



Virginia Department of Corrections

Inmate Management and Programs

Operating Procedure 801.1

Facility Physical Plant and Sanitation

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Directive 801, Facility Administration

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Content Owner:	TyKeshae Fowlkes Security Operations Manager	<i>Signature Copy on File</i>	8/7/25
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REVIEW

The Content Owner will review this operating procedure annually and re-write it no later than three years after the effective date.

COMPLIANCE

This operating procedure applies to all units operated by the Virginia Department of Corrections (DOC). Practices and procedures must comply with applicable State and Federal laws and regulations, American Correctional Association (ACA) standards, Prison Rape Elimination Act (PREA) standards, and DOC directives and operating procedures.



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DEFINITIONS

Community Corrections Alternative Program (CCAP) - A system of residential facilities operated by the Department of Corrections to provide evidence-based programming as a diversionary alternative to incarceration in accordance with COV §53.1-67.9, *Establishment of community corrections alternative program; supervision upon completion.*

Encumbered - Floor space that is occupied by furnishings or fixtures.

Facility - Any institution or Community Corrections Alternative Program.

Inmate - A person who is incarcerated in a Virginia Department of Corrections facility or who is Virginia Department of Corrections responsible to serve a state sentence.

Institution - A prison facility operated by the Department of Corrections; includes major institutions, field units, and work centers.

Institutional Safety Specialist (ISS) - The individual whose full-time duties are to coordinate, monitor, and evaluate the facility's safety functions and advise management on recommended action to enhance safety programs. The institutional safety specialist will serve as a member of the facility executive team and will report to the Facility Unit Head or Assistant Facility Unit Head.

Leisure Activities - Activities that require minimal levels of physical exertion; examples include, but are not limited to table games, musical activities, leisure reading, walking, etc.

Post Log - A record of the activities of a security post including time, date, and identification of individual recording each event; entries are to be made in permanent ink; bound logbooks are preferred. Pages are not to be removed. Errors will be indicated by a single strike through with the identification of the individual making the correction; no erasures, correction fluids, or correction tapes are permitted.

Probationer/Parolee - A person who is on community supervision as the result of the commission of a criminal offense and released to the community under the jurisdiction of Courts, paroling authorities, the Virginia Department of Corrections, or other release authority; this includes post release supervision and Community Corrections Alternative Programs.

Qualified Individual - A person whose training, education, and/or experience specifically qualifies the person to do the specified job.

Restorative Housing Unit - A general term for special purpose bed assignments including restorative housing, and step-down statuses; usually a housing unit or area separated from full privilege general population.

***Alt-GP Status** - General population bed assignments operated with increased privileges above RHU status but more control than full privilege general population for inmates making an informed voluntary request for placement and inmates assigned to the Restorative Housing Unit for their own protection.

***RHU-Restorative Housing (RHU) Status** - Special purpose bed assignments operated under maximum security regulations and procedures, and utilized under proper administrative process, for inmates requesting placement with informed voluntary consent, inmates needing confinement for their own protection, when there is a need to prevent imminent threat of physical harm to the inmate or another person, or the inmate's behavior threatens the orderly operation of the facility.

***RH Step-Down 1 (SD-1), RH Step-Down 2 (SD-2) Status** - General population bed assignments operated with increased privileges above RHU status but more control than full privilege general population.

Unencumbered - Floor space that is unoccupied by furnishings or fixtures.



PURPOSE

This operating procedure provides information on the physical plant requirements for employee, inmate, and CCAP probationer/parolee occupancy and prescribes the sanitation procedures and inspections necessary to maintain a safe, clean facility environment.

PROCEDURE

- I. Physical Plant Requirements
 - A. Facilities will conform to applicable federal, state, and local building codes. (5-ACI-2A-01; 4-ACRS-1A-09)
 1. Institutions
 - a. Institutions, without any renovations or additions, whose final construction plans were approved before January 1, 1990, are exempt from this requirement.
 - b. For Each institution whose final construction plans were approved after January 1, 1990, single cell living units must not exceed 80 inmates. (5-ACI-2B-04)
 2. CCAPs
 - a. Community Corrections Alternative Programs (CCAPs) must conform to applicable federal laws and all applicable zoning ordinances. (4-ACRS-1A-09, 4-ACRS-7A-05)
 - b. The location of each CCAP facility whose final construction plans were approved after January 1, 2001, will facilitate access to and use of community-based services, resources, and public transportation. (4-ACRS-5A-26)
 - B. When designing or acquiring a new facility and when planning any substantial expansion or modification to an existing facility:
 1. The effect of the facility's design, acquisition, expansion, and modification on the facility's ability to protect the inmates or CCAP probationers/parolees from sexual abuse must be taken into consideration. (§115.18[a], §115.218[a])
 2. New installations or updates to existing video monitoring systems, electronic surveillance systems or other monitoring technologies must take into consideration how such technology may enhance employee ability to protect inmates and CCAP probationers/parolees from sexual abuse. (§115.18[b], §115.218[b])
 - C. The number of inmates or CCAP probationers/parolees, as applicable, must not exceed the maximum allowable operational capacity of the facility.
 - D. Inmate Cells/Rooms
 1. Inmate cells/rooms must provide, at a minimum, 25 square feet of unencumbered space per occupant. (5-ACI-2C-01)
 - a. At least one dimension of the unencumbered space must be no less than seven feet.
 - b. To measure unencumbered space the total square footage minus the square footage of fixtures and equipment must be determined.
 - c. All fixtures and equipment must be in operational position and must provide at least the following per inmate: bed, plumbing fixtures (if inside the cell/room), desk, locker, and chair or stool.
 2. When confinement exceeds 10 hours a day single-occupancy cells/rooms measuring 80 square feet with 35 square feet of unencumbered space, must be available, when indicated, for the following: (5-ACI-2C-02)
 - a. Inmates with severe medical disabilities.
 - b. Inmates suffering from serious mental illness.



- c. Sexual predators.
 - d. Inmates who are likely to be exploited or victimized by others.
 - e. Inmates who have other special needs for single housing.
3. All Restorative Housing Unit cells/rooms will provide a minimum of 80 square feet; of which 35 square feet is unencumbered space for the first occupant and 25 square feet is unencumbered space for each additional occupant. (5-ACI-4A-03; 5-ACI-4B-06)
- E. Dayrooms with space for a variety of inmate activities will be situated immediately adjacent to inmate sleeping areas. Dayrooms must: (5-ACI-2C-04)
1. provide sufficient seating and writing surfaces;
 2. provide furnishings consistent with the custody level of the assigned inmates;
 3. provide a minimum of 35 square feet of space per inmate (exclusive of bathrooms, showers, and toilets) for the maximum number of inmates who may use the dayroom at one time; and
 4. encompass no less than 100 square feet of space (exclusive of bathrooms, showers, and toilets).
- F. Inmates and CCAP probationers/parolees will have access to toilets and hand-washing facilities 24 hours per day and are able to use toilet facilities without employee assistance when confined in their cells/sleeping areas. (5-ACI-2C-05, 5-ACI-2C-06; 4-ACRS-4B-03)
1. Toilets will be provided at a minimum ratio of one for every 12 inmates or CCAP probationers/parolees in male facilities and one for every eight inmates or CCAP probationers/parolees in female facilities.
 - a. Urinals may be substituted for up to one-half of the toilets in male facilities.
 - b. All housing units with three or more inmates have a minimum of two toilets.
 - c. These ratios apply unless federal, or state building or health codes specify a different ratio.
 2. Operable washbasins with hot and cold running water will be provided in the housing units at a minimum ratio of one basin for every 12 occupants, unless federal or state building or health codes specify a different ratio. (5-ACI-2C-07; 4-ACRS-4B-03)
 3. These ratios apply for construction after June 2014 unless applicable building or health codes require additional fixtures. (5-ACI-2C-08)
- G. Facility procedures and practices will enable inmates or CCAP probationers/parolees to shower, perform bodily functions, and change clothing without nonmedical employees of the opposite gender viewing their breasts, buttocks, or genitalia, except in exigent circumstances or when such viewing is incidental to routine cell checks. (§115.15[d], §115.215[d])
- H. Inmates and CCAP probationers/parolees will have access to operable showers with temperature-controlled hot and cold running water, at a minimum ratio of one shower for every 12 inmates or CCAP probationers/parolees. (5-ACI-2C-09, 5-ACI-2C-10; 4-ACRS-1A-12)
1. For new construction after June 2014, a minimum ratio of one shower for every twelve inmates or CCAP probationers/parolees applies, unless applicable codes require additional fixtures.
 2. Water for showers is thermostatically controlled to temperatures ranging from 100 degrees Fahrenheit to 120 degrees Fahrenheit to ensure the safety of inmates and CCAP probationers/parolees and to promote hygienic practices.
 3. These ratios and temperatures will apply unless federal, or state building or health codes specify a different ratio.
- I. Outdoor and Cover/Enclosed Exercise Areas (Institutions)
1. In institutions, outdoor and covered/enclosed exercise areas for the general population inmates will be provided in sufficient number to ensure each inmate is offered at least one hour of access to the area daily. (5-ACI-2E-01)

