Classroom Setup Checklist

Classroom Setup & Organization · PreK–12

Plan layout and traffic flow, organize supplies, build learning spaces and visual supports, and run final room checks.

Layout & Traffic Flow

- [ ] Sketch a floor plan before moving furniture.
- [ ] Arrange furniture so you can see every student from anywhere in the room.
- [ ] Keep paths to doors, sinks, and supply areas wide and clear.
- [ ] Create a whole-group meeting or instruction area.
- [ ] Set up separate small-group and independent work spaces.
- [ ] Provide accessible seating and routes for students who use mobility devices.

Supplies & Materials

- [ ] Sort supplies into bins labeled with words and pictures.
- [ ] Set up a student supply station with a clear restocking routine.
- [ ] Organize the classroom library by level, genre, or topic.
- [ ] Create turn-in trays and take-home folder systems.
- [ ] Store teacher-only materials, student records, and medications securely.
- [ ] Plan storage and charging for classroom technology.

Learning Spaces

- [ ] Prepare learning centers with directions, materials, and a cleanup routine.
- [ ] Create a calm-down or reset space with visual supports.
- [ ] Set up a technology area with posted log-in and care steps.
- [ ] Offer flexible seating options with clear expectations for their use.

Displays & Visual Supports

- [ ] Post classroom expectations at student eye level.
- [ ] Display a visual schedule that is easy to update daily.
- [ ] Prepare anchor charts and a word wall for the first unit.
- [ ] Reserve wall space to display student work.
- [ ] Limit visual clutter that may distract or overwhelm students.

Final Checks

- [ ] Test the projector, document camera, and audio equipment.

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- [ ] Confirm the location of emergency exits, posted routes, and the first-aid kit.
- [ ] Sit in student seats to check sightlines and access to materials.

Notes