**Drawing Center**

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| Check off , then date and initial when done | Date and initial here |
| * **Storage bins** – empty of items, wipe/wash and dry clean, refill with items |  |
| * **Colored Pencils** – “MOVE” (*put them in the crayon bin in sculpture center*) any pencils shorter than your pinky. Sharpen the rest. |  |
| * **Drawing Pencils** – same as colored pencils |  |
| * **Crayons** – Pick out short or broken crayons. “MOVE” (*put them in the crayon bin in sculpture center*) Remove and throw away loose paper. |  |
| * **Oil Pastels** – same as crayons |  |
| * **Chalk** – same as crayons, but toss short ones |  |
| * **Markers** – Test on scrap paper. If dry, put in a labeled baggie by color to make watercolor paint with next year. |  |
| * **Reference pictures** – sort by type and put in labeled folders |  |
| * **Stencils** – sort by type and put in labeled folders |  |
| * **Texture Mats** – clean off crayon, put in labeled folder |  |
| * **Rulers** – clean and sort by type |  |
| * **Binders** – make sure pages are in the right binders (sort/organize) |  |
| * **Images/Posters/ Vocab cards** – Take down and sort posters. *Carefully remove tape from back then* Organize posters in storage. |  |
| * **Pack away all drawing center items** (Ms. G) |  |
| * **Cabinets and counters** – Scrub cabinets with a sponge and soapy water. |  |

**College Center**

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| Check off , then date and initial when done | Date and initial here |
| * **Collage drawers** –empty and wipe out drawers with a clean damp sponge. Dry out with towel. Sort/ organize items from the drawer. Replace items in correctly labeled drawers. |  |
| * **Storage bins** – empty of items, wipe/wash and dry clean, refill with items |  |
| * **Glue Sticks/pens** – Toss empty glue sticks. Cap others tightly. |  |
| * **Glue Bottles** – Wipe down and re-fill. |  |
| * **“Sponge” Glue containers** – throw away on final art day |  |
| * **Scissors/ hole punches** – Scrub handles and wipe off blades (carefully!). DRY off well! |  |
| * **Tissue Papers**– make sure all tissue paper is in correctly labeled bags. Toss any small or crumpled pieces. |  |
| * **Magazines** – Sort by type, tear out scrappy pages, toss if too cut up |  |
| * **Paper Bins**– Sort by COLOR type, toss scraps that are too small to use. Refill with more paper if room. (ask Ms. G for refills) |  |
| * **Ribbons** – Sort by color, untangle as needed/ toss scraps |  |
| * **Images/Posters/ Vocab cards** – Take down and sort posters. *Carefully remove tape from back then* Organize posters in storage. |  |
| * **Pack away all collage center items** (Ms. G) |  |
| * **Cabinets and counters** – Scrub cabinets with a sponge and soapy water. |  |

**Paint Center**

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| Check off , then date and initial when done | Date and initial here |
| * **Tempera Paints** – Move full bottles to cupboard closest to Sink 3. Sort and organize full bottles into 1 cupboard. Inventory each color. Toss all paint cups, wash and put away paint muffin trays. |  |
| * **Acrylic Paints** – Move full bottles to cupboard closest to Sink 3. Sort and organize full bottles into 1 cupboard. Combine partial bottles into full bottles. Inventory each color. |  |
| * **Watercolor Palettes** – Wash/clean palette lids and bases. DRY off!!! Pull out empty color wells and replace with refills. |  |
| * **Paintbrushes** – Wash thoroughly and let air dry flat or with bristles facing up. Sort by type. Wash out and dry brush storage cups. |  |
| * **Paint Water Cups** – Scrub clean with a sponge. |  |
| * **Sink 3 Dish drainer/ and base** – Scrub clean with a sponge. Dry and put under sink 1 with other ones. |  |
| * **Images/Posters/ Vocab cards** – Take down and sort posters. *Carefully remove tape from back then* Organize posters in storage. |  |
| * **Pack away all center items** (Ms. G) |  |
| * **Cabinets and counters** – Scrub cabinets with a sponge and soapy water. |  |
| * **Aprons-** wash, fold and pack away (Ms. G) |  |

