

Standard #	Mandatory	Standard Description	Primary	Secondary Documentation	Responsible Party
4-ACRS-1A-01 M	Y	The facilities potable water source and supply are sanitary and are approved by an independent, qualified agency or individual to be in compliance with jurisdictional laws and regulations.	6020	City Water Department Annual Report. Print reports from website - NOTE: all reports are always a year behind. AKRON water quality report web address: http://www.ci.akron.oh.us/PubUtil/pdf/2011WaterQualityIRport.pdf (the year will change each year in the web address) CLEVELAND: http://www.clevelandwater.com/ SANDUSKY water quality report web address: http://www.ci.sandusky.oh.us (do a search on the website for the Water Quality Report) TIFFIN water quality report web address: http://www.amwater.com/ensuring-water-quality/oh-water-quality-reports.html (choose Tiffin district)	Program Assistant
4-ACRS-1A-01 M	Y	The facilities potable water source and supply are sanitary and are approved by an independent, qualified agency or individual to be in compliance with jurisdictional laws and regulations.		AKRON: City of Akron Public Utilities Bureau, Backflow Prevention Program; CLEVELAND: City of Cleveland Division of Water; SANDUSKY: City of Sandusky Water Distribution Department Backflow Prevention Assembly Test Report; TIFFIN: Backflow logs from the City - Ohio American Water; where applicable, must provide documentation of all required corrective action taken.	Facilities Specialist
4-ACRS-1A-02 M	Y	The facility complies with the sanitation and health codes of the jurisdiction having authority.	6020	Weekly Safety & Sanitation Inspection	Lead Resident Supervisor
4-ACRS-1A-02 M	Y	The facility complies with the sanitation and health codes of the jurisdiction having authority.		Environmental Sanitation Report for Institutions; where applicable, must provide documentation of all required corrective action taken. (AKRON: Summit County Public Health Report-SCPH; CLEVELAND: CDPH Sanitation & Environmental Inspection Report; SANDUSKY: State of Ohio Standard Inspection Report; TIFFIN: Seneca County General Health District Report)	Facilities Specialist
4-ACRS-1A-03	N	Sanitation and safety inspections are conducted weekly. Inspection results are reviewed, and deficiencies are corrected.	6020	Weekly Safety & Sanitation Inspection (2 consecutive weeks)	Lead Resident Supervisor
4-ACRS-1A-03	N	Sanitation and safety inspections are conducted weekly. Inspection results are reviewed, and deficiencies are corrected.		Completed Work Request Detail Report	ARAMARK
4-ACRS-1A-04 M	Y	Waste is disposed of properly in accordance with an approved plan by the appropriate regulatory agency.	6005, 6023	Weekly Safety & Sanitation Inspection (front page and additional pages that document internal trash removal only)	Lead Resident Supervisor

