

1.4 Housekeeping Program

Introduction

This U.S. Immigration and Customs Enforcement (ICE) Family Residential Standard ensures that Centers comply with applicable Federal, State, and local sanitation, health codes, and regulations. Centers will monitor environmental health programs to ensure a high standard of sanitation. This standard also sets forth personal housekeeping responsibilities for residents.

Various terms used in this standard may be defined in the ICE Family Residential Standard on *Definitions*.

Program Philosophy

The requirements of this standard must be implemented in accordance with the ICE Family Residential Standard on *Program Philosophy, Goals, and Expected Outcomes*.

A. Language Access and Disability Requirements

Centers will adhere to the language access and disability laws, regulations, responsibilities, requirements, and laws cited in the ICE Family Residential Standard on *Program Philosophy, Goals, and Expected Outcomes* and the ICE Family Residential Standard on *Disability Identification, Assessment, and Accommodation*. These requirements must be promulgated in all Center policies, practices, and operations and its themes must be fully incorporated into every Center activity. This is of critical importance and will directly impact resident life, health, and safety.

Expected Outcomes

The expected outcomes of this standard are as follows (specific requirements are defined in the Expected Practices section in this standard):

1. Centers will establish procedures for a written housekeeping plan.
2. Staff will monitor safety and sanitation conditions at all times and will report hazardous conditions promptly.
3. Adequate supplies of cleaning materials and equipment will be kept on hand at all times.

Standards Affected

This Standard replaces the ICE Family Residential Standard on *Housekeeping and Voluntary Work Program* dated 12/21/2007.

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Expected Practices

Centers will afford residents basic U.S. Occupational Safety and Health Administration (OSHA) protections.

A. Housekeeping Plan

Centers will establish housekeeping plans that will include:

- A schedule for daily and other periodic cleaning and housekeeping that provides for a high level of sanitation; and
- Information on any special instructions, equipment, or supplies needed to carry out the schedule.

1. General Housekeeping

The Center Administrator will ensure that the Center maintains a high standard of sanitation and general cleanliness. When possible, the use of non-toxic cleaning supplies is recommended. Center staff shall be responsible for all general housekeeping and cleaning. Center Residents are responsible for general tidiness of their areas after meals and recreation time and Personal Housekeeping as noted below. General Housekeeping Procedures include:

- All horizontal surfaces will be damp dusted daily with an approved germicidal solution used according to the manufacturer's directions;
- Windows, window frames, and windowsills will be cleaned on a weekly schedule;
- Furniture and fixtures will be cleaned daily;
- Floors will be mopped daily and when soiled, using the double bucket mopping technique and with a hospital disinfectant-detergent solution mixed according to the manufacturer's directions;
- A clean mop head will be used each time the floors are mopped;
- Waste containers will weigh less than 50 lbs., be nonporous, and be lined with plastic bags. The liner will be changed daily;
- Waste containers will be washed weekly at a minimum, or as needed when they become soiled; and
- Cubicle curtains will be laundered monthly or during terminal cleaning following treatment of an infectious patient.

B. Safety and Sanitation Inspections

Centers will establish safety and sanitation inspection plans that will include:

- Daily inspections by staff assigned to Center living and activity areas;
- Weekly inspections by supervisory level staff; and
- Monthly inspections by Center safety teams.

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C. Corrective Action

Centers will establish formal corrective action procedures that will include the following:

- A mechanism to report potential safety issues immediately to the Shift Supervisor;
- A method to prioritize and correct issues in a timely manner; and
- A requirement to re-inspect noncompliant areas within seven days.

D. Personal Housekeeping Required

Adult residents will be required to clean and maintain their immediate living and activity areas daily. This personal housekeeping will include:

- Making their beds;
- Stacking loose papers;
- Keeping immediate living area floors free of debris and dividers free of clutter;
- Maintaining a neat and organized personal storage area;
- Refraining from hanging/draping clothing, pictures, keepsakes, or other objects from beds, overhead lighting fixtures, or other furniture; and

Adult residents will be provided information on any special instructions, equipment, or supplies needed to carry out their personal housekeeping.

References

- ICE Family Residential Standard on Definitions
- ICE Family Residential Standard on Environmental Health and Safety
- ICE Family Residential Standard on Program Philosophy, Goals, and Expected Outcomes
- U.S. Occupational Safety and Health Administration (OSHA) codes