



Collage Center

Daily:

- Paper Tubs closed and put away
- Counters Wiped Down
- **ALL Glue lids wiped and closed**
- Return items that belong someplace else (Regular scissors, pencils, markers, tape, etc)

Weekly:

- Correct colors in each tub
- Glue bottles all closed and NOT clogged, Refill or clean as needed.
- Drawers organized
- Magazines sorted by type and cleared of torn scrap pages
- Special Center Books neatly organized/ check for missing books

Before End of your Manager Period:

Make one sample artwork that represents that center to be displayed in that center.

Managers are:

Period 2:

Period 4:

Period 5:

Period 7:



Computer Center

Daily:

- Chairs pushed in
- 7th per turn computers off
- Assist people with computer programs as needed

Weekly:

- **Computers dusted**
(including front of monitors)
- Desk wiped down (including under cords and behind computers)
- Sweep under tables (get the dust bunnies)
- Projector cart dusted (all shelves)
- Paper organized (printer area)
- Clean projector filters (with direction)

Before End of your Manager Period:

- Make one sample artwork that represents that center to be displayed in that center.

Managers are:

Period 2:

Period 4:

Period 5:

Period 7:



Paint Center

Daily:

- **Brushes washed, organized by size and TIP up to dry**
- Aprons folded
- Table/Counters Wiped Down
- Check **paint rack** for dry paintings, move "Dry Painting" BIN

Weekly:

- Refill paint colors **as needed**
- Get extra newspapers from Library **as needed**
- Special Center Books neatly organized/ check for missing books
- Sort dry paintings:
 - NO NAME ones and add to "NO NAME" box.
 - Ones that have a heading with a class period put in the class period turn-in basket.
 - Ones with names but no class period, ask Ms. Gaub for period number then put in that basket.

Managers are:

Period 2:

Period 4:

Period 5:

Period 7:

Before End of your Manager Period:

Make one sample artwork that represents that center to be displayed in that center.



Drawing Center

Daily:

- Light boxes turned OFF
- Pastels, Markers and pencils neatly stored in correct BIN
- Rulers put away and organized

Weekly:

- **Photo reference bins properly filed and organized**
- Special Center Books neatly organized/ check for missing books
- Sharpeners emptied
- Dried out markers or ones without caps pulled (give to Ms.G)
- Refill paper as needed

Before End of your Manager Period:

- Make one sample artwork that represents that center to be displayed in that center.

Managers are:

Period 2:

Period 4:

Period 5:

Period 7:



Main Supply Center

Daily:

- All scissors, tape and staplers properly put away
- Assist with Drawing Center tasks as needed

Weekly:

- Sweep under table, overhead projector cart and in corner area as needed
- Restock paper as needed (only when a color or type of paper is gone)
- **Staplers refilled and unjammed**

Before End of your Manager Period:

- Make one sample artwork that represents that center to be displayed in that center.

Managers are:

Period 2:

Period 4:

Period 5:

Period 7:



Idea Center

Daily:

- All books neatly put on shelves and organized by type
- Materials on top of book case organized

Weekly:

- All books neatly put on shelves and organized by type
- Top of book case and shelves dusted/ wiped Down
- Pencils sharpened
- Sweep under the turn-in basket cart

Before End of your Manager Period:

- Make one sample artwork that represents that center to be displayed in that center.

Managers are:

Period 2:

Period 4:

Period 5:

Period 7:



Clay Center

Daily:

- **All Tools washed and put in proper bins**
- Clay mats wiped down and stacked
- Table/ Counter wiped down

Weekly:

- Clay Rulers and Rolling pins washed and dried
- Clay boards washed and dried
- Glazes checked, pull empty ones then give to Ms. Gaub to refill
- Special Center Books neatly organized/ check for missing books

Managers are:

Period 2:

Period 4:

Period 5:

Period 7:

Before End of your Manager Period:

Make one sample artwork that represents that center to be displayed in that center.



Printmaking Center

Daily:

- **Quick check of drawers to make sure no ink pads are open**
- Make sure all stamps are in correct, labeled locations
- Table/ Counter wiped down

Weekly:

- CLEAN rubber stamps with cleaning cloth
- Reorganize stamps; make new bags or labels if needed.
- Special Center Books neatly organized/ check for missing books

Managers are:

Period 2:

Period 4:

Period 5:

Period 7:

Before End of your Manager Period:

Make one sample artwork that represents that center to be displayed in that center.



Sculpture Center

Daily:

- **All tools in correct spot on tool board**
- Quick check of bins and tubs to make sure they are neatly stacked.
- Table/ Counter wiped down
- **Glues all closed properly**

Weekly:

- Empty and Sort big tubs to make sure little things are not in the wrong places.
- Ask Ms. Gaub for items that are getting low and need to be refilled.
- Refill and sort when donations come in.
- Make sure all glue bottles are full and tops working properly. Refill or clean as needed.

Before End of your Manager Period:

- Make one sample artwork that represents that center to be displayed in that center.

Managers are:

Period 2:

Period 4:

Period 5:

Period 7:



Fiber Center

Daily:

- Quick check of bins and boxes to make sure they are neatly organized.
- Yarns not tangled and in correct colors

Weekly:

- Sort big boxes of fabrics and then fold, roll or rubber band them.
- Sort and tidy drawers as needed
- Sweep under brown fiber desk and around yarn bins

Managers are:

Period 2:

Period 4:

Period 5:

Period 7:

Before End of your Manager Period:

- Make one sample artwork that represents that center to be displayed in that center.