Classroom Setup Dos & Don'ts

Keep all egresses clear, *including windows*. In an emergency, you and your students need a safe way out.

Don't put paper on doors and surrounding areas as it is a fire hazard.

Post emergency exit schematic near your door.

Don't bring in rugs, fabric furniture, or pillows. These retain dust mites, mold and odors, which can trigger allergies. Additionally, in most cases, these items are not fire retardant.

Organize your materials in clear binders that can easily be dusted. Label and date binders to have a log of last time used.

Don't make a permanent home for pets and plants in the classroom. Pets and plants can be asthma triggers.

Use low-emission markers and art supplies.

Don't have excess clutter; more isn't always better. Clutter can have a negative impact on students' behavior and their ability to concentrate. Instead, try rotating the materials on a set schedule.

Locate ventilation units to make sure they are unobstructed and working properly. Learn how the lights, heat and ventilation controls work to optimize the learning environment.

Don't use air fresheners. They can trigger allergies.

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.

Don't leave student art and decorations up for more than a month. These items should not have an opportunity to become dust collectors.

Set-up a cleaning schedule.

Don't bring in your own cleaning products. Ask your facilities manager for environmentally friendly cleaning products. It also helps to ensure that chemicals are not inappropriately mixed.

Clean up spills immediately and report problems with your room to maintenance staff right away