

DETENTION STANDARDS – COMPLIANCE COVERSHEET

Security	
<p><u>Standard</u> 8-5-23 Mandatory</p>	<p>(a) Written policy, procedure, and practice provide a system to govern the control and use of keys.</p> <p>(b) There is an accountability system that provides for, but is not limited to, the following:</p> <ul style="list-style-type: none"> (1) Keys are issued from a central location. (2) Keys are stored so that their presence or absence can be easily determined. (3) A log is maintained to record the following: <ul style="list-style-type: none"> (A) The number of each key. (B) The location of the lock. (C) The number of keys to that lock. (D) The names of all employees possessing the key. (4) Emergency keys are checked at least quarterly to make sure that they function properly. (5) Fire and emergency keys shall be labeled for easy identification of what door or doors each key opens. <p>(c) This is a mandatory standard.</p> <p><i>Comment: The facility may use a "pass-on" key process in various units/department where staff logs the transfer of the keys from one person to another. The facility maintains at least one duplicate key for each lock. Juveniles do not possess keys other than those to living quarters or work assignments, when appropriate.</i></p>
<p><u>Documentation</u> <u>Demonstrating</u> <u>Compliance</u></p>	<p>Title, page number, and section of <u>Policy</u> demonstrating standard compliance with (a): Security Standards/ Accountability System for Keys/ Page 33</p> <p>Title, page number, and section of <u>Procedure</u> demonstrating standard compliance with (a): Security Standards/ Accountability System for Keys/ Pages 34-35</p> <p>Title of document demonstrating <u>Proof of Practice</u> with (a) and (b): (Suggested document(s): Facility floor plan; Photograph of key storage area; Key inventory log; Key review records for two consecutive quarters; Photograph of key labeling; Emergency key audit)</p> <p><u>Floor plan, Photograph of key box and name tag "chit" system, Key Control Log, Shift Change Checklist showing beginning and ending key counts, Monthly maintenance checklist for emergency key operation,</u></p>

SELF – EVALUATION AGENCY PERSONNEL	AUDITOR DETERMINATION
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DETENTION STANDARDS – COMPLIANCE COVERSHEET

<p>Staff Signature and Date:</p> <p><i>Lesher Carter - Callison 3/6/15</i></p> <p><input checked="" type="checkbox"/> Compliance <input type="checkbox"/> Non-Compliance <input type="checkbox"/> Non-Applicable (justification attached)</p>	<p>Auditor Signature and Date:</p> <p>_____</p> <p><input type="checkbox"/> Compliance <input type="checkbox"/> Non-Compliance <input type="checkbox"/> Non-Applicable</p>
<p>NOTES:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	



Madison County
Circuit Court, Div. 2

Section: Security Standards
Policy: Accountability System for Keys; Mandatory
Standard: 8-5-23
Date: February 5, 2015
Approved By: _____
N. Gary Williams, Superintendent

Page | 1 of 3

I. STANDARD:

- (a) Written policy, procedure, and practice provide a system to govern the control and use of keys.
- (b) There is an accountability system that provides for, but is not limited to, the following:
 - (1) Keys are issued from a central location.
 - (2) Keys are stored so that their presence or absence can be easily determined.
 - (3) A log is maintained to record the following:
 - (A) The number of each key.
 - (B) The location of the lock.
 - (C) The number of keys to that lock.
 - (D) The names of all employees possessing the key.
 - (4) Emergency keys are checked at least quarterly to make sure that they function properly.
 - (5) Fire and emergency keys shall be labeled for easy identification of what door or doors each key opens.
- (c) This is a mandatory standard.

Suggested document(s): Facility floor plan; Photograph of key storage area; Key inventory log; Key review records for two consecutive quarters; Photograph of key labeling; Emergency key audit

II. POLICY:

A key inventory and control system shall be in effect to maintain the security of the facility and the safety and privacy of staff, juveniles, and their property. Control of keys for the Madison County Youth Center (MCYC) is the responsibility of the Superintendent, and all keys necessary to the operation of MCYC will be issued from the Superintendent's office. Procedures and practices for key control are designed to meet a two-fold purpose: (1) limiting access to areas of the building to authorized personnel only and (2) limiting access to escape, if youth gain possession of keys.

