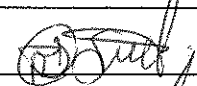
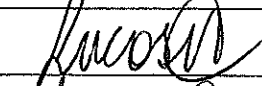

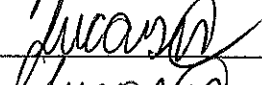
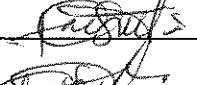
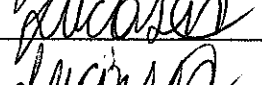
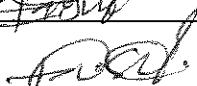
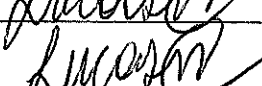


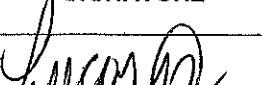
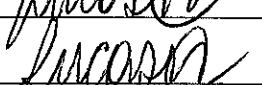
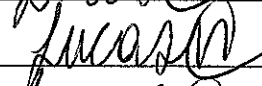
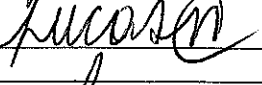


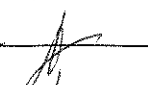
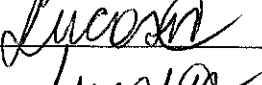

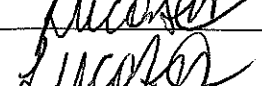
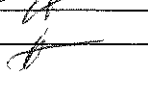
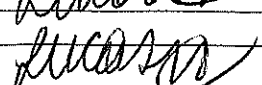




AHERA CHECK LIST

NATHANIEL H. WIXON INNOVATION SCHOOL

ROOMS	DATES	CUSTODIAN'S SIGNATURE	SUPERVISOR'S SIGNATURE
109 - LIBRARY	04-16-2019		
109 - LIBRARY	04-16-2019		
109 NEAR ROOM 115	04-16-2019		
115 ROOM	04-16-2019		
LIBRARY OFFICE	04/16/2019		
LOWER LEVEL			

ROOMS	DATES	CUSTODIAN'S SIGNATURE	SUPERVISOR'S SIGNATURE
LOBBY 256	04/17/2019	Renato Montez	
CORRIDOR 310	04/09/2019	Renato Montez	
CORRIDOR 313	04/30/2019	Renato Montez	
CORRIDOR 312	04/11/2019	Renato Montez	
MAIN OFFICE	04/19/2019		
OFFICE 1	04/19/2019		
OFFICE 2	04/19/2019		
OFFICE 3	04/19/2019		
GUIDANCE ROOM	04/19/2019		

GYMNASIUM 266	04 / 19 / 2019	Rosario Mauro	Lucas
GYMNASIUM 255	04 / 18 / 2019	Rosario Mauro	Lucas
GYMNASIUM'S OFFICE	04/16/2019	Rosario Mauro	Lucas
233 ROOM	04-04-2019	Luizy Gelin	Lucas
STORAGE 228	04-05-2019	Luizy Gelin	Lucas
STORAGE 213	04/18/2019	Luizy Gelin	Lucas
SHOWER 266	04/16/2019	Dilce Belli	Lucas
BOYS LOCKER ROOM 266	04/16/2019	Dilce Belli	Lucas
GIRLS ROOM	04/16/2019	Dilce Belli	Lucas
BOYS ROOM	04/16/2019	Dilce Belli	Lucas
102 ROOM	—		
102 ROOM	—		
102 ROOM	—		
102 ROOM	—		
ART ROOM - A	04-16-2019	Luizy Gelin	Lucas
ART ROOM - B	04-16-2019	Luizy Gelin	Lucas
SUPPLIES ROOM	04-08-2019	Luizy Gelin	Lucas
266 ROOM	04/19/2019	*	Lucas
267 ROOM	04/19/2019	*	Lucas
STORAGE 268	04/10/2019	*	Lucas
COAT CLOSET	04/10/2019	Dilce Belli	Lucas
102 ROOM	—		
102 ROOM	—		
102 ROOM	—		
273 ROOM	04-16-2019	Luizy Gelin	Lucas

