



AHERA MANAGEMENT PLAN

Name of School: Nathaniel H. Wixon Innovation School

Month of Cleaning: March 2021

Cleaning methods used: Hi-Con 3 + Brutab 60

Names of persons performing the cleaning: Wixon crew +
SUPERVISOR

Location Cleaned:	Date of Cleaning	Signature
Main Office	3-1-21	Eliana Salza
Lobby 256	3-1-21	Eliana Salza
Guidance Room	3-1-21	Eliana Salza
Corridor 310/312/313		
Office 1/2/3	3-1-21	Eliana Salza
Library 109	3/8/21	Elda De Dios
Room 115	3/8/21	Elda De Dios
Clinic Room	3/8/21	Elda De Dios
Xerox Room	3-1-21	Eliana Salza
Classroom 277	3-2-21	Eliana Salza
Classroom 279	3-2-21	Eliana Salza
Classroom 201	3-29-21	Eliana Salza
Classroom 202	3-29-21	Eliana Salza
Classroom 203	3-29-21	Eliana Salza
Classroom 205	3-29-21	Eliana Salza
Classroom 206	3-1-21	Eliana Salza
Classroom 208	3-1-21	Eliana Salza
Classroom 209	3-2-21	Eliana Salza
Classroom 210	3-2-21	Eliana Salza
Store - Classroom	3-2-21	Eliana Salza
Cafeteria	3-2-21	Eliana Salza

Kitchen 274	3-4-21	Eliana Souza
Kitchen - Storage	3-4-21	Eliana Souza
Upper Part of Bolier Room	3-4-21	Eliana Souza
Classroom 102	3/22/21	Elda De Dios
Gymnasium 266	3-28-21	Eliana Souza
Gymnasium 255	3-4-21	Eliana Souza
Gymnasium Office	3-4-21	Eliana Souza
Classroom 233		
Storage 228	3-4-21	Eliana Souza
Storage 213	3-4-21	Eliana Souza
Shower 266		
Boy's Locker Room	3/15/21	Elda De Dios
Girl's Locker Room	3/15/21	Elda De Dios
Classroom 102	3/22/21	Elda De Dios
ArtRoom A	3-5-21	Eliana Souza
ArtRoom B	3-5-21	Eliana Souza
Supplies Room	3-5-21	Eliana Souza
Classroom 266	3-8-21	Eliana Souza
Classroom 267	3-8-21	Eliana Souza
Storage 268	3-8-21	Eliana Souza
Coat Closet	3-10-21	Eliana Souza
Classroom 273	3-10-21	Eliana Souza
Classroom 274	3-10-21	Eliana Souza
Classroom 275	3-11-21	Eliana Souza
Classroom 276	3-11-21	Eliana Souza

IMPORTANT NOTE: Routine is Listed

KITCHEN & CAFETERIA

WASH GARBAGE CANS AFTER EACH EMPTYING: DAILY	4/2/21	Be. Souza
DISPOSE OF ALL OTHER TRASH: DAILY		
WET MOP ALL FLOORS: DAILY		Be. Souza
SECURE WINDOWNS AND DOORS: DAILY		Be. Souza
CLEAN DRINKING FOUNTAINS: DAILY		
CLEAN TRAY SLIDES: DAILY		
DAMP WIPE ALL TABLES & SEATING: DAILY		Be. Souza
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 RAILINGS: 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 PARTITIONS, TILE WALLS & FLOOR: DAILY	
REMOVE GRAFFITI, EMPTY ALL TRASH, CHECKING FOR STOLEN ITEMS: DAILY	
FILL DISPENSERS, SECURE LIGHTS, WINDOWS & DOORS: DAILY	
DAMP WIPER DOORS, WINDOWS & FRAMES: WEEKLY	
WASH WITH DISINFECTANT ALL INTERIOR AREAS NOT SPECIFICALLY LISTED ABOVE: WEEKLY	
NOTES:	
Supervisor Signature:	
District Manager Signature:	