

# The ULTIMATE END-OF-THE-YEAR CHECKLIST

## CLEANING/PURGING

### > In the Classroom

- ☐ Clean off your desk area.
- ☐ Clean out and organize storage spaces.
- ☐ Purge unnecessary items from filing cabinets and flat files.
- ☐ Organize and label drawers and cabinets.
- ☐ Wash out sinks.
- ☐ Wipe down tables and counters.
- ☐ Unplug and cover computers and other tech per your tech department's instructions.
- ☐ Create a physical map of your room's furniture and tape it to your door so things can be put back after cleaning/waxing.

### > Out of the Classroom

- ☐ Take down or cover bulletin boards to prevent fading.
- ☐ Remove leftover food and drinks from the lounge fridge.
- ☐ Empty your mailbox in the work room.

### > Digital

- ☐ Clean out your email. Delete any unnecessary correspondence.
- ☐ Clean off your virtual desktop. Move important files to an external hard drive or to Google Drive for safe keeping.

### > Other

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## SUPPLY MAINTENANCE

### > Paint

- ☐ Combine bottles of the same color.
- ☐ Remove pump tops and wash them. Cap the remaining gallon bottles.
- ☐ Make sure any tubes of paint are closed tightly.
- ☐ Fully dry all tempera cakes before stacking.
- ☐ Refill watercolor pans.
- ☐ Re-wash brushes and store them upright for the summer.

### > Markers

- ☐ Sort different types of markers into different bins.
- ☐ Test washable markers. Discard any that are dry.
- ☐ Test permanent markers. Discard any that are dry.
- ☐ Test specialty markers. Discard any that are dry.

### > Glue

- ☐ Combine half-empty bottles.
- ☐ Unclog tips of remaining bottles.
- ☐ Make sure all bottles/containers are completely sealed before storing.

### > Crayons/Oil Pastels

- ☐ Create “you must be this tall” charts and discard anything that doesn’t meet your requirements.
- ☐ If desired, peel crayons that are too short to use for other projects.

### > Pencils and Colored Pencils

- ☐ Create a “you must be this tall” chart and discard anything that doesn’t meet your requirements.
- ☐ Sharpen all pencils and colored pencils before storing.

### > Paper

- ☐ Sort and stack according to type, size, and color. Store out of the sun/light.

## SUPPLY MAINTENANCE (continued)

### > Clay

- ☐ Wash tools and dry before storing.
- ☐ Follow your normal clay reclaim procedure to finish out the year.
- ☐ Combine bottles of glaze of the same color.
- ☐ Complete end-of-the-year kiln maintenance (vacuum, apply kiln wash to shelves, visually check components, etc.)

### > Other

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## RECORD KEEPING

- ☐ Submit final grades.
- ☐ Copy or retain plan book and grade book for future reference. Or, turn into the office depending on school policy.
- ☐ Shred or file 504 plans and IEPs depending on district policy.
- ☐ Make copies of blank seating charts to start the next year.
- ☐ Copy and retain your professional evaluation documents.

### > Other

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## NON-CLASSROOM SUPPLIES

- ☐ Return all technology items (iPads, laptops, cameras, etc.) to the appropriate district storage places.
- ☐ Return all borrowed books to the library.
- ☐ Return any materials borrowed from other teachers.
- ☐ Gather any items that were borrowed from you.
- ☐ Turn keys into the office if necessary.



## NON-CLASSROOM SUPPLIES (continued)

### > Other

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## ARTWORK

- ☐ Double check hallway bulletin boards and cases for stray student work.
- ☐ Retrieve student work from locations outside of your building (district office, local library, galleries, etc.).
- ☐ Create a “lost and found art” bulletin board.
- ☐ Take photos of exemplars for next year to use as student examples or as images for your classroom website.
- ☐ Pass back all artwork to students.

### > Other

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## SUPPLY ORDER

- ☐ Create an inventory of current supplies.
- ☐ Identify items that need to be ordered for next year.
- ☐ Confirm fall budget amount with your administrator.
- ☐ Create a supply order based on this information.
- ☐ Share a copy of the order with other art teachers in your district.

### > Other

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_



## ITEMS FOR HOME

- ☐ Take home any plants or classroom pets, including any materials to take care of them.
- ☐ Pack up pictures, trinkets, and personal decorations.
- ☐ Grab copies of any curriculum documents or books that you may use if you choose to work during the summer.
- ☐ Write down websites and login and password information for any district programs you plan to use but haven't memorized.

### > Other

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## APPRECIATION

- ☐ Write parent volunteers thank you notes.
- ☐ Email your principal and/or assistant principal a note of thanks.

### > Other

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## SELF-CARE AND REFLECTION

- ☐ Write yourself a motivational "back to school letter."
- ☐ Plan a day with friends or colleagues to create art together during the summer.
- ☐ Order a new book, or grab one from the library, and look forward to reading it in the sun.
- ☐ Investigate summer professional development opportunities that leave you feeling excited and inspired.
- ☐ Curate a Pinterest board of summer project ideas.
- ☐ Set a coffee date with a co-worker to discuss the positive aspects of your previous school year.

### > Other

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

