

CLASSROOM *Cleanup* CHECKLIST

DAY 1 LESSON PLAN CLEANUP <input type="checkbox"/> Revise or rewrite 1 lesson	DAY 2 EMERGENCY LESSONS <input type="checkbox"/> Create a "Start Here" Guide	DAY 3 FILING <input type="checkbox"/> File papers and label all folders	DAY 4 EMERGENCY LESSONS <input type="checkbox"/> Write 1 emergency lesson	DAY 5 MATERIALS <input type="checkbox"/> Organize materials for the week. <input type="checkbox"/> Order as needed
DAY 6 FILING <input type="checkbox"/> File papers and label all folders	DAY 7 LESSON PLAN CLEANUP <input type="checkbox"/> Revise or rewrite 1 lesson	DAY 8 EMERGENCY LESSONS <input type="checkbox"/> Write 1 emergency lesson	DAY 9 GENERAL CLEANING <input type="checkbox"/> Wipe Desks <input type="checkbox"/> Dust <input type="checkbox"/> Clean desk <input type="checkbox"/> Wipe boards	DAY 10 MATERIALS <input type="checkbox"/> Organize materials for the week. <input type="checkbox"/> Order as needed
DAY 11 EMERGENCY LESSONS <input type="checkbox"/> Write 1 emergency lesson	DAY 12 GENERAL CLEANING <input type="checkbox"/> Wipe Desks <input type="checkbox"/> Dust <input type="checkbox"/> Clean desk <input type="checkbox"/> Wipe boards	DAY 13 FILING <input type="checkbox"/> File papers and label all folders	DAY 14 LESSON PLAN CLEANUP <input type="checkbox"/> Revise or rewrite 1 lesson	DAY 15 MATERIALS <input type="checkbox"/> Organize materials for the week. <input type="checkbox"/> Order as needed
DAY 16 GENERAL CLEANING <input type="checkbox"/> Wipe Desks <input type="checkbox"/> Dust <input type="checkbox"/> Clean desk <input type="checkbox"/> Wipe boards	DAY 17 FILING <input type="checkbox"/> File papers and label all folders	DAY 18 LESSON PLAN CLEANUP <input type="checkbox"/> Revise or rewrite 1 lesson	DAY 19 EMERGENCY LESSONS <input type="checkbox"/> Write 1 emergency lesson	DAY 20 MATERIALS <input type="checkbox"/> Organize materials for the week. <input type="checkbox"/> Order as needed