

# Daily Job Checklist

- Boards washed?
- Bookshelves organized?
- Cushions stored away neatly?
- Floors clean under desks?
- Center materials stored in basket?
- Team tubs organized and stored properly?
- Sink area clean, dry, and free of paper towel trash?
- Closets clean with coat hangers on racks?
- Back tables cleared off and washed? Chairs up?
- Computer diskettes and materials stored properly?
- Cardboard barriers stored away neatly?
- Counters clear of scissors, rulers, calculators, etc.?
- Charts cleaned as needed (literature chart, homework, journal writing)?
- Pencil sharpener emptied?
- Stoplight colors recorded?

