

# Classroom Organization Checklist

A step-by-step checklist for organizing a classroom into clear zones, storage and student systems.

## Declutter and assess

- Empty shelves and surfaces to see what you have.
- Sort items into keep, donate, store and toss piles.
- Remove broken, outdated or duplicate materials.
- Group like items together before deciding where they live.
- Note what storage and containers you still need.
- Clean shelves and bins before refilling them.

## Plan functional zones

- Map a teaching zone near the board and screen.
- Define student seating and work areas.
- Create a small-group or reading zone if space allows.
- Set a clear location for the supply station.
- Designate a turn-in and returned-work area.
- Keep high-traffic zones away from your desk.  
Separate busy areas to reduce interruptions while you teach.

## Storage and containers

- Choose bins and baskets sized to their contents.
- Store frequently used items within student reach.
- Keep teacher-only materials in a separate area.
- Use vertical space with shelves and wall pockets.
- Store seasonal or rarely used items out of the way.
- Keep heavy items low and light items high.

## Labels and signage

- Label every bin, basket and shelf clearly.
- Add pictures to labels for younger students.
- Color-code by subject, group or category.
- Label student mailboxes, folders and cubbies.
- Post signs for each zone and its purpose.
- Keep label style consistent across the room.

## Materials management

- Organize the supply station for easy self-service.
- Set up a clear book or classroom library system.
- Arrange manipulatives and tools by subject.
- Create a copy and paper management area.
- Keep a restock list for consumable supplies.
- Store technology and chargers in one place.

## **Student systems**

- Set up turn-in trays for each class or subject.
- Create a system for returning graded work.
- Designate storage for backpacks and personal items.
- Build a classroom job or helper rotation.
- Teach students where materials belong and how to reset.
- Set a routine for end-of-day tidy and restock.