



Partner Solutions
General Services

AHERA MANAGEMENT PLAN

Name of School: Nathaniel H. Wixon Innovation School

Month of Cleaning:

DECEMBER 2021

Cleaning methods used:

HI-WON 3 + BENTAB 6S

Names of persons performing the cleaning:

WIXON CREW +
SUPERVISOR

Location Cleaned:	Date of Cleaning	Signature
Main Office	12/14/21	Mauro Quevedo
Lobby 256	12/14/21	Mauro Quevedo
Guidance Room	12/14/21	Mauro Quevedo
Corridor 310/312/313	12/14/21	Mauro Quevedo
Office 1/2/3	12/14/21	Mauro Quevedo
Library 109	12/14/21	Elda De Dios
Room 115	12/14/21	Elda De Dios
Clinic Room	12/15/21	Elda De Dios
Xerox Room	12/15/21	Elda De Dios
Classroom 277	12/15/21	Elda De Dios
Classroom 279	12/15/21	Elda De Dios
Classroom 201	12/15/21	Sandra p. Trujillo
Classroom 202	12/15/21	Sandra p. Trujillo
Classroom 203	12/15/21	Sandra p. Trujillo
Classroom 205	12/15/21	Sandra p. Trujillo
Classroom 206	12/15/21	Sandra p. Trujillo
Classroom 208	12/15/21	Sandra p. Trujillo
Classroom 209	12/15/21	Sandra p. Trujillo

Classroom 210	12/16/21	Maurso Quevedo
Store - Classroom	12/16/21	Maurso Quevedo
Cafeteria	12/16/21	Maurso Quevedo
Kitchen 274	12/16/21	Maurso Quevedo
Kitchen - Storage	12/16/21	Maurso Quevedo
Upper Part of Bolier Room	12/16/21	Maurso Quevedo
Classroom 102	12/16/21	Elda De Dios
Gymnasium 266	12/17/21	Maurso Quevedo
Gymnasium 255	12/17/21	Maurso Quevedo
Gymnasium Office	12/17/21	Maurso Quevedo
Classroom 233	12/17/21	Maurso Quevedo
Storage 228	12/17/21	Maurso Quevedo
Storage 213	12/17/21	Maurso Quevedo
Shower 266	12/17/21	Maurso Quevedo
Boy's Locker Room	12/17/21	Elda De Dios
Girl's Locker Room	12/17/21	Elda De Dios
Classroom 102	12/17/21	Elda De Dios
ArtRoom A	12/17/21	Elda De Dios
ArtRoom B	12/17/21	Elda De Dios
Supplies Room	12/17/21	Elda De Dios
Classroom 266	12/17/21	Elda De Dios
Classroom 267	12/1/21	Maurso Quevedo
Storage 268	12/1/21	Maurso Quevedo
Coat Closet	12/1/21	Maurso Quevedo
Classroom 273	12/1/21	Maurso Quevedo
Classroom 274	12/1/21	Maurso Quevedo
Classroom 275	12/1/21	Maurso Quevedo
Classroom 276	12/1/21	Maurso Quevedo

IMPORTANT NOTE: Routine is Listed

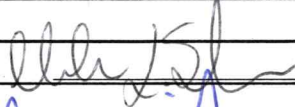
KITCHEN & CAFETERIA

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 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:



District Manager Signature:

