End-of-Day Classroom Closing Checklist

Use this checklist at the end of each day to help ensure classrooms are clean, safe, organized, and ready for the next day. Consistent closing routines support health, safety, and program quality.

Health & Sanitation
• Clean and sanitize tables, chairs, and frequently touched surfaces
• Empty trash and remove food waste
• Check diapering and toileting areas for cleanliness
• Store cleaning supplies out of children's reach

Classroom Safety
• Inspect room for broken or unsafe materials
• Ensure floors are clear of tripping hazards
• Secure electrical outlets and cords
• Confirm doors and windows are closed and locked as required

Materials & Environment
• Clean and organize toys and learning materials
• Return items to labeled storage areas
• Remove damaged or mouthed toys for cleaning
• Prepare materials needed for the next day

Documentation & Communication
• Complete required daily reports and logs
• Document incidents, injuries, or concerns
• Prepare notes or messages for families if needed

Final Room Check
• Turn off lights and electronic equipment
• Set thermostat or room conditions as required
• Ensure classroom is ready for the next day's activities