

Classroom Checklist

A daily readiness and management checklist to keep a classroom running smoothly.

Morning readiness

- Unlock, light and ventilate the classroom.
- Write the agenda, objective and date on the board.
- Set out materials and handouts for the first lessons.
- Power on and test the computer, projector and devices.
- Check supplies and restock anything that ran low.
- Review your plans and the day's schedule.
- Greet students at the door as they enter.

Classroom environment

- Confirm desks and furniture are in the right layout.
- Clear walkways and check sightlines to the board.
- Verify lighting, temperature and noise are comfortable.
- Update displays, calendars and the objective board.
- Check that emergency exits and maps are visible.
- Keep shared areas clean and clutter-free.

Materials and supplies

- Stock the shared supply station for the day.
- Sharpen pencils and refill dry-erase markers.
- Prepare turn-in trays and collection bins.
- Charge devices and lay out chargers as needed.
- Restock tissues, sanitizer and cleaning wipes.
Keep a backup of fast-use consumables nearby.
- Replace any broken or missing classroom tools.

Routines and procedures

- Take attendance and submit any required counts.
- Reinforce the entry and warm-up routine.
- Use consistent signals for attention and transitions.
- Follow hall pass and restroom procedures.
- Keep movement and noise within posted expectations.
- Run dismissal as a clear, orderly routine.

Behavior and engagement

- Review posted rules and expectations with students.
- Acknowledge positive behavior throughout the day.
- Address disruptions calmly and consistently.
- Keep students engaged and on task during lessons.
- Use your reward or recognition system.
- Note any incidents that need follow-up.

End-of-day reset

- Have students tidy desks and shared spaces.
- Reset the room layout for the next day.
- Restock supplies and return materials to their places.
- Prep materials and copies for tomorrow.
- Note unfinished tasks and follow-ups.
- Power down equipment and secure the room.