

1.2.A.3 Sanitation, Safety and Fire Prevention Inspections

I Policy Index:



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II Policy:

To promote the health and safety of inmates and staff, all institutions operated by the Department of Corrections (DOC) housing inmates will conduct inspections to ensure compliance with accepted fire prevention, sanitation and safety standards, policies and laws. Inspections will identify workplace hazards so that corrective measures can be recommended and implemented before accidents, injuries or illnesses occur.

III Definitions:

Qualified Weekly Inspector:

An institutional staff person trained by a Qualified Monthly Inspector or state or local officials to perform weekly fire prevention, sanitation and safety inspections.

Qualified Monthly Inspector:

Staff persons responsible for conducting monthly fire prevention, sanitation, and safety inspections to ensure conditions within the institution meet accepted fire prevention, sanitation and safety standards. Qualified Monthly Inspectors will receive training from appropriate institutional, state or local officials or private contractors regarding state or local codes, regulations and policies.

Facility Chief Inspector:

The staff person designated by the institution's Warden as the Chairman of the Loss Control Committee and responsible for ensuring conditions within the institution meets fire prevention, sanitation and safety standards. The Facility Chief Inspector will receive training from appropriate state and/or local officials to carry out the responsibilities of the position. This person will be the point of contact for all questions pertaining to fire prevention, sanitation and safety standards for their respective institution and any facilities that fall within their respective institution.

State Fire Marshal:

The State Fire Marshal's office assists fire departments throughout South Dakota with training, investigation, public education, fire prevention, and code compliance. The "State Fire Marshal" may include any representative of the Fire Marshal's office, including a Chief Deputy and deputy fire marshals.

IV Procedures:

1. Food Service Sanitation and Inspections:

- A. Each facility will have sanitary, temperature controlled areas/appliances for the storage of foods (ACA 4-4160). Assigned staff will conduct daily checks of food service refrigeration, freezer and dishwasher units. Each facility will maintain adequate numbers of temperature measuring devices for staff to use while conducting inspections. Temperature measuring devices must have a numerical scale, printed record or digital readout in increments no greater than 1° Fahrenheit. The device must be designed to be easily readable.
1. Food service refrigeration and freezer equipment will be checked at least daily by designated staff for operation within the following acceptable temperature ranges (ACA 4-4324):
 - a. Refrigerators will operate from 35° to 40° degrees Fahrenheit, unless national or state health codes specify otherwise (AVA 4-4325).
 - b. Freezers will operate at 0° degrees Fahrenheit or below. Frozen items shall be maintained at 0° Fahrenheit or below, unless national or state health codes specify otherwise (ACA 4-4325).
 - c. Dry storage facilities shall be adequately ventilated and storage temperature for shelf goods shall be maintained between 45° and 70° Fahrenheit, unless national or state health codes specify otherwise (ACA 4-4324).
 - d. Temperature checks will be logged with the date, time and temperature observed.
 - e. Deviations from optimal temperatures will be promptly reported to the food service supervisor, who will ensure that needed repairs or adjustments are made immediately.
 2. All dishwasher final rinse temperatures will be checked daily. Final rinse temperatures will be at least 180° degrees Fahrenheit or between 140° - 160° degrees Fahrenheit if a sanitizer is used with the final rinse.
 - a. Temperature checks will be logged with the date, time and the temperature observed.
 - b. Deviations from optimal temperatures should be promptly reported to the food service supervisor, who will ensure that needed repairs or adjustments are made immediately.
 - c. If sanitizing solution is used, a test kit or other device that accurately measures the concentration of sanitizing solution shall be available for use.
 3. All staff, contractors and inmate workers who work in the food service department shall be trained in the use of food service equipment and in the safety procedures to be followed in the food service department (ACA 4-4321). Training should include the following:
 - a. Accident prevention;
 - b. Use of fire extinguishers;
 - c. Basic first aid;
 - d. Use of safety devices;