III. DEFINITIONS:

None

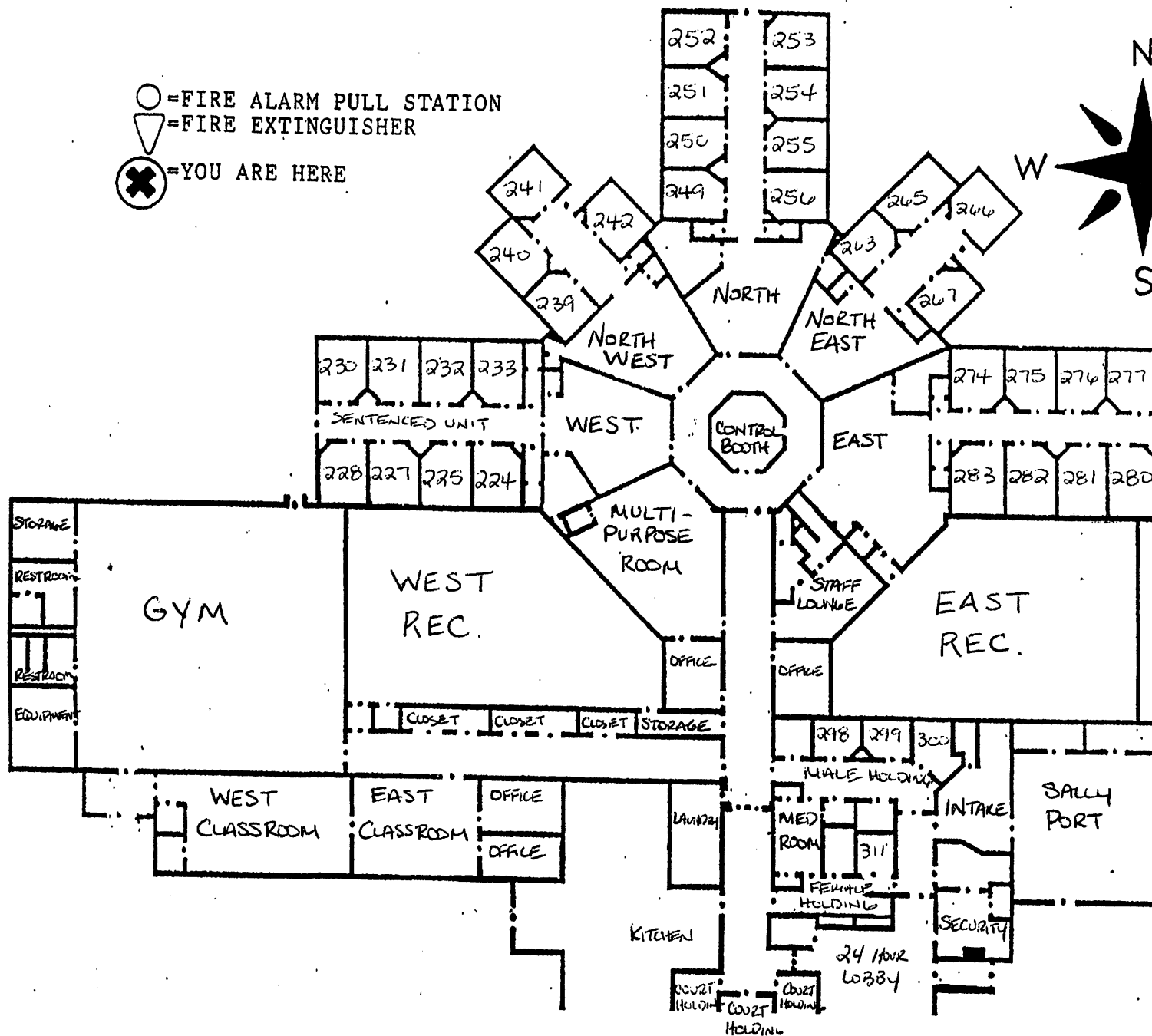
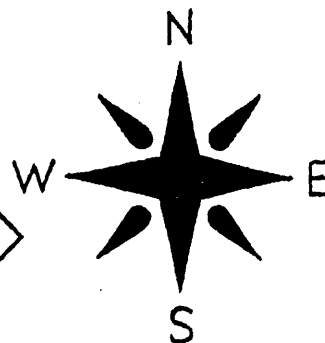
IV. PROCEDURE:

