

Classroom Cleaning/Organizing

General Clean Up

- Sweep
 - Move furniture, sweep behind
 - Sweep student closet
 - Sweep kitchen and break areas
 - Put missing pieces in a nearby container
- Vacuum
 - Break area carpet
- Wipe/dust surfaces (with spray & paper towels)
 - Tables
 - Desks
 - Shelves
- Check desks/shelves
 - Take out what doesn't belong
 - Put away or throw away

Break Area

- Pick up items off the floor
- Check that items are in correct bins
- Sort items in correct bins as needed
- Vacuum

Kitchen Area

- Wipe/spray clean
 - Inside, outside & top of fridge
 - Inside, outside & top of microwave
 - Desks
 - Tray
- Restock utensils and plates
- Throw away old food/snacks

Supplies

- Organize/wipe out blue tubs
- Sort crayons

- Throw away paper
- Throw away broken/too small
- Sharpen pencils/colored pencils
 - Throw away too short/no eraser
- Clean whiteboards
 - Spray with Expo spray
 - Wipe with paper towel

Work Station/Group Time Drawers/Bins

- Repair pieces (as needed)
- Find missing pieces, put in folder
- Replace baggies

iPads

- Turn off/on
- Exit out of apps
- Delete movies/pictures
- Clean screens with cleaner & cloth

Puzzles

- Put together
- Find missing pieces
- Lots of pieces missing=throw away
- Repair as needed
- Put in correct bins-color coded