

Teacher Classroom Setup Checklist

A step-by-step checklist for teachers setting up a classroom before the school year begins.

Plan and clear the space

- Confirm your room assignment and get keys and access codes.
- Empty, wipe down and clean all surfaces and furniture.
- Sketch a floor plan before moving anything heavy.
- Locate power outlets, the internet drop and light switches.
- Check the heating, cooling and window blinds work.
- Remove or store any furniture you will not use.

Arrange layout and furniture

- Position student desks or tables in your chosen layout.
- Place your desk where you can see the whole room.
- Set up a clear teaching zone near the board and screen.
- Create a small-group or reading area if space allows.
- Keep clear traffic paths to the door and supply areas.
- Test sightlines to the board from every seat.
Sit in the back row to check what students will see.

Materials and supplies stations

- Set up a labeled supply station for shared materials.
- Organize your teacher supplies within easy reach.
- Create turn-in trays or bins for each class or subject.
- Stock and label storage for paper, books and manipulatives.
- Set up a technology charging or device storage area.
- Prepare a first-week materials kit for each student.

Displays and walls

- Hang a welcome sign and your name at the door.
- Post the daily schedule, calendar and objective board.
- Put up classroom rules and procedure posters.
- Set aside bulletin board space for student work.
- Display essential references such as alphabet or word walls.
- Leave some walls open to fill with student work later.

Classroom systems and routines

- Set up an attendance and lunch-count system.
- Create a clear procedure for turning in and returning work.
- Establish a hall pass or restroom sign-out system.
- Plan signals for attention, transitions and noise level.
- Build a job or classroom-helper chart.
- Prepare seating charts and a substitute folder.

Technology and final checks

- Power on and test the computer, projector and speakers.
- Confirm internet, logins and learning platforms work.
- Set up the document camera or interactive display.
- Route and secure cables safely along walls or floors.
- Prepare an emergency map, kit and posted procedures.
- Walk the finished room as a student would on day one.