



Partner Solutions  
General Services

## AHERA MANAGEMENT PLAN

Name of School: Nathaniel H. Wixon Innovation School

Month of Cleaning:

DECEMBER

Cleaning methods used:

H1-COVID 3 + BRUTAB 68

Names of persons performing the cleaning:

ELDA DE DIOS  
JORGE ALVAREZ  
BRIAN QUAY  
SANDRA PATRICIA

Location Cleaned:	Date of Cleaning	Signature
Main Office	12-1-22	Elda De Dios
Lobby 256	12-1-22	Elda De Dios
Guidance Room	12-1-22	Elda De Dios
Corridor 310/312/313	12-1-22	Elda De Dios
Office 1/2/3	12-1-22	Elda De Dios
Library 109	12-1-22	Elda De Dios
Room 115	12-1-22	Elda De Dios
Clinic Room	12-1-22	Elda De Dios
Xerox Room	12-1-22	Elda De Dios
Classroom 277	12-1-22	Jorge Alvarez
Classroom 279	12-1-22	Jorge Alvarez
Classroom 201	12-1-22	Jorge Alvarez
Classroom 202	12-1-22	Jorge Alvarez
Classroom 203	12-1-22	Jorge Alvarez
Classroom 205	12-1-22	Jorge Alvarez
Classroom 206	12-1-22	Jorge Alvarez
Classroom 208	12-1-22	Jorge Alvarez
Classroom 209	12-1-22	Jorge Alvarez

Classroom 210	12/2/2022	Tamires Sagundes
Store - Classroom	12/2/2022	Tamires Sagundes
Cafeteria	12/2/22	Brian Elliot
Kitchen 274	12/2/22	Brian Elliot
Kitchen - Storage	12/2/22	Brian Elliot
Upper Part of Bolier Room	12/2/22	Tamires Sagundes
Classroom 102	12/2/22	Tamires Sagundes
Gymnasium 266	12/2/22	Brian Elliot
Gymnasium 255	12/2/22	Brian Elliot
Gymnasium Office	12/2/22	Brian Elliot
Classroom 233	12/2/22	Sandra P. Cruzilla
Storage 228	12/2/22	Sandra P. Cruzilla
Storage 213	12/2/22	Sandra P. Cruzilla
Shower 266	12/2/22	Sandra P. Cruzilla
Boy's Locker Room	12/2/22	Sandra P. Cruzilla
Girl's Locker Room	12/2/22	Sandra P. Cruzilla
Classroom 102	12/2/22	Sandra P. Cruzilla
ArtRoom A	12/2/22	Sandra P. Cruzilla
ArtRoom B	12/2/22	Sandra P. Cruzilla
Supplies Room	12/2/22	Sandra P. Cruzilla
Classroom 266	12/2/22	Sandra P. Cruzilla
Classrrom 267	12/2/22	Sandra P. Cruzilla
Storage 268	12/2/22	Sandra P. Cruzilla
Coat Closet	12/2/22	Sandra P. Cruzilla
Classroom 273	12/2/22	Sandra P. Cruzilla
Classroom 274	12/2/22	Sandra P. Cruzilla
Classroom 275	12/2/22	Sandra P. Cruzilla
Classroom 276	12/2/22	Sandra P. Cruzilla
<b>IMPORTANT NOTE: Routine is Listed</b>		
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
<b>NURSE'S CLINIC, OFFICE &amp; LOUNGE</b>
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
<b>AUDITORIUM &amp; STAGE</b>
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
<b>LOCKER &amp; SHOWER ROOMS, TOILETS &amp; RESTROOMS</b>
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:	