

UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF NEW YORK

-----X  
JAMES BENJAMIN, et al.,

Plaintiffs,

- against -

BENJAMIN J. MALCOLM, et al.,

Defendants.

and related cases  
-----X

COPY  
COPY

75 Civ. 3073 (MEL)

STIPULATION FOR ENTRY OF  
AN ORDER CONCERNING  
RIKERS ISLAND BRIDGE  
CONTROL SANITATION  
PROCEDURES

On July 2, 1991 the Court entered an order directing the parties to "provide the Court with a plan containing specific procedures for the regular, frequent and efficient maintenance of clean and sanitary conditions at the new Bridge Control building" used for visitor reception and initial processing on Rikers Island.

Since the entry of the Court's aforementioned order, the parties have negotiated and agreed upon the attached plan entitled "New Processing Building Sanitation and Housekeeping Procedures, Schedules, List of Supplies and Equipment" (herein "the Sanitation Plan").

IT IS STIPULATED THAT the Court may enter an order directing the defendants to implement and adhere to the attached Sanitation Plan.

NOW THEREFORE, based upon the aforementioned stipulation and for good cause shown, it its hereby ORDERED, ADJUDGED AND DECREED that:

1. The attached document entitled "New Processing Building Sanitation and Housekeeping Procedures, Schedules, List of Supplies and Equipment" is hereby entered as an order of the Court and that the defendants, their employees, agents and assigns, and all those in active concert and participation with them, shall implement and adhere to this Sanitation Plan.

2. Nothing in this order is intended to supersede or limit existing obligations of the defendants as stated in the Court's previous orders, including the obligation to maintain the new Bridge Control building in a clean and sanitary manner at all times.

Dated: New York, New York  
December , 1992

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IT IS SO ORDERED:

  
MORRIS E. LASKER  
United States District Judge

2/10/93

## **NEW PROCESSING BUILDING**

### **Sanitation and Housekeeping**

**Procedures**

**Schedules**

**List of Supplies and Equipment**

## TABLE OF CONTENTS

	<u>Page</u>
I. Definition of Terms	1
II. Cleaning Protocols	2
A) In General	2
B) Day Tour	3
RESTROOMS AND DIAPER CHANGE AREA	3, 4, 5
1) Visitor Restrooms-Processing Building/Bus Shelter	
2) Staff/Officers - Restroom	
3) Diaper Changing Area	
JANITOR'S CLOSET/STOREROOM	6
1) Processing Building	
2) Bus Shelter	
PROCESSING BUILDING	7
1) Waiting rooms and indoor recreation	
2) Corridors	
3) Public Egress and Ingress Vestibules/Lobby	
4) Day Room	
5) Staff/Officers areas including Package Search/ Cashier Room	
PUBLIC TELEPHONE AREAS	8
1) Processing Building - Indoor	
2) Processing Building - Outdoor.	
VENDORS' STORAGE ROOM	9
OUTDOOR FACILITY MAINTENANCE	10

	<u>Page</u>
C) Evening Visiting & Terminal Cleaning at End of Visit Day (Night Tour)	11
VISITOR RESTROOMS/DIAPER CHANGING AREA	11
1) Processing Building	
2) Bus Shelter	
3) Staff/Officers' Restrooms	
JANITOR'S CLOSET/STOREROOM	12
1) Processing Building	
2) Bus Shelter	
PROCESSING BUILDING	13
1) Waiting rooms and indoor recreation	
2) Corridors	
3) Public Egress and Ingress Vestibules/Lobby	
4) Day Room	
5) Staff/Officers areas including Package Search/ Cashier Room	
PUBLIC TELEPHONE AREAS	14
1) Processing Building - Indoor	
2) Processing Building - Outdoor.	
ELECTRICAL CLOSET/MECHANICAL ROOM	14
III. Housekeeping Supplies and Equipment	15, 16, 17
A) Cleaning Supplies	15
B) Equipment, Tools and Use	16, 17
IV. Floor Care Procedures	18, 19, 20
A) Stripping RCA rubber tiles	18
B) Resilient Floors	18
C) Ceramic Tiles	19
D) Stone Floors	19
E) Concrete	19
F) Spray Buffing	19
1. RCA rubber floors	19
2. Resilient floors	20
V. Wall Washing Procedures	20
VI. Vent Cleaning Procedures	20

VII. High Cleaning Procedures	<u>Page</u> 20
VIII. Mop Head Cleaning Maintenance Inspection and Storage	20
IX. Standards for Refuse Storage and Removal at New Processing Building	21
X. Procedures and Guidelines for Vermin Control and Insect Infestation	22
XI. Supervisory Responsibilities	23

## **I. DEFINITIONS**

The following terms are used to describe procedures and to give the user of this manual a technical understanding of terms described in the manual.