- e. Floor care; and
 - f. Knife storage
- B. Inmates and staff assigned to the food service area and in the vicinity of the food preparation area shall have access to toilet and washbasin facilities (ACA 4-4161).
1. Staff and inmates in the food preparation area shall vigorously wash their hands and the exposed portions of their arms with soap and warm water for at least 20 seconds in an approved/dedicated hand washing sink (not used for food preparation) after engaging in any activities that contaminate their hands immediate before engaging in food preparation, including working with exposed food, clean food equipment and utensils.
 2. Single use gloves shall be made available to all staff and inmates assigned to a food preparation area. Gloves will be properly discarded when they become damaged, soiled or contaminated. Hair and beard restraints shall be worn to keep hair from contacting exposed food, clean equipment, utensils or linens.
 3. Those assigned to the area shall avoid bare-hand contact with exposed ready-to-eat food or portions of utensils that contact ready-to-eat food. Bare hand contact is allowed when washing fruits or vegetables.
- C. All persons involved in the preparation of food shall receive a pre-assignment medical examination and reexaminations as deemed necessary by the food service supervisor, to ensure freedom from disease, skin infections and other illnesses transmissible by food or utensils (ACA 4-4322).
1. Persons with symptoms caused by illness, infection or disease must report this information to their supervisor. The supervisor shall take steps to prevent the likelihood of food borne disease transmission. This may include excluding the ill person from the area or working with or near exposed food, equipment, utensils, and/or advising the person to seek a medical diagnosis.
 2. Persons experiencing persistent sneezing, coughing or runny nose that causes discharge from the eyes, nose or mouth may not work with exposed food, clean equipment, utensils or linens.
- D. The food service area and equipment related to food preparation within each DOC institution will be inspected weekly by at least one (1) Qualified Weekly Inspector to ensure required sanitation and operating conditions are met. Administrative, medical and dietary personal may participate in the inspections (ACA 4-4324).
1. The areas to be inspected will include but not limited to, dining, food preparation, serving, storage, dishwashing, waste disposal, and restrooms used by staff or offenders assigned to these areas. The personal hygiene of staff and offenders assigned to the area will also be observed.
 2. Weekly inspections of the food service area will include review of food preparation and serving of food, food storage, overall sanitation, including pest control, fire prevention and other safety standards.
 3. The inspection will be documented and signed by the inspector.
 - a. The original inspection will be given to the food service supervisor for review and signature.
 - b. A copy of the inspection will be sent to the institution's Facility Chief Inspector.
 4. Any deficiencies noted on the inspection will be rectified.

- a. If possible, deficiencies should be rectified at the time of the inspection.
 - b. If the deficiency cannot be rectified immediately, the Food Service Supervisor will ensure that the deficiency is rectified as soon as possible.
 - c. Corrective action will be documented and forwarded to the institution's Facility Chief Inspector.
5. Each institution will have a licensed/certified person or company that is available to provide pest control services as needed.
- E. Each food service area and equipment related to food preparation within each DOC institution will be inspected monthly by at least one (1) qualified monthly inspector to ensure required sanitation and operating conditions are met. Administrative, medical and dietary personnel may participate in the inspections.
1. The places to be inspected will include the following: dining areas, food preparation areas and equipment, food serving areas and equipment, storage areas, dishwashing areas, waste disposal areas and restrooms. The personal hygiene of staff will also be observed.
 2. Monthly inspections of the food service department will include food preparation and serving, food storage, sanitation, fire prevention and safety standards.
 3. The monthly inspection will also include the following:
 - a. Check of documentation to ensure that fire drills for that area are being conducted;
 - b. Test of the manual backup system for release of inmates of locked areas (where applicable);
 - c. Visual inspection of fire suppression and detection systems; and
 - d. Inspection of all firefighting equipment (See DOC policy 1.2.A.1 [Fire Prevention](#)).
 4. The inspection will be documented and signed by the inspector(s).
 - a. The original inspection will be given to the food service supervisor for review and signature.
 - b. A copy of the inspection will be sent to the institution's Facility Chief Inspector.
 5. Any deficiencies noted will be rectified in a timely manner.
 - a. If possible, deficiencies should be rectified at the time of the inspection.
 - b. If the deficiency cannot be rectified immediately, the food service supervisor will take those actions necessary to ensure the deficiency is corrected. Corrective action taken will be documented and forwarded to the institution's Facility Chief Inspector.
- D. The South Dakota Department of Health will inspect the food service area at least annually.
1. Each institution's food service area must be certified as compliant and meet all accepted standards and requirements set by qualified professional and/or governmental agencies, including all applicable state health and sanitation codes (ACA 4-4321).
 2. A copy of the inspection will be given to the institution's Facility Chief Inspector.

