

CLASSROOM SETUP CHECKLIST

Classroom Arrangement Checklist

Identify and create the following areas:

	Transition area with individual visual schedules
	Small group area with one table, one teacher chair, and a few student chairs
	Snack area with one table, one teacher chair, and a few student chairs: <ul style="list-style-type: none">• If space is limited, use one table for small group
	Morning meeting area near a board or smart board: <ul style="list-style-type: none">• Consider using a small group table or individual student desks
	Independent work area with a small table or desk: <ul style="list-style-type: none">• Consider space for 1-2 students to complete tasks• Consider matching picture to location schedules for all students to help them learn the areas. Once students become familiar with the set-up and transition routine, consider increasing the complexity of the schedule.
	One or two DT areas: <ul style="list-style-type: none">• Include one table and 2 chairs• Include storage of materials (e.g., drawers or shelves)• Include space for instructional supports (i.e., face tables toward a wall)
	Create and post generalization charts in common areas (e.g., snack area, small group area, circle time area, etc.)
	Create a daily schedule and post in common areas and/or on a whiteboard so that all staff can easily access

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DT Area Checklist	
	Identify a color for the DT area and post a landing strip with the identified color
	Post instructional supports: <ul style="list-style-type: none">• Sequential learning steps• Matching lesson reminder poster• Data collection reminder poster
	Place reinforcers in a bin
	Utilize drawers or an organization system for storing reinforcers and teaching materials
	Create token boards and provide additional tokens
	Create individual student bins: <ul style="list-style-type: none">• Identify at least two lessons per student• Print lesson plans and create folders• Place data collection sheets and summary forms inside each lesson plan
	Prep/organize extra copies of the following: <ul style="list-style-type: none">• Data collection sheets• Summary forms

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Snack Area Checklist

	Post a landing strip with a snack icon or a colored icon if the table will be used for several activities
	Include a table with teacher chair and a few student chairs
	Create a bin or caddy to hold snack options, gloves, napkins, wipes, and hand sanitizer
	Create placemats with students names and/or pictures and place inside the snack caddy or bin
	Create a choice wheel and prepare common visuals for snack choices (printed/laminated)
	Create a functional routine sequence strip (printed/laminated)

Independent Work Area Checklist

	Post a landing strip with an independent work icon
	Create a system for structuring tasks. Consider: <ul style="list-style-type: none">• 3-drawer organizer or trays• Finished bucket or tray
	Create an independent work visual task strip (leveled choice of colors, numbers, or shapes)
	Identify tasks for each student or for target students <ul style="list-style-type: none">• Reminders: All tasks should include mastered skills. Consider maintenance tasks since this is a new setting.

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Transition Area Checklist

	Create and post individual wall strips for student schedules labeled with student name and picture
	Create and post a small pocket sleeve, cup, or container with the check schedule icon on the outside so that students can easily identify where check schedule icons should be placed
	Write a list of activities each student will complete and post so that staff can easily set and reset schedules
	Prep/organize extra copies of icons and create a system for organization
	Prep/organize extra copies of check schedule icons and place icons in small bags or containers in common areas so staff can easily access (e.g., near arrival door, in small group area, in DT area, etc.)
	Print/create ORAs for changing activities and post on a clipboard <ul style="list-style-type: none">• Consider using cue Level C or D for all students to collect baseline data

Routine Simulation Area Checklist

	Identify and create a routine simulation. Consider easy-to-implement routines: <ul style="list-style-type: none">• Purchasing an item (e.g., create a space for students to practice purchasing snacks or other materials)• Recycling (e.g., organize and label bins)• Crossing the street (e.g., identify a space to simulate crossing the street, like a hallway, and prep/create materials)
	Print/create ORAs for selected routine and post them on a clipboard: <ul style="list-style-type: none">• Consider using cue Level C or D for all students to collect baseline data

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Morning Meeting Area Checklist

	Post a landing strip with a circle time icon
	Create a space for students to sit (e.g., small group table, individual desks, etc.)

Small Group Area Checklist

	Include a table with one adult chair and a few student chairs
	Create small group visuals and supports: <ul style="list-style-type: none">• Small group functional routine visual strip• Token boards
	Prep/organize small group activities: <ul style="list-style-type: none">• Consider using digital tools from Links Routine Teaching Units• Identify activities that are motivating and easy to implement with students on a variety of levels

Behavior Supports Checklist

	Create key ring visuals with expected behaviors for all staff
	Create and organize reinforcer bins for common areas
	Create and post common language posters in common areas