 <p>CD-191400</p>	<h1 style="text-align: center;">NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p style="text-align: center;"><small>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always." Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</small></p>	
	ISSUE DATE: 04/14/90	REVIEWED: 07/31/17
	EFFECTIVE DATE: 04/14/90	REVISED: 04/20/15
TITLE: Central Office and NMCTA Grounds First Aid and Medical Emergencies, Safety, Sanitation, Housekeeping Plans, and Inspections		

AUTHORITY:

Policy *CD-000100*

REFERENCE:

ACA Standards 1-CTA-3A-19, 1-CTA-3B-01, 1-CTA-3B-07, 1-CTA-3E-01, 1-CTA-3E-05, 1-CTA-3F-01, and 1-CTA-3F-02, *Standards for Correctional Training Academies*, 1993.

PURPOSE:

To ensure timely response and appropriate treatment in the event of sudden accident, injury, or illness involving any staff, student or visitor; to define effective safety, sanitation, and housekeeping practices; and to require regular inspections of all New Mexico Corrections Training Academy (NMCTA) buildings and areas to ensure standards are being adhered to.

APPLICABILITY:

To all employees of the New Mexico Corrections Training Academy, especially the Maintenance Supervisor, the Fire Safety and Sanitation Officer, Section Director, and all persons using Academy dormitories or facilities.

FORMS:

- A. **Central Office - Safety and Sanitation Inspection** form (*CD-191401.1*) (2 pages)
- B. **NMCTA - Safety and Sanitation Inspection** form (*CD-191401.2*) (2 pages)
- C. **NMCTA Armory - Safety and Sanitation Inspection** form (*CD-191401.3*)
- D. **NMCTA Food Services - Safety and Sanitation Inspection** form (*CD-191401.4*) (4 pages)
- E. **NMCTA Physical Training Facilities - Safety and Sanitation Inspection** form (*CD-191401.5*) (2 pages)
- F. **NMCTA Indoor Range - Safety and Sanitation Inspection** form (*CD-191401.6*)
- G. **NMCTA Dormitory - Safety and Sanitation Inspection** form (*CD-191401.7*) (2 pages)

ATTACHMENTS:

None

DEFINITIONS:

- A. Automatic External Defibrillator (AED): A portable defibrillator designed to be automated such that it can be used by persons without substantial medical training who are responding to a cardiac emergency.
- B. Fire, Safety, and Sanitation Officer (FSSO): Qualified employee assigned to manage and supervise the fire, safety, and sanitation programs.
- C. Life-Threatening or Acute Emergency: A critical situation in which a time delay may jeopardize the condition of the person.
- D. Non-Emergency Medical Problem: A medical situation in which a delay until scheduled medical appointment will not jeopardize the condition of the person.

POLICY

- A. The New Mexico Corrections Training Academy (NMCTA) shall have instructors trained to respond to health-related situations. The training will include: **[1-CTA-3A-19] [1-CTA-3F-02]**
 - 1. Administration of first aid and cardiopulmonary resuscitation (CPR), and
 - 2. Methods of obtaining assistance, as described in **Central Office and NMCTA Grounds First Aid and Medical Emergencies** procedure (*CD-19401*).
- B. Emergency Care: **[1-CTA-3F-01]**

Twenty-four (24) hour emergency medical services shall be available to include:

 - 1. Emergency evacuation of the students/staff from the facility.
 - 2. Ambulance service or emergency medical vehicle.
 - 3. Use of one or more designated hospital emergency rooms or other appropriate health facilities.
- C. First-aid kits are available in designated areas of the Central Office complex and NMCTA Grounds. **[1-CTA-3F-03]**
- D. All persons injured in an accident will receive immediate medical examination and treatment. Appropriate forms are to be completed and filed. **[1-CTA-3B-07]**
- E. The New Mexico Corrections Training Academy shall provide monthly sanitation inspections of all central office and NMCTA areas by a qualified staff member and submit a written report to the facility chief executive officer. **[1-CTA-3B-01]**

- F. At least annually there will be an inspection by federal, state, and/or local sanitation and health officials or other qualified person(s). [**1-CTA-3E-01**]