Clean - No visible dirt (Note: transparent film that is not totally visible is considered dirt.)

Sanitizing - The destruction of the living form of pathogenic bacteria.

Disinfectant - A product which, when used as directed, achieves chemical sanitization (Sanitization and disinfection are synonymous.)

Food - Anything humans ingest, including water.

Putrescible - Liable to decay or rot and become putrid.



## II. CLEANING PROTOCOLS

### A) IN GENERAL

Cleaning of the New Processing Building areas shall be performed by the Day and Night Tour cleaning crews on those days when this facility is operational and open to the public. The cleaning crews will be staffed with at least two civilian sanitation workers and one supervisor, who will be present in the New Processing Building at all times that it is open to the public. All areas are to be clean and stocked with supplies at all times. To insure that the facility is kept clean and sanitary at all times, as required by the Benjamin order, in addition to the scheduled cleaning times listed in this procedure, cleaning crews will continuously patrol and inspect all public areas for the presence of spills, trash and debris and will remove these as they are observed so the areas are kept free of spills, trash and debris.

## **B) DAY TOUR**

### **LOCATION: RESTROOMS AND DIAPER CHANGE AREA**

- 1) Visitor Restrooms-Processing Building/Bus Shelter
- 2) Staff/Officers - Restroom
- 3) Diaper Changing Area

### **FREQUENCY** (Day Tour)

Cleaning of these areas shall be performed by the Day Tour cleaning crews on those days when this facility is operational and open to the public. The visitors' and staff restrooms are to be clean and stocked with supplies at all times.

### **SCHEDULE**

- 1) The Visitors' Restrooms are to be cleaned by the Day Tour cleaning crew five times per day, twice in the A.M. and twice in the P.M. and at closing time.  
  
A.M. Cleaning: Once prior to 10 A.M.;  
Once prior to 12 Noon.  
  
P.M. Cleaning: Once prior to 2 P.M.;  
Once prior to 4 P.M..  
If the facility is open in the evening, once prior to 6 P.M.  
and once prior to 8 P.M.
- 2) The Staff/Officers' Restroom is to be cleaned once a day by the Day Tour between 11 A.M. and 1 P.M. and at closing time.
- 3) The Diaper Change Area is to be cleaned by the Day Tour cleaning crew five times per day, twice in the A.M. and twice in the P.M. and at closing time. This area is to be inspected every hour.  
  
A.M. Cleaning: Once prior to 10 A.M.;  
Once prior to 12 Noon  
  
P.M. Cleaning: Once prior to 2 P.M.;  
Once prior to 4 P.M.  
If the facility is open in the evening, once prior to 6 P.M.  
and once prior to 8 P.M.

## CLEANING PROCEDURES

A) Each Day Tour Visitor Restroom cleaning shall include:

- 1) Cleaning and Disinfection of following items/areas;
  - a) All toilets and urinal flushometer handles
  - b) All toilet seats;
  - c) Faucet handles;
  - d) Door knobs - (if doors for partitioned stalls or restrooms are of a push through type, the door surface 18 inches around the latch, handle or push-plate is to be disinfected);
  - e) Hot air hand dryers;
  - f) Sink vanity counter top.
- 2) Inspect and/or spot clean the following areas:
  - a) Restroom walls, floor and ceiling are to be inspected for dirt and spot cleaned if necessary.  
Exception - Clean the floors of all visitor restrooms, twice daily: once during the second A.M. cleaning and once during the second P.M. cleaning;
  - b) Toilets, urinals, and sinks are to be inspected for cleanliness and cleaned if necessary;
  - c) Mirrors;
  - d) Trash receptacles are to be checked, emptied and relined with plastic trash bag. If found to be unclean, wash receptacle.
- 3) Re-stock restrooms with necessary supplies (i.e., toilet paper, paper towels, feminine hygiene products, soap).

B) Each Day Tour Staff/officers' Restroom's cleaning shall include:

1) Cleaning and Disinfection of following items/areas;

- a) All toilets and urinal flushometer handles;
- b) All toilet seats
- c) Faucet handles;
- d) Door knobs - (if doors for partitioned stalls or restrooms are of a push through type, the door surface 18 inches around the latch, handle or push-plate is to be disinfected);
- e) Hot air hand dryers;
- f) Sink vanity counter top.

2) Inspect and/or spot clean the following areas:

- a) Restroom walls, floor and ceiling are to be inspected for dirt and spot cleaned if necessary;
- b) Toilets, urinals, and sinks are to be inspected for cleanliness and cleaned if necessary;
- c) Mirrors;
- d) Trash receptacles are to be checked, emptied and relined with plastic trash bag. If found to be unclean, wash receptacle.