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4-ACRS-1A-04 M	Y	Waste is disposed of properly in accordance with an approved plan by the appropriate regulatory agency.		Trash Removal Contract (Waste Management)	ARAMARK
4-ACRS-1A-04 M	Y	Waste is disposed of properly in accordance with an approved plan by the appropriate regulatory agency.		Accu-Medical Waste Service (Biohazard Removal Contract)	Assistant to EVP (B. Sharp)
4-ACRS-1A-05 M	Y	Vermin and pests are controlled.	6020	Pest Control Contract (Akron, Cleveland & Sandusky: EPCON; Tiffin: Buckeye Exterminator)	ARAMARK
4-ACRS-1A-05 M	Y	Vermin and pests are controlled.		Pest Control Service Records (Akron, Cleveland & Sandusky: EPCON; Tiffin: Buckeye Exterminator)	ARAMARK
4-ACRS-1A-05 M	Y	Vermin and pests are controlled.		Trash Removal Contract (Waste Management)	ARAMARK
4-ACRS-1A-06	N	The facility is clean and in good repair, and a housekeeping and maintenance plan is in effect.	6001	Daily and/or weekly Clean-Up List -- same day as shift report noting completion of clean up	Lead Resident Supervisor
4-ACRS-1A-06	N	The facility is clean and in good repair, and a housekeeping and maintenance plan is in effect.		Maintenance Management Plan	ARAMARK
4-ACRS-1A-06	N	The facility is clean and in good repair, and a housekeeping and maintenance plan is in effect.		Shift Reports Documenting Completion of Clean-up -- use same day as clean up list noted above (1st and 2nd shift only)	Lead Resident Supervisor
4-ACRS-1A-06	N	The facility is clean and in good repair, and a housekeeping and maintenance plan is in effect.		Weekly Safety & Sanitation Inspection	Lead Resident Supervisor
4-ACRS-1A-07 (S 10)	N	Documentation is provided by an independent, qualified source that lighting is at least twenty foot-candles at desk level and in personal grooming areas, and is checked at least once per accreditation cycle .	6025	Lighting Inspection Report - to be conducted during the first quarter of the year three audit cycle. Inspection results MUST meet the standard requirements. Where applicable, must provide documentation of all required corrective action taken. ONLY TEST THE AREAS IDENTIFIED IN THE STANDARD. PROGRAM STAFF WILL NOTIFY ARAMARK OF THE SPECIFIC AREAS TO BE TESTED.	ARAMARK
4-ACRS-1A-07 (S 10)	N	Documentation is provided by an independent, qualified source that lighting is at least twenty foot-candles at desk level and in personal grooming areas, and is checked at least once per accreditation cycle .		Lighting Inspection Report - to be conducted during the first quarter of the year three audit cycle. Inspection results MUST meet the standard requirements. Where applicable, must provide documentation of all required corrective action taken. ONLY TEST THE AREAS IDENTIFIED IN THE STANDARD. PROGRAM STAFF WILL NOTIFY THE ARAMARK OF THE SPECIFIC AREAS TO BE TESTED.	Program Manager
4-ACRS-1A-08 (S 04)	N	Air circulation is at least 15 cubic feet of outside or recirculated filtered air per minute per person and should be checked not less than once per accreditation cycle .	6025 & *Floor Plan	Air Circulation Inspection Report - to be conducted during the first quarter of the year three audit cycle. Inspection results MUST meet the standard requirements. Where applicable, must provide documentation of all required corrective action taken.	ARAMARK

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4-ACRS-1A-09	N	The facility conforms to all applicable building codes and applicable federal laws.	6010	*Certificate of Occupancy	Program Manager
4-ACRS-1A-10 - DELETED JULY 2012	N	The facility is not crowded. The number of offenders does not exceed the facility's rated bed capacity.	8085 & *Certificate of Occupancy (must indicate rated bed capacity, if applicable) OR TIFFIN Only: Rated Bed Capacity Statement	Print in-house roster (front and last page only - last page documents the total number of clients in the facility - make sure it does not exceed the rated bed capacity)	Program Assistant
4-ACRS-1A-10 - DELETED JULY 2012	N	The facility is not crowded. The number of offenders does not exceed the facility's rated bed capacity.		Designated supervisor needs to put together a statement documenting the facility rated bed capacity if it is not documented on occupancy permit. Confirm total including cots with Admissions - put behind primary documentation tab #2	Program Manager
4-ACRS-1A-11	N	Space is provided for janitorial supplies in one or more locations that are accessible to the living and activity areas.	8085 & *Floor Plan	*Photos of Janitorial Space	Program Assistant
4-ACRS-1A-12	N	Offenders have access to operable showers with temperature-controlled hot and cold running water, at a minimum ratio of one shower for every eight offenders, unless national or state building or health codes specify a different ratio. Water for showers is thermostatically controlled to temperatures ranging from 100 degrees Fahrenheit to 120 degrees Fahrenheit to ensure the safety of offenders and to promote hygienic practices.	8085	*Ratio of Showers to Clients - this list must include a revision date and must be revised once every three years	Program Manager
4-ACRS-1A-12	N	Offenders have access to operable showers with temperature-controlled hot and cold running water, at a minimum ratio of one shower for every eight offenders, unless national or state building or health codes specify a different ratio. Water for showers is thermostatically controlled to temperatures ranging from 100 degrees Fahrenheit to 120 degrees Fahrenheit to ensure the safety of offenders and to promote hygienic practices.		Completed Work Request Detail Report specifically showing status for plumbing, showers, temperature controls	ARAMARK

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4-ACRS-1A-12	N	Offenders have access to operable showers with temperature-controlled hot and cold running water, at a minimum ratio of one shower for every eight offenders, unless national or state building or health codes specify a different ratio. Water for showers is thermostatically controlled to temperatures ranging from 100 degrees Fahrenheit to 120 degrees Fahrenheit to ensure the safety of offenders and to promote hygienic practices.		IF THE FACILITY DOES NOT COMPLY WITH THE ACA 1:8 RATIO OF SHOWERS TO CLIENTS RATIO add the *State of Ohio Basic Code Regulations	Program Manager
4-ACRS-1A-13	N	Offenders have access to writing and seating space.	8085 & *Floor Plan	*Photo(s) of writing and seating space	Program Assistant
4-ACRS-1A-14	N	Male and female offenders do not occupy the same sleeping rooms.	8083	CCTC ONLY: *Floor Plan noting male and female sleeping areas	Program Assistant
4-ACRS-1A-14	N/A	Male and female offenders do not occupy the same sleeping rooms.	*NA for all facilities except CCTC	Documented explanation is on the checklist	Accreditation Manager
4-ACRS-1A-15 (S 08)	N	Offenders are permitted to decorate their living and sleeping quarters with personal possessions. Rules regarding the decorating of living/sleeping quarters are available to all offenders and staff. The rules are reviewed annually and revised, if necessary.	8085	Program Handbook section that notes clients can decorate living and sleeping quarters, inside of lockers	Program Assistant
4-ACRS-1A-15 (S 08)	N	Offenders are permitted to decorate their living and sleeping quarters with personal possessions. Rules regarding the decorating of living/sleeping quarters are available to all offenders and staff. The rules are reviewed annually and revised, if necessary.		Annual Procedure Manual Review Meeting Minutes front page and page(s) relative to items listed in the standard only	Program Administrator
4-ACRS-1A-15 (S 08)	N	Offenders are permitted to decorate their living and sleeping quarters with personal possessions. Rules regarding the decorating of living/sleeping quarters are available to all offenders and staff. The rules are reviewed annually and revised, if necessary.		*Photo(s) of Dorm Area and/or Inside Locker	Program Assistant

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4-ACRS-1B-01M (S 04)	Y	An annual safety inspection of all vehicles is conducted by qualified individuals and in accordance with state statutes for any vehicle that is owned, leased, or used in the operation of the facility	1030	List of Agency Vehicles by location (update accordingly)	ARAMARK
4-ACRS-1B-01M (S 04)	Y	An annual safety inspection of all vehicles is conducted by qualified individuals and in accordance with state statutes for any vehicle that is owned, leased, or used in the operation of the facility		Annual Vehicle Inspection Report by qualified individual (for each vehicle)	ARAMARK
4-ACRS-1B-02	N	Safety repairs are completed immediately. Vehicles are not used again until repairs are made.	1030	Asset History Detail Report (documenting vehicle safety repairs)	ARAMARK
4-ACRS-1B-03	N	Vehicles are operated only by licensed drivers.	1030	Dated Agency Authorized Drivers List of Employees by Location	Assistant to EVP (B. Sharp)
4-ACRS-1B-04	N	Vehicles and drivers are insured in conformance with state statutes.	1009, 1030	Agency Automobile Insurance Policy (two policies that cover the entire audit year).	Assistant to EVP (B. Sharp)
4-ACRS-1C-01	N	Emergencies are analyzed and the results used to initiate or revise policy and/or procedure to prevent future occurrences.	6003	Documentation of Analyzed Emergency or Disclaimer Statement	Program Manager
4-ACRS-1C-01-1 (S 04) (New Standard)	N	Critical incidents are defined for the facility along with a debriefing to be conducted after each such incident. The debriefing process includes coordination and feedback about the incident with designated staff of the facility as soon as possible after the incident. A debriefing includes but is not limited to: 1) a review of staff and offender actions during the incident, 2) a review of the incidents impact on staff and offenders, 3) a review of corrective actions taken and still needed, 4) plans for improvement to avoid another incident.	1076	Incident Review Team Report, including minutes from debriefing and interview notes OR Disclaimer Statement if the review team was not activated	VP of Administration/Legal Counsel