- G. There shall be a written housekeeping plan for daily housekeeping and regular maintenance of all areas of the facility's physical plant. [**1-CTA-3E-05**]



David Jablonski, Secretary of Corrections
New Mexico Corrections Department

07/31/17

Date

 <p>CD-191401</p>	<p>NEW MEXICO CORRECTIONS DEPARTMENT</p> <p><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i> Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</p>	
	<p>ISSUE DATE: 04/14/90</p>	<p>REVIEWED: 07/31/17</p>
	<p>EFFECTIVE DATE: 04/14/90</p>	<p>REVISED: 04/20/15</p>
<p>TITLE: Central Office and NMCTA Grounds First Aid and Medical Emergencies</p>		

AUTHORITY:

Policy *CD-191400*

PROCEDURE:

A. First Aid and Medical Emergencies: [1-CTA-3F-01] [1-CTA-3F-02]


1. The New Mexico Corrections Training Academy (NMCTA) instructors shall administer as appropriate: **[1-CTA-3A-19]**
 - a. First aid and cardiopulmonary resuscitation (CPR); and
 - b. Obtain assistance, including:
2. For off-site emergency medical assistance (i.e., ambulance) during and after training hours, call the emergency dispatcher – 911.
3. Christus St. Vincent Regional Medical Center in Santa Fe is designated to accept and treat injured or seriously ill staff or students twenty-four (24) hours a day.
4. Emergency evacuation shall be by ambulance unless the person is sufficiently stable to be moved by NMCTA vehicle. The NMCTA emergency dispatch service responds, treats, and transports by ambulance to St. Vincent Regional Medical Center twenty-four (24) hours a day.
5. A staff member or student with a non-emergent injury during normal duty hours may be directed to Concentra Medical Center in Santa Fe at the discretion of the Director or his designee.

B. First Aid Kits and Supplies: [4-4390] [1-CTA-3F-03]

First aid kits are available in designated areas of the complex based on need and an automatic external defibrillator is available for use in the (NMCD) NMCTA Health Services Emergency Room.

1. A first aid kit will be located on each floor of each building.
2. First aid kits will not be stocked with any emergency drugs.


3. The kits should be large enough and have the proper contents for their purpose and the place where they are to be used.
4. The contents shall be arranged so that the desired package can be found easily and quickly without unpacking the entire contents of the box.
5. Material should be wrapped so that unused portions do not become dirty through handling.
6. First aid kits will be sealed with breakable plastic ties, which will alert supervisors or department heads that the first aid kit has been opened and may need to be restocked.
7. Periodic inspections and monthly restocking of the first aid kits shall be the responsibility of the Chief of Maintenance, who is to check for dates and restock the kits as needed.



David Jablonski, Secretary of Corrections
New Mexico Corrections Department

07/31/17

Date

 <p>CD-191402</p>	<p align="center">NEW MEXICO CORRECTIONS DEPARTMENT</p> <p align="center"><small>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always." Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</small></p>	
	<p>ISSUE DATE: 04/14/90</p>	<p>REVIEWED: 07/31/17</p>
	<p>EFFECTIVE DATE: 04/14/90</p>	<p>REVISED: 04/20/15</p>
<p align="center">TITLE: Central Office and NMCTA Safety, Sanitation, Housekeeping Plans, and Inspections</p>		

AUTHORITY:

Policy *CD-191400*

PROCEDURE:

A. Coordinator for Safety/Sanitation Inspections:

1. The purpose of inspections is:
 - a. Examine compliance with applicable laws and regulations.
 - b. Identify potential problem areas.
 - c. Document any existing deficiencies and provide the Director with information on conditions requiring corrective action.

2. The Fire, Safety, and Sanitation Officer (FSSO) or other qualified staff shall be appointed by the New Mexico Corrections Training Academy Director and make monthly inspections of all Central Office and NMCTA areas. There will be an inspection of these areas by federal, state, and/or local sanitation and health officials or other qualified person(s), to be conducted annually.

