

# END OF THE YEAR

# CLASSROOM

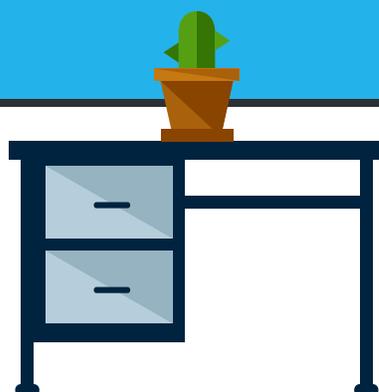
## CLEAN UP REMINDERS



### NOTE FROM CUSTODIAL SERVICES

It takes a TEAM effort to make the cleaning go smoothly and that TEAM includes you!

Disclaimer: The BUDD Group cannot assume responsibility for items not stored in cabinets or secured to the wall.



**Move desk to the side of the room closest to hallway!**

### STUDENTS

- 1 **CLEAN OUT YOUR DESK AND LOCKER THOROUGHLY!**  
If you don't want it, we don't either!



### FACULTY AND STAFF

- 1 **CLEAN OUT DESK, FILE CABINETS, BOOKSHELVES**  
We cannot guarantee the safety or location of your items if you leave them out!  
RECYCLE WHERE YOU CAN!
- 2 **REMOVE WALL DECORATIONS!**  
The heat in the buildings causes items to fall and interrupt cleaning schedules.



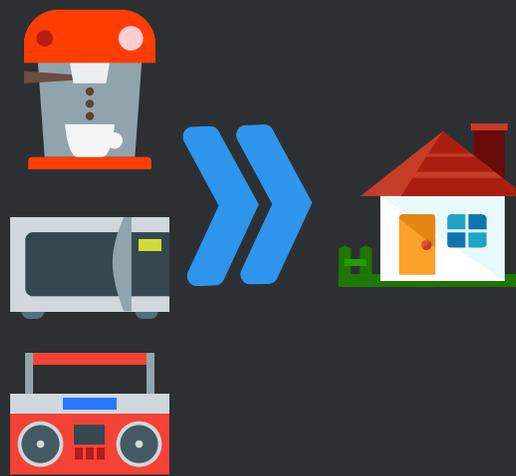
### CLEAR THE FLOOR

- 1 **Box all remaining items and get them off the FLOOR!**  
This includes classrooms, offices, observation rooms, bathrooms used for storage. Only Desk, File Cabinets, and Chairs should remain on the floor!
- 2 **Pack up!**  
Books on mobile shelves, box any loose items to protect them from damage.



### PERSONAL ITEMS

- 1 **...AND APPLIANCES**  
Take these home!



### PETS AND PLANTS

- 1 **Take all Classroom Pets and Plants Home!**  
They have been good companions all year. Now take them home!



Plants **MUST** be moved to a central location if staying on site.

### SAFETY

- 1 **BE CAREFUL!**  
Use caution when lifting, lift with your knees and not your back!
- 2 **Don't SLIP or FALL!**  
BE safe.