C. Each Day Tour Diaper Change Area cleaning shall include:

1) Cleaning and Disinfection of following items/areas:

- a) all surfaces of the diaper changing table;
- b) both sinks in the diaper changing area;
- c) empty diaper pails, clean and sanitize the pail and reline with a plastic liner.

D. Each Day Tour Diaper Changing Area hourly inspection shall include:

- 1) Spot cleaning and sanitizing of any surface in the area contaminated with fecal matter or urine;
- 2) Empty diaper pails, clean and sanitize the pail and reline with a plastic liner.

**LOCATION: JANITOR'S CLOSET/STOREROOM**

- 1) Processing Building
- 2) Bus Shelter

**FREQUENCY (Day Tour)**

The Janitor's Closet shall be clean and maintained in an orderly manner by the Day Tour cleaning staff at all times during the operation of the facility.

**SCHEDULE**

The Janitor's closets are to be spot cleaned and inspected twice daily.

- A.M. cleaning - once prior to 12 noon
- P.M. cleaning - once prior to 4 P.M.

**CLEANING PROCEDURES**

Each day tour janitor closet/storeroom cleaning shall include:

- 1) Inspect for dirt and if necessary spot clean the floors, walls and ceiling during AM and PM cleaning;
- 2) Wash and disinfect the slop sink/janitor's sink during the AM and PM cleaning;
- 3) Inspect the cleaning supplies and equipment storage areas to ensure they are stored in a clean and orderly fashion.

**LOCATION: PROCESSING BUILDING**

- 1) Waiting rooms and indoor recreation
- 2) Corridors
- 3) Public Egress and Ingress Vestibules/Lobby
- 4) Day Room
- 5) Staff/Officers areas including Package Search/  
Cashier Room

**FREQUENCY**

Cleaning of these areas shall be done daily on those days when the facility is operational and open to the public.

**SCHEDULE**

- 1) The aforementioned areas (except the staff/officers' area) are to be cleaned by the Day Tour cleaning crew twice a day, once in the AM and once in the PM.

A.M. Cleaning - once between the hours of 10 A.M. and 12 Noon.

P.M. Cleaning - once between the hours of 2 P.M. and 4 P.M.

If the facility is open in the evening, once prior to 6 P.M. and once prior to 8 P.M.

- 2) The staff/officers' area is to be cleaned once a day between the hours of 11 A.M. and 1 P.M. If facility is open in the evening, once prior to 9 P.M.

**CLEANING PROCEDURES**

Each Day Tour cleaning of all the aforementioned areas shall include:

- 1) Sweep the floors during both daily cleanings. Continuous monitoring of the floors will occur throughout the day tour so that the floors are kept free of debris and spills.
- 2) Inspect waste receptacles and reline waste receptacles with plastic liners twice a day or as needed;
  - A) Empty ashtrays, where provided, twice a day or as needed;
  - B) Clean glass partitions in all areas at least once a day and more as needed;
  - C) Clean and disinfect vending machines.

**Note:** At all times, under all circumstances, all cleaning equipment (Mops, rags, dust pans, etc.) used within a 10 foot radius of food vending machines must be disinfected prior to use. (See Section B(2), page 16 for instructions on how to disinfect mops, rags, dust pans, etc.).

**LOCATION: PUBLIC TELEPHONE AREAS**

- 1) Processing Building - Indoor
- 2) Processing Building - Outdoor.

**FREQUENCY** (Day Tour)

Cleaning of these areas shall be performed daily by the Day Tour when the facility is operational and open to the public.

**SCHEDULE**

The Public Telephone areas are to be cleaned by the Day Tour Staff twice a day in the A.M. and the P.M.

A.M. - once prior to 12 Noon

P.M. - once prior to 4 P.M.

If facility is open in the evening, once prior to 9 P.M.

**CLEANING PROCEDURES**

1. Clean and disinfect telephone and enclosure booths.
2. Inspect ashtrays and waste receptacles in the area, empty as necessary. Make sure the waste receptacles have liners.

**LOCATION: VENDORS' STORAGE ROOM**

**FREQUENCY** (Day Tour)

The Day Tour Cleaning Crew Supervisor shall inspect the Vendors' Storage Room daily during his Tour of Duty.

**CLEANING PROCEDURES**

The facility vendors will be held accountable for the Vendors' Storage Room to the Day Tour Supervisor. The Day Tour Supervisor will inspect the storerooms and instruct the vendor as to the standards he must maintain.

Day Tour Supervisor standards for Vendors' Storage Room.

