



AHERA MANAGEMENT PLAN

Name of School: Nathaniel H. Wixon Innovation School

Month of Cleaning:

May 2022

Cleaning methods used:

HI-WON 3 + BRUTAB 68

Names of persons performing the cleaning:

WIXON Grew +
SUPERVISOR

Location Cleaned:	Date of Cleaning	Signature
Main Office	5/20/22	Elda De Dios
Lobby 256	5/20/22	Elda De Dios
Guidance Room	5/20/22	Elda De Dios
Corridor 310/312/313	5/20/22	Elda De Dios
Office 1/2/3	5/20/22	Elda De Dios
Library 109	5/20/22	Elda De Dios
Room 115	5/20/22	Elda De Dios
Clinic Room	5/20/22	Elda De Dios
Xerox Room	5/20/22	Elda De Dios
Classroom 277	5/20/22	Elda De Dios
Classroom 279	5/20/22	Elda De Dios
Classroom 201	5/20/22	Elda De Dios
Classroom 202	5/20/22	Elda De Dios
Classroom 203	5/20/22	Elda De Dios
Classroom 205	5/20/22	Elda De Dios
Classroom 206	5/20/22	Elda De Dios
Classroom 208	5/20/22	Elda De Dios
Classroom 209	5/20/22	Elda De Dios

Classroom 210	5-19-22	Sandra p. Enjilla
Store - Classroom	5-19-22	Sandra p. Enjilla
Cafeteria	5/23/22	Blaa Guas
Kitchen 274	5/23/22	Blaa Guas
Kitchen - Storage	5/23/22	Blaa Guas
Upper Part of Bolier Room	5-19-22	Sandra p. Enjilla
Classroom 102	5-19-22	Sandra p. Enjilla
Gymnasium 266	5/23/22	Blaa Guas
Gymnasium 255	5/23/22	Blaa Guas
Gymnasium Office	5/23/22	Blaa Guas
Classroom 233	5-19-22	Sandra p. Enjilla
Storage 228	5-19-22	Sandra p. Enjilla
Storage 213	5-19-22	Sandra p. Enjilla
Shower 266	5-19-22	Sandra p. Enjilla
Boy's Locker Room	5-19-22	Sandra p. Enjilla
Girl's Locker Room	5-19-22	Sandra p. Enjilla
Classroom 102	5-19-22	Sandra p. Enjilla
ArtRoom A	5-25-22	Mauro Guevedo
ArtRoom B	5-25-22	Mauro Guevedo
Supplies Room	5-25-22	Mauro Guevedo
Classroom 266	5-25-22	Mauro Guevedo
Classrrom 267	5-25-22	Mauro Guevedo
Storage 268	5-25-22	Mauro Guevedo
Coat Closet	5-25-22	Mauro Guevedo
Classroom 273	5-25-22	Mauro Guevedo
Classroom 274	5-25-22	Mauro Guevedo
Classroom 275	5-25-22	Mauro Guevedo
Classroom 276	5-25-22	Mauro Guevedo
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, 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:

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District Manager Signature:

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