2. Use of outdoor exercise areas is preferred but covered or enclosed exercise areas must also be available for use in inclement weather.
 3. Covered and enclosed areas may be designed for multiple uses if the exercise area's design and furnishings do not interfere with scheduled exercise activities.
 4. Minimum Space Requirements for Exercise Areas
 - a. Outdoor and covered/enclosed exercise areas where 100 or more inmates utilize the recreation area should have:
 - i. 15 square feet per inmate for the maximum number of inmates expected to use the space at one time, but not less than 1,500 square feet of unencumbered space for outdoor exercise areas.
 - ii. 15 square feet per inmate for the maximum ceiling height of 18 feet, but not less than 1,000 square feet of unencumbered space for enclosed/covered exercise areas.
 - b. Outdoor and covered/enclosed exercise areas where less than 100 inmates utilize the recreation area should have:
 - i. 15 square feet per inmate for the maximum number of inmates expected to use the space at one time, but not less than 750 square feet of unencumbered space.
 - ii. 15 square feet per inmate for the maximum number of inmates expected to use the space at one time, with a minimum ceiling height of 18 feet, but not less than 500 square feet of unencumbered space.
 5. Restorative Housing Units will have either outdoor uncovered or outdoor covered exercise areas. The minimum space requirements for outdoor exercise areas for these units are as follows: (5-ACI-2E-02, 5-ACI-4B-05)
 - a. Individual Yard Modules will provide 180 square feet of unencumbered space.
 - b. Group Yard Modules:
 - i. 330 square feet of unencumbered space will accommodate two inmates.
 - ii. Each additional 150 square feet of unencumbered space accommodates an additional inmate who may use the exercise area simultaneously.
 - iii. Each 150 square feet of unencumbered space exceeding the base requirement for the first inmate of 180 square feet, equals the maximum number of inmates that may use the space simultaneously.
 - iv. No more than five inmates will be allowed to use a group module at one time.
 - c. In cases where cover is not provided to mitigate the inclement weather, appropriate weather-related equipment and attire will be made available to inmates who desire to take advantage of their authorized exercise time.
- J. Each facility will provide adequate space for the following:
1. Janitorial closets or janitorial supplies that are accessible to inmate living and activity areas. Janitorial closets are equipped with a sink and cleaning implements. (5-ACI-2E-08; 4-ACRS-1A-11)
 2. The storage and issuance of clothing, bedding, cleaning supplies, and other items required for daily operations and personal hygiene. (5-ACI-2E-09; 4-ACRS-4B-05)
 3. Separate space for mechanical and electrical equipment. (5-ACI-2E-11)
 4. Private counseling space that is readily accessible. (4-ACRS-5A-24)
 5. Visiting, recreation, and leisure time activities. (4-ACRS-5A-23)
 6. Furnishings to accommodate group activities, such as inmate and CCAP probationer/parolee group meetings. (4-ACRS-5A-25)
 7. Administrative, security or direct care, professional, and clerical employees. This space includes conference rooms, a storage room for records, public lobby (institutions), and toilet facilities. (5-ACI-2F-01; 4-ACRS-7D-37)

- K. In facilities, employee needs are met by providing adequate spaces in locations convenient for employee use. Employees are provided with the following: (5-ACI-2F-02)
1. An area to change clothes and to shower.
 2. An area, room, and/or employee lounge that offers privacy from inmates or CCAP probationers/parolees and provides space for meals.
 3. Access to exercise/physical training facilities and equipment.
 4. Space for training.
 5. Space for shift change briefings.
 6. Toilets and wash basins not used by inmates or CCAP probationers/parolees.
- L. Each facility will provide reasonable accommodations to ensure all parts of the facility that are accessible to the public are accessible and usable by employees and visitors with a disability. (5-ACI-2F-03; 4-ACRS-7E-02; 2-CO-2B-04)

