



Partner Solutions
General Services

AHERA MANAGEMENT PLAN

Name of School: Nathaniel H. Wixon Innovation School

Month of Cleaning:

NOVEMBER/2022

Cleaning methods used:

H1 - CON 3 + BLUING 63

Names of persons performing the cleaning:

ELDA DE DIOS
TAMIREZ TAGUNDES
SANTANA TAVILLO

Location Cleaned:	Date of Cleaning	Signature
Main Office	11/8/22	Elda De Dios
Lobby 256	11/8/22	Elda De Dios
Guidance Room	11/8/22	Elda De Dios
Corridor 310/312/313	11/8/22	Elda De Dios
Office 1/2/3	11/8/22	Elda De Dios
Library 109	11/8/22	Elda De Dios
Room 115	11/8/22	Elda De Dios
Clinic Room	11/8/22	Elda De Dios
Xerox Room	11/8/22	Elda De Dios
Classroom 277	11/8/22	Elda De Dios
Classroom 279	11/8/22	Elda De Dios
Classroom 201	11/8/22	Elda De Dios
Classroom 202	11/8/22	Elda De Dios
Classroom 203	11/8/22	Elda De Dios
Classroom 205	11/8/22	Elda De Dios
Classroom 206	11/8/22	Elda De Dios
Classroom 208	11/8/22	Elda De Dios
Classroom 209	11/8/22	Elda De Dios

Classroom 210	11/16/2022	Kamies Tagundes
Store - Classroom	11/16/2022	Kamies Tagundes
Cafeteria	11/16/2022	Kamies Tagundes
Kitchen 274	11/16/2022	Kamies Tagundes
Kitchen - Storage	11/16/2022	Kamies Tagundes
Upper Part of Bolier Room	11/16/2022	Kamies Tagundes
Classroom 102	11/16/2022	Kamies Tagundes
Gymnasium 266	11/16/2022	Kamies Tagundes
Gymnasium 255	11/16/2022	Kamies Tagundes
Gymnasium Office	11/16/2022	Kamies Tagundes
Classroom 233	11/16/2022	Kamies Tagundes
Storage 228	11/16/2022	Kamies Tagundes
Storage 213	11/10/2022	Sandra P. Frejilla
Shower 266	11/10/2022	Sandra P. Frejilla
Boy's Locker Room	11-09-2022	Sandra P. Frejilla
Girl's Locker Room	11-09-2022	Sandra P. Frejilla
Classroom 102	11-09-2022	Sandra P. Frejilla
ArtRoom A	11-09-2022	Sandra P. Frejilla
ArtRoom B	11-09-2022	Sandra P. Frejilla
Supplies Room	11-09-2022	Sandra P. Frejilla
Classroom 266	11-09-2022	Sandra P. Frejilla
Classrrom 267	11-09-2022	Sandra P. Frejilla
Storage 268	11-09-2022	Sandra P. Frejilla
Coat Closet	11-09-2022	Sandra P. Frejilla
Classroom 273	11-09-2022	Sandra P. Frejilla
Classroom 274	11-09-2022	Sandra P. Frejilla
Classroom 275	11-09-2022	Sandra P. Frejilla
Classroom 276	11-09-2022	Sandra P. Frejilla
IMPORTANT NOTE: Routine is Listed		
KITCHEN & CAFETERIA		
WASH GARBAGE CANS AFTER EACH EMPTYING: DAILY		

DISPOSE OF ALL OTHER TRASH: DAILY
WET MOP ALL FLOORS: DAILY
SECURE WINDOWNS AND DOORS: DAILY
CLEAN DRINKING FOUNTAINS: DAILY
CLEAN TRAY SLIDES: DAILY
DAMP WIPE ALL TABLES & SEATING: DAILY
WASH HOOD FILTER, WINDOWS & DOOR FRAMES, WOODWORK & TRIM, METAL FIXTURES: WEEKLY
CLEAN RANGE HOOD & EXHASTED FANS: MONTHLY
NURSE'S CLINIC, OFFICE & LOUNGE
DUST DESKS, FILES, CABINETS, TABLES, CHAIRS, WINDOWN SILLS & OPEN SHELVES: DAILY
DUST MOP FLOOR: DAILY
EMPTY WASTE BASKETS & RECYCLE BINS: DAILY
VACUUM RUGS: DAILY
CLEAN TELEPHONES, DESK BASKETS, ETC: WEEKLY
CLEAN TELEPHONES, DESK BASKETS, ETC: WEEKLY
STRIP & WAXE FLOOR: ANNUAL/AS NEEDED
SHAMPOO RUGS: ANNUAL/AS NEEDED
WASH FURNITURE & WOODWORK: AS NEEDED
CLEAN SHADES, DRAPES & VENETIAN BLINDS: AS NEEDED
AUDITORIUM & STAGE
DUST HORIZONTAL & SEATING SURFACES: WEEKLY
WASH RALLINGS: WEEKLY
WASH DOORS, GLASS & FRAMES: MONTHLY
DUST MOP FLOORS, VACUUM RUGS: MONTHLY
WASH WINDOWS & SILLS, WAINSCOT, LIGHTS & FIXTURES: AS NEEDED
WASH WOODWORK & TRIM: AS NEEDED
FLOOR CLEANING: WEEKLY
LOCKER & SHOWER ROOMS, TOILETS & RESTROOMS
DUST ALL HORIZONTAL SURFACES: DAILY
CLEAN WITH DISINFECTANT/ ANTISEPTIC SOLUTION: URINAL, DRINKING FOUNTAIN, SINK & FIXTURE: DAILY
CLEAN WITH DISINFECTANT/ ANTISEPTIC SOLUTION: TOILETS BOWLS & FIXTURES, TOILET SEATS: DAILY
CLEAN WITH DISINFECTANT/ ANTISEPTIC SOLUTION: STALL PARTILIONS, TILE WALLS & FLOOR: DAILY
REMOVE GRAFFITTI, EMPTY ALL TRASH, CHECKING FOR STOLEN ITEMS: DAILY
FILL DISPENSERS, SECURE LIGHTS, WINDOWS & DOORS: DAILY
DAMP WIPE DOORS, WINDOWS & FRAMES: WEEKLY
WASH WITH DISINFECTANT ALL INTERIOR ARES NOT SPECIFICALLY LISTED ABOVE: WEEKLY

NOTES:

Supervisor Signature:

Elia De Dios

District Manager Signature:

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