

Classroom Duties

Outdoor	#	
1. Water indoor plants, and plants by the ramp	2	
2. Wash windows	2	
3. Sweep ramp and around ramp	2	
4. Throw out trash and recycling	2	
5. Clean garden sinks and area around them	2	
6.		
Indoor		
7. Straighten desks and chairs	2	
8. Collect dirty rags, fallen objects, clothes, etc.	2	
9. Sweep and mop classroom floor	4	
10. Vacuum	1	Galen
11. Clean chalkboard and chalkboard tray	2	
12. Straighten out library books	2	
13. Clean up break area	2	
14. Clean up project area	2	
15.		

Steps

1. Clean up your area.

1. Straighten up your desk area.
2. Put away anything left on the floor.
3. Put up your chair.

2. Take care of your classroom duties.

1. Do your best, focus on your cleanup tasks, and work fast.
2. No talking, running, playing, distractions...

3. Prepare for the closing of the day.

1. Get your binder, and write any new assignments in your log.
2. Pay attention to any announcements.
3. Put all homework in your binder, and your binder in your backpack.
4. Wait silently at your desk for the closing.