

Oklahoma Department of Corrections
Weekly Housing Unit/Living Area Inspection Report

Date: _____

Department Head _____

Facility _____

Assignments have been made to correct deficiencies noted in this report _____

Housing Unit(s)/Areas Inspected _____

Date _____

Inspected by _____

Reviewed by: Safety Designee _____

All Fire and Safety deficiencies need to be reported immediately to the Environmental Health and Safety Unit.
Identify C – Compliant / NC – Noncompliant / NA – Non Applicable

Areas of Inspection		Week1	WK 2	WK 3	WK 4	WK5
A.	Grounds					
1.	Stored materials are maintained in a neat and orderly manner.					
2.	Grounds are mowed, hedges trimmed, and gardens weeded.					
B.	Housing Units					
1.	Clean and free of litter and debris.					
2.	Posters, stickers, photographs or other materials are not posted on the walls. Sexually explicit pin-ups and photographs are not displayed.					
3.	Housing unit walls are painted as needed.					
4.	Floors are dry, clean and sanitary.					
5.	Inmate rooms/cells have access to natural light.					
6.	Air vents (inlets and returns) are free from obstructions.					
7.	Temperatures are appropriate to summer/winter comfort zones.					
8.	Mattresses/pillows are disinfected prior to being issued to an inmate. A process for documented occurrence will be in place at each facility.					
	a. A process for disinfecting the mattresses/pillows is in place.					
	b. Mattresses/pillows are not cracked/torn. (identify location/bunk/cell)					
C.	Dayrooms have access to natural light and provide sufficient seating/writing surfaces. Furnishings are consistent with the custody level. (5-ACI-2C-04 , 5-ACI-2D-06 , 4-ACRS-1A-13, 4-ACRS-4B-03)					
D.	Inmates' personal property/possessions is/are in accordance with OP-030120, Attachment B entitled "Maximum Allowable Property."					
E.	Bulletin Boards in the housing units provide the following information or information is made available to the inmates in the unit:					
1.	OP-031001, OP-030117, OP-030501, OP-090124, OP-030118.					
2.	Unit rules and regulations.					
3.	OP-030120 (allowable property in their possession).					
4.	OP-060125 (Charges/Sanctions – Attachment A).					
5.	Fire Evacuation (process for inmate evacuation).					
6.	General Housekeeping. (bed making, bunk area maintenance, etc.)					
7.	Unit information relevant to the population. (facility memo's, etc.)					
F.	Access to laundry services/self-service facilities; schedule is in place. (Operable equip.)					
G.	Bathroom Areas - 24 hour access.					
1.	Availability for disabilities.					
2.	Operable: (1:15 ratio) toilets/urinals <input type="checkbox"/> sinks <input type="checkbox"/> showers <input type="checkbox"/>					
3.	Bathroom/shower areas are clean, disinfected and maintained in proper working condition.					
4.	Water temperatures for showers. (100 degrees Fahrenheit to 120 degrees Fahrenheit)					
5.	Walls are clean and sanitary.					
6.	Bathroom/shower floors are mopped and cleaned; free of soap film and mildew.					
H.	Hair Care: Hair care services will be provided utilizing stationary or mobile units.					
	a. Hot and cold running water. <input type="checkbox"/> b. Area is clean and sanitary. <input type="checkbox"/>					
	c. Clean towels used for each inmate. <input type="checkbox"/> d. Neck guards are used. <input type="checkbox"/>					
	e. Equipment/tools (i.e., combs, clippers, and drapes) properly cleaned and disinfected. <input type="checkbox"/>					
I.	Fire and Safety					
1.	Evacuation routes are posted and are in the orientation of the building.					
2.	Lights are operable. (unit/area and exit)					
3.	Fire systems are in working condition.					
4.	Fire extinguishers are accessible and have been inspected.					
5.	Chemicals are accounted for, stored properly and inspected for leaks or spills.					

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Comments: