

SOP: End-of-Day Classroom Clean-up and Organization

This SOP details the **end-of-day classroom clean-up and organization** procedures, including tidying desks and common areas, disinfecting surfaces, organizing learning materials and supplies, safely storing equipment, disposing of trash and recyclables, and preparing the classroom environment for the next day. The purpose is to maintain a clean, safe, and orderly learning space that promotes student well-being and facilitates effective teaching and learning activities.

Scope

This SOP applies to all classrooms and teaching staff at the end of each school day.

Responsibilities

- **Teachers:** Oversee and participate in clean-up procedures; assign tasks to students if applicable.
- **Students:** Participate in assigned clean-up tasks.
- **Custodial Staff:** Perform specialized cleaning (e.g., floor mopping, deep sanitation) as needed.

Procedures

- 1. Tidy Desks and Common Areas**
 - Ensure all student desks, teacher's desk, and tables are free of clutter.
 - Return chairs to their designated places or stack if required.
- 2. Disinfect Surfaces**
 - Wipe down desks, tables, doorknobs, and high-touch surfaces with approved disinfectant.
- 3. Organize Learning Materials and Supplies**
 - Return books, manipulatives, and supplies to their proper locations.
 - Ensure storage bins/cubbies are orderly.
- 4. Store Equipment Safely**
 - Power down and safely store electronic equipment (e.g., projectors, tablets).
 - Lock away any hazardous materials or tools.
- 5. Dispose of Trash and Recyclables**
 - Collect and dispose of trash in designated bins.
 - Separate and place recyclables in the appropriate containers.
- 6. Prepare Classroom Environment for Next Day**
 - Arrange desks/learning spaces as needed for upcoming lessons.
 - Replenish supplies (markers, paper, tissues, etc.) if required.

Checklist

Task	Completed (✓/✗)
All desks and tables cleared and tidied	
Surfaces disinfected	
Learning materials and supplies organized	
Equipment powered down and stored safely	
Trash and recyclables disposed of properly	
Classroom arranged/prepared for next day	

Safety Considerations

- Use cleaning agents as directed and store them out of student reach.
- Wear gloves when disinfecting surfaces.
- Report maintenance issues (e.g., spills, broken furniture) to custodial staff.

Documentation and Review

- Use the checklist daily to confirm completion of tasks.
- Report any persistent issues or supply shortages to school administration.
- Review and update this SOP annually or as needed.

End of SOP — End-of-Day Classroom Clean-up and Organization