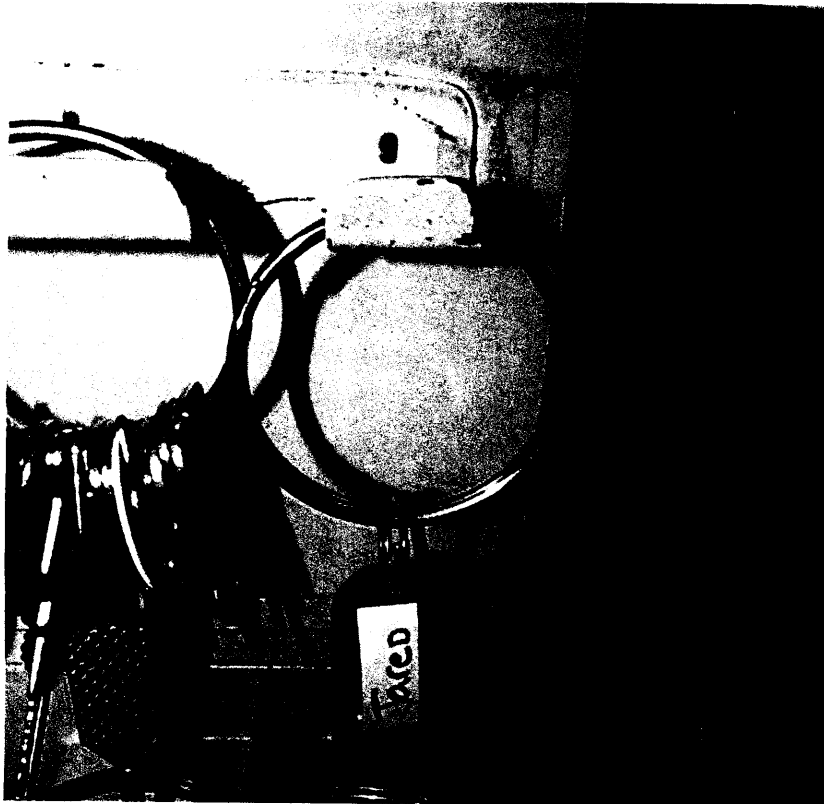
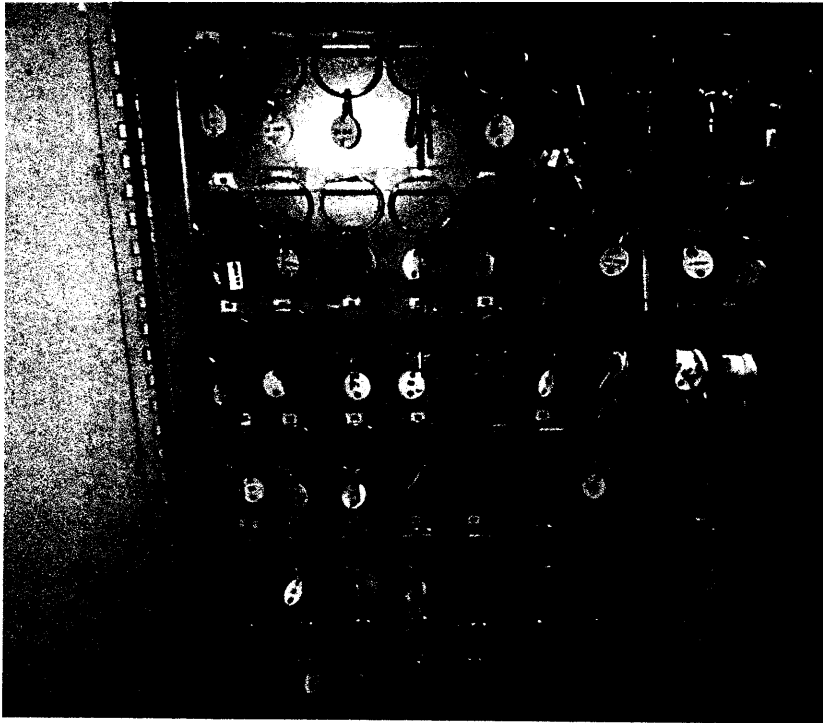
- (a) MCYC uses a system to govern the control and use of facility keys. The accountability system is outlined below:
 - (1) Keys are issued from a central location. The Secure Detention Control Booth as well as the Security Control Booth has key cabinets used to house facility keys.
 - (2) Keys are stored on labeled hooks inside the key cabinets so that their presences or absence can easily be determined.
 - (3) A key control log is maintained to record:
 - (A) The number of each key
 - (B) The location of the lock
 - (C) The number of keys to that lock
 - (D) The names of all employees possessing the key
- (b) Shift supervisors and other persons approved by the Superintendent will be issued a set of work keys. All other work keys will remain in a secured key box in the security control booth and/or secure detention control booth, or by the Superintendent.
 - (1) A key count shall be taken at the beginning and end of every shift. The counts shall be documented on the Shift Change Checklist.
 - (2) When a staff member needs to utilize a set of keys, that staff member must replace the keys with a key tag that bares their name. The staff member must then sign the set of keys out on the Key Control Form. When the staff member is no longer utilizing the keys, the staff member is to return the keys to the key box and remove their name tag. The staff member shall then sign the key back in on the Key Control Form. Staff members are not to exchange keys without changing the name tags in the key box and signing the keys out on the Key Control Form.
 - (3) Staff members are not permitted to take Youth Center keys home. If a staff member inadvertently takes a set of keys home, the staff member must immediately return the keys. Failure to return the keys may result in disciplinary action, up to and including termination.
 - (4) Only staff members approved by the Superintendent will have a complete set of keys that would permit escape from the Youth Center.
- (c) A verbal report of any lost or misplaced key or key ring will be made to the Unit Supervisor and Superintendent immediately, starting when the loss was discovered and the circumstances surrounding that loss and the key (s) identification. A written report will be submitted as soon as possible to the Superintendent. When security keys are lost or misplaced, proper security precautions must be taken to preclude use of the key (s) for unauthorized access or escape from the Youth Center. If security

