At the end of each school year teachers have to close their classrooms. This includes a physical inventory, taking down decorations/features, packing books and materials and storing items until the next school year. Listed below are classroom safety considerations to help everyone start the summer off healthy and happy, not injured.

**What Am I About To Do?**

Pack up and store your classroom.
Clean and organize the classroom.
Cover and disconnect electronics.
Make a list of items that need to be repaired for the maintenance department.

**How Could I Get Hurt?**

- You could slip, trip and/or fall while walking around the classroom.
- You could fall while retrieving decorations from the walls.
- You could strain your back handling books, desks and boxes.
- You could be exposed to hazardous chemicals.

**What Am I Going To Do To Prevent Injury?**

- Wear appropriate footwear; do not carry loads that block your vision.
- Secure or remove cords from the walkways before you start the classroom breakdown.
- Use appropriate step stools or ladders (not a desk or chair) when removing decorations from high on the wall.
- Do not overload boxes or try to carry too many items at a time; Get help with large or heavy items; Use containers with hand holds.

*Read hazardous chemical labels, provide adequate ventilation and wear protective equipment where indicated.*

**Discussion Points**

- How much ‘stuff’ do you have to move/store?
- Where is the nearest heavy duty ladder/step stool you can use?
- What are the proper material handling and lifting techniques?
- Any handling aides (carts, dollies, etc.) available for use?

*Are hazardous chemical safety data sheets available for staff use?*  
*Lightning surge protection for classroom electronics.*