

# Classroom Year End Checklist

Name \_\_\_\_\_ Room Number \_\_\_\_\_

Having students complete these items in your room prior to leaving for the summer assists us in our efforts towards in depth cleaning and maintenance tasks.

- \_\_\_\_\_ 1. Unless you are going to use them next year, clear all surfaces: ceilings, blinds, boards, and windows of all items (hangings, books, toys, staplers, etc...)
- \_\_\_\_\_ 2. Have students remove from their desks all tickers, nameplates, tape, gum, and clean marks off of both the interior and the exterior.
- \_\_\_\_\_ 3. Remove all Materials from the tops of staff desks, tables, file cabinets, counter tops in front of the windows, book shelves, etc... Materials can be stored in cupboards, in cubbies, or in boxes. *See Crystal if you need boxes.*
- \_\_\_\_\_ 4. All pets and plants are your responsibility for food and water. **Take all plants and animals home for the summer.**
- \_\_\_\_\_ 5. Empty recycling containers.
- \_\_\_\_\_ 6. Remove all perishables and semi-perishable food items from the classroom and staff room (including the refrigerator)
- \_\_\_\_\_ 7. Cover all computers, printers, and projectors with cloth. Lock all laptops inside a COW.
- \_\_\_\_\_ 8. Provide a list of items on the back of this page needing repairs or special attention.
- \_\_\_\_\_ 9. Make a map of the room layout on the back or a separate piece of paper.
- \_\_\_\_\_ 10. Move student desks off of carpet.
- \_\_\_\_\_ 11. Stapled copy of report card in each student's CUM folder.
- \_\_\_\_\_ 12. Permanent Record card in CUM folder filled out.

Return this form to Crystal's mailbox before leaving for the summer.  
***Thank you for your help – Have a great Summer!***