Cleanup & Storage Guide

Teacher-friendly routines for drying artwork, washing brushes, and storing supplies.

WHY IT MATTERS

- Keeps the art center clean, safe, and organized
- Helps supplies last longer
- Teaches responsibility and independence
- Creates a more enjoyable art experience
- Supports a calm and respectful classroom

DAILY CLEANUP ROUTINE OVERVIEW

1. Finish artwork and set it aside to dry.
2. Clean all tools and work surfaces.
3. Return supplies to their proper places.
4. Check that the area is clean and ready for the next artist.
5. Celebrate a job well done!



1. DRYING ARTWORK

- [ ] Use a drying rack with multiple shelves.
- [ ] Place artwork flat on shelves or hang using clothespins.
- [ ] Allow space between pieces for air to circulate.
- [ ] Label artwork with name and date if needed.
- [ ] Keep drying area away from high-traffic zones.
- [ ] Once dry, return artwork to students or store in portfolios.





TIPS

- Use newspaper or scrap paper under artwork to catch drips.
- Rotate artwork daily to prevent curling.
- Create a "Masterpiece Wall" to display finished work!

2. WASHING BRUSHES & TOOLS

STEP-BY-STEP BRUSH CLEANING

1. Rinse brushes in water to remove as much paint as possible.
2. Use mild soap and swirl bristles gently.
3. Rinse until water runs clear.
4. Shape the bristles.
5. Place brushes upright in a drying rack or cup.



TOOL CLEANING

- [ ] Wipe palette knives, sponges, and tools with a damp cloth.
- [ ] Wash with soap and water when needed.
- [ ] Allow to air dry completely before storing.

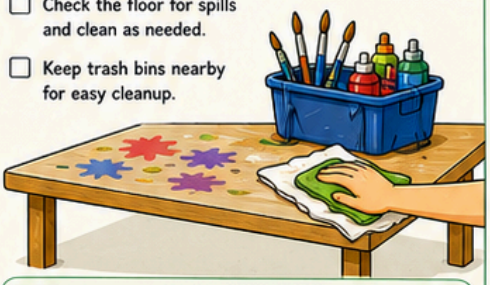
TIPS

- Use two water cups: one for rinsing, one for clean water.
- Change water when it becomes cloudy.
- Never leave brushes sitting in water.



3. CLEANING WORK SURFACES

- [ ] Wipe tables with a damp cloth or disinfecting wipe.
- [ ] Remove paint spills right away.
- [ ] Use a tray or mat at each station to protect surfaces.
- [ ] Check the floor for spills and clean as needed.
- [ ] Keep trash bins nearby for easy cleanup.



TIPS

- Use washable table covers for easy cleanup.
- Have a "spills kit" with paper towels, spray cleaner, and gloves.



4. STORING SUPPLIES

ORGANIZE BY CATEGORY

Group similar items together so students can find and return them easily.



STORAGE TIPS

- ✓ Use clear bins or labeled containers.
- ✓ Place frequently used items at child height.
- ✓ Keep heavy items on lower shelves.
- ✓ Check supplies weekly and restock as needed.
- ✓ Keep lids on tight to prevent drying out.
- ✓ Store items in a dry, cool place away from direct sunlight.



PAINT STORAGE IDEAS



Keep paint bottles:

- Tightly closed
- Wiped clean
- Stored upright

PAPER STORAGE IDEAS



★ Store paper flat or in vertical sorters to prevent bending.

5. TEACH STUDENT