3. The food service supervisor and Facility Chief Inspector are responsible for ensuring deficiencies are addressed in a timely manner.
4. Actions taken to rectify deficiencies will be documented and retained by the institution's Facility Chief Inspector.
5. The Facility Chief Inspector will provide a copy of each of the following to the Warden, DOC Director of Operations and DOC Policy and Compliance Manager:
 - a. Annual food service inspection results.
 - b. Any applicable cover letters received from the inspectors.
 - c. Response to any deficiencies.
- E. The Facility Chief Inspector will maintain a copy of the most current inspection for review by the Corrections Review Team (CRT).

2. Inspections of All Other Areas of the Institution:

- A. A qualified weekly inspector or a qualified monthly inspector will conduct weekly fire prevention, sanitation and safety inspections of each area of the institution operated by the DOC.
 1. Areas to be inspected include the following:
 - a. Housing units;
 - b. Program, education and office areas;
 - c. Recreation areas;
 - d. Storage areas;
 - e. Work, industry and shop areas; and
 - f. Exterior areas on the grounds of the institution.
 2. The weekly inspection will address fire prevention, sanitation, including pest control, and safety standards.
 3. The inspection will be documented and signed by the inspector(s).
 - a. The original inspection will be given to the area supervisor for review and signature.
 - b. A copy of the inspection will be sent to the institution's Facility Chief Inspector.
 4. Any deficiencies noted will be rectified in a timely manner.
 - a. If possible, deficiencies should be rectified at the time of the inspection.
 - b. If the deficiency cannot be rectified immediately, the area supervisor will ensure the deficiency is rectified as soon as possible.
 - c. The action taken will be documented and forwarded to the institution's Facility Chief Inspector.

- B. A qualified monthly inspector will conduct monthly fire prevention, sanitation and safety inspections of each area of the institution operated by the DOC.
1. Places to be inspected include the following:
 - a. Housing units;
 - b. Program, education and office areas;
 - c. Recreation areas;
 - d. Storage areas;
 - e. Work, industry and shop areas; and
 - f. Exterior areas on the grounds of the institution.
 2. The monthly inspection will address fire prevention, sanitation and safety standards.
 3. The monthly inspection will also include the following:
 - a. Check of documentation to ensure that a fire drill for that area is being conducted on a monthly basis;
 - b. Test of the manual backup system for release of inmates of locked areas (where applicable);
 - c. Visual inspection of fire suppression and detection systems; and
 - d. Inspection of all firefighting equipment.
 4. The inspection will be documented and signed by the inspector(s).
 5. The original inspection will be given to the area supervisor for review and signature. A copy of the inspection will be sent to the institution's Facility Chief Inspector.
 6. Any deficiencies noted will be rectified in a timely manner.
 - a. If possible, deficiencies should be rectified at the time of the inspection.
 - b. If the deficiency cannot be rectified immediately, the area supervisor will take those actions necessary to ensure that the deficiency is rectified and the corrective action taken will be documented and forwarded to the institution's Facility Chief Inspector.

3. Safety:

- A. Each facility shall strive to provide a healthy, safe and accident free work environment for all staff and inmates.
- B. Staff are the greatest asset of each facility. The preservation of staff members' safety and health must remain a constant consideration in every phase of business conducted at a DOC facility.

