

## RESOURCES, MATERIALS AND SUPPLIES

New teachers often walk into empty rooms. If this is the case, you will need to begin the process of ordering or locating supplies immediately. This inventory will help you know what you need to order. See school secretary for guidance in ordering supplies or reporting broken furniture and equipment.

### *Classroom Furniture Equipment*

- \_\_\_\_\_ Teacher desk & chair
- \_\_\_\_\_ Tables
- \_\_\_\_\_ File cabinet
- \_\_\_\_\_ Storage cabinet
- \_\_\_\_\_ Computer
- \_\_\_\_\_ Student desks & chairs
- \_\_\_\_\_ Classroom TV Monitor

### *Audio-Visual Equipment*

- \_\_\_\_\_ Overhead projector
- \_\_\_\_\_ Tape-player/recorder
- \_\_\_\_\_ Video-player
- \_\_\_\_\_ Extension cord

### *For the Desk*

- \_\_\_\_\_ Scissors
- \_\_\_\_\_ Stapler, staples, staple remover
- \_\_\_\_\_ Scotch tape & masking tape
- \_\_\_\_\_ Pens, pencils, markers
- \_\_\_\_\_ Paper clips (small and large)
- \_\_\_\_\_ Post-Its, note pads, note paper
- \_\_\_\_\_ Dictionary
- \_\_\_\_\_ Ruler
- \_\_\_\_\_ Assorted tools - hammer, pliers
- \_\_\_\_\_ Glue, glue stick, rubber cement

### *Filing Cabinet*

- \_\_\_\_\_ Hanging folders
- \_\_\_\_\_ Manilla file folders
- \_\_\_\_\_ Index tabs

### *Classroom Materials*

- \_\_\_\_\_ Student texts
- \_\_\_\_\_ Teacher's editions
- \_\_\_\_\_ Maps
- \_\_\_\_\_ Globe
- \_\_\_\_\_ Subject equipment
- \_\_\_\_\_ Subject materials

- \_\_\_\_\_ Computer/software
- \_\_\_\_\_ Earphone set
- \_\_\_\_\_ Adaptive devices \*
- \_\_\_\_\_ Plug adapter

- \_\_\_\_\_ Thank you notes & cards
- \_\_\_\_\_ Postage stamps
- \_\_\_\_\_ School forms:
  - \_\_\_\_\_ attendance
  - \_\_\_\_\_ nurse's referral
  - \_\_\_\_\_ hall passes
- \_\_\_\_\_ Single & three-hole punch
- \_\_\_\_\_ Straight pins & tacks
- \_\_\_\_\_ Ziploc bags (assorted sizes)
- \_\_\_\_\_ Safety pins - all sizes

### *Storage Cabinet*

- \_\_\_\_\_ Chalk & erasers or
- \_\_\_\_\_ White board markers/eraser
- \_\_\_\_\_ Paper cutter
- \_\_\_\_\_ Bulletin board supplies

**Tip:** It is important to test each piece of equipment and check the safety of tables or chairs. Use this checklist as a way to track each item that needs repair.

\* For students with special needs, See Chapter 6.



## *Before the Students Arrive*

### **Primary classrooms may also need:**

#### *Math Manipulatives*

- ☐ Flannel boards & felt pieces
- ☐ Rulers & tape measures
- ☐ Measuring cups & spoons
- ☐ Clocks
- ☐ Number lines
- ☐ Age-appropriate math game
- ☐ Thermometers
- ☐ Meter/yard stick
- ☐ Graph paper
- ☐ Pattern cubes
- ☐ Beads
- ☐ Weights, balance, scales
- ☐ Play coins & money

#### *Reading/Language Arts*

- ☐ Alphabet/Handwriting chart
- ☐ Big books (K-3)
- ☐ Pocket charts (K-3)
- ☐ Dozens of paperback books
- ☐ Chart paper
- ☐ Writing paper
- ☐ Pens, pencils, markers

#### *Music*

- ☐ Tapes/CD's
- ☐ Listening earphones
- ☐ Tape/CD player
- ☐ Autoharp
- ☐ Bells
- ☐ Percussion sticks
- ☐ Flute-a-phone
- ☐ Drum

#### *Physical Education*

- ☐ Balls of all types
- ☐ Jump ropes
- ☐ Hula hoops

#### *Cleaning Materials*

- ☐ Cleaners/detergent
- ☐ Rags/sponges/paper towels

#### *Science Equipment*

- ☐ Cage/Aquarium for class pets
- ☐ Microscope/Magnifying glasses
- ☐ Prisms
- ☐ Eye dropper
- ☐ Compasses
- ☐ Telescope
- ☐ Batteries/copper wire
- ☐ Rock sets
- ☐ Planting trays
- ☐ Rock/fossil/insect collections
- ☐ Magnets/iron filings
- ☐ Cooking equipment

#### *Social Studies*

- ☐ Globes
- ☐ U.S. and world maps
- ☐ City and road maps
- ☐ Travel posters
- ☐ Community workers sets
- ☐ Presidents' photographs
- ☐ Timelines

#### *Art*

- ☐ Yarn
- ☐ Tempera paints
- ☐ Watercolor sets
- ☐ Brushes
- ☐ Easels
- ☐ Smocks
- ☐ Construction paper
- ☐ Clay

#### *Dramatic Play*

- ☐ Prop boxes
- ☐ Puppets
- ☐ Playhouse props

#### *Health Kit*

- ☐ Band-Aids/tissues
- ☐ Antibiotic gel