- A) The floors must be clean and free from litter.
- B) Storage of vending items on the floor is not permitted. All storage of vending items is to be on shelves of a sufficient height so as to allow for free access underneath to clean.
- C) Disused equipment and empty boxes shall not be stored in the Vendors' Storage Room. All empty boxes are to be cut up/compressed and disposed of by the vendors. Overnight storage of trash in the Vendors' Storage Room is not permitted. If the vendor fails to clean this area, it shall be cleaned by the Department work crews at the end of each day.



**LOCATION: OUTDOOR FACILITY MAINTENANCE**

- 1) Outdoor Public Access/Waiting Area
- 2) Processing Building Support and Bus Staging Areas
- 3) Trash and Garbage Areas

**FREQUENCY** (Day and Night Tours)

The Tour Supervisor will inspect the aforementioned areas once during the first 4 hours of the tour and once during the last 2 hours of the tour and note all observations on the "Housekeeping Sanitation Checklist and Inspection Log."

**CLEANING PROCEDURES**

The areas are to be swept broom clean before opening, once in the A.M. between 10 A.M. and 12 Noon, and once in the afternoon between 2 P.M. and 4 P.M., once between 6 P.M. and 8 P.M. if the facility is open for evening visitors, and after closing.

Outdoor trash receptacles shall be inspected when the cleaning crews are sweeping and emptied and relined when they become full. These receptacles shall be cleaned at the end of each day.

The ground areas surrounding the bulk garbage container(s) shall be kept free of liter, trash and garbage. These areas and the exterior of the bulk garbage container(s) shall be hosed with hot water and detergent and/or germicidal solutions and broom scrubbed at least twice per week, and more often if necessary.

## II. CLEANING PROTOCOLS (CONT'D.)

### C) EVENING VISITING AND TERMINAL CLEANING AT END OF VISIT DAY (NIGHT TOUR)

#### LOCATION: VISITOR RESTROOMS/DIAPER CHANGING AREA

- 1) Processing Building
- 2) Bus Shelter
- 3) Staff/Officers' Restrooms

#### FREQUENCY (Night Tour)

The cleaning of these areas shall be performed every 2 hours during Night Tour, as per the Day Tour procedures, and after the building closes at the end of the visit day as follows.

1) The Night Tour cleaning crew shall clean and sanitize the following:

- A) Toilets, urinals and flushometers handles;
  - B) Sinks, vanity tops, and mirrors;
  - C) Restrooms and Diaper Changing Area floor as well as cubicle partitions;
  - D) Waste Receptacles;
  - E) Hot air hand dryers;
  - F) Feminine product dispensers;
  - G) Door knob/latch handles.
- 2) Re-stock all restrooms with necessary supplies (i.e., toilet paper, paper towels, feminine hygiene products, soap).

**LOCATION: JANITOR'S CLOSET/STOREROOM**

- 1) Processing Building
- 2) Bus Shelter

**FREQUENCY (Night Tour)**

The cleaning of these areas shall be performed once nightly during the night tour.

**CLEANING PROCEDURES**

- 1) The Night Tour Janitor Closet/Storeroom Cleaning protocol shall include:
  - A) Sweep and mop floor;
  - B) Inspect for dirt and spot clean if necessary, walls and ceilings;
  - C) Wash and disinfect the slop sink/janitor sink upon completion of the tour;
  - D) Empty waste receptacles and ensure they are lined;
  - E) Inspect the cleaning supplies and the equipment storage area to ensure they are stored in a clean and orderly fashion.

**LOCATION: PROCESSING BUILDING**

- 1) Waiting rooms and indoor recreation
- 2) Corridors
- 3) Public Egress and Ingress Vestibules/Lobby
- 4) Day Room
- 5) Staff/Officers' areas including  
Package Search/Cashier Room

**FREQUENCY (Night Tour)**

The cleaning of these areas shall be performed every 2 hours during Night Tour, as per the Day Tour procedures, and after the building closes at the end of the visit day as follows.

**CLEANING PROCEDURES**

The night tour cleaning of all the areas mentioned above shall include:

- 1) Sweep and mop floors;
- 2) Spray buff floors;
- 3) Clean and wash all vision barriers/glass partitions or glass doors;
- 4) Clean and/or dust all furniture including counter tops, televisions, desks;
- 5) High dust all areas (areas above line of sight) including but not limited to the tops of partition, door jams, window headers;
- 6) Clean and disinfect all outer surfaces of vending machines;
- 7) Clean and disinfect floor within a 10 foot radius of vending machines;
- 8) Clean and disinfect water fountains as per manufacturers' guidelines.

