



STAPLE #P4 | Classroom Cleaning & Organizing Checklist Guide

Directions: Use the classroom cleaning and organizing checklist to inspect your room daily, weekly, and monthly for specific items and areas that need attention.

Teacher: _____ Room No: _____ Week of: _____

Classroom Cleaning & Organizing Checklist					
Daily Weekly Classroom Tasks					
	MON	TUE	WED	THU	FRI
1. Straighten all desks or put in groups as needed:					
2. Ensure the door is clear and free to open and close:					
3. Windows are accessible (if applicable):					
4. Closets and cubbies are organized (if applicable):					
5. White Board is cleaned off:					
6. Interactive/Smart Board is plugged in and working:					
a. Remote is kept in the proper location for use:					
7. Tidy all workstations (if applicable):					
8. Large trash and debris is picked up:					
9. Disinfect high-touch surfaces (if applicable):					
10. Teacher's desk is clean and organized:					
11. All classroom materials are put away:					
12. All bins and file folders are organized:					
13. Other:					
14. Other:					
15. Other:					
Notes:					

Monthly | Semester Classroom Tasks

	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
1. Update bulletin Boards (if applicable):									
2. Update student work samples (if applicable):									
3. Update student job tasks (if applicable):									
4. Other:									
5. Other:									
Notes:									