CLINIC ROOM	04/19/2019	Dilce Belli	Lucas
XEROX ROOM	04/17/2019	J	Lucas
277 ROOM	04/17/2019	J	Lucas
279 ROOM	04/17/2019	J	Lucas
HOUSEHOLD ARTS	04/17/2019	J	Lucas
201 ROOM	04-17-2019	Dung Gelo	Lucas
202 ROOM	04-17-2019	Dung Gelo	Lucas
203 ROOM	04-17-2019	Dung Gelo	Lucas
204 ROOM	04-17-2019	Dung Gelo	Lucas
205 ROOM	04-18-2019	Dung Gelo	Lucas
206 ROOM	04-18-2019	J	Lucas
208 ROOM	04/17/2019	J	Lucas
209 ROOM	04/17/2019	J	Lucas
210 ROOM	04/17/2019	J	Lucas
STORE ROOM	04/17/2019	J	Lucas
CAFETERIA	04/18/2019	Dilce Belli	Lucas
KITCHEN 274	04/17/2019	Dilce Belli	Lucas
KITCHEN'S STORAGE	04/17/2019	Dilce Belli	Lucas
UPPER PART BOILER ROOM	04/18/2019	Dilce Belli	Lucas
UPPER PART BOILER ROOM'S STORAGE	04/18/2019	Dilce Belli	Lucas
102 ROOM	—		Lucas
102 ROOM	—		Lucas

274 ROOM	04/16/2019	f	Lucas
275 ROOM	04/16/2019	f	Lucas
276 ROOM	04/16/2019	f	Lucas
UPPER LEVEL			

NOTES: ROUTINE IS LISTED BELOW

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
WASH OVERHEAD HOODS, VENTILATING FANS, ETC: 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
REGULAR FLOOR MAINTENANCE: DAILY
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 DOOR GLASS: AS NEEDED
DAMP WIPE EXIT LIGHTS, FILE WORK, DOORS AND FRAMES: AS NEEDED
WASH LIGHTS AND FIXTURES, WAINSCOTING, WINDOWS AND SILLS: AS NEEDED
DUST WALLS: AS NEEDED

CORRIDORS, FOYERS AND STAIRS
DUST HORIZONTAL SURFACES, RAILINGS AND BANNISTERS: DAILY
PICK UP EXTERIOR EXTERIOR ENTRANCE: DAILY
CLEAN GRAFFITI FROM ALL SURFACES: DAILY
CLEAN DOOR MATS: DAILY
WASH DRINKING FOUNTAINS: DAILY
SPOT MOP, SWEEP AND VACCUM RUGS: DAILY
REPLACE BURNED-OUT LIGHTS: DAILY
ENSURE EXIT LIGHTS AND FIRE EXLINGUISHERS OPERATING AND IN PROPER LOCATION: DAILY
WASH DOOR FRAMES AND GLASS, STAIRS TREADS: WEEKLY
WASH FLOORS: WEEKLY
DAMP WIPE BANNISTERS AND RAILINGS, HARDWARE: WEEKLY
CLEAN EXHIBIT CASE: MONTHLY
WASH LIGHT FIXTURES AND WINDOW SILLS: AS NEEDED
WASH WALLS, WOODWORK, TRIM AND LOCKERS: ANNUAL/AS NEEDED
DAMP WIPE WALLS AND EXISTE LIGHTS: ANNUAL/AS NEEDED