**LOCATION: PUBLIC TELEPHONE AREAS**

- 1) Processing Building - Indoor
- 2) Processing Building - Outdoor

**FREQUENCY** (Night Tour)

The cleaning of these areas shall be performed once nightly during the Night Tour

**CLEANING PROCEDURES**

- 1) Clean and disinfect telephone and enclosures/booths
- 2) Empty waste receptacles and ash trays, make sure the receptacles have trash liners.

**LOCATION: ELECTRICAL CLOSET/MECHANICAL ROOM**

**FREQUENCY**

The cleaning of these areas shall be performed at least once a week on a day chosen by the Night Tour Supervisor

**CLEANING PROCEDURES**

- 1) Sweep and mop floors
- 2) The locations described shall be free from the storage of disused equipment that could provide harborage for vermin.

### III. HOUSEKEEPING SUPPLIES AND EQUIPMENT

#### A. Cleaning Supplies:

Product	Use	Dilution
1. Bleach	Floor mopping	4 oz. (1/2 cup) per gallon
	Floor Scrubbing	1 qt. per 2 gallons 1 part Bleach to 16 parts water
2. Foam Cleaner	Restrooms Spot Cleaning	Aerosol foam
3. A-33 quaternary Germicidal Detergent	Floor mopping Floor scrubbing Wall Washing Furniture Cleaning	1 oz. per gallon 4 oz. per gallon 1 oz. per gallon 1 oz. per gallon
4. Boraxo Tile and Grout Cleaner	Building-up removal Showers, Restrooms	4 oz. per gallon
5. Stainless Steel Cleaner	Stainless Steel	Aerosol
6. Floor Finish	Floor Waxing Spray Buffing	Full strength 1 part to 2 parts water
7. Floor Stripper "600"	Floor Scrubbing Removing old finishes	1 to 20 1 to 10 (Depending upon soil)

Appropriate substitute products may be used in lieu of specific products mentioned in this Section. However, prior approval for their use must be given by the Department of Correction's Environment Health Division.

## B. Equipment, Tools and Use

### 1. Double mop bucket set up (dolly, 2 buckets, 1 wringer).

#### Proper use:

- a) Fill both sides with water and cleaning solution, dip clean mop in first pail and wring, mop floor, dip mop in second pail and wring in 2nd pail, dip mop in first pail and wring in first pail, mop floor, repeat procedure;
- b) Clean-up at the end of each shift;
- c) Rinse buckets and wringers, spray with foam cleaner and wipe dry. Spray foam cleaner on dolly and wipe dry.

### 2. Dust mops, Wet mops

Used for floor cleaning with appropriate size tool.

Should be washed and disinfected of each day in bleach and water, rinsed with pressure hose and hung to dry.

Disinfection of all mops is done by first cleaning the mop and then immersing the mop head in a one part bleach to nine parts water solution for a minimum of two minutes. Other methods of sanitization may be substituted with prior approval by the Department Environmental Health Division.

Dust and wet mops are washed each day in bleach and water and hung to dry.

### 3. Dust mop tool

Used with dust mop head

Dust mop with "S" shaped motion always pushing the same surface forward.

Do not shake out.

Clean dust mop with foam cleaner each day.

### 4. Wall washing sponge mop

Used for wall and ceiling washing.

After each use rinse head and wring several times in clean germicide solutions, wipe off handle and hang to dry.

5. Floor pads

Used for carpet care.

After each use wash in detergent with pressure hose.

6. Carpet Cleaning bonnets

Used for carpet care.

After each use wash in bleach solution rinse with pressure hose.

7. Pump sprayer

Used to apply cleaning solutions.

Rinse in clean water after each use.

Oil pump.

Leave open to dry.

8. Floor buffing machines

Used in floor care.

After each use spray machine and cord with foam cleaner and wipe dry.

Remove drive block, spray with foam cleaner, rinse, hang to dry.

9. Auto scrubbers

Used for cleaning large floor areas.

After each use empty and rinse all tanks, spray machine with foam cleaner, wipe dry.

Remove drive blocks, spray with foam cleaner, rinse and hang to dry.

Plug machine in for recharge.



#### IV. FLOOR CARE PROCEDURES

##### A. Stripping RCA rubber tile

1. Block off area to traffic by placing warning sign.
2. Remove furniture.
3. Dust mop areas.
4. Prepare solution of 1 quarter bleach and two gallons of water.
5. Using a mop, wet the floor area.
6. Use a hand pad to remove build up along edges and corners.
7. Use a clean blue scrubbing pad, scrub over area with floor machine, be sure to keep floor wet.
8. Mop up or vacuum excess scrubbing solution.
9. Rinse floor twice with clean cold water.

