



POLICY

SUBJECT: Facility Environment
NUMBER: MGT-633-26
APPLICABLE TO: All DJS Operated Residential Facilities - Maintenance and Administrative Employees

APPROVED:

Betsy Fox Tolentino, Secretary

DATE: 09/18/2026

I. POLICY

The Department of Juvenile Services (DJS or Department) 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 5-JCF-1A-05, 5-JCF-1A-06, 5-JCF-1A-08, 5-JCF-1B-01, 5-JCF-1B-02, 5-JCF-1C-03, 5-JCF-1C-04 through 5-JCF-1C-05, 3-JDF-2B-01, and 3-JDF-2B-08

III. DIRECTIVES/POLICIES RESCINDED

Facility Environment Policy, MGT-633-18

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 and are attached to this policy.

VI. TRAINING

N/A

VII. MEASURABLE OUTCOMES

N/A

VIII. AUDIT TOOL

N/A

IX. UNION NEGOTIATED POLICY

Yes

X. 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
Updated Policy Number Revised Procedures: ● Rescinded MGT-633-18 ● Authority Updated: ● Heading Sections added to reflect new template: ● Procedures Revised to reflect current Residential Services Departmental processes. ● Appendices Revised	9/15/26



PROCEDURES

SUBJECT: Facility Environment
NUMBER: MGT-633-26
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APPROVED: Mathew Fonseca
Mathew Fonseca
Deputy Secretary of Residential Services

DATE: 9/17/2026

I. PURPOSE

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

II. DEFINITIONS

- A. *20 foot-candle measurement* refers to a measurement that equals one lumen of light per square foot reaching a surface.
- B. *Facility* means a residential program operated and managed by the Department, as defined in COMAR 16.18.02.01, including detention, treatment, and shelter facilities.

III. PROCEDURES

A. Lighting

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

B. Heating and Ventilation

All facilities shall have an adequate heating and ventilation system that is inspected daily (**DJS Maintenance HVAC Daily Rounds Log, Appendix 1**) by Maintenance staff.

1. Filters shall be 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 sixty-eight (68) degrees Fahrenheit.
3. Circulation shall be at least fifteen (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 shall be documented on the **DJS Maintenance HVAC Daily Rounds Log (Appendix 1)** by Maintenance staff.

C. Cooling

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

1. All facilities shall have a cooling system that provides 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 seventy-two (72) degrees Fahrenheit.
4. Circulation shall be at least fifteen (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 the **DJS Maintenance HVAC Daily Rounds Log (Appendix 1)** by Maintenance staff.

D. Maintenance Program

1. The facilities shall be 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 shall be submitted through the **eMaint website**.
3. All requests for assistance with furniture and property shall be submitted through the **eMaint website**.
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 (4) 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 monthly fire safety inspection in accordance with the National Fire Protection Association (NFPA 101 Life Safety Code) and properly document in the **DJS Maintenance Monthly Fire Safety and Shower Temperature Checks** form (**Appendix 2**) form.
2. Annual inspections shall be conducted by the State Fire Marshall.
3. The Maintenance staff member who completes the 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 shall be equipped with a fire alarm and automatic detection system. Equipment shall be inspected accordingly:

1. Smoke/Duct detectors shall be inspected and documented by a Certified Fire/Testing Protection company annually in accordance with NFPA 72.
2. Fire alarm boxes shall be inspected and documented annually by a Certified Fire/Testing Protection company in accordance with NFPA 72.
3. Fire extinguishers shall be inspected and documented monthly by Maintenance staff and annually by qualified fire/safety professionals in accordance with NFPA 10 Standard for Portable Fire Extinguishers.
4. Sprinkler systems shall be 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 shall be inspected and documented once per month in the **DJS Maintenance Monthly Fire Safety and Shower Temperature Checks** form (**Appendix 2**) by Maintenance staff in accordance with NFPA 101 Life Safety Code.
6. Emergency lighting shall be inspected and documented once per month in the **DJS Maintenance Monthly Fire Safety and Shower Temperature Checks** form (**Appendix 2**) by maintenance staff and in accordance with NFPA 101 Life Safety Code.
7. The food service hood suppression system shall be 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 shall be 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 shall be equipped with an emergency generator system to provide continued services for lighting, ventilation and heating.

1. Power generators shall be inspected weekly by maintenance staff and load tested quarterly by maintenance staff. Results of inspections shall be documented in the **DJS Maintenance Quarterly Emergency Generator Load Test** form (**Appendix 3**).
2. All Emergency Power Systems shall be checked weekly and documented in the **DJS Weekly Maintenance Fire Safety and Emergency Power System Inspections** form (**Appendix 4**) by Maintenance staff.

H. Dayrooms

All dayrooms shall have a minimum of thirty-five (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 shall be 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 the National Standard Plumbing Code.
2. Shower temperatures shall be checked in accordance with the *Youth Hygiene in Residential Facilities Policy*, RF-729-17.
3. Shower temperatures shall be checked and temperatures shall be documented once per month in the **DJS Maintenance Monthly Fire Safety and Shower Temperature Checks** form (**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, must be 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 shall facilitate personal contact and interaction between staff and youth. The facility design shall support youth housing in accordance with the classification plan.

- L. Any condition conducive to harboring or breeding insects, rodents, or other vermin shall be eliminated immediately. The facility shall contract with a licensed pest control professional to inspect and prevent infestation in 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 of Residential Services, with the concurrence of the Secretary, shall be responsible for interpreting and granting any exceptions to these procedures, consistent with the requirements of applicable Federal and State laws, regulations, and guidelines.

VI. LOCAL OPERATING PROCEDURES REQUIRED

No

VII. FACILITY OPERATING PROCEDURES OR POST ORDERS REQUIRED

No

VIII. DIRECTIVES/POLICIES REFERENCED

Youth Hygiene in Residential Facilities, RF-729-17.

IX. APPENDICES

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



DJS POLICY AND STANDARD OPERATING PROCEDURES

Statement of Receipt and Acknowledgment of Review and Understanding

SUBJECT: Facility Environment
NUMBER: MGT-633-26
APPLICABLE TO: All DJS Operated Residential Facilities - Maintenance and
Administrative Employees
REVISION DATE: September 15, 2026

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 (5) 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

***PLEASE SEND COPIES OF THE SIGNED ACKNOWLEDGMENT FORM TO
YOUR SUPERVISOR AND TO THE 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 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	¼ ½ ¾ 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 Weekly Maintenance Fire Safety and Emergency Power System Inspections

Facility Name: _____
 Location: _____

Date: _____
 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	1/4 1/2 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	_____

