

Chapter: **Facilities – Physical Plant**

Classification: **Public Document**

Subject: **General Requirements**

For: **All Custody**


Authorized by the Executive Director

Policy

- 1 All facilities will be maintained in such a manner as to
 - (a) promote the efficient and cost-effective maintenance of equipment and physical structure
 - (b) ensure that a healthy, safe and sanitary living and work environment exists for both individuals in custody and staff
 - (c) comply with all appropriate provincial health safety and sanitation codes

Requirements

- 2 The superintendent, SNSCF deputy superintendent or youth custody manager will establish
 - (a) a written preventative maintenance plan for the physical plant
 - (b) a plan for emergency repairs or replacements of essential equipment when necessary
 - (c) an indoor maintenance, sanitation, and recycling plan, including a regular schedule of housekeeping tasks, and whenever practical using in-custody programs & services, to maintain a high level of cleanliness throughout the facility
 - (d) snow and ice removal and an outdoor maintenance program using, whenever practical, in-custody programs & services to maintain the grounds and the exterior of the facility
- 3 All contracts and programs and will be initiated and implemented with Procurement Services, Department of Public Works, and/or building owner, where appropriate.

Preventative Maintenance


- 4 A preventative maintenance program will be implemented in all facilities to prolong the life of equipment and buildings and to promote the general cost-effective operation of the physical plant
- 5 The superintendent, SNSCF deputy superintendent or youth custody manager will ensure the implementation of a preventative maintenance program in accordance with the following
 - (a) preventative maintenance routines

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- (b) planning and scheduling of necessary maintenance work to provide a reasonably controlled workflow that will enable better utilization of labour and materials
 - (c) detection and reduction of maintenance deficiencies
- 6 A preventative maintenance schedule and records will be maintained. These reports will provide the basis of initiating corrective maintenance and repair work as well as for projecting probable maintenance work.
- 7 A preventative maintenance schedule will contain
- (a) type and frequency of the inspection schedule
 - (b) location and description of equipment being inspected (i.e. make, model, serial number)
- 8 The superintendent, SNSCF deputy superintendent or youth custody manager will ensure that
- (a) the urgency of any corrective maintenance work will be established and prioritized in order that urgent work, essential work and projected work may be completed
 - (b) maintenance information, such as water test results, is provided to individuals in custody upon request, where there is no impact on security

Waste Disposal, Recycling & Pest Control


- 9 Each facility will maintain contracts with a waste disposal company to provide routine schedule of
- (a) liquid and solid waste disposal
 - (b) food waste or compostables
 - (c) bio-hazardous waste disposal
 - (d) recycling disposal; and
 - (e) a pest control company for routine control and for extermination of insects, vermin and other pests
- 10 Each facility will participate in an appropriate recycling and enviro-depot program as per their community requirements.

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- 11 All pesticides used in facilities will be used in a manner to prevent human exposure through contaminated food, skin contact and other similar methods.
 - 12 Facilities will ensure that all pesticides are registered by the Pest Management Regulatory Agency (PMRA) of Health Canada through the Pest Control Products Act (PCP), and as per the Pesticide Regulations and the Activities Designation Regulations, Nova Scotia Environment and Climate Change.

Snow & Ice Removal

- 13 Each facility will
 - (a) maintain a contract with a snow removal company to provide snow and ice removal service for roadways, sidewalks, and parking lots
 - (b) ensure that snow and ice is cleared for the safety of individuals, staff, and visitors

Local Standard Operating Procedures

- 14 Local Standard Operating Procedures will include procedures regarding
 - (a) regular collection of rubbish, garbage, and food waste/compostables from within the facility to maintain good sanitary conditions
 - i. placement of garbage and food waste in a secure exterior garbage container to avoid creating a health hazard
 - ii. recycling
 - iii. removal and disposal of hazardous and bio-hazardous waste at Department of Environment and Climate Change approved sites
 - (b) removal of snow and ice
 - i. on all roadways and sidewalks, public parking areas, and staff parking areas
 - ii. in and around all exterior doors, gates, and airing courts
 - (c) the use of in-custody programs and services whenever practical