keys are lost or if there is sufficient reason to believe that impressions of the key(s) have been made, locks must be changed.

- (d) All staff will observe the following key control procedures:
 - (1) When on duty, staff will keep Youth Center keys in their possession at all times. Youth are never permitted to handle keys.
 - (2) Carry and use keys as inconspicuously as possible.
 - (3) Carry the key in front pants pocket, attached to a belt if possible.
 - (4) Check the number of keys when exchanging from one staff member to another (confirm key ring count with ring tag).
 - (5) Avoid reference to key number or any identifying information in the presence of youth.
 - (6) Avoid dropping keys. Keys will be exchanged hand-to-hand, never tossed or thrown. Do not leave keys lying on tables, countertops etc. Keys must always be in the possession of a staff member.
 - (7) Do not use force to operate locks. If a lock does not function easily, the malfunction will be reported to the supervisor of secure detention.
 - (8) Do not attempt to repair locks.
 - (9) Damaged or broken keys will be returned to the unit supervisor. They will be replaced only per the Superintendent.
 - (10) Staff must not keep Youth Center keys on the same key ring as personal keys.
- (e) Duplicate fire and emergency key rings will be kept in the Superintendent's office.
- (f) Master keys are stored in the security control booth key box and are restricted or issued only to designated staff.
- (g) Unauthorized possession, alterations, marking, duplication, manufacture or impression making of keys is prohibited. Any such incident will be reported immediately, verbally, and before the end of the shift in writing, to the Superintendent. If criminal acts are involved, the offender will be referred for prosecution.
- (h) Emergency keys are checked monthly to ensure that they function properly. The monthly check of emergency keys is documented on the Monthly Maintenance Check Form. Keys and/or locks that are found to not be in working order are documented on the Monthly Maintenance Check and MCYC Maintenance Staff are notified immediately so that repairs/replacement can be made.
- (i) Fire and emergency keys are labeled for easy identification of what door or doors each key opens. Unit doors operated by Secure Detention are coded red, unit doors that are operated by Security are coded blue and all cell doors are coded white.

