (Appendix 1)** by Maintenance staff.

D. Maintenance Program

1. The facilities are equipped with an active email work order request and response system to document and track needed repairs. All physical plant equipment shall be maintained according to the manufacturer's recommendation with all preventive maintenance activities documented detailing work performed. The facility shall have a proactive, written, preventive-maintenance plan.
2. All requests for repairs must be documented on the Work Order Form and sent to DJS Maintenance at eMaint website found here:
<https://x46.emaint.com/wc.dll?X3~emproc~AUTOLOGIN~&USERNAME=WEBLINK79&PASSWORD=WEBLINK79&URL=wc.dll?X3~emproc~datarecord~!!ACTION=ADD!!TABLE=REQUEST!!KEYFIELD=REQUESTNO!!GOTO=0!!NEXT=0!!PREV=0!!LIST=0!!GOTO=0!!WIND=0>.
3. All requests for assistance with furniture and property must be documented on the Project Request Form sent to DJS Property through the DJSPropertyHotline@Maryland.gov.
4. In the event of an equipment failure or emergency, the Shift Commander shall immediately notify the Maintenance Chief.
5. Contracted vendors are contractually required to respond to the facility within a four-hour period to access or make needed repairs.
6. Maintenance staff are on-call after normal working hours to respond to the facility in the event of an emergency or equipment failure.

E. Fire Safety Codes and Inspections

The facility shall conform to all applicable federal, state, and/ or local fire safety codes in accordance with the National Fire Protection Code (NFPA).

1. Maintenance staff and the qualified fire and safety officer shall conduct **weekly/monthly** fire safety inspection in accordance with the National Fire Protection Association (NFPA 101 Life Safety Code) and properly document in the **Fire and Safety Temperature Checks Monthly Log (Appendix 2)**.
2. Annual inspections shall be conducted by the State Fire Marshall.
3. The Maintenance staff who completes the weekly and monthly inspections report shall forward the original report to the DJS Maintenance Chief and a copy to the Superintendent.

F. Fire Alarm Detection System

The facility is equipped with a fire alarm and automatic detection system.

Equipment included but not limited to:

1. Smoke/ Duct detectors are inspected and documented by a Certified Fire/Testing Protection company annually in accordance with NFPA 72.
2. Fire alarm boxes are inspected and documented annually by a Certified Fire/Testing Protection company in accordance with NFPA 72.
3. Fire extinguishers are inspected and documented monthly by Maintenance staff and yearly by qualified fire/safety professional in accordance with NFPA 10 Standard for Portable Fire Extinguishers.
4. Sprinkler systems are inspected semiannually and quarterly by a Certified Fire/Testing Protection company in accordance with NFPA 72 and NFPA 25 Standard for the Inspection, Testing and Maintenance of Water Based Fire Protection Systems.
5. Exit signs are inspected and documented once per month in the **Fire and Safety Temperature Checks Monthly Log (Appendix 2)** by Maintenance staff in accordance with NFPA 101 Life Safety Code.
6. Emergency lighting is inspected and documented once per month in the **Fire and Safety Temperature Checks Monthly Log (Appendix 2)** by maintenance staff and in accordance with NFPA 101 Life Safety Code.
7. The food service hood suppression system is inspected and documented by a Certified Fire/Testing Protection company semiannually in accordance with NFPA 10 Standard for Portable Fire Extinguishers and NFPA 96 Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations.
8. Where manual inspections are conducted by a Certified Fire/Testing Protection company, the month, and the year the manual inspection was performed and initials of the person performing the inspection shall be recorded by a The Fire and Safety Officer.
9. All testing and maintenance of fire protection equipment is conducted by a Certified Fire/Testing Protection company per applicable codes unless otherwise indicated in federal, state, or local regulation.

G. Emergency Power System

The facility is equipped with an emergency generator system to provide continued services for lighting, ventilation and heating.

1. Power generators are **inspected weekly** by maintenance staff and **load tested quarterly** by maintenance staff and results are documented in the **Emergency Generator Load Test Quarterly Log (Appendix 3)**.
2. All Emergency Power Systems are to be checked **weekly** and documented in the **Fire and Emergency Power System Inspections Weekly Log (Appendix 4)** by maintenance staff.

H. Dayrooms

All dayrooms shall have a minimum of 35 square feet per youth for the maximum number of youth who use the dayroom at one time. All furnishings shall be consistent with the custody level of the youth assigned with sufficient seating and writing surfaces.

I. Security Rooms

The Department does not have dedicated security rooms.

J. Plumbing

The facility is equipped with plumbing fixtures including showers, sinks and toilets.

1. Maintenance staff shall ensure that all plumbing is kept in good working order and according to National Standard Plumbing Code.
2. Shower temperatures are checked in accordance in the *Youth Hygiene Policy*.
3. Shower temperatures shall be checked and temperatures shall be documented once per month in the **Fire and Safety Temperature Checks Monthly Log (Appendix 2)** by maintenance staff.
4. The facility shall provide for safe drinking water.
5. The facility's potable water source and supply, whether owned and operated by the public water department or the institution, is approved by an independent outside source to be in compliance with jurisdictional laws and regulations.

