

V. **PROCEDURES**

- A. All inmates shall have access to laundry services to provide clean clothing, bed linens, and towels.
- B. Institutions participating in a centralized laundry are prohibited from operating any institutional laundries in other areas of their facility, unless requested by the Warden and approved by the Deputy/Associate Commissioner of Men's or Women's Services.
- C. The Laundry Manager shall establish institutional procedures detailing how laundry is picked up, marked, laundered, and returned to the inmate population.
- D. Work release inmates will pay for their laundry to be laundered.
- E. All state issued outer clothing shall be stenciled with appropriate ADOC markings.
- F. State issued coats shall be collected from the population and stored during the months of May 15th through September 15th.
- G. Blankets shall be collected from the population and stored during the months of May 15th through September 15th.
- H. Laundry shall be thoroughly laundered before storage and before reissue.
- I. The following laundry items shall be cleaned at a minimum:
 - 1. Sheets weekly. Sheets shall not be placed in the laundry bag.
 - 2. Blankets monthly or more frequently as needed.
 - 3. Uniforms twice weekly. Uniforms shall not be placed in the laundry bag.
 - 4. Laundry bag with personal items twice weekly. Personal items would include: wash cloths, towels, undergarments, socks, thermals, toboggan and sweatshirt, sweatpants, etc.
 - 5. Coats monthly or more frequently as needed.
- J. The Laundry Manager/designee is responsible for disseminating state-issued hygiene items.

VI. DISPOSITION

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. FORMS

- A. ADOC Form 323-A, *Laundry Inventory Form – Male Inmates.*
- B. ADOC Form 323-B, *Laundry Inventory Form – Female Inmates.*
- C. ADOC Form 323-C, *Typical Schedule for Environmental Cleaning in Scabies.*
- D. ADOC Form 323-D, *Laundry Production Sheet.*
- E. ADOC Form 323-E, *Laundry Manifold Calibration Log.*
- F. ADOC Form 323-F, *Alabama Equipment Maintenance Program Vendor Service Report.*

VIII. SUPERSEDES

This Administrative Regulation supersedes AR 323, *Laundry Services*, dated October 18, 2004, and any changes.

IX. PERFORMANCE

- A. Code of Alabama, 1975, Section 14-1-1.1 et seq.
- B. ACA Standards: 4-4336 and 4-4340.



John Q. Hamm
Commissioner

Typical Schedule for Environmental Cleaning in Scabies

6am	Start project Pick up all sheets/blankets from dorm and send to laundry.
7am	In an organized manner, have all inmates to place uniforms (3 sets) in laundry carts and take to laundry. Inmates can keep t-shirts, boxers and socks on during this time.
8am	Inmate should clean out personal storage containers and remove all items and place in laundry bags. This will include t-shirts, towels, wash cloths, socks, sweatshirts, hats.
9am	Inmates will place all items that cannot be washed in bags to be placed in storage for 7 days. This includes, but not limited to, Prayer Shawls, foam medical assisted devices, medical devices such as knee braces, arm braces, etc. These items can be placed in the dryer for 20 minutes on high heat if verbal consent is given by the inmate and returned the same day. Any item received through incentive package that has not been opened will be placed in isolation for 7 days also.
10am	All trash should be removed from the dorms and all paper and food items placed in a bag. This bag will be searched for clothing and other items that may need to be segregated or washed. This bag will be placed on top of the respective inmate's bunk. Inmates will then be escorted to take showers.
11am	At the entrance of the showers place a laundry cart for all dirty clothes that the inmates have on currently (T-shirt, boxers, socks) and they will be issued one clean set of State Uniforms (Full uniform, t-shirt, underwear, socks and shoes). Towels and wash cloths are provided and returned when inmate exits shower.
12am	Once the dorm is empty and/or showers in progress, all mattresses are brought to the front to be inspected. Mattresses with rips/tears/damage will be removed and destroyed. Mattresses in good condition will be cleaned with soap and water and then sprayed with bleach solution. Afterwards mattresses will be isolated for 7 days and then returned to general use in the facility.
1pm	Go through the entire dorm and sweep, mop and spray with disinfectant solution (bleach and water). All walls, bedding rails and storage boxes are to be washed with soap and water. Afterwards, the entire dorm from top to bottom is sprayed with a 10:1 bleach solution and allowed to air dry.
2pm	New mattresses will be placed on each inmate's bed – Cleaning process is complete.

Alabama Equipment Maintenance Program Vendor Service Report

Agency Name: _____

Sub Agency Name: _____

Vendor Name: _____

PO#: _____

Equipment Services: Serial # _____

Model # _____

FOR COPY MACHINES Current Copy Count: _____

Date & Time of Call for Services: _____

Date & Time of Service: _____

Describe Reason for Call – What Needs to be Fixed? _____

SERVICE PERFORMED: Please detail, including explanation of unusually long labor hours or cause for more than one technician to be billed as part of this call.

PARTS USED IN SERVICE CALL:		
Quantity	Part Number	Part Description

CREDITS: (If any, for parts replaced)

CALL COMPLETION:	
Start Time:	
Stop Time:	
Requires Return? _____ if yes, indicate reason and complete NEW form for continued call	
Signatures:	
Vendor Representative	Agency Representative

ADOC Form 323-F to AR 323