- = FIRE ALARM PULL STATION
- ▽ = FIRE EXTINGUISHER
- ⊗ = YOU ARE HERE





MADISON COUNTY YOUTH CENTER KEY CONTROL LOG

[illegible]

SECURITY KEY CONTROL

Date: 2 / 1 / 15

1 Resident Files A-G	2 Resident Files H-P	3 Resident Files Q-Z	4 Detention Master Key W/ Holding Cells	5 <i>Intake Refrigerator Key</i>	6 Medication Room Key	7 Master Keys Doors	8 Campus Master Keys #1	9 Campus Master Keys #2
10 Detention 18+ Files Hallway	11 Detention 18+ Files Intake	12 Detention Supervisor Office	13 Handcuff Key	14 <i>HHR</i>	15 D/R Van #2	16 D/R Van #1	17 Security Car Impala	18 DET. Outside Gate Keys
19 Learning Center Middle Door	20 Gym Storage Cages	21 First Aid Kit Gym Closet	22 Outside Gym Doors	23 <i>EMPTY</i>	24 Security Property Locker	25 Staff Lockers Admin. Back Hall	26 Lockers 24 Hour Lobby 1-14	27 Lockers 24 Hour Lobby 15-28
28 Pull Down Stairway Receiving	29 Pull Down Stairway Probation	30 Ceiling Access Intake	31 Ceiling Access Detention	32 <i>EMPTY</i>	33 <i>EMPTY</i>	34 Emergency Shelter Care	35 Triple L	36 Bath- room Dispensers & Light Switches
37 Door Alarm	38 Fire Alarm Pull Station	39 Stand Pipe Lock S.W. of Admin.	40 Front Gate Arms	41 <i>EMPTY</i>	42 311 Water	43 <i>EMPTY</i>	44 Large Laundry Receiving	45 Lift Station
46 Square Water Valve Key	47 AC Electrical Box	48 Electrical Panel Detention	49 Access Panel 24-Hour Lobby	50 <i>Multiplexer Box</i>	51 Detention Control Booth Box	52 Outside Electrical Panel	53 Case Manager Desk	54 Chapel Side Door, Basement, Office
(4) Handcuffs	(4) Shackles	(1) Flex Cuff Cutter	Gun Box Keys 1-4	<i>Gun Box Keys 5-8</i>	Gun Box Keys 9-12	Gun Box Keys 13-16	Gun Box Keys 17-20	Gun Box Keys 21-24
Gun Box Keys 25-28 (x2)	Gun Box Keys 29- 32	Gun Box Keys 33- 36	North Sallyport Door Opener (2)	<i>South Sallyport Door Opener (2)</i>				

FIRST COUNT 11pm: JSD

SECOND COUNT 7am: JSD

IF ANY KEYS ARE MISSING STAFF MUST NOTIFY THE SUPERVISOR ON DUTY/ON CALL IMMEDIATELY.
WHEN YOU TAKE A SET OF KEYS YOU MUST USE YOUR NAME TAG TO REPLACE THE SET OF KEYS YOU ARE
TAKING. IF STAFF STAY OVER FROM THEIR SHIFT AND STILL HAVE POSSESSION OF KEYS, WRITE THEIR NAME IN
THE BOX ABOVE THAT CORRESPONDS WITH THE SET(S) OF KEYS THEY HAVE.