3. The following reports of the inspections shall be prepared and maintained by the FSSO, with copies forwarded to the New Mexico Corrections Training Academy Director:
 - **Central Office - Safety and Sanitation Inspection** form (*CD-191401.1*)
 - **NMCTA - Safety and Sanitation Inspection** form (*CD-191401.2*)
 - **NMCTA Armory - Safety and Sanitation Inspection** form (*CD-191401.3*)
 - **NMCTA Food Services - Safety and Sanitation Inspection** form (*CD-191401.4*)
 - **NMCTA Physical Training Facilities - Safety and Sanitation Inspection** form (*CD-191401.5*)
 - **NMCTA Indoor Range - Safety and Sanitation Inspection** form (*CD-191401.6*)
 - **NMCTA Dormitory - Safety and Sanitation Inspection** form (*CD-191401.7*)

4. Attached to the New Mexico Corrections Training Academy Director's copy shall be completed work orders on noted deficiencies. The New Mexico Corrections

Training Academy Director will then coordinate the completion of the work orders with the Chief of Maintenance to ensure that proper corrective action has been taken.

5. Inspections shall follow the guidelines on the inspection forms listed above and shall ensure: **[1-CTA-3E-01] [1-CTA-3B-01] [1-CTA-3F-03]**
 - a. All areas are clean and orderly;
 - b. Lighting, ventilation and heating equipment function properly;
 - c. No fire, safety, or health hazards exist;
 - d. All equipment, tools, and security devices work properly;
 - e. All plumbing fixtures, including commodes and bathing, washing, and laundry facilities operate properly; and
 - f. A review of previous reports of deficiencies and that corrective action has been taken.

B. Inspection Team Composition and Responsibilities:

Inspectors or designees, as designated below, shall inspect applicable areas on a frequency basis as indicated, following the guidelines in Appendix A.

<u>Area</u>	<u>Inspector</u>	<u>Frequency</u>
Each dormitory	Primary Instructor or designee	Weekly when occupied
Each Academy Area	Fire, Safety and Sanitation Officer (FSSO)	At least monthly
Each Academy Area	Designated Management Staff	At least quarterly
Dormitory	Management Staff	Quarterly
Dormitory	FSSO	Monthly

C. Sanitation, Work, Health, and Safety Inspections [1-CTA-3E-01]

1. Inspections shall ensure that the NMCTA complies with applicable laws and regulations concerning sanitation practices. In work, study, and physical training areas, inspections will also ensure that the areas meet work, health, and safety standards.

2. Monthly and quarterly inspections of each NMCTA area as indicated in Section II-B, above, shall be conducted by designated management staff. Comprehensive written reports of these inspections (forms *CD-191402.1* thru *CD-191402.7*) shall be forwarded to the Director for necessary action.
3. The Academy FSSO shall arrange for inspections of the NMCTA by State safety officials and/or contractors. **[1-CTA-3E-01]**
4. The Director of NMCTA Food Services shall coordinate annual health inspections of NCMCTA food service operations by the State Environment Department (ED).

D. Housekeeping Plans: [1-CTA-3E-05]

1. Plans shall be prepared by the FSSO and New Mexico Corrections Academy Director that require the following:
 - a. A cleaning schedule for the area.
 - b. Specific tasks for those assigned to sanitation duties for the following:
 - (1) Floors.
 - (2) Common areas.
 - (3) Commodes and shower facilities.
 - (4) Walls, windows and all areas as required by the area supervisor.
 - c. Instructions on issuing of cleaning supplies and equipment.
2. Housekeeping plans for all areas shall be forwarded to the FSSO for review and approval. Copies of approved plans shall be distributed to the New Mexico Correction Training Academy Director, or his designee.

E. Annual Inspection

1. The NMCTA will comply with all applicable laws and regulations of the governing jurisdiction, and there is documentation by an independent, outside source that any past deficiencies noted in the annual inspection have been corrected.

F. Requisition of Sanitation and Personal Supplies:

Designated Section Chiefs shall be responsible for ensuring that an appropriate quantity of sanitation supplies, e.g., toilet paper, paper towels, cleaning supplies, etc, are available for distribution in accordance with policy (*CD-162500*) and its attendant

procedures.