II. Environmental Conditions

A. Living and Sleep Areas

1. Each inmate confined to a cell or room must have a sleeping area with the following: (5-ACI-2C-03)
 - a. A sleeping surface and mattress at least 12 inches off the floor.
 - b. Storage for personal items.
 - c. Adequate storage space for clothes and personal belongings.
 - d. A writing surface and proximate area to sit for inmates confined to a cell or room for 10 or more hours daily.
2. Each CCAP probationer/parolee must have access to the following:
 - a. A bed and adequate storage space for clothes and personal belongings. (4-ACRS-4B-03)
 - b. Writing and seating space. (4-ACRS-1A-13)
 - c. Permission to decorate their living and sleeping quarters with personal possessions. (4-ACRS-1A-15)
 - i. Rules regarding the decorating of living and sleeping quarters are available to all CCAP probationers/parolees and employees.
 - ii. The Facility Unit Head or designee will review the rules annually and revise them when necessary.

B. Lighting

1. Lighting throughout the facility will be determined by the following:
 - a. tasks to be performed;
 - b. interior surface finishes and colors;
 - c. type and spacing of light sources;
 - d. outside lighting; and
 - e. shadows and glare. (5-ACI-2D-01)
2. All inmate and CCAP probationer/parolee cells/rooms provide the inmate or CCAP probationer/parolee with access to natural light. (5-ACI-2D-03)
 - a. After June 1, 2008, newly constructed or renovated inmate cells/rooms must provide inmates with access to natural light by means of at least three-square feet of transparent glazing, plus two additional square feet of transparent glazing per inmate in rooms/cells with three or more inmates. (5-ACI-2D-04)
 - b. After June 1, 2014, newly constructed or renovated inmate dormitories must provide inmates with



access to natural light by means of at least 12 square feet, plus two additional square feet of transparent glazing per inmate in the dormitory. (5-ACI-2D-05)

c. CCAP probationers/parolees have access to natural light from a source within 20 feet of the sleeping room. (4-ACRS-4B-03)

3. Lighting must be at least 20-foot candles at desk level in inmate and CCAP probationer/parolee cells/rooms and in personal grooming areas.

a. A qualified source will document the lighting in inmate cells and rooms and in personal grooming areas.

b. Lighting must be checked at least once per accreditation cycle. (5-ACI-2D-02; 4-ACRS-1A-07)

4. Inmate and CCAP Probationer/Parolee Dayroom (5-ACI-2D-06)

a. Dayrooms will provide access to natural light by means of at least 12 square feet of transparent glazing, plus two additional square feet of transparent glazing per inmate or CCAP probationer/parolee whose cell/room is dependent on access to natural light through the dayroom.

b. Institutions with final construction plans approved before January 1, 1990, without any renovations or additions are exempt.

C. Noise levels

1. Inmate housing units, institutions, must not exceed 70 dBA (A Scale).

2. A qualified source will measure noise levels annually with at least one measurement taking place during the night and one measurement taking place during the day. (5-ACI-2D-07)

D. Air Circulation

1. Air circulation for institutions with final construction plans approved before January 1, 1990, must be at least 10 cubic feet of fresh or recirculated filtered air per minute per occupant for cells/rooms, Corrections Officer stations, and dining areas. (5-ACI-2D-09)

2. Air circulation for institutions with final construction plans approved after January 1, 1990, or with renovations or additions must be at least 15 cubic feet of outside or recirculated filtered air per minute per occupant for cells/rooms, Corrections Officer stations, and dining areas, (5-ACI-2D-08)

3. Air circulation for CCAPs is at least 15 cubic feet of outside or recirculated filtered air per minute per person (4-ACRS-1A-08)

4. A qualified technician must check and document the air circulation of cells/rooms, Corrections Officers stations, and dining areas at least once per accreditation cycle. (5-ACI-2D-08, 5-ACI-2D-09; 4-ACRS-1A-08)

E. Temperatures of indoor living and work areas are appropriate to the summer and winter comfort zones. (5-ACI-2D-10; 4-ACRS-4B-03)

1. Facility employees must check the temperature in each housing unit four times daily at 12:00 a.m., 6:00 a.m., 12:00 p.m., and 6:00 p.m. and record the results in the housing unit Post Log.

2. When the temperature in a facility without climate control is projected to be 95 degrees or above, employees must provide the following:

a. coolers of ice in the housing units,

b. frozen water pouches during mealtimes, and

c. properly working housing unit fans.

