

Tips for Setting up Your Classroom

DO	DON'T
<ul style="list-style-type: none"> ▶ Locate the ventilation units and ensure they are working properly. Have someone show you how the lights, heat and ventilation controls work. By learning how to use these properly, you can optimize the learning environment in your classroom. ▶ Before bringing in pets or plants, find out if anyone in class is allergic to them. ▶ To reduce or eliminate mice and other critters, store all food in plastic containers including food used in art projects. Label and date containers to have a log of last time used. ▶ Organize your materials in clear plastic binders; these can easily be dusted. Label and date binders to have a log of last time used. ▶ Use low-emission markers and art supplies. ▶ Clean up spills immediately ▶ Report problems with room to maintenance staff ▶ Keep all egress's clear. In an emergency, you and your children need a way out! Keep windows and exits clear! ▶ All egress doors and surrounding areas should be void of flammable items. ▶ Post your emergency exit schematic near your door. ▶ Set up a cleaning schedule - maintenance budgets typically will not support regular dusting. 	<ul style="list-style-type: none"> ▶ Don't obstruct ventilation units with books, supplies, furniture, or desks. ▶ Don't bring in rugs, furry objects, fabric furniture, or pillows. These retain dust mites, mold and odors, which can trigger allergies. In most cases, these items are not fire retardant. ▶ Don't make a permanent home for pets and plants in the class. Pets and plants can be asthma triggers. ▶ Don't leave food out! Mice and other critters will think your classroom is a nice home if you do. ▶ Don't have excess clutter. Clutter can have a negative impact on students' behavior and their ability to concentrate. More isn't always better. Try rotating the materials you have out. . ▶ Don't bring in your own cleaning products. Ask your facilities manager for environmentally friendly cleaning products. ▶ Don't use air fresheners. They can trigger allergies. ▶ Don't leave student art and decorations up for more than a month. These items should not have an opportunity to become dust collectors. ▶ Don't block doors and windows! In an emergency you and your children need a way out! ▶ Don't put paper on doors and surrounding areas as it is a fire hazard.