

Weekly Classroom Organization Checklist

Task	Monday	Tuesday	Wednesday	Thursday	Friday
Desks arranged and clear of clutter					
Whiteboard/blackboard cleaned					
Supplies restocked (pens, paper, etc.)					
Floor swept/cleaned					
Trash and recycling emptied					
Bookshelves/tables organized					
Technology checked (projector, speakers, etc.)					
Bulletin boards updated					
Student workspaces sanitized					

Notes:
