

ANNEX RULES AND DUTIES

AS OF 7/22/2008 THE ANNEX WILL BE KEPT CLEAN AND WILL GO THROUGH A SERIES OF DAILY INSPECTIONS. THE FOLLOWING INFRACTIONS WILL CAUSE THE ANNEX TO LOSE CERTAIN PRIVILEGES:

1: ALL BUNKS WILL BE MADE-UP NEAT AND ORDERLY PRIOR TO ANY CREWS GOING OUT TO WORK. *(THOSE THAT HAVE A MAT ON THE FLOOR WILL FOLD THEIR MAT IN HALF AND PLACE THEIR BASKET NEATLY BESIDE IT).*

2: THERE WILL BE NOTHING ON THE FLOOR. *(EXCEPT FOR BASKETS TO BE PLACED UNDER THE BUNK WHICH WILL BE KEPT NEAT AS WELL).*

3: THERE WILL BE NO CUPS OR TRASH LEFT ON THE FLOOR. ANYTHING LEFT ON THE FLOOR WILL BE EITHER THROWN AWAY OR CONFISCATED.

4: ALL TOWELS WILL BE TAKEN DOWN AFTER THEY ARE DRY

5: AFTER BREAKFAST / DINNER ALL INMATES IN THE ANNEX WILL CLEAN UP THEIR AREA AND THE ENTIRE ANNEX WILL BE SWEEPED AND MOPPED.

6: THE SHOWER AND BATHROOM AREA WILL BE CLEANED AND KEPT CLEAN ON A DAILY BASIS.

7: ALL PICTURES, CURTAINS, AND ANYTHING ELSE HANGING WILL BE TAKEN DOWN IMMEDIATELY THIS INCLUDES ITEMS TAPED OR STUCK TO THE BOTTOM OF THE BUNKS. *(FAILURE TO REMOVE SUCH ITEMS WILL BE REMOVED AND THROWN AWAY).*

8: ANY EXTRA CLOTHING, TOWELS, SHEETS, ETC. WILL BE PLACED INTO THE YELLOW LAUNDRY CART IN THE DRESS OUT ROOM. THERE WILL BE NO CLOTHING ITEMS ON THE FLOOR IN THE DRESS OUT ROOM PERIOD.

FAILURE TO FOLLOW THESE RULES WILL RESULT IN THE LOSE OF TV PRIVILEGES, COMMISSARY, PHONES, AND VISITS. REPEAT OFFENDERS WILL BE KEPT IN FROM WORK OR LOCKDOWN. THIS IS YOUR FIRST AND ONLY WARNING!!

INMATE: _____

JOB: _____

SIGNATURE: _____

DATE: _____