

TEACHER Name \_\_\_\_\_

AREA/ROOM NUMBER \_\_\_\_\_

LORING END OF YEAR CHECKOUT JUNE 2014

Dear Staff,

In the spirit of having clear expectations, I have outlined the criteria for checkout. The goal of this method of checkout is to be able to inventory all the materials; and to set up a situation where the engineers can thoroughly clean; and be done by our return in August.

Rooms should not be areas of visible storage. As a suggestion, please look in your cabinets. If you are using the cabinets to store items that you don't use, or rarely use, consider not having it at school. For example, if you have a backup supply of glue, scissors, construction paper, etc. don't store it in your cabinets. We can store it in the supply or copy room. During the school year, NOTHING can be stored on top of tall cabinets. We have been running risks of having things fall on students.

Talk to me for clarification, help, etc. There is nothing worse than thinking you are done and then finding out you're not.

**Check out the following with Ryan:**

\_\_\_\_\_ Teacher's desks should be cleared and emptied or locked. If you are leaving a room; clean the desk out thoroughly, desks will not be moved.

\_\_\_\_\_ Student lockers and desks must be cleaned out completely. Take off stickers. Please make sure you have them for next fall.

\_\_\_\_\_ Everything should be off wall areas that are washable up to eight feet high. Bulletin boards do not necessarily have to be cleared of background paper and borders. However, they should not look faded in the fall.

\_\_\_\_\_ Counter tops, ledges and chalk trays all need to be cleared.

\_\_\_\_\_ It is preferable to box everything so the engineers can dust and clean the classroom shelves. In some cases, wooden permanent shelves in your classroom can be used to store educational materials (not the ABCD tubs). Do NOT cover with colored paper, it is expensive (\$80-\$100 a roll). I will ask the engineers to cover them as they go through rooms. This means the shelves don't get cleaned. It is not a good use of the engineer's time to move books off shelves to dust and clean. All movable shelves, etc. should be emptied.

\_\_\_\_\_ If you have extra boxes of Kleenex and/or paper towels, put them in the copy room.

\_\_\_\_\_ Remove all food, seeds, etc. from your room.

\_\_\_\_\_ Take everything that is yours out of the kitchen and refrigerator.

\_\_\_\_\_ Remove all plants and animals.

\_\_\_\_\_ Give first aid kits/red backpacks to Erma on Monday, June 9<sup>th</sup>.

\_\_\_\_\_ Take down any hallway displays or posters you have up in the halls, including the main hallway display boards. **Remove staples.**

\_\_\_\_\_ Return all F & P kits to Morgan in the Media area. Please ensure that all contents are in each box.

\_\_\_\_\_ Give keys to Nora.

\_\_\_\_\_ Give your summer address to Nora.

### **Technology Check-out**

All equipment will stay in the room. The computers, printer, CD players and TV stay in the room. Please cover your computers (see Ann). If you have a cart with wheels, please put the computer on the cart. ALL the other miscellaneous items such as remotes, mice, keyboards, VGA connectors (see picture in tub), white adapter, locks, AM scanners, teacher microphones, hand microphone, battery charger cords and document camera need to be put in your tub, which will stay in the room. Please take batteries out of both your wireless mouse and keyboard. I will be cleaning out any extra equipment in your boxes.

No equipment should leave your area unless approved by Ryan. Equipment is assigned to rooms.

Tech Sign Off \_\_\_\_\_ Date: \_\_\_\_\_

IF YOU HAVE ANY BROKEN FURNITURE, LABEL WITH A TAPED SIGN "GARBAGE OR BROKEN."  
Chairs with cracks must be put in the garbage.

### **MATH MATERIALS**

All math materials should be on one designated area-cabinet

Manipulatives should be sorted and in containers.

Check -out \_\_\_\_\_ Date: \_\_\_\_\_

Ryan/Nora Signature \_\_\_\_\_ Date: \_\_\_\_\_