

End of the Year Classroom Cleanout Checklist

Cleaning Checklist:

- Clean items with a damp cloth and let them dry out before packing them up, or use a microfiber dust cloth.** Microfiber cloths remove 90% of bacteria without chemicals so books can be wiped clean without chemicals or water. These cloths can be washed and reused many times.
- Remove all food and beverages and clean refrigerators.**
- Remove all bulletin board hangings and coverings and materials on the walls and ceilings.**
So they can be cleaned and/or painted if need be.
- Remove all plants/animals/fish tanks.**
- Remove any household humidifiers and air purifiers and do NOT bring them back the following year.** Household humidifiers and air purifiers are not made to function in classrooms. Humidifiers, if not properly taken care of, create mold problems and some air purifiers make ozone, which should not be inhaled.
- Remove any “stinky” dry-erase board markers.** Purchase low odor dry erase board markers for the following year.
- Take home and launder all stuffed pillows, animals, cloths/curtains.** Next year make sure that all are fire/flame retardant. For pillows and stuffed animals make a schedule for regular laundering to reduce dust accumulation, dust mites and other potential allergens.
- Unblock any heating vents, unit ventilators or radiators so that the custodial staff can access and clean them.** Do not put materials back in a place where they will block a radiator, unit ventilator or heating vents.
- Inventory your cleaning supplies.** Remove all aerosol sprays, air fresheners, and household cleaning supplies. Return any custodial supplies to the custodians. Check with custodians to see if they have supplies that have been approved for use during school hours. Do not use any sprays during school hours.

Report any water leaks, stains, damp material, or “musty” or “moldy” smells immediately including stained ceiling tiles as they can harbor mold and may be a sign of an underlying issue.

Tips on packing items that will be returned to the room:

1. Pack materials in plastic totes.
2. Take time to weed out the things you haven't used in over a year.
3. Books that are discolored due to age are deteriorating and should be tossed.
4. Organize your materials into binders and protect them either through lamination or with plastic sleeves, if possible.
5. Don't store unnecessary amounts of paper. Consider forming a co-op with other teachers to buy these items in large supply and have them centrally located so they are used up annually.
6. Don't forget to clean out filing cabinets and closets too.
7. Consider rotating materials in and out of the classroom throughout the coming school year to reduce clutter and keep students interested. This will not only give you an opportunity to clean this space but will rejuvenate interest. You can do this with toys, games, decorations, art supplies and many other things in the classrooms.

If you follow these simple tips you will come back to a cleaner, healthier, clutter-free classroom.

Have a great summer!