- C. Staff members and inmates are responsible for working safely and productively, and always remain aware of hazards in their job duties and follow recognized safe work practices, including the use of personal protective equipment.
- D. Safety is everyone's responsibility. Staff members and inmates who identify unsafe conditions will report the condition to their supervisor for proper corrective action.
- E. Each facility will develop programs, training and/or instructions to assist staff in identifying and removing physical, chemical and biological hazards from the facility and to identify unsafe or unhealthy conditions and unsafe work practices.
- F. Supervisors will ensure staff is in compliance with all established safety rules and practices that apply to the facility or area.
- G. Staff members will ensure inmates are in compliance with all established safety rules and practices that apply to the facility or area.
- H. Staff and inmates who intentionally violate established safety rules and/or practices may be subject to disciplinary action.
- I. No staff member or inmate will be assigned to undertake a job until they have received adequate training and/or instruction on job-related safety issues. Special attention shall be given to new staff members and inmates to insure they have received proper training before starting work on a new task.
 - 1. Staff and inmates will be trained and/or receive instruction on potential hazards they may be exposed to while performing the job and how to protect themselves from these hazards.
 - 2. Staff and inmates will be provided with the proper personal protection equipment for the duty/task.
- J. No staff member or inmate will be required to work under conditions which are unsanitary, dangerous or hazardous to their health.
- K. Only qualified trained staff members and inmates, as identified by the supervisor, will be permitted to operate specialized machinery or equipment identified as requiring a certain level or skill or knowledge of the machine or equipment. Manufacture's specifications, limitations and instructions shall be followed for each machine or piece of equipment.
- L. Supervisors are responsible for oversight of staff members, who are responsible for keeping floors, aisles, sidewalks, stairways and walkways clean, in good repair, unobstructed and free from tripping and slipping hazards.
 - 1. Oil, grease and other liquids shall be immediately cleaned up if spilled and appropriate signage placed on the spill area.
 - 2. Stairways, walkways, exit doors, in front of electrical panels, or access to firefighting equipment shall be kept clear of storage, materials, supplies, trash and other debris at all times.
- M. Any staff member or inmate who is observed working in a manner which may cause injury to them or others shall be warned of the danger and will immediately correct their method of operation.
- N. Staff who become aware of an unsafe condition will report the condition to their supervisor. The staff member will complete a Report of Accident, Incident, Unsafe Condition form available by the Office of Risk Management. One copy of the form will be forwarded to the supervisor and one copy will be

forwarded to the Office of Risk Management (See DOC policy 1.1.A.3 [Reporting Information to DOC Administration](#)).

4. Annual Review:

A. Annual Fire Safety and Hazard Identification Review:

1. The institution's Facility Chief Inspector will facilitate an annual review of the institution with the State Fire Marshal's office, Department of Health and Office of Risk Management.
2. The Facility Chief Inspector will provide a copy of the annual review and any response generated that addresses identified deficiencies to the Warden, DOC Director of Operations, and the DOC Policy and Compliance Manager. The Facility Chief Inspector will maintain a copy of the annual review for inspection by the Corrections Review Team (CRT).

5. Documentation of Inspections:

- A. Daily, weekly and/or monthly inspections may be documented on paper forms designed for such a purpose and kept on file, or in an electronic format.
- B. Daily, weekly, monthly and annual inspection reports and institutional responses shall be available upon request to the Corrections Review Team and authorized staff conducting an annual inspection.

6. Loss Control Committee:

- A. The loss control committee will be represented by qualified weekly inspectors, qualified monthly inspectors and chaired by the Facility Chief Inspector.
- B. The loss control committee will meet at least quarterly to address the following topics:
 1. The review of findings obtained from the weekly and monthly inspections.
 2. Identifying corrective measures to any findings out of compliance.
 3. Identify staff members who may need training to become qualified monthly inspectors.
 4. Scheduling of the annual sanitation, safety and fire prevention inspections of the entire institution.
 5. Identifying solutions to any findings reported during the annual sanitation, safety and fire prevention inspections.
 6. Any other topic that the facility chief inspector believes pertinent for discussion for the safety of inmates and staff employed in a DOC institution.
- C. The loss control committee will maintain minutes of each quarterly meeting, which will be kept by the respective Facility Chief Inspector.
 1. The minutes shall be available for review upon request from the Corrections Review Team (CRT) and the respective Warden or designee.

V Related Directives:

DOC policy 1.1.A.3 -- [Reporting Information to DOC Administration](#)

DOC policy 1.2.A.1 - [Fire Prevention](#)

VI Revision Log:

June 2002: **Added** requirements to monthly food service inspections. **Added** references to inspection for pests during weekly inspections and sections on facilities having pest control professional available when needed

June 2003: **Revised** the definition of a Qualified Staff Person. **Clarified** information on weekly Food Service inspections. **Changed** monthly Food Service inspections from the Fire and Safety Officer to the Safety and Sanitation Officer. **Noted** that a Qualified Safety and Sanitation Officer can conduct weekly inspections of other areas. **Added** that copies of corrective action on other inspections will be sent to the Chief Safety and Sanitation Officer.

April 2004: **Added** language that the annual inspection of the food service area can be conducted by a trained outside source. **Changed** the requirement on the final rinse temperature of dishwashers. **Revised** the response time to the State Fire Marshal's annual inspection.

April 2005: **Changed** Chief Executive Officer to Warden, Director or Superintendent. **Revised** the policy statement. **Clarified** that inspections apply to DOC operated facilities or those portions of facilities operated by the DOC.

