



Partner Solutions
General Services

AHERA MANAGEMENT PLAN

Name of School: Nathaniel H. Wixon Innovation School

Month of Cleaning:

OCTUBRO 12022

Cleaning methods used:

HI-CON 3+ BRUTAL 68

Names of persons performing the cleaning:

ELDA DE DIOS
JORGE ALVAREZ
SABRA TRUJILLO

Location Cleaned:	Date of Cleaning	Signature
Main Office	10/5/22	Elda De Dios
Lobby 256	10/5/22	Elda De Dios
Guidance Room	10/5/22	Elda De Dios
Corridor 310/312/313	10/5/22	Elda De Dios
Office 1/2/3	10/5/22	Elda De Dios
Library 109	10/5/22	Elda De Dios
Room 115	10/5/22	Elda De Dios
Clinic Room	10/5/22	Elda De Dios
Xerox Room	10/5/22	Elda De Dios
Classroom 277	10/5/22	Elda De Dios
Classroom 279	10/5/22	Elda De Dios
Classroom 201	10/5/22	Elda De Dios
Classroom 202	10/5/22	Elda De Dios
Classroom 203	10/5/22	Elda De Dios
Classroom 205	10/5/22	Elda De Dios
Classroom 206	10/5/22	Elda De Dios
Classroom 208	10/5/22	Elda De Dios
Classroom 209	10/5/22	Elda De Dios

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

Classroom 210	oct-6-2022	Sandra p. Gujilla
Store - Classroom	oct-6-2022	Sandra p. Gujilla
Cafeteria	oct-6-2022	Sandra p. Gujilla
Kitchen 274	oct-6-2022	Sandra p. Gujilla
Kitchen - Storage	oct-6-2022	Sandra p. Gujilla
Upper Part of Bolier Room	oct-6-2022	Sandra p. Gujilla
Classroom 102	oct-6-2022	Sandra p. Gujilla
Gymnasium 266	oct-6-2022	Sandra p. Gujilla
Gymnasium 255	oct-6-2022	Sandra p. Gujilla
Gymnasium Office	oct-6-2022	Sandra p. Gujilla
Classroom 233	oct-6-2022	Sandra p. Gujilla
Storage 228	oct-6-2022	Sandra p. Gujilla
Storage 213	oct-6-2022	Sandra p. Gujilla
Shower 266	10-4-2022	Jorge Alvarez
Boy's Locker Room	10-4-2022	Jorge Alvarez
Girl's Locker Room	10-4-2022	Jorge Alvarez
Classroom 102	10-4-2022	Jorge Alvarez
ArtRoom A	10-4-2022	Jorge Alvarez
ArtRoom B	10-4-2022	Jorge Alvarez
Supplies Room	10-4-2022	Jorge Alvarez
Classroom 266	10-4-2022	Jorge Alvarez
Classrrom 267	10-4-2022	Jorge Alvarez
Storage 268	10-4-2022	Jorge Alvarez
Coat Closet	10-4-2022	Jorge Alvarez
Classroom 273	10-4-2022	Jorge Alvarez
Classroom 274	10-4-2022	Jorge Alvarez
Classroom 275	10-4-2022	Jorge Alvarez
Classroom 276	10-4-2022	Andruea Martinis
IMPORTANT NOTE: Routine is Listed		
KITCHEN & CAFETERIA		
WASH GARBAGE CANS AFTER EACH EMPTYING: DAILY		

NOTES:

Supervisor Signature:

Elda De Dios

District Manager Signature:

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