##### B. Resilient Floors (Asphalt, Vinyl, Vinyl Asbestos, Terrazzo)

1. Block off area from traffic.
2. Remove furniture.
3. Dust mop floor and remove gum.
4. Prepare solution of hot water and stripper following manufacturer instructions.
5. Use mop to wet area with water/stripper solution.
6. Let solution stand five minutes to loosen dirt and floor finish.
7. Add more solution and mop over entire area.
8. Scrub edges and corners with hand pad.
9. Scrub floor with clean blue or brown stripping pad. Keep floor wet.
10. Pick up solution with wet vac or mop.
11. Rinse floor twice with clean cold water and clean mop.
12. After floor is dry, buff with a red pad.
13. Apply floor finish.

Use a clean bucket and wringer, the mop should be clean, rinsed and wrung out in clean warm water. Add finish one gallon at a time. Dip mop, wring until mop does not drip. Mop finish on floor evenly. Stay 6 inches from baseboards and corners the first two coats. Wait until each coat is dry before mopping the next coat. On the third and fourth coats edges should be coated, do not put finish on baseboards. After the last coat is dry, replace furniture and open areas to traffic. No buffing should be done for at least 24 hours. Clean and store equipment. Discard any wax in bucket; it cannot be reused.

C. Ceramic Tile

1. Block off area to traffic, remove furniture.
2. Prepare solution of hot water and germicidal detergent following manufacturer instructions.
3. Dust mop floor and remove gum.
4. Wet floor with solution.
5. Scrub edges and corners with a hand pad.
6. Using a blue pad machine scrub floor, add solution to keep floor wet.
7. Pick up solution with wet pick up or mop.
8. Rinse floor twice with clean water and a clean mop.
9. When floor is dry, replace furniture and open to traffic.
10. Clean and store supplies.

D. Stone Floors

1. Block off area to traffic
2. Remove furniture
3. Dust mop floor, remove gum.
4. Prepare solution of stripper following manufacturer instructions.
5. Wet floor with solution.
6. Scrub edges and corners with a hand pad.
7. Using blue or brown pad machine scrub floor, add solution to keep floor wet.
8. Pick up soiled solution with wet pick up or mop.
9. Rinse floor twice with clean cold water and a clean mop.
10. After floor is dry, buff with clean blue pad.
11. Replace furniture and open area to traffic.
12. Clean and store equipment.

E. Concrete

Follow procedures for Ceramic Floors.

F. Spray Buffing

1. RCA rubber floors;
  - a. Prepare solution of bleach and water in trigger spray bottle;
  - b. Dust mop floor, remove gum;
  - c. Damp mop floor with clean cold water;
  - d. When floor is dry begin spray buffing;
  - e. Lightly mist a small area of floor and pass machine, equipped with a white pad, over area until area is dry and polished;
  - f. Move to next area and repeat blending each section;
  - g. Do not spray solution along edges or corners;
  - h. Turn or replace pad as it becomes soiled;
  - i. Dust mop floor after area is completed.

## **2. Resilient Floors**

Follow same procedures as for RCA Floor with two exceptions:

- a. Spray buff solution is made from one part floor finish to two parts water;
- b. Use a red pad instead of white.

## **V. WALL WASHING PROCEDURES**

- A. Prepare solution of germicide and water.
- B. Dust wall with treated cloth to remove dust and cobwebs.
- C. Use a sponge, cloth, or sponge mop, begin washing walls from the bottom to the top.
- D. Complete one section at a time.
- E. Mop up spillage.
- F. Doors, door frames, window frames and ledges are considered part of the wall surface.
- G. Change solution as it becomes soiled.

## **VI. VENT CLEANING PROCEDURES**

- A. Wipe vent with a treated cloth or vacuum with proper attachment.
- B. Damp wipe vent with a clean solution of germicide and a clean cloth.
- C. Damp wipe surrounding ceiling and wall areas.

## **VII. HIGH CLEANING PROCEDURES**

- A. Items include: tops of door frames, overhead lights and bars, curtain tracks and rods, ceiling mounted lights, ledges, tops of cabinets.
- B. Damp wipe items with a clean cloth and germicidal solution.

## **VIII. MOP HEAD CLEANING, MAINTENANCE INSPECTION AND STORAGE**

- A. Clean, wash and disinfect mops prior to each use, and prior to final storage after each tour.
- B. Store mops upside down on the rack hooks so as to allow the mop head to air dry.
- C. Mop heads shall be inspected by the Tour Supervisor weekly and replaced when frayed and worn.