G. NMCTA Dormitories Sanitation:

All trainees residing in dormitories shall be responsible for ensuring that the orderliness and sanitation of the dormitory are maintained at acceptable levels. Trainees shall pay close attention to ensure maintenance is proper and thorough and that equipment and supplies are not wasted.

1. Common Areas:

All trainees assigned to dormitories shall be responsible for maintaining the common living area in a clean and sanitary manner. The Chief of Staff Development shall see that all materials needed to carry out the cleaning program are provided. The Chief shall be advised if additional materials are needed.

- a. Trash will be deposited only in the trash cans provided.
- b. Towels, blankets, clothing or any personal belongings shall not be left in common areas.

2. Personal Living Areas:

- a. All trainees shall be responsible for maintaining their assigned room areas in a clean and sanitary manner.
 - i. No trash shall be allowed to accumulate.
 - ii. Hazardous and combustible materials such as boxes, papers and magazines shall not be allowed to accumulate.
 - iii. Cardboard boxes shall not be allowed for storage or use as trash receptacles. All personal belongings shall remain neat and orderly.
- b. All trainees shall be required to perform a daily cleaning routine of their living area.



David Jablonski, Secretary of Corrections
New Mexico Corrections Department

07/31/17
Date

NEW MEXICO CORRECTIONS DEPARTMENT
Central Office - Safety and Sanitation Inspection

Date: _____

Area	Sat	Unsat	Comments
1. Floors, desks, and shelving are free of accumulated clutter.			
2. Cleaning equipment and Caustic, toxic, and flammable materials are stored and controlled properly.			
3. There is nothing stored or stacked within 18 inches of any fire suppression sprinkler head.			
4. File and desk drawers are closed when not in use.			
5. Electrical equipment cords are hazard free.			
6. Rubber channels are provided for cords that must cross floors.			
7. Overhead storage is limited to minimize the possibility of falling materials.			
8. All trash is emptied daily.			
9. Floors are in good repair and are free of cracks and missing tiles.			
10. Tools and equipment are stored and controlled properly.			
11. Inside and outside areas are clean and in good condition.			
12. Passageway/aisles are unobstructed.			
13. Circuit breakers/fuse boxes are labeled and in a locked room.			
14. Evacuation plans are posted in appropriate places and lighted "Exit" signs are operational with no burned out bulbs in either standard AC mode or in backup battery mode.			
15. Fire extinguishers have been inspected within 30 days and are charged with tag updated.			
16. First aid kits and AEDs have been inspected and restocked if needed.			
17. Restrooms are clean, working, and supplied with toilet paper, soap and towels.			
18. Emergency lighting is operational in backup battery mode.			
19. Proper storage or control of tools or equipment is maintained.			
20. Electrical outlets are not overloaded.			

NEW MEXICO CORRECTIONS DEPARTMENT
Central Office - Safety and Sanitation Inspection

Date: _____

Area	Sat	Unsat	Comments
21. There are no electrical wires under carpets.			
22. Entrance mats are in place for wet weather.			
23. Janitor closets are clean and orderly.			
24. There are no burned out recessed corridor ceiling lights.			
25. There are no burned out fluorescent room ceiling lights.			
26. The emergency backup generator is working and tank is full.			

Inspected by:

Name: _____
(Printed name)

