



# Process Cleaning for Healthy Schools (PC4HS)

## Decluttering “On Purpose” Work Sheet

(Review and check each point below. Use a separate sheet to itemize clutter.)

**Key Question:** What is the Purpose of my classroom?

**Answer:** Keep everything “On Purpose” - get rid of what isn’t.

### SOURCES OF CLUTTER:

- Items from home
- Objects from other classes, teachers, students
- Unneeded supplies  
(markers, pens, pencils, glue sticks, etc.)
- Hoarding or stockpiling (just-in-case)
- Gifts
- Extra or old, off-topic books
- Unused or partial board games (missing pieces)
- Stuffed animals, pillows

*Remember: Decluttering Makes  
Classrooms Healthier,  
Easier to Teach In and Clean*



### 10 Minute Decluttering Secret

Get three large plastic tubs and label them:

- “Put Away”
- “Give Away or Sell”
- “Throw Away”

Take 3 minutes to fill each one in sequence.

- Ask the custodian to empty the “Throw Away” tub.
- Take the “Give Away” tub to a local charity; Post Sellable items on Craigslist.
- Work through the “Put Away” tub during class breaks.

### HELPFUL QUESTIONS:

- Has it been used in the last year?
- Does it inspire or help teach?
- Is it required?
- Is it bulky?
- Does it collect dust?
- Can I find it online?
- Can I borrow one?
- Who needs it more than me?