## IX. STANDARDS FOR REFUSE STORAGE AND REMOVAL

### Procedures

#### Garbage and Refuse Management

- 1) All trash and garbage generated by the new Processing Building will be removed from the inside of the facility as each trash receptacle becomes full and at the end of each tour. The accumulated garbage will then be stored outside the facility in the designated refuse container or "dumpster." Trash and garbage is not to be stored inside the facility.
- 2) The garbage and refuse is to be stored in a metal, rodent proof container with a tight fitting cover or lid.
- 3) The refuse container or containers are to be of a sufficient volume to accommodate the storage of all waste generated from the facility.
- 4) The scheduling for refuse pick up at the New Processing Building will be frequent enough to:
  - A) Accommodate the volume of refuse generated by the facility;
  - B) Prevent the long term storage of garbage outside the facility (2 day maximum).
- 5) All departmental programs and efforts toward recycling currently in effect will be carried out at this facility, as per current departmental recycling policies.

**X. PROCEDURES AND GUIDELINES FOR VERMIN CONTROL AND INSECT INFESTATION**

The standards set forth in the Department of Correction directive #4005 Environmental Health: Control of Vermin/Pest will be complied with at the New Processing Building. The pertinent sections of the directive will be put into practice as they apply to this facility. Additional practices as they pertain to the specific facility are as follows:

- 1) The New Processing Building will be maintained so that disused equipment is not stored on site. This is to prevent conditions that provide potential harborage for vermin;
- 2) The scheduling of the application of insecticides and rodenticides will occur so that the entire building is serviced once a month, with the vending machine area serviced twice a month. The first time between the first and the fifteenth of the month and the second before the end of the month;
- 3) The times of the day the rodenticide and the insecticide will be applied will coincide with the off peak hours of use in this facility. This is to ensure that visitors will not be exposed to environmental hazards during the applications of these products;
- 4) The insecticide to be used at this facility is to be a non residual pyrethrum based product as mandated in NYC Health Codes;
- 5) Under no circumstances are live traps, glue boards or traps to be used in this facility;
- 6) Application of insecticides and rodenticides shall occur when the building is not in use to prevent direct exposure of visitors or staff to these chemicals.
- 7) All bait stations containing ingestible rodenticides and insecticides will be in an approved child proof bait station.

## **XI. SUPERVISORY RESPONSIBILITIES**

The Environmental Sanitation Operation will be supervised according to the Chain of Command established by the Warden of the Special Operations Division to ensure compliance with the directives of this manual. The chain of command will include:

- 1) Establishing accountability for the tasks and standards set forth in this manual;
  - A) A specific officer/supervisor will be held responsible for each of the standards established in this manual;
  - B) A checklist and/or Inspection Report to be filed with the Warden and/or the Operations Officer for Special Operations Division.
    - 1) The checklist will include:
      - a) Tasks performed as per this manual including initials of the responsible supervisor.
- 2) Establishing a line of communication and responsibility so that:
  - A) The Night Tour and Day Tour supervisors will better coordinate the maintenance of the facility;
  - B) The Night Tour and Day Tour Supervisors will coordinate the maintenance of the facility through the use of the comment sections of the check lists and the log book.
  - C) The Night Tour and Day Tour Supervisor may order supplies as needed from Kingsland Avenue.

NOTE: This line of communications may be effectively established in the form of a Log Book that would include entries such as work orders, supply inventories and supply requisitions.

- 3) Each Tour Supervisor will maintain on site an adequate amount of supplies and materials for his tour and will ensure enough supplies and materials for the next Tour Supervisor. The Tour Supervisor will check his inventory when he assumes command and requisition for supplies prior to the end of his shift.

QUALITY CONTROL  
ENVIRONMENTAL HEALTH  
INSPECTION SHEET  
PROCESSING BUILDING

INSTRUCTIONS: This check list is to be utilized as follows:

Using the activity "dust" as an example, a check in the yes column indicates the area observed was dusty. A check in the no column indicates no dust was observed. A check mark in the Tour Column indicates the area observed has been cleaned or some remedial activity has been completed. The location section of the report will be utilized to designate the area of the facility being inspected (for example, Visitor's Male Restroom Bus Shelter). If an activity is not applicable for a location, indicate this by putting NA in the appropriate column. All comments are to be noted in the comment section provided at the end of the check list.

\* NOTE Following in the suggested sequence for inspection of the building.

Commence on the Eastside in the following order-- Vestibule, lobby, information area, storage room, vending machines, flower planter area, diaper change area, female visitors, male visitors bath rooms, waiting rooms, 23-27 and indoor recreation (29) area.

Follow then on the Westside - Visitor's search room, inmate dayroom, Captain's Office, package search, cashier area, waiting rooms 18-22 bus shelter area, and exterior: ramp & sidewalk.