Title: _____

Sign: _____

NEW MEXICO CORRECTIONS DEPARTMENT
NMCTA - Safety and Sanitation Inspection

Date: _____

Area	Sat	Unsat	Comments
1. Floors, desks, and shelving are free of accumulated clutter.			
2. Cleaning equipment and Caustic, toxic, and flammable materials are stored and controlled properly.			
3. There is nothing stored or stacked within 18 inches of any fire suppression sprinkler head.			
4. File and desk drawers are closed when not in use.			
5. Electrical equipment cords are hazard free.			
6. Rubber channels are provided for cords that must cross floors.			
7. Overhead storage is limited to minimize the possibility of falling materials.			
8. All trash is emptied daily.			
9. Floors are in good repair and are free of cracks and missing tiles.			
10. Tools and equipment are stored and controlled properly.			
11. Inside and outside areas are clean and in good condition.			
12. Passageway/aisles are unobstructed.			
13. Circuit breakers/fuse boxes are labeled and in a locked room.			
14. Evacuation plans are posted in appropriate places and lighted "Exit" signs are operational with no burned out bulbs in either standard AC mode or in backup battery mode.			
15. Fire extinguishers have been inspected within 30 days and are charged with tag updated.			
16. First aid kits and AEDs have been inspected and restocked if needed.			
17. Restrooms are clean, working, and supplied with toilet paper, soap and towels.			
18. Emergency lighting is operational in backup battery mode.			
19. Proper storage or control of tools or equipment is maintained.			

NEW MEXICO CORRECTIONS DEPARTMENT
NMCTA - Safety and Sanitation Inspection

Date: _____

Area	Sat	Unsat	Comments
20. Electrical outlets are not overloaded.			
21. There are no electrical wires under carpets.			
22. Entrance mats are in place for wet weather.			
23. Janitor closets are clean and orderly.			
24. There are no burned out recessed corridor ceiling lights.			
25. There are no burned out fluorescent room ceiling lights.			
26. The emergency backup generator is working and tank is full.			

Inspected by:

Name: _____
(Printed name)

Title: _____

Sign: _____

NEW MEXICO CORRECTIONS DEPARTMENT
NMCTA Armory - Safety and Sanitation Inspection

Date: _____

Area	Sat	Unsat	Comments
1. All trash is emptied daily.			
2. Cleaning equipment, toxic, and flammable materials are stored and controlled properly.			
3. There is nothing stored or stacked within 18 inches of any fire suppression sprinkler head.			
4. Weapons, chemical agents and related equipment are stored and controlled properly.			
5. Electrical equipment cords are hazard free.			
6. Overhead storage is limited to minimize the possibility of falling materials.			
7. Fire extinguishers have been inspected within 30 days, are charged with tag updated, and are unobstructed.			
8. First aid kits and AEDs have been inspected and restocked if needed.			
9. Electrical outlets are not overloaded.			
10. Floors are in good repair and are free of cracks and missing tiles.			
11. No incandescent or fluorescent light bulbs are burned out.			
12. Floors and shelving are free of accumulated clutter.			
13. Inside area is clean and in good condition.			
14. Passageways/aisles are unobstructed.			

Inspected by:

Name: _____
(Printed name)

Title: _____

Sign: _____

NEW MEXICO CORRECTIONS DEPARTMENT
NMCTA Food Services - Safety and Sanitation Inspection

Date: _____

Area	Sat	Unsat	Comments
EQUIPMENT & UTENSILS			
1. All equipment and food contact surfaces are clean.			
2. Serving line has protective guard in place.			
3. Hood filters are free from an accumulation of grease or grime.			
4. Temperatures on all foods maintained: a. Dry foods/shelf foods 45 to 80 F b. Refrigerated foods 35 to 41 F c. Frozen foods 0 F or below d. Dishwashing final rinse is greater than 180 F e. Cold foods served at 41 F or below f. Hot foods served at 140 F or above	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
5. Dishwasher is free from lime deposits.			
6. A wash, rinse, and sanitizing sink is available for pots and pans.			
7. Food is properly handled, i.e., use of utensils, plastic gloves, and aprons.			
PRACTICES			
1. No use of tobacco is allowed in the building.			
2. Hair restraints are used by those preparing or serving food.			
3. Assigned personnel are free of infections, open cuts or burns. Etc....			
4. Personal hygiene of personnel is good i.e., clean clothes, washed hands. Etc....			

