



Partner Solutions
General Services

AHERA MANAGEMENT PLAN

Name of School: Nathaniel H. Wixon Innovation School

Month of Cleaning:

JUN 40 / 2022 / JULY

Cleaning methods used:

HI CON 3+ BLEW TAB 6x

Names of persons performing the cleaning:

WIXON CREW +
SUPERVISOR

Location Cleaned:	Date of Cleaning	Signature
Main Office	07/06/22	Elda De Dios
Lobby 256	07/06/22	Elda De Dios
Guidance Room	07/06/22	Elda De Dios
Corridor 310/312/313	07/06/22	Elda De Dios
Office 1/2/3	07/06/22	Elda De Dios
Library 109	07/06/22	Elda De Dios
Room 115	07/06/22	Elda De Dios
Clinic Room	07/06/22	Elda De Dios
Xerox Room	07/06/22	Elda De Dios
Classroom 277	07/06/22	Elda De Dios
Classroom 279	07/06/22	Elda De Dios
Classroom 201	07/06/22	Elda De Dios
Classroom 202	07/06/22	Elda De Dios
Classroom 203	07/06/22	Elda De Dios
Classroom 205	07/06/22	Elda De Dios
Classroom 206	07/06/22	Elda De Dios
Classroom 208	07/06/22	Elda De Dios
Classroom 209	07/06/22	Elda De Dios

Classroom 210	07/13/22	Jorge Alvarez
Store - Classroom	07/13/22	Jorge Alvarez
Cafeteria	07/19/22	Brian Quao
Kitchen 274	07/19/22	Brian Quao
Kitchen - Storage	07/19/22	Brian Quao
Upper Part of Bolier Room	07/13/22	Jorge Alvarez
Classroom 102	07/13/22	Jorge Alvarez
Gymnasium 266	07/19/22	Brian Quao
Gymnasium 255	07/19/22	Brian Quao
Gymnasium Office	07/19/22	Brian Quao
Classroom 233	07/13/22	Jorge Alvarez
Storage 228	07/13/22	Jorge Alvarez
Storage 213	07/13/22	Jorge Alvarez
Shower 266	07/13/22	Jorge Alvarez
Boy's Locker Room	07/13/22	Jorge Alvarez
Girl's Locker Room	07/13/22	Jorge Alvarez
Classroom 102	07/13/22	Jorge Alvarez
ArtRoom A	07/13/22	Jorge Alvarez
ArtRoom B	07/13/22	Jorge Alvarez
Supplies Room	07/13/22	Jorge Alvarez
Classroom 266	07/13/22	Jorge Alvarez
Classrrom 267	07/13/22	Jorge Alvarez
Storage 268	07/13/22	Jorge Alvarez
Coat Closet	07/13/22	Jorge Alvarez
Classroom 273	07/13/22	Jorge Alvarez
Classroom 274	07/13/22	Jorge Alvarez
Classroom 275	07/13/22	Jorge Alvarez
Classroom 276	07/13/22	Jorge Alvarez

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 & EXHAUSTED FANS: MONTHLY
NURSE'S CLINIC, OFFICE & LOUNGE
DUST DESKS, FILES, CABINETS, TABLES, CHAIRS, WINDOW 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 GRAFFITI, 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 AREAS NOT SPECIFICALLY LISTED ABOVE: WEEKLY

NOTES:	
Supervisor Signature:	
District Manager Signature:	