End-of-Day Classroom Routine Checklist

- [ ] Collect and organize student materials

- [ ] Clean desks and work areas

- [ ] Return classroom supplies to proper places

- [ ] Stack chairs or push chairs in

- [ ] Check floor for trash and pick up

- [ ] Close windows and turn off lights

- [ ] Gather personal belongings

- [ ] Review homework and reminders

- [ ] Line up quietly for dismissal