April 2006: **Updated** facility names. **Added** a requirement that copies of annual inspections and action to correct deficiencies be sent to the Policy and Compliance Manager.

May 2007: **Added** a section on Documentation of Daily, Weekly and Monthly Inspections.

April 2008: **Revised** format of policy in accordance with DOC policy 1.1.A.2 Policy and Operational Memorandum Management. **Replaced** "identified" with "designated" and "facility" with "institution or institution's" throughout policy, except when referring to the Redfield Minimum or Yankton Minimum Facilities. **Revised** phrasing of "Warden, Director or Superintendent" to "Warden, Superintendent or Director" throughout policy. **Replaced** "State Fire Marshal or his designee" to "State Fire Marshal or designee". **Revised** formatting of subsection (b in Annual Fire Inspections section) to read as (# 2 of the Fire Inspections section). **Added** the sentence that Warden, Superintendent or designee(s) of each institution will e-mail the Policy and Compliance Manager the scheduled date of the annual inspections. **Added** that the State Fire Marshal, Department of Health or Office of Risk Management will submit a report of inspection to the Warden or Superintendent in its appropriate subsection within this policy. **Revised** language in each appropriate subsection (Annual Fire Inspections, Annual Sanitation Inspections and Annual Safety Inspections sections) to state that the Warden, Superintendent or designee(s) will scan and e-mail a copy of the annual report of inspections and the institution response to the DOC Policy and Compliance Manager within 60 days of the annual inspections. **Replaced** "Director" with "designee(s)" throughout policy, as appropriate. **Revised** minor grammar, sentence structure and number formatting throughout policy.

March 2009: **Revised** titles of the trained staff in Definitions section and throughout policy. **Deleted** reference to the Redfield Minimum Facility in ss (A2, B2 and C2), **deleted** "fire and safety" in ss (B6), **deleted** "fire" from ss (C6) of Annual Inspections. **Added** Attachment 1.

July 2009: **Added** point of contact and **added** any facilities that fall within their respective institution to the definition of Facility Chief Inspector. **Added** applicable cover letters and 30 days in ss (D5), **revised** ss (D5) into two parts to include, date of inspection and within 60 days in ss (D6) and **added** examples for ss (D5 and D6) of Food Service Inspections. **Replaced** Warden, Superintendent or designee(s) with Facility Chief Inspector within ss (A3, A6, B3, B6, C3 and C6 within Annual Inspections). **Added** Facility Chief Inspection in ss (A1), **revised** ss (A3, B3 and C3) to include within 3 working days and referenced completion of Attachment 1, **revised** ss (A6, B6 and C6) to include reference to applicable cover letters, **replaced** 60 with 30 days, **revised** ss (A6, B6 and C6) into two parts, **added** date of inspection to ss (A6, B6 and C6), **added** ss (A7, B7 and C7) to include date of inspection and 60 days all within Annual Inspections. **Added** Loss Control Committee section. **Revised** other minor wording throughout policy. **Added** hyperlinks throughout policy. **Replaced** Facility Contact with Facility Chief Inspector and **revised** Reminder section within Attachment 1.

April 2010: **Revised** formatting of Section I. **Replaced** reference to submitting results and responses to Policy and Compliance Manager to CRT within ss (D of Food Service Inspections) and ss (A, B and C of Annual Inspections). **Added** "annual" in ss (A) and **added** new ss (C) both within Documentation of

Inspections. **Added** new ss (C and C1 of Loss Control Committee). **Deleted** former Attachment 1 regarding Notification form. **Added** new Attachment 1 regarding Inspection Requirements.

