

INSTRUCTORS AND AIDES

✓ KC 220 CLASSROOM CLOSING CHECKLIST

At the end of each class, please complete the following clean-up tasks.

- ❑ Remove all flash drives, disks, and CDs from student computers.
- ❑ Log off of student and instructors computers (not the printer).
- ❑ Straighten computers and chairs.
- ❑ Turn projector system off.
- ❑ Roll up video screen.
- ❑ Turn off all audio components.
- ❑ Close and lock cabinet with headphones.
- ❑ Erase Whiteboard.
- ❑ Recycle loose or used papers.
- ❑ General clean-up. Wipe down screens and desktops.
- ❑ Close classroom door when leaving and make sure it locks shut.