**Clay Center**

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| Check off , then date and initial when done | Date and initial here |
| * **Clay drawers** – empty and wipe out drawers with a clean damp sponge. Dry out with towel. Replace items in correctly labeled drawers |  |
| * **Clay Tools** –Clean all the tools in warm, soapy water. Dry. Sort and put away in drawers. |  |
| * **Sink 2 Dish drainer/ and base** – Scrub clean with a sponge. Dry and put under sink 1 with other ones. |  |
| * **Glaze** – Inventory and organize. Move to paint cupboard above sink 2 (swap with acrylics?) |  |
| * **Clay** – remoisten and wedge used clay. Tightly bag and put in storage bin. |  |
| * **Clay storage bins** – remoisten and wedge used clay. Tightly bag and put in storage bin. |  |
| * **Clay Cloths-** wash, fold and pack away (Ms. G) |  |
| * **Images/Posters/ Vocab cards** – Take down and sort posters. *Carefully remove tape from back then* Organize posters in storage. |  |
| * **Pack away remaining center items** (Ms. G) |  |
| * **Cabinets and counters** – Scrub cabinets with a sponge and soapy water. |  |

**Sculpture Center**

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| Check off , then date and initial when done | Date and initial here |
| * **Supply Bins** – sort, organize; toss scraps. |  |
| * Toss ALL recycled materials that are “used” are no good for future projects |  |
| * Double check all bins to clean and sort for correct materials |  |
| * Make sure all bins are labeled correctly |  |
| * **Glue Bottles** – Wipe down and re-fill and add to collage center glues. |  |
| * **Scissors**– Scrub handles and wipe off blades (carefully!). DRY off well! and add to collage center scissors. |  |
| * **Tools** – pack up in a shoe box and label. Remove the tool holding hooks too. Inventory the tools. (*what do we have/what is missing*?) |  |
| * **Tape/misc.** – return anything that doesn’t belong in the sculpture center to the centers where they belong. |  |
| * **Shoes Boxes**– Empty all shoe boxes, tear off old labels; place upside down in the “tool” cupboard. |  |
| * **Cabinets**– Empty the “Sculptures in progress” cupboard. Toss all supplies/ projects that cannot be reused. |  |
| * **Images/Posters/ Vocab cards** – Take down and sort posters. Organize posters in storage. |  |
| * **Pack away all collage center items** (Ms. G) |  |
| * **Table and book shelves** – Scrub with a sponge and soapy water. |  |

**Printmaking/ Stamp Center**

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| Check off , then date and initial when done | Date and initial here |
| * **Stamp drawers** –empty and wipe out drawers with a clean damp sponge. Dry out with towel. Replace items in correctly labeled drawers. |  |
| * **Printmaking Ink** – Inventory and organize. Toss empty containers. |  |
| * **Brayers** – Scrub clean with sponge and dry. |  |
| * **Stamps** – Sort all rubber stamps by types and put in labeled bags |  |
| * **Ink pads** – check and clean if needed… sort and put away in drawers. |  |
| * **Sink 1 Dish drainer/ and base** – Scrub clean with a sponge. Dry and put under sink 1. |  |
| * **Images/Posters/ Vocab cards** – Take down and sort posters. Organize posters in storage. |  |
| * **Pack away all collage center items** (Ms. G) |  |
| * **Cabinets and counters** – Scrub cabinets with a sponge and soapy water. |  |

**Fiber Center**

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| Check off , then date and initial when done | Date and initial here |
| * **Yarn Drawers** – sort, organize by color; untangle and roll up yarn balls; toss scraps. |  |
| * **Supply Bins** – sort, organize; toss scraps. |  |
| * **Fabric boxes** – neatly fold, organize and toss scraps. |  |
| * **Pack away all collage center items** (Ms. G) |  |

**Classroom**

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| Check off , then date and initial when done | Date and initial here |
| * **Big Blue Cupboards** – Empty and Scrub all shelves with a sponge and soapy water. |  |
| * Paper – Sort and straighten paper. Organize by type and color. |  |
| * **Tables** – Scrub the sides and tops of tables with rag and cleaner. |  |
| * **Chairs** – Scrub all areas of the chairs with rag and cleaner. |  |
| * **Drying Rack** – Wipe each shelf of the drying rack with a damp sponge. |  |
| * **Bulletin Boards** – Take down artwork and sort into classroom piles. Roll borders. Recycle background paper. |  |
| * **Whiteboards** – Remove everything from board and wipe down with board cleaner. |  |
| * **Doors** – Clean off all doors and scrub handles with disinfectant. |  |
| * **Sinks** – Scrub sink until it shines. |  |
| * **Bookshelf** – Sort and organize books. |  |