

Teacher Tip Survey: <https://www.surveymonkey.com/r/V9RK97M>.

As we consider the end of the school year, we need to take a good look at the classroom and the lab. While the goal is to end with the beginning in mind, you need to know that while you are gone, things will happen in your room. Maintenance takes place during the summer. Floors are refinished, windows are washed.

Summer is also when lab equipment gets maintenance. Depending on your school, your classroom may also be used for summer school or camps. Keep these things in mind when leaving for the summer.

With this in mind, what do you need to do to get ready for the end of school? I have attached a lab checklist that you may want to use to evaluate what needs to change in your lab. While you are going through the list, you should also be making a list of things that could make your class run smoother or your lab function more efficiently. You might also look at what will make inventory easier to control. Make a list of all the things you are looking at purchasing next year and do purchase orders, so the purchase order is ready to use when next year’s funding comes in. Turn in equipment that needs repair and do a purchase order for repair costs. Also request any repairs to the room, such as paint, lights, windows, doors, desks, tables, etc.

You can center some projects on closing out the lab and classroom. Give students the chance to redesign your classroom or your lab and present and justify the changes that should be made. You can present the plans to an administrator or the head of maintenance. The end goal is to have a classroom that is ready for use when you return to school.

While you are trying to close out your lab and classroom, however, you do not want the students to think that they are finished learning until the last day.