K. The physical plant design and the staff office locations facilitate personal contact and interaction between staff and youth. The facility design supports youth housing in accordance with the classification plan.

L. Any condition conducive to harboring or breeding insects, rodents, or other vermin should be eliminated immediately. The facility shall contract with a licensed pest control professional to inspect, prevent the facility, as necessary.

M. Liquid and solid waste shall be collected, stored, and disposed of in a manner that will avoid nuisance and hazards and protect the health and safety of youth and staff.

IV. RESPONSIBILITY

Maintenance Supervisors are responsible for implementation and compliance with this procedure.

V. INTERPRETATION

The Deputy Secretary for Support Services shall be responsible for interpreting and granting any exceptions to these procedures.

VI. LOCAL OPERATING PROCEDURES REQUIRED

No

VII. DIRECTIVES/POLICIES REFERENCED

Youth Hygiene Policy.

VIII. APPENDICES

1. HVAC Daily Rounds Log
2. Fire and Safety Temperature Checks Monthly Log
3. Emergency Generator Load Test Quarterly Log
4. Fire and Emergency Power System Inspections Weekly Log



DJS POLICY AND STANDARD OPERATING PROCEDURES

Statement of Receipt and Acknowledgment of Review and Understanding

SUBJECT: Facility Environment
NUMBER: MGT-633-18
APPLICABLE TO: All DJS operated Residential Facilities
REVISION DATE: April 2, 2020

I have received and reviewed a copy (electronic or paper) of the above titled policy and procedures. I understand the contents of the policy and procedures.

I understand that failure to sign this acknowledgment form within five working days of receipt of the policy shall be grounds for disciplinary action up to and including termination of employment.

I understand that I will be held accountable for implementing this policy even if I fail to sign this acknowledgment form.

SIGNATURE

PRINT FULL NAME

DATE

WORK LOCATION

SEND THE ORIGINAL, SIGNED COPY TO THE DIRECTOR OF THE DJS OFFICE OF HUMAN RESOURCES FOR PLACEMENT IN YOUR PERSONNEL FILE.

DJS Maintenance HVAC Daily Rounds Log

Facility Name: _____ Date: _____
 Location: _____ Inspected by: _____

Heating			
	Readings		Comments
Boiler Status			
Water Pressure			
Water Temp			
Return Temp			
Return Pressure			
Stack Temp			
Burner Oil Pressure			
Oil Pump Pressure			
Gas Pressure			
Outside Air Temp			
Cooling			
	Readings		Comments
Supply Water Temp	Chilled:	Condenser:	
Supply Water Pressure	Chilled:	Condenser:	
Return Water Temp	Chilled:	Condenser:	
Return Water Pressure	Chilled:	Condenser:	
Oil Pump Temp			
Oil Pressure			
Oil Level			
Bearing Temp			
Evaporator Pressure			
Condenser Pressure			
Evaporator Temp			
Condenser Temp			
Filters			
Belts			

DJS Weekly Maintenance Fire Safety and Emergency Power System Inspections

Facility Name: _____ Date: _____
 Location: _____ Inspected by: _____

Fire Safety Inspections			
	Satisfactory		Corrective Action/Comments
	Yes	No	
Exit Signs			
Emergency Lighting			
Security Padlocks			
Door Locks			
Gate Locks			

Emergency Power	Status
Generator	Model: _____ SN: _____
	Weekly Test Time: _____
	Generator Status: _____
Lubrication	Oil Level : OK/ADD (_____ Qts)
Fuel System	$\frac{1}{4}$ $\frac{1}{2}$ $\frac{3}{4}$ Full
	Check Fuel Line and Connections for Leaks Status: _____
	Check for Oil and Coolant Leaks Status: _____
Batteries	Inspect Cables and Connections Status: _____
	Check Water Levels: OK/ADD _____
Engine (MISC.)	Check Block Heater Status: _____
	Check Belts Status: _____
Hour Meter	Reading: _____
Vendor Service Date	_____
Remarks	_____

DJS Maintenance Monthly Fire Safety and Shower Temperature Checks

Facility Name: _____

Date: _____

Location: _____

Inspected by: _____

Fire Safety Inspections			
	Satisfactory		Corrective Action/Comments
	Yes	No	
Exit Signs			
Emergency Lighting			
Fire Extinguishers			
Sprinkler System			
Food Service Hood			

Shower Temperature: _____

DJS Maintenance Quarterly Emergency Generator Load Test

Facility Name: _____ Date: _____

Location: _____ Inspected by: _____

Emergency Power	Status
Generator	Model: _____ SN: _____
	Test Duration: Start Time: _____ End Time: _____
	Generator Status: _____
Lubrication	Oil Level : OK/ADD (_____ Qts)
Fuel System	$\frac{1}{4}$ $\frac{1}{2}$ $\frac{3}{4}$ Full
	Check Fuel Line and Connections for Leaks Status:
	Check for Oil and Coolant Leaks Status:
Batteries	Inspect Cables and Connections Status:
	Check Water Levels: OK/ADD
Engine (MISC.)	Check Block Heater Status:
	Check Belts Status:
Hour Meter	Reading: _____
Vendor Service Date	
Remarks	