



Classroom Spring Cleaning Checklist

Use this Spring Cleaning* checklist to help you get organized, feel refreshed, and be ready for the next season of learning.

**You don't have to wait until Spring! Use this checklist whenever you want a clean, organized space for teaching and learning.*



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REV0126

Get Started:

- Wipe down** all student and work surfaces.
- Dust** shelves and supply caddies.
- Sanitize** door handles, technology, and other frequently touched items.
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Sort & Clear:

- Inventory** and **organize** art supplies (crayons, markers, papers).
- Declutter** and **label** shared storage bins.
- Archive** or **shred** old or completed student work.
- Clear** and **organize** the main book basket or shelf.
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Deep Dive:

- Tackle** the lost-and-found or junk drawer.
- Clean** light fixtures and windows. (Let in the light!)
- Rearrange** or **refresh** a high-traffic learning center or reading nook.
- Clean** whiteboards/dry erase surfaces, **wash** or replace erasers.
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Digital Declutter:

- Empty, rearrange,** or **archive** files on computer desktop and in folders.
- Organize** emails into folders and **delete** nonessential ones.
- Unsubscribe** from unnecessary email lists and texts.
- Delete** unnecessary apps and **remove** distracting notifications.
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Shopping & Supply List:

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