

# ***A Classroom Design Checklist from Four O'Clock Faculty***

Adapted From *The Secret Sauce*

## **Create spaces to promote collaboration.**

- Tables
- Desks grouped together
- Chairs facing one another
- Whiteboard spaces for design

## **Give students a variety of seating options.**

- High tables for standing
- Low tables for sitting on the floor
- Chairs
- Stools
- Benches
- Anything students feel comfortable sitting on

## **Make materials easily accessible.**

- Design with the workflow in mind.
- Let students decide what their workflow will be before a final spot is chosen for materials.
- Put materials and resources at student height.

## **Consider the lighting in your room.**

- Making it too bright or keeping it too dark will impact students negatively.
- Let as much natural light into the classroom as possible.
- Use several small lamps around the classroom to create a warm atmosphere.

## **Consider the color scheme in your room.**

- Use one or two primary colors with basic accents.
- Don't overdo it with color.
- When in doubt, keep it simple.

## **Leave plenty of whitespace for students.**

- Space for student work
- Space for anchor charts
- Writable space for students
- Walls without clutter

## **Don't dominate the real estate as the teacher.**

- Minimize the amount of learning space you use.
- Get rid of your teacher desk or, at the very least, hide it in a corner.
- Utilize a corner of a table or a closet to keep your most important things.
- Utilize a laptop device and get rid of the desktop in your classroom.

## **Take advantage of all available space.**

- Nooks and crannies
- Hallways
- Stages, cafeteria, or auditorium spaces
- Under your desk (now tucked into the corner)

## **Provide flexibility as you set up the classroom.**

- Use easily moveable furniture or pieces on wheels.
- Take advantage of areas designed to be used for multiple activities, such as a carpeted meeting area for elementary students or a table where older students can gather for directions.

***For more information, check out  
The Secret Sauce: Essential Ingredients for Exceptional Teaching***

