



Partner Solutions
General Services

AHERA MANAGEMENT PLAN

Name of School: Nathaniel H. Wixon Innovation School

Month of Cleaning: November

Cleaning methods used: Hi-Con 3 and Brutab 65

Names of persons performing the cleaning: Wixon Crew
Eliana, Luiza, Jorge,
Elda.

| Location Cleaned: | Date of Cleaning | Signature |
|----------------------|------------------|---------------|
| Main Office | 11-9-20 | Eliana Souza |
| Lobby 256 | 11-9-20 | Eliana Souza |
| Guidance Room | 11-9-20 | Eliana Souza |
| Corridor 310/312/313 | 11-09-2020 | Jorge Celis |
| Office 1/2/3 | 11-10-2020 | Jorge Alvarez |
| Library 109 | 11-09-2020 | Jorge Alvarez |
| Room 115 | 11-09-2020 | Jorge Alvarez |
| Clinic Room | 11-09-2020 | Elda De Dios |
| Xerox Room | 11-9-20 | Eliana Souza |
| Classroom 277 | 11-16-20 | Eliana Souza |
| Classroom 279 | 11-17-20 | Eliana Souza |
| Classroom 201 | 11-16-2020 | Jorge Celis |
| Classroom 202 | 11-16-2020 | Jorge Celis |
| Classroom 203 | 11-16-2020 | Jorge Celis |
| Classroom 205 | 11-17-2020 | Jorge Celis |
| Classroom 206 | 11-17-2020 | Jorge Celis |
| Classroom 208 | 11-17-20 | Eliana Souza |
| Classroom 209 | 11-17-20 | Eliana Souza |
| Classroom 210 | 11-17-20 | Eliana Souza |
| Store - Classroom | 11-09-2020 | Jorge Celis |
| Cafeteria | | |

| | | |
|---------------------------|------------|---------------|
| Kitchen 274 | 11-20-2020 | Laura Celis |
| Kitchen - Storage | 11-12-2020 | Laura Celis |
| Upper Part of Boiler Room | 11-12-2020 | Jorge Alvarez |
| Classroom 102 | 11-12-2020 | Jorge Alvarez |
| Gymnasium 266 | 11-18-2020 | Laura Celis |
| Gymnasium 255 | 11-17-2020 | Laura Celis |
| Gymnasium Office | 11-12-2020 | Laura Celis |
| Classroom 233 | 11-18-2020 | Laura Celis |
| Storage 228 | 11-19-2020 | Laura Celis |
| Storage 213 | 11-19-2020 | Laura Celis |
| Shower 266 | 11-20-2020 | Laura Celis |
| Boy's Locker Room | 11-10-2020 | Elda De Dios |
| Girl's Locker Room | 11-10-2020 | Elda De Dios |
| Classroom 102 | | |
| ArtRoom A | 11-10-20 | Eliana Souza |
| ArtRoom B | 11-10-20 | Eliana Souza |
| Supplies Room | 11-23-20 | Eliana Souza |
| Classroom 266 | 11-23-20 | Eliana Souza |
| Classroom 267 | 11-23-20 | Eliana Souza |
| Storage 268 | 11-24-20 | Eliana Souza |
| Coat Closet | 11-12-2020 | Elda De Dios |
| Classroom 273 | 11-24-20 | Eliana Souza |
| Classroom 274 | 11-25-20 | Eliana Souza |
| Classroom 275 | 11-25-20 | Eliana Souza |
| Classroom 276 | 11-25-20 | Eliana Souza |

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 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

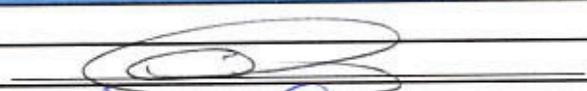
FILL DISPENSERS, SECURE LIGHTS, WINDOWS & DOORS: DAILY

DAMP WIPE DOORS, WINDOWS & FRAMES: WEEKLY

WASH WITH DISINFECTANT ALL INTERIOR AREAS NOT SPECIFICALLY LISTED ABOVE: WEEKLY

NOTES:

Supervisor Signature:



District Manager Signature:

