

COR P & PM	SUBJECT: FACILITY INSPECTIONS	POLICY NO.: COR.07.01
		EFFECTIVE DATE: MAR 17 2010
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- c. Sanitation inspections shall be conducted weekly by a designated staff member, who has completed the free 2-day food safety certification workshop from the Department of Health.
- d. Physical plant and equipment inspections shall be conducted weekly by maintenance personnel.
- e. Wardens and other section heads shall inspect the facility's living and activity areas at least weekly. All inspections, including discrepancies, indicated remedies, and appropriate follow-up shall be documented and filed in the branch office. Inspection reports shall be kept for 36 months.

.2 Agency Inspections

Each Warden shall coordinate with the appropriate agency the following minimum formal inspections:

- a. Biannual inspection of the facility by local fire officials to ensure compliance with the applicable fire codes.
- b. Annual sanitation inspection of the facility by the Department of Health to ensure compliance with all applicable laws and regulations.

A copy of the inspection report shall be forwarded to the appropriate Division Administrator (DA), along with the Warden's plan of corrective action, if necessary, within 30 days following such inspections.

4.0 SCOPE

This policy applies to all correctional facilities.

APPROVAL RECOMMENDED:

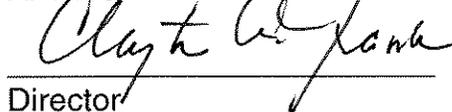


Deputy Director for Corrections

3/17/10

Date

APPROVED:



Director

3/17/10

Date