

國語語文學校

Mandarin Language and Cultural Center

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CLASSROOM CHECKLIST

Date: ___/___/___

Room: _____ Class: _____

Room-parent: _____ Parent of: _____

During the rainy season, please always remind the students to clean up the shoes before entering the room. Thanks.

1. Before students enter into the classroom, check to see if there is anything unusual.

If so, describe below:

____ 2. Return the seat to the original position after the class. If the arrangement is special, draw a chart on the back of this paper

____ 3. If the computer is on, please check here _____, and leave it on.

____ 4. If any closet is not locked, please check here _____

____ 5. No eating and drinking in the classroom.

____ 6. Forbid the students from playing with equipment, books, etc., in the classroom.

____ 7. Pick up papers from the floor after the class.

____ 8. Empty trash after the class.

____ 9. Return the desks and chairs to their original positions after the class.

____ 10. If anything in the classroom was used out of necessity, please describe below

for remedies: _____

____ 11. If there is damage done to the classroom, please report it immediately, and describe the extent of damage and mention the persons involved below:

____ 12. The instructor, after checking through the above items, please sign your name

below: _____ Comments: _____

The room-parent returns this form to the office. Thanks.