NEW MEXICO CORRECTIONS DEPARTMENT
NMCTA Food Services - Safety and Sanitation Inspection

Date: _____

Area	Sat	Unsat	Comments
STORAGE			
1. Food items are stored separately from cleaning supplies.			
2. Food containers are stored off the floor.			
3. Storage areas are secured when not in actual use.			
4. All food containers are properly labeled and dated. Leftovers are used within 48 hours.			
5. All food is properly covered while in storage.			
6. No food is stored under exposed or unprotected sewer or water lines.			
SAFETY			
1. Floors are free from standing water and food debris.			
2. Knives are properly stored and handled and inventory logs are properly maintained.			
3. Safety devices on equipment are used.			
4. Fire extinguishers are available, have been inspected within 30 days and are charged and are not obstructed.			
5. First aid kits and AEDs have been inspected and restocked if needed.			
6. Emergency lighting is operational in battery backup mode.			
7. Exit signs are lighted and operational with no bulbs burned out in either standard AC mode or in battery backup mode.			
8. Hot pads are provided.			
9. Entrance mats are in place for wet weather.			
10. Nothing is stored or stacked within 18 inches of any fire suppression sprinkler head.			

NEW MEXICO CORRECTIONS DEPARTMENT
NMCTA Food Services - Safety and Sanitation Inspection

Date: _____

Area	Sat	Unsat	Comments
SANITATION			
1. Hand sinks, with disposable towels, soap, and waste receptacles are available in the kitchen and serving line areas.			
2. Floors, shelving, and countertops are free from accumulated clutter.			
3. Cleaning equipment and caustic materials are labeled, stored, and controlled properly and the storage room is locked when not in actual use by staff. MSDS sheets are available.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
4. Restroom facilities are clean, working and supplied with toilet paper, soap, and towels.			
5. Floors are in good repair and are free of cracks and missing tiles.			
6. Mop water is changed frequently and contains a sanitizing agent.			
7. Garbage containers/receptacles are provided and covered.			
8. Mop buckets are properly cleaned, dried, and stored.			
9. Kitchen areas are protected/free of the presence of insects/rodents/flies.			
10. Outside of building is clean and trash free.			
MAINTENANCE			
1. Breaker panel boxes are locked.			
2. Walking surfaces and passageways are free from slipping/tripping hazards.			
3. Electrical equipment/cords are hazard free.			
4. Cleaning equipment and caustic, toxic, and flammable materials are labeled, stored, and controlled properly and the storage room is locked when not in actual use by staff. MSDS sheets are available.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
5. There are no burned out fluorescent lights.			

NEW MEXICO CORRECTIONS DEPARTMENT
NMCTA Food Services - Safety and Sanitation Inspection

Date: _____

Area	Sat	Unsat	Comments
MENUS			
1. Meals are served and follow the written menu. (Substitutions are documented)			
2. Meals meet appearance and palatability guidelines.			

Inspected by:

Name: _____
(Printed name)

Title: _____

Sign: _____

NEW MEXICO CORRECTIONS DEPARTMENT
NMCTA Physical Training Facility - Safety and Sanitation Inspection

Date: _____

Area	Sat	Unsat	Comments
1. Condition of weight equipment is good and it is stored in a safe manner not damaging walls or floor.			
2. Floors, shelving and countertops are free of accumulated clutter.			
3. Cleaning equipment and caustic materials are stored and controlled properly.			
4. Building is clean and in good condition inside and outside with no accumulated refuse.			
5. Passageways/aisles are unobstructed.			
6. File and desk drawers are closed when not in use.			
7. Electrical equipment/cords are hazard free.			
8. Rubber channels are provided for cords that must cross floors.			
9. Circuit breakers/fuse boxes are labeled and in a locked room.			
10. Electrical outlets are not overloaded.			
11. Overhead storage limited to minimize possibility of falling materials.			
12. Evacuation plans are posted and lighted "EXIT" signs are operational with no burned out bulbs in either standard AC mode or in backup battery mode.			
13. Proper storage/control of tools and equipment is practiced.			
14. Fire extinguishers have been inspected within 30 days, charged, the tag updated and are unobstructed.			
15. First aid kits and AEDs have been inspected and restocked if needed.			
16. Floors are in good repair and are free of cracks and missing tiles.			
17. All trash is emptied daily.			
18. No electrical wires run under carpets.			
19. Entrance mats are in place for wet weather.			