SECURITY KEY CONTROL

Date: 21/1/15

1 Resident Files A-G	2 Resident Files H-P	3 Resident Files Q-Z	4 Detention Master Key W/ Holding Cells	5 Intake Refrigerator Key	6 Medication Room Key	7 Master Keys Doors	8 Campus Master Keys #1	9 Campus Master Keys #2
10 Detention 18+ Files Hallway	11 Detention 18+ Files Intake	12 Detention Supervisor Office	13 Handcuff Key	14 HHR	15 D/R Van #2	16 D/R Van #1	17 Security Car Impala	18 DET. Outside Gate Keys
19 Learning Center Middle Door	20 Gym Storage Cages	21 First Aid Kit Gym Closet	22 Outside Gym Doors	23 EMPTY	24 Security Property Locker	25 Staff Lockers Admin. Back Hall	26 Lockers 24 Hour Lobby 1-14	27 Lockers 24 Hour Lobby 15-28
28 Pull Down Stairway Receiving	29 Pull Down Stairway Probation	30 Ceiling Access Intake	31 Ceiling Access Detention	32 EMPTY	33 EMPTY	34 Emergency Shelter Care	35 Triple L	36 Bath- room Dispersers & Light Switches
37 Door Alarm	38 Fire Alarm Pull Station	39 Stand Pipe Lock S.W. of Admin.	40 Front Gate Arms	41 EMPTY	42 311 Water	43 EMPTY	44 Large Laundry Receiving	45 Lift Station
46 Square Water Valve Key	47 AC Electrical Box	48 Electrical Panel Detention	49 Access Panel 24-Hour Lobby	50 Multiplexer Box	51 Detention Control Booth Box	52 Outside Electrical Panel	53 Case Manager Desk	54 Chapel Side Door, Basement, Office
(4) Handcuffs	(4) Shackles	(1) Flex Cuff Cutter	Gun Box Keys 1-4	Gun Box Keys 5-8	Gun Box Keys 9-12	Gun Box Keys 13-16	Gun Box Keys 17-20	Gun Box Keys 21-24
Gun Box Keys 25-28 (x2)	Gun Box Keys 29- 32	Gun Box Keys 33- 36	North Sallyport Door Opener (2)	South Sallyport Door Opener (2)				

FIRST COUNT 7am: RK SECOND COUNT 3pm: RK

IF ANY KEYS ARE MISSING STAFF MUST NOTIFY THE SUPERVISOR ON DUTY/ON CALL IMMEDIATELY.
WHEN YOU TAKE A SET OF KEYS YOU MUST USE YOUR NAME TAG TO REPLACE THE SET OF KEYS YOU ARE
TAKING. IF STAFF STAY OVER FROM THEIR SHIFT AND STILL HAVE POSSESSION OF KEYS, WRITE THEIR NAME IN
THE BOX ABOVE THAT CORRESPONDS WITH THE SET(S) OF KEYS THEY HAVE.

SECURITY KEY CONTROL

Date: 2/1/14

1 Resident Files A-G	2 Resident Files H-P	3 Resident Files Q-Z	4 Detention Master Key W/ Holding Cells	5 Intake Refrigerator Key	6 Medication Room Key	7 Master Keys Doors	8 Campus Master Keys #1	9 Campus Master Keys #2
10 Detention 18+ Files Hallway	11 Detention 18+ Files Intake	12 Detention Supervisor Office	13 Handcuff Key	14 HHR	15 D/R Van #2	16 D/R Van #1	17 Security Car Impala	18 DET. Outside Gate Keys
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(4) Handcuffs	(4) Shackles	(1) Flex Cuff Cutter	Gun Box Keys 1-4	Gun Box Keys 5-8	Gun Box Keys 9-12	Gun Box Keys 13-16	Gun Box Keys 17-20	Gun Box Keys 21-24
Gun Box Keys 25-28 (x2)	Gun Box Keys 29- 32	Gun Box Keys 33- 36	North Sallyport Door Opener (2)	South Sallyport Door Opener (2)				

FIRST COUNT 3pm: SECOND COUNT 11pm:

IF ANY KEYS ARE MISSING STAFF MUST NOTIFY THE SUPERVISOR ON DUTY/ON CALL IMMEDIATELY.
WHEN YOU TAKE A SET OF KEYS YOU MUST USE YOUR NAME TAG TO REPLACE THE SET OF KEYS YOU ARE
TAKING. IF STAFF STAY OVER FROM THEIR SHIFT AND STILL HAVE POSSESSION OF KEYS, WRITE THEIR NAME IN
THE BOX ABOVE THAT CORRESPONDS WITH THE SET(S) OF KEYS THEY HAVE.

