

2405 HOUSEKEEPING FOR RESIDENTIAL UNITS - YOUTH RESPONSIBILITIES

Chapter: **Sununu Youth Services Center**

Section: **Sanitation and Hygiene**



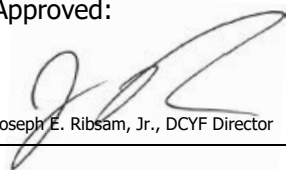
New Hampshire Division for Children, Youth and Families Policy Manual

Policy Directive: **20-11**

Approved:

Effective Date: **March 2020**

Scheduled Review Date:


Joseph E. Ribsam, Jr., DCYF Director

Related Statute(s): [RSA 621](#), and [RSA 621-A](#)

Related Admin Rule(s):

Related Federal Regulation(s):

Related Form(s):

Bridges' Screen(s) and Attachment(s):

This policy establishes the expectations of youth in ensuring the proper cleanliness and sanitation with of the John H. Sununu Youth Services Center (SYSC) residential units, along with the expectations of supervising staff.

Policy

- I. Staff expect youth to keep their residential unit tidy and clean at all times by completing basic housekeeping chores. This includes:
 - A. Floor care;
 - B. Light dusting;
 - C. Cleaning glass surfaces;
 - D. Cleaning bathrooms and showers; and
 - E. Emptying trash cans into the larger receptacle for removal.
- II. Staff may ask youth to assist in sweeping or shoveling the exercise pen to ensure it is usable.
- III. Residential staff shall support youth in their housekeeping chores by:
 - A. Ensuring youth have the appropriate cleaning supplies and equipment available;
 - B. Instructing youth on the proper use of cleaning supplies or appropriate cleaning techniques (as necessary); and
 - C. Guiding youth through their chores as needed.
- IV. Residential staff shall act as quality control to ensure that housekeeping chores are completed to a degree that ensures proper cleanliness and sanitation.
- V. Residential staff shall ensure that all cleaning supplies and equipment are properly secured in their respective locked storage space.

Procedure

- I. Residential staff will reinforce the expectation that youth clean up any messes they make, including in the kitchenette.
- II. Residential staff will expect youth to complete the following routine chores:
 - A. Make their bed (every day) and change their linens as instructed;
 - B. Sweep the floor in their bedroom and bathroom (every day);
 - C. Pick up the dayroom (every day), ensuring that all items are returned to their proper storage locations;
 - D. Consolidate individual trash containers into the larger receptacle;
 - E. Damp mop the floor in their bedroom and bathroom (every week or more frequently as needed);
 - F. Dust the furniture and windowsill in their bedroom (every week); and
 - G. Clean the window in their bedroom (every week).
- III. Residential staff will assign a youth each day to do the following additional chores:
 - A. Disinfect the sinks and toilets in the residential unit bathrooms;
 - B. Sanitize the showers in the residential unit bathrooms;
 - C. Sweep and dry mop the floor in the multipurpose room, along with the stairs and landing leading into the ground level and second level units; and
 - D. Dust all furniture and windowsills in the multipurpose room.
- IV. Twice a week (or more often as needed) residential staff will assign a youth to vacuum the dayroom carpet and dust the furniture and windowsills.
- V. Youth are expected to clean dayroom windows that can be reached without a ladder as directed by residential staff.
- VI. Residential staff will assign a youth to sweep and dry mop the kitchenette as necessary.
- VII. Residential staff will assign a youth to assist them in sweeping the exercise pen clear of dirt and debris as needed.
- VIII. Residential staff will assign a youth to assist them in shoveling the exercise pen, or at least a portion of the pen, as needed to permit use.
 - A. Neither salt nor sand are to be used in the pen.
 - B. The Unit Manager and/or Supervisor On-Duty will identify areas for snow piles in order to ensure that the security of the area is not compromised.