NEW MEXICO CORRECTIONS DEPARTMENT
NMCTA Physical Training Facility - Safety and Sanitation Inspection

Date: _____

Area	Sat	Unsat	Comments
20. Janitor closets are clean and orderly.			
21. There are no burned out recessed corridor ceiling lights.			
22. There are no burned out fluorescent room lights.			
23. Restrooms are clean, working, and supplied with toilet paper, soap and towels.			
24. Emergency lighting is operational in backup battery mode.			
25. Nothing is stored or stacked within 18 inches of any fire suppression sprinkler head.			
26. The emergency backup generator is working and tank is full.			

Inspected by:

Name: _____
(Printed name)

Title: _____

Sign: _____

NEW MEXICO CORRECTIONS DEPARTMENT
NMCTA Indoor Range - Safety and Sanitation Inspection

Date: _____

Area	Sat	Unsat	Comments
1. Floors, desks, and shelving are free of accumulated clutter.			
2. File and desk drawers are closed when not in use.			
3. Electrical equipment cords are hazard free.			
4. Overhead storage is limited to minimize the possibility of falling materials.			
5. All trash is emptied daily.			
6. Tools and equipment are stored and controlled properly.			
7. Inside and outside areas are clean and in good condition.			
8. Passageways/aisles are unobstructed.			
9. Evacuation plans posted in appropriate places.			
10. Fire extinguishers have been inspected within 30 days, are charged, with tag updated, and are unobstructed.			
11. Electrical outlets are not overloaded.			
12. Floors are in good repair and are free of cracks and missing tiles.			
13. Entrance mats are in place for wet weather.			
14. No incandescent or fluorescent light bulbs are burned out.			
15. There is no evidence of lead fragments on the floor, nor an excessive amount of lead fragments accumulated in the target traps.			

Inspected by:

Name: _____
(Printed name)

Title: _____

Sign: _____

NEW MEXICO CORRECTIONS DEPARTMENT
NMCTA Dormitory - Safety and Sanitation Inspection

Date: _____

Area	Sat	Unsat	Comments
1. Restrooms/showers are clean, working, and supplied with toilet paper, soap and towels.			
2. Floors, shelving and countertops are free of accumulated clutter.			
3. Cleaning equipment & caustic materials are stored and controlled properly.			
4. Area is clean and undamaged inside and outside the building with no accumulated refuse.			
5. Desk and closet drawers are closed when not in use.			
6. Electrical equipment/cords are hazard free.			
7. Passageways/aisles are unobstructed.			
8. Rubber channels are provided for cords that must cross floors.			
9. Circuit breakers/fuse boxes are labeled and in a locked room.			
10. Electrical outlets are not overloaded.			
11. Overhead storage limited to minimize possibility of falling materials.			
12. Evacuation plans are posted and lighted "EXIT" signs are operational with no burned out bulbs in either standard AC mode or in backup battery mode.			
13. Fire extinguishers have been inspected within 30 days, charged, the tag updated and are unobstructed.			
14. First aid kits and AEDs have been inspected and restocked if needed.			
15. Floors are in good repair and are free of cracks and missing tiles.			
16. All trash is emptied daily.			
17. There is nothing stored or stacked within 18" of any fire suppression sprinkler head.			
18. General Cleanliness.			
19. Nothing is on walls or hanging from the ceiling.			

NEW MEXICO CORRECTIONS DEPARTMENT
NMCTA Dormitory - Safety and Sanitation Inspection

Date: _____

Area	Sat	Unsat	Comments
20. Window screens are in good condition.			
21. No electrical wires run under carpets.			
22. Entrance mats are in place for wet weather.			
23. All smoke detectors are operational.			
24. There are no burned out recessed corridor ceiling lights.			
25. All smoke detectors are operational.			
26. There are no burned out fluorescent or incandescent room lights.			
27. Laundry room dryers are free of accumulated lint.			
28. All furniture is clean and in good condition.			
29. Carpets are clean and free of stains.			
30. The emergency backup generator is working and tank is full.			

Inspected by:

Name: _____
(Printed name)

Title: _____

Sign: _____