MISCELLANEOUS INTERIOR & EXTERIOR AREAS, AND SEASONAL MAINTENANCE
WASH OUT MOPS AND BRUSH OUT DRY MOPS: DAILY
TREAT DUST MOPS AND HAND DUSTERS: DAILY
REMOVE GUM FROM SURFACE: DAILY
SECURE WINDOWS: DAILY
ANSWER TROUBLE CALLS: DAILY
TURN OFF ALL NON-ESSENTIAL LIGHTING: DAILY
UNLOCK FACILITY, START HEATING CYCLE, TURN ON NECESSARY LIGHTING: DAILY
CHECK FANS: DAILY
VACCUM DOOR MATS: DAILY
CHECK AND OPEN NECESSARY EXITS AND ENTRANCES: DAILY
REMOVE ANY GRAFFITI: DAILY
CHECK LEAKS: DAILY
KEEP ACCURATE AND UP-TO-DATE LOG BOOK: DAILY
CLEAN ALL EXTERIOR ENTRANCES: DAILY
GIVE EXTRA ATTENTION TO BUS PORTS AND ENTRANCE WALLS, DOORS, WINDOWS AND FLOORS: DAILY
CLEAN BOILER ROOMS: MONTHLY
ORDER SUPPLIES: WEEKLY
CHECK AND CLEAN SUPPLY ROOM AND CUSTODIAL CLOSETS: WEEKLY/MONTHLY
POLISH BRIGHT METAL FIXTURES AND TRIM FURNITURES (DOORS, HANDLES, PLATES, ETC): ANNUAL/AS NEEDED
CLEAN SERVICE SINKS: MONTHLY

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: URINALS, DRINKING FOUNTAINS, SINKS & FIXTURES: DAILY
CLEAN WITH DISINFECTANT/ ANTISEPTIC SOLUTION: TOILETS BOWLS & FIXTURES, TOILET SEATS (BOTH SIDES): 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

CLASSROOMS

DUST CHALK IRAYS AND ALL HORIZONTAL SURFACES: DAILY
EMPTY PENCIL SHARPENERS: DAILY
DRY MOP AND VACUUM FLOORS: DAILY
REMOVE GRAFFITI: DAILY
EMPTY WASTE BASKETS AND RECYCLE BINS: DAILY
CLEAN DOORS AND GLASS, SINKS AND FIXTURES: DAILY
ADJUST BLINDS, DRAPES AND SHADES: DAILY
REPLACE NON-FUNCTIONING LIGHT BULBS: DAILY
NOTIFY FACILITIES DEPARTMENT OF ANY CLEANING OR SAFETY PROBLEMS: DAILY
WASH CHALKBOARDS AND CLOCKS: WEEKLY
WASH AND CLEAN WINDOWS AND WOODWORK: AS NEEDED
SPOT CLEAN WALLS: AS NEEDED
CLEAN WALLS, CEILING, LIGHTS FIXTURES AND FURNITURE: ANNUAL/AS NEEDED
STRIP AND FINISH FLOOR: ANNUAL/AS NEEDED
SHAMPOO RUGS: ANNUAL/AS NEEDED

GYMNASIUM AND OTHER MULTI-PURPOSE AREAS

DUST ALL HORIZONTAL SURFACES: WEEKLY
CLEAN AND SWEEP UNDER BLEACHERS: WEEKLY
WASH DRINKING FOUNTAINS: DAILY
DUST AND MOP FLOORS: DAILY
DAMP WIPE BLEACHERS: MONTHLY

CHECK FOR LEAKS OR MALFUNCTION: DAILY
RELAMP ALL LIGHTING FIXTURES: AS NEEDED
DUST BLINDS: AS NEEDED
WASH AND HOUSE-CLEAN LOCKERS: MONTHLY
SCRUB AND WASH CHALKBOARDS: ANNUAL/AS NEEDED
CLEAN CONVECTORS, UNIVENTS AND HEATERS: AS NEEDED
PREPARE GYM/AUDITORIUM FOR SPECIAL EVENTS: AS NEEDED
CLEAN AREAS USED PREVIOUS DAY/NIGHT AFTER WEEKENDS, HOLIDAYS AND EVENTS: AS NEEDED