Madison County Youth Center
Secure Detention
Maintenance Check Sheet

FEB '15

West Unit

Day Room D237

- ☒ Water Fountain
- ☒ Lights
- ☒ Telephone
- ☒ Door Lock
- ☐ Other

Day Room Restroom D236

- ☒ Hot Water
- ☒ Cold Water
- ☒ Toilet Flush
- ☒ Light
- ☐ Other

Shower Room D223

- ☒ Hot Water
- ☒ Water Pressure
- ☒ Light
- ☐ Other

Shower Room D234

- ☒ Hot Water
- ☒ Water Pressure
- ☒ Light
- ☐ Other

Room 224

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☐ Other

Room 225

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☐ Other

Room 227

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☐ Other

Room 228

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☐ Other

(w) cell
light
out

Room 230

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☐ Other

Room 231

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☐ Other

Room 232

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☐ Other

Room 233

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ☐ Other

Quiet Room D221

Hall D229

**Madison County Youth Center
Secure Detention Unit
Maintenance Check Sheet**

North-West Unit

___ Day Room D238

- ☒ Water Fountain
- ☒ Lights
- ☒ Telephone
- ☒ Door Lock
- ___ Other

___ Day Room Restroom D245

- ☒ Hot Water
- ☒ Cold Water
- ☒ Toilet Flush
- ☒ Light
- ___ Other

___ Shower D244

- ☒ Hot Water
- ☒ Water Pressure
- ☒ Light
- ___ Other

___ Room 239

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ___ Other

___ Room 240

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ___ Other

(3) Will
not
Secure

___ Room 241

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ___ Other

___ Room 242

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ___ Other

Hall D244A

**Madison County Youth Center
Secure Detention Unit
Maintenance Check Sheet**

North Unit

___ Day Room D259

- ☒ Water Fountain
- ☒ Lights
- ☒ Telephone
- ☒ Door Lock
- ___ Other

___ Day Room Restroom D260

- (w) Does not flush*
- ☒ Hot Water
 - ☒ Cold Water
 - ☒ Toilet Flush
 - ☒ Light
 - ___ Other

___ Shower Room D248

- ☒ Hot Water
- ☒ Water Pressure
- ☒ Light
- ___ Other

___ Shower Room D257

- ☒ Hot Water
- ☒ Water Pressure
- ☒ Light
- ___ Other

___ Room 249

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ___ Other

___ Room 250

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ___ Other

___ Room 251

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ___ Other

___ Room 252

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ___ Other

___ Room 253

- (w) won't work w/ key*
- ☒ Hot Water
 - ☒ Cold Water
 - ☒ Water Pressure
 - ☒ Toilet Flush
 - ☒ Lights
 - ☒ Mattress Condition
 - ☒ Door Lock
 - ___ Other

___ Room 254

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ___ Other

___ Room 255

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ___ Other

___ Room 256

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ___ Other

Quiet Room D246

Hall D259A

Light goes out (w)

**Madison County Youth Center
Secure Detention Unit
Maintenance Check Sheet**

North-East Unit

___ Day Room D270

☒ Water Fountain
☒ Lights
☒ Telephone
☒ Door Lock
___ Other

___ Day Room Restroom D261

☒ Hot Water
☒ Cold Water
☒ Toilet Flush
☒ Light
___ Other

___ Shower D268

☒ Hot Water
☒ Water Pressure
☒ Light
___ Other

___ Room 263

☒ Hot Water
☒ Cold Water
☒ Water Pressure
☒ Toilet Flush
☒ Lights
☒ Mattress Condition
☒ Door Lock
___ Other

___ Room 264

☒ Hot Water
☒ Cold Water
☒ Water Pressure
☒ Toilet Flush
☒ Lights
☒ Mattress Condition
☒ Door Lock
___ Other

___ Room 266

☒ Hot Water
☒ Cold Water
☒ Water Pressure
☒ Toilet Flush
☒ Lights
☒ Mattress Condition
☒ Door Lock
___ Other

___ Room 267

☒ Hot Water
☒ Cold Water
☒ Water Pressure
☒ Toilet Flush
☒ Lights
☒ Mattress Condition
☒ Door Lock
___ Other

