

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Environmental Conditions
Subject: Housing Area
Policy: Lighting and Ventilation
Pages: 1 of 2
Standard: ACA-3-JCRF-2D-01
Revised: January 2008
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

I. Policy: Written policy, procedure, and practice provide that all sleeping quarters are well-lighted and properly ventilated. Natural lighting should be provided, wherever possible. Documentation shall be provided by a qualified source that lighting is at least twenty (20) foot-candles at desk level and air circulation is at least fifteen (15) cubic feet of outside or recirculation filtered air per minute per occupant for rooms, housing areas, staff stations, and dining areas. Air and light levels should be checked at least once per accreditation cycle.

II. Definitions:

- A. Accreditation Cycle- The three (3) year cycle between American Correctional Association audits.
- B. Foot Candle- A unit of measuring the intensity of illumination, defined as the amount of light thrown on a surface one foot away from the light source.
- C. Natural Light- The illumination from the sun; daylight.

III. Procedure

- A. The Business Manager, will monitor policy compliance.
- B. **Lighting**
 - 1. Sleeping room(s) are single occupancy and were constructed with a the following light sources:
 - i. 3½ ft. by 1 ft. window to supply natural light.
 - ii. An overhead light fixture.
 - 2. Lighting in each sleeping room will equal or exceed twenty (20) foot candles.
- C. **Ventilation**
 - 1. Youth Housing
 - i. Sleeping room(s) are single occupancy and have been constructed with an air vent that is integrated into the facilities heating and air conditioning system.
 - ii. Sleeping room(s) will maintain air circulation of outside or re-circulated air at a minimum average of fifteen (15) cubic feet per minute.

2. Staff Stations

- i. Staff are stationed in areas including but not limited to the following:
 1. Living units;
 2. Treatment offices;
 3. Supervisory offices
 4. Academic classrooms; and,
 5. Medical Department
- ii. All staff stations are equipped with air vents that are integrated into the facility's heating and air conditioning system.
- iii. Staff stations will maintain air circulation of outside or re-circulated air at a minimum average of fifteen (15) cubic feet per minute.

3. Dining Areas

- i. The dining room is equipped with air vents that are integrated into the facilities heating and air conditioning system.
- ii. The dining room will maintain air circulation of outside or re-circulated air at a minimum average of fifteen (15) cubic feet per minute.

D. Repair(s): Lighting and Air Ventilation

1. If the air circulation system or lighting systems become inoperable a work order will be completed and forwarded to the Business Manager.
2. The system in need of repair will be fixed and restored to service expeditiously.
3. The Maintenance staff member, in collaboration with the Business Manager, will verify work completion and maintain a file of all repairs.

E. Air Circulation: Control

1. Air circulation is controlled through the air handler systems computer located in the Maintenance Mechanical Room, and controlled by the Maintenance staff.

F. Inspection

1. Air and lighting levels will be checked at least once per accreditation cycle.
2. Air and lighting levels inspections will be conducted by a qualified source and findings documented and maintained by the Business Manager.

Montgomery County Juvenile Court Center for Adolescent Services

Chapter: Environmental Conditions
Subject: Heating and Cooling
Policy: 2D-02
Page: 1 of 1
Standard: ACA-3-JCRF-2D-02
Revised: August 2006
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- I. Policy:** Temperature in indoor living and work areas are appropriate to the summer and winter comfort zones.

- II. Procedure**
 - A.** The Business Manager shall monitor procedural compliance with this policy.
 - B.** The facility will maintain a service agreement, through Montgomery County Public Works, with a qualified contractor.

 - C. Temperature: Control**
 - a. Temperatures are controlled through the air handler systems computer located in the Maintenance Mechanical Room, and controlled by the Maintenance staff.

 - D. Temperature: Repairs and Maintenance**
 - a. If the air circulation system becomes inoperable a work order will be completed and forwarded to the Business Manager.
 - b. The system in need of repair will be fixed and restored to service expeditiously.
 - c. The Maintenance staff member, in collaboration with the Business Manager, will verify work completion and maintain a file of all repairs.

 - E. Inspection**
 - a. Air and temperature levels will be checked at least once per accreditation cycle.
 - b. Air and temperature levels inspections will be conducted by a qualified source and findings documented and maintained by the Business Manager.