


Chapter: **Facilities – Physical Plant**

Classification: **Public Document**

Subject: **General Requirements**

For: **All Custody**


Authorized by the Executive Director

Policy

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

Requirements

- 2 The facility senior manager will ensure the following is established
 - (a) a 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 practicable 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 Facility Senior Manager will ensure the implementation of a preventative maintenance program in accordance with the following
 - (a) Preventative maintenance routines
 - (b) Planning and scheduling of necessary maintenance work to provide a reasonably

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controlled workflow that will enable better utilization of labour and materials

- (c) Detection and reduction of maintenance deficiencies
- 6 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. 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)
 - (c) The annual inspection requirement for all lift trucks (including all types of pallet jacks) by a qualified/certified technician in compliance with the Occupational Safety General Regulations and the manufacturer's instructions
 - (d) Records of annual inspections will be maintained and uploaded to the Correctional Services Sharepoint Site.
- 7 The facility senior manager or delegate will ensure
 - (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


- 8 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
- 9 Each facility will participate in an appropriate recycling and enviro-depot program as per their community requirements.

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- 10 The facility senior manager or delegate will maintain a contract with a pest control company for routine control and for extermination of insects, vermin and other pests.
 - (a) All pesticides used in facilities will be used in a manner to prevent human exposure through contaminated food, skin contact and other similar methods.
 - (b) 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

- 11 To ensure that snow and ice is cleared for the safety of people in custody, staff, and visitors the facility senior manager or delegate will maintain a contract with a snow removal company to provide snow and ice removal service for roadways, sidewalks, and parking lot.

Local Standard Operating Procedures

- 12 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, including
 - 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