III. Sanitation and Hygiene

A. Housekeeping Plan 2-CO-4D-01

1. The Facility Unit Head or designee must establish and maintain a written housekeeping plan for all



areas of the facility's physical plant. (5-ACI-5D-05; 4-ACRS-1A-06;)

- a. The housing keeping plan will detail the daily, weekly and quarterly expectations for the cleaning and sanitation of the following:
 - i. All housing units.
 - ii. Inmate and CCAP probationer/parolee common areas.
 - iii. Administrative and medical areas.
 - iv. Facility's grounds and outbuildings.
- b. The housekeeping plan provides for daily housekeeping and regular maintenance by assigning specific duties and responsibilities to employees, inmates, and CCAP probationers/parolees.
 - i. Each department head, manager, or supervisor will be responsible for overseeing the housekeeping and regular maintenance of their assigned area.
 - ii. Inmates, CCAP probationers/parolees, and applicable employees must be properly trained and instructed on their specific housekeeping duties and responsibilities.
- c. The Facility Unit Head will approve the facility's housekeeping plan and each revision.

2. The minimum standards for each facility are established in Attachment 1, *Facility Minimum Sanitation Matrix*.

3. Facility rules must address housekeeping and sanitation requirements for inmates or CCAP probationers/parolees' cells and bed area.

- a. All chemical containers, original or secondary, must be properly labeled as to their contents.
- b. Cleaning supplies must be properly stored and secured when not in use.

B. In the event of an infectious disease the Facility Unit Head in collaboration with the Institutional Safety Specialist and with Regional Administrator approval may implement the *Enhanced Sanitation Plan for Infectious Diseases*.

1. The *Enhanced Sanitation Plan for Infectious Diseases* provides guidance on properly cleaning and disinfecting areas to prevent the spread of potential/present infectious diseases.
2. Employees may contact the Regional Safety Coordinator or Regional Environmental Specialist for any questions on chemicals, cleaning schedules, procedures, documentation, and plan updates

C. An independent, outside source must certify the facility's potable water source and supply, whether owned and operated by the public water department or the facility, is compliant with jurisdictional laws and regulations. (5-ACI-5D-02; 4-ACRS-1A-01; 2-CO-4D-01)

D. Facility Waste

1. Facility waste is disposed of properly in accordance with a plan approved by the appropriate regulatory agency. (5-ACI-5D-03; 4-ACRS-1A-04; 2-CO-4D-01)
2. Regulated Medical Waste is disposed of in accordance with Operating Procedure 740.2, *Infectious Waste Management and Disposal*.

E. The Facility Unit Head or designee at each facility will provide for the control of vermin and pests. (5-ACI-5D-04, 4-ACRS-1A-05)

IV. Inspections

A. The facility will comply with the sanitation and health codes of the jurisdiction having authority. (5-ACI-5D-01; 4-ACRS-1A-02; 2-CO-2A-01)

B. The following facility inspections are required: (5-ACI-5D-01; 2-CO-4D-01)

1. Weekly sanitation and safety inspections of all facility areas by qualified employees. The inspection results will be reviewed, and deficiencies are corrected. (4-ACRS-1A-03)
2. A comprehensive and thorough monthly inspection by a safety or sanitation specialist.



3. At least annual inspections by federal, state, and/or local sanitation and health officials or another qualified individual. **(5-ACI-5D-01)**
 - a. An independent, outside source must provide documentation that past deficiencies noted in the annual inspection have been corrected.
 - b. Copies of all inspections will be forwarded to both the Facility Unit Head and the Health Authority.
 4. Fire and safety inspections in accordance with Operating Procedure 303.2, *Fire Safety and Response Plans*.
- C. Each facility must develop and maintain the following:
1. Training for qualified designated employees who conduct sanitation and safety inspections.
 2. Rotating employee schedules for inspections.
 3. Facility-specific forms to document sanitation and safety inspections.
- D. Responsible facility employees will accompany the inspector through their area of responsibility to clarify any areas of concern.

REFERENCES

COV §53.1-67.9, *Establishment of community corrections alternative program; supervision upon completion Enhanced Sanitation Plan for Infectious Diseases*
Operating Procedure 303.2, *Fire Safety and Response Plans*
Operating Procedure 740.2, *Infectious Waste Management and Disposal*

ATTACHMENTS

Attachment 1, *Facility Minimum Sanitation Matrix*

FORM CITATIONS

None