Hall D262

Madison County Youth Center
Secure Detention Unit
Maintenance Check Sheet

FEB '15

East Unit

___ Day Room D286

- ☒ Water Fountain
- ☒ Lights
- ☒ Telephone
- ☒ Door Lock
- ___ Other

___ Day Room Restroom D288

- ☒ Hot Water
- ☒ Cold Water
- ☒ Toilet Flush
- ☒ Light
- ___ Other

___ Shower Room D273

- ☒ Hot Water
- ☒ Water Pressure
- ☒ Light
- ___ Other

___ Shower Room D285

- ☒ Hot Water
- ☒ Water Pressure
- ☒ Light
- ___ Other

___ Room 274

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ___ Other

___ Room 275

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ___ Other

___ Room 276

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ___ Other

(W) spins

___ Room 277

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ___ Other

___ Room 280

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ___ Other

___ Room 281

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock spins (W)
- ___ Other

___ Room 282

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ___ Other

___ Room 283

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ___ Other

Quiet Room D271

Hall D278A

Outdoor Area D289

Multi-Purpose Room

____ Day Room D220 and D220A

☒ Lights

☒ Door Locks

____ Other

____ Restroom D220B

☒ Hot Water

☒ Cold Water

☒ Water Pressure

☒ Toilet Flush

☒ Light

____ Other

**Madison County Youth Center
Secure Detention Unit
Maintenance Check Sheet**

Male Holding Cells

____ Shower I312

____ ☒ Hot Water
____ ☒ Water Pressure
____ ☒ Light
____ Other

____ Room 300

____ ☒ Lights
____ ☒ Mattress Condition
____ ☒ Door Lock
____ Other

____ Room 298

____ ☒ Hot Water
____ ☒ Cold Water
____ ☒ Water Pressure
____ ☒ Toilet Flush
____ ☒ Lights
____ ☒ Mattress Condition
____ ☒ Door Lock
____ Other

____ Room 299

____ ☒ Hot Water
____ ☒ Cold Water
____ ☒ Water Pressure
____ ☒ Toilet Flush
____ ☒ Lights
____ ☒ Mattress Condition
____ ☒ Door Lock
____ Other

**Madison County Youth Center
Secure Detention Unit
Maintenance Check Sheet**

Female Holding Cell

____ Restroom I315

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Light
- ☒ Other
- ____ Shower

Med Room I316

____ Room 311

- ☒ Hot Water
- ☒ Cold Water
- ☒ Water Pressure
- ☒ Toilet Flush
- ☒ Lights
- ☒ Mattress Condition
- ☒ Door Lock
- ____ Other

GYM

___ R212 EAST EXIT DOOR

___ ✓ Door Locks

___ R212A NORTH EXIT DOOR

___ ✓ Door Locks

___ R212B SOUTH EXIT DOOR

___ ✓ Door Locks

___ CLOSET R208

___ ✓ Lights

___ ✓ Locks

___ Other

___ CLOSET R211

___ ✓ Lights

___ ✓ Locks

___ Other

___ Girls Restroom R209

___ ✓ Lights

___ Other

LEFT SINK

___ ✓ Hot Water

___ ✓ Cold Water

___ ✓ Water Pressure

RIGHT SINK

___ ✓ Hot Water

___ ✓ Cold Water

___ ✓ Water Pressure

LEFT TOILET

___ ✓ Toilet Flush

RIGHT TOILET

___ ✓ Toilet Flush

LEFT SHOWER STALL

___ ✓ Water Pressure

___ ✓ Light

RIGHT SHOWER STALL

☒ Water Pressure
☒ Light

Boys Restroom R210

☒ Lights
☒ Other

LEFT SINK

☒ Hot Water
☒ Cold Water
☒ Water Pressure

RIGHT SINK

☒ Hot Water
☒ Cold Water
☒ Water Pressure

URINAL

☒ Flush

LEFT TOILET

☒ Toilet Flush

RIGHT TOILET

☒ Toilet Flush

LEFT SHOWER HEAD

☒ Water Pressure
☒ Light

RIGHT SHOWER HEAD

☒ Water Pressure
☒ Light