**QUALITY CONTROL  
ENVIRONMENTAL HEALTH  
INSPECTION SHEET  
PROCESSING BUILDING**

**LOCATION:**

<b>(AREA) ACTIVITY</b>	<b>YES</b>	<b>NO</b>	<b>DAY TOUR TIME</b>	<b>NIGHT TOUR TIME</b>
<b>FLOORS</b>				
1. DUST				
2. DIRT				
3. LITTER				
4. SPILLAGE				
5. STAINS				
6. WARNING SIGNS				
<b>WALLS</b>				
7. DUST				
8. SPLATTERING				
9. COBWEBS				
10. DIRT				
<b>WINDOWS SILLS, VENTILATORS</b>				
11. DUST				
12. SPOTS				
<b>RADIATORS</b>				
13. DUST				
14. DIRT				
<b>DOOR LEDGES &amp; FRAMES TOPS OF CABINETS</b>				
15. DUST				
16. DIRT				
<b>WASTE RECEPTACLES</b>				
17. NEED				
18. DIRT				
19. RELINED				
<b>FURNITURE</b>				
20. DUST				
21. SPILLAGE				
<b>LAVATORIES</b>				
22. WALLS & WINDOWS				
23. PARTITIONS				
24. FLOORS				
25. URINALS				



- 26. TOILET \_\_\_\_\_
- 27. SEATS \_\_\_\_\_
- 28. FAUCET  
HANDLES \_\_\_\_\_
- 29. TOILET  
PAPER \_\_\_\_\_
- 30. SINK  
BASINS \_\_\_\_\_
- 31. SOAP \_\_\_\_\_
- 32. FEMININE  
HYGIENE \_\_\_\_\_

JANITORIAL SUPPLY  
CLOSET

- 33. ADEQUATE  
SUPPLY \_\_\_\_\_
- 34. CLEAN \_\_\_\_\_
- 35. EQUIPMENT  
STORED  
PROPERLY \_\_\_\_\_

PAILS

- 36. DIRT \_\_\_\_\_
- 37. USABLE \_\_\_\_\_

MOP HEAD

- 38. DIRT \_\_\_\_\_
- 39. USABLE \_\_\_\_\_

INSECT & CONTROL

- 40. ROACHES \_\_\_\_\_
- 41. ANTS \_\_\_\_\_
- 42. FLIES \_\_\_\_\_
- 43. RODENTS \_\_\_\_\_

LIGHTS

- 44. DIRT \_\_\_\_\_

- 45. REPLACE  
BULBS \_\_\_\_\_

WINDOWS

- 46. DIRT \_\_\_\_\_

STAIRWELLS

- 47. LITTER \_\_\_\_\_
- 48. DUST \_\_\_\_\_
- 49. SPILLAGE \_\_\_\_\_
- 50. NEEDS  
REPAIR \_\_\_\_\_

VENDING MACHINES

51. CLEAN

52. DISINFECTED

EXTERIOR

53. SWEEP

54. TRASH

55. PAIL

56. EMPTIED

& LINED

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COMMENTS

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UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF NEW YORK

-----X  
JAMES BENJAMIN, et al.,

Plaintiffs,

75 Civ. 3073 (MEL)

- against -

BENJAMIN J. MALCOLM, et al.,

Defendants.

STIPULATION FOR ENTRY OF AN  
ORDER CONCERNING  
RIKERS ISLAND BRIDGE  
CONTROL SANITATION  
PROCEDURES

and related cases

-----X

On July 2, 1991 the Court entered an order directing the parties to "provide the Court with a plan containing specific procedures for the regular, frequent and efficient maintenance of clean and sanitary conditions at the new Bridge Control building" used for visitor reception and initial processing on Rikers Island.

Since the entry of the Court's aforementioned order, the parties have negotiated and agreed upon the attached plan entitled "New Processing Building Sanitation and Housekeeping Procedures, Schedules, List of Supplies and Equipment" (herein "the Sanitation Plan").

IT IS STIPULATED THAT the Court may enter an order directing the defendants to implement and adhere to the attached Sanitation Plan.

NOW THEREFORE, based upon the aforementioned stipulation and for good cause shown, it is hereby ORDERED, ADJUDGED AND DECREED that:

1. The attached document entitled "New Processing Building Sanitation and Housekeeping Procedures, Schedules, List of Supplies and Equipment" is hereby entered as an order of the Court and that the defendants, their employees, agents and assigns, and all those in active concert and participation with them, shall implement and adhere to this Sanitation Plan.

2. Nothing in this order is intended to supersede or limit existing obligations of the defendants as stated in the Court's previous orders, including the obligation to maintain the new Bridge Control building in a clean and sanitary manner at all times.


Dated: New York, New York  
January , 1993

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Chief Asst. Corp. Counsel

**IT IS SO ORDERED.**

MORRIS E. LASKER  
United States District Judge