

# Facility Management and Environmental Safety

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School

**Policy: 1200.0718**

**Effective Date: March, 1, 2011**

**Version: 1**

The Training School conducts and documents a comprehensive facility maintenance and safety program to ensure the well being of residents and staff. Training School facilities comply with federal, state and local law, regulation and building codes. Staff are trained on how to report any problems or deficiencies in physical plant and these are addressed in a timely fashion. Physical plant design includes back up for key environmental systems in an emergency. Emergency back up systems are routinely tested to ensure readiness.

## **Related Procedure**

[Facility Management and Environmental Safety](#)

## **Related Policy**

[Budget, Procurement, Contract and Fiscal Operations](#)  
[Food Service](#)

## Facility Management and Environmental Safety

### Procedure from Policy 1200.0718: [Facility Management and Environmental Safety](#)

- A. The Chief of Maintenance conducts inspections of all facilities to ensure compliance with occupational health and safety, health and food safety, pest control, fire safety, water and air quality, sanitation, maintenance and use of flammable, caustic and hazardous materials and waste disposal standards in accordance with federal, state and local law, regulation and code.
1. The periodicity of reviews and elements of routine reviews are documented and reported to the Superintendent or designee.
  2. The Chief of Maintenance maintains a written preventive maintenance plan for the facility which includes provisions for emergency repairs.
  3. The Superintendent or designee ensures compliance with all reporting requirements and correction of any violation in a timely fashion.
  4. All staff or vendors performing routine or emergency maintenance are credentialed in accordance with the relevant state or local agency.
  5. Violations or problems that threaten resident or staff health or safety are corrected immediately in conformance with [DCYF Policy 100.0085, Budget, Procurement, Contract and Fiscal Operations](#).
- B. The Chief of Maintenance ensures that the facility's:
1. Alternative power source is adequate to maintain essential services in an emergency and that this back up system is continuously maintained in good working order.
  2. Electronic locking arrangements and back up systems for promptly releasing residents in an emergency are continuously maintained in good working order.
- C. Staff knowing or suspecting problems relating to building maintenance, occupational health and safety, health and food safety, pest control, fire safety, water and air quality, sanitation, maintenance and use of flammable, caustic and hazardous materials, waste disposal and HVAC bring them to the attention of the Chief of Maintenance.
1. Routine problems are reported to the Chief of Maintenance utilizing the Maintenance, Repair and Other Needs Form.
  2. Any problem that presents an imminent risk to health, safety or security is reported to the Master Control Center (MCC). The MCC contacts the Chief of Maintenance and the Administrator on Call.
- D. The Superintendent or designee ensures that a written housekeeping plan addresses all areas of the facility, provides for rigorous inspections on a prescribed schedule and is reviewed and updated as necessary, but no less than annually.
- E. Staff ensure that all safety equipment, personal protective equipment and devices necessary for protection are used by staff and residents as necessary and in conformance with department training.
- F. Food is maintained and prepared in conformance with [DCYF Policy 1200.0900, Food Service](#).
- G. Staff respond to emergency situations in conformance with [DCYF Policy 1200.0714: Safety and Emergency Procedures at the RI Training School](#).
- H. Paragraphs A – G are consistent with American Correctional Association Standards 3-JDF-3B-06; 3-JTS-3B-06; 3-JDF-3B-08; 3-JTS-3B-08; 3-JDF-3B-12; 3-JTS-3B-13; 3-JDF-4B-01; 3-JTS-4B-01; 3-JDF-4B-02; 3-JTS-4B-02; 3-JDF-4B-03; 3-JTS-4B-03; 3-JDF-4B-04; 3-JTS-4B-04; 3-JDF-4B-05; 3-JTS-4B-05; 3-JDF-4B-06; and 3-JTS-4B-06.