

Tips for End-of-Year Cleaning

By Genia Connell

1. Take Pictures

Use your phone to take photos of how your classroom furniture and materials are arranged. Post the photos near the entrance of your room, so you or your custodian can use them when the time comes to set the furniture up after summer cleaning.

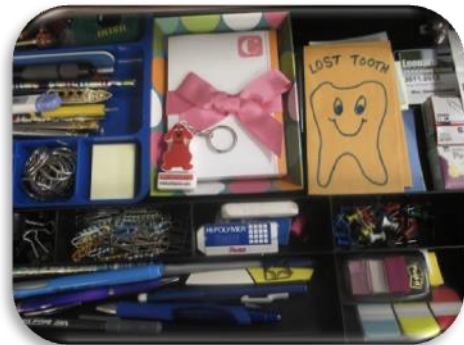


2. Let It Go

The end of the year is the perfect time to take stock of all the things taking up space in your classroom. If you haven't used arts and crafts materials or those yellowed borders, put them in the lounge with a sign that says, "Help Yourself." Your clutter may be just what another teacher is looking for. For curriculum related material, let it go if it is outdated, the wrong level for your students, or something you can't see yourself using in the next year.

3. Start Early

Begin preparing for the end of the year about a month before school lets out. Use prep time and stay after to clean and organize drawers, shelves, and cabinets. Organize your classroom library in your preferred manner and if possible, "close" sections your students won't be using. Pack away things you won't need the remainder of the year.



4. Label Everything

Label any boxes you are storing with your name, room number, and specific description of contents, such as "Guided Reading Books M-N." If you have several bookshelves, label each with your name, and number them in a clockwise direction to help you get them back to their proper places in the fall. Label your desk, chair, and large furniture to prevent them from getting misplaced. Use Scholastic's new, free [Word Workshop tool](#) for all your labels.