April 2013: **Deleted** "Non Public" and Replaced with "Public" **Added** "and offenders assigned to the area" in Section 1 B. 1. **Added** "corrective" to Section 1 B. 4. c. **Deleted** "pest control professional" and **Replaced** with "person" in Section 1 B.5. **Added** "Corrective" in Section 1 C. 5. b. **Added** "or other certified inspector(s) as approved by the Office of Risk Management and/or DOH" in Section 1 D. **Added** "Each institution's" and **Deleted** "by the DOH" and **Added** "and meet all standards and requirements set by qualified professionals and/or governmental agencies, included all applicable" in Section 1 D. 1. **Added** "and Facility Chief Inspector" in Section 1 D. 3. **Added** "Warden or CEO of the facility, DOC Director of Operations, and the DOC Policy and Compliance Manager. The Facility Chief Inspector will maintain a copy of the annual inspection for review by the" in Section 1 D. 5. **Deleted** "trained outside source inspector" and **Replaced** with "approved inspector" in Section 1 E. **Added** "and/or deficiencies" in Section 2 C. 2. **Deleted** "or designee of other appropriately trained individual" and **Replaced** with "office" in Section 3 A. and Section 3 A. 3. **Added** "Warden or CEO of the facility, DOC Director of Operations, and the DOC Policy and Compliance Manager. The Facility Chief Inspector will maintain a copy of the annual inspection for review by the" in Section 3 A. 5. **Added** "Warden or CEO of the facility, DOC Director of Operations, and the DOC Policy and Compliance Manager. The Facility Chief Inspector will maintain a copy of the annual inspection for review by the" in Section 3 B. 5. **Added** "approved by the Office of Risk Management" in Section 3 C. 1. **Added** "Warden or CEO of the facility, DOC Director of Operations, and the DOC Policy and Compliance Manager. The Facility Chief Inspector will maintain a copy of the annual inspection for review by the" in Section 3 C. 5. **Added** "and kept on file or the inspections" in Section 4 A.

May 2014: **Reviewed** with no changes.

June 2015: **Added** "Each facility will have sanitary, temperature controlled areas/appliances for the storage of foods (ACA 4-4160)" and **Added** "Each facility will maintain adequate numbers of temperature measuring devices for staff to use while conducting inspections. Temperature measuring devices must have a numerical scale, printed record or digital readout in increments no greater than 1° Fahrenheit. The device must be designed to be easily readable" in Section 1 A. **Added** "Frozen items shall be maintained at 0° Fahrenheit or below, unless national or state health codes specify otherwise (ACA 4-4325)" in Section 1 A. 1. b. **Added** c. in Section 1 A. 1. **Added** c. in Section 1 A. 2. **Added** 3. to Section 1 A. **Added** B. to Section 1 (1-3) to Section 1. **Added** C. (1-2) to Section 1. **Deleted** "from the administrative, medical and for food service department" in Section 1 B. **Added** new Section 3 "Safety". **Deleted** "Inspections" and **Replaced** with "review" in Section 4. **Added** "facilitate an annual review of the institution with the" and **Added** "DOH, Office of Risk Management" and **Deleted** "conducts a fire safety inspection of the entire DOC operated institution on an annual basis" in Section 4. A. 1. **Deleted** a. and 2-4 in Section 4. **Deleted** B. and C. in Section 4.

June 2017: Reviewed with no changes.

Denny Kaemingk (original signature on file)

Denny Kaemingk, Secretary of Corrections

07/10/2017

Date

Attachment 1: DOC Inspection Requirements

The **DOC Inspection Requirements** form is located on the state's WAN.

A copy may be printed using **Microsoft Word 97** as follows:

1. Click [here](#) to access the **DOC Inspection Requirements** by:
 - a. Placing mouse on the word "here" above
 - b. Press and hold the "Ctrl" key on the keyboard
 - c. Click the left button of mouse.
- 2.. Or Select **File/New** from the Menu Bar / Select the **DOC** tab / Select **DOC Inspection Requirements**.

The gray areas indicate the information that is to be entered.

South Dakota Department of Corrections Policy Distribution: Non-Public		Please refer to DOC policy 1.2.A.3 Sanitation, Safety and Fire Prevention Inspections			
DOC INSPECTION REQUIREMENTS					
Type of Inspection	Daily Inspections	Weekly Inspections	Monthly Inspections	Quarterly Inspections	Annual Inspections
Food Service	DOC, DOH or Food Services	QWI or QMI	QMI		SD Department of Health
Sanitation *		QWI or QMI	QMI		SD Department of Health
Safety *		QWI or QMI	QMI		Office of Risk Management
Fire *		QWI or QMI	QMI	Fire Detection & Suppressing Systems - Certified Contractor or trained Institutional Staff	SD Fire Marshal's Office
KEY:					
QWI - Qualified Weekly Inspector					
QMI - Qualified Monthly Inspector					
* Denotes those inspections shall include: housing, program/offices, recreational areas, storage, work areas, shops and exterior areas of DOC grounds.					
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