

Garfield High School Building Expectations: Individual Classrooms

The maintenance of safe, clean, and tidy classrooms requires the combined efforts of GHS classroom teachers, custodians, and students on a daily basis. This partnership for positive and productive work spaces involves the following:

Teachers	Feedback + or --
Report hazards to head custodian, i.e. frayed wires, loose cords in pathways, etc.	
Arrange furniture to allow safe movement around the room	
Enforce GHS rules of no food or drink off first floor common areas (exception water)	
Remind students to place chairs on desks for vacuuming days	
Expect students to tidy their own space before leaving the classroom	
Complete and turn in summer room repair form in June	
Turn lights off in the classroom, smart board, computer and projector	
Clean desk and put necessary paperwork away, along with sensitive materials	

Custodians	Feedback + or --
Report hazards to head custodian, i.e. frayed wires, loose cords in pathways, etc.	
Empty wastebaskets and recycle bins daily	
Vacuum classroom twice weekly on schedule as communicated	
Written request for teacher assistance in maintaining class tidiness	
Contact administrator regarding continued tidiness, sanitation, pest infestation issues	

Students	Feedback + or --
Report hazards to teacher, i.e. frayed wires, loose cords in pathways, etc.	
Store backpacks under classroom desks to prevent accidents	
Adhere to GHS rules of no food or drink off first floor common areas (exception water)	
Dispose of personal waste and recycle in the appropriate containers	
Participate in maintaining general class tidiness	
Follow GHS staff directions regarding food, drink, and garbage disposal	

By working together, we maintain an important historical Seattle building and sustain a positive and productive work space where students and staff focus readily on learning.