



AHERA MANAGEMENT PLAN

Name of School: Nathaniel H. Wixon Innovation School

Month of Cleaning:

JUNE

Cleaning methods used:

HI CON 3 + BATA 68

Names of persons performing the cleaning:

WIXON CREW +
SUPERVISOR

Location Cleaned:	Date of Cleaning	Signature
Main Office	6/15/22	Elda De Dios
Lobby 256	6/15/22	Elda De Dios
Guidance Room	6/15/22	Elda De Dios
Corridor 310/312/313	6/15/22	Elda De Dios
Office 1/2/3	6/15/22	Elda De Dios
Library 109	6/15/22	Elda De Dios
Room 115	6/15/22	Elda De Dios
Clinic Room	6/15/22	Elda De Dios
Xerox Room	6/15/22	Elda De Dios
Classroom 277	6/15/22	Elda De Dios
Classroom 279	6/15/22	Elda De Dios
Classroom 201	6/15/22	Elda De Dios
Classroom 202	6/15/22	Elda De Dios
Classroom 203	6/15/22	Elda De Dios
Classroom 205	6/15/22	Elda De Dios
Classroom 206	6/15/22	Elda De Dios
Classroom 208	6/15/22	Elda De Dios
Classroom 209	6/15/22	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 & 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:

[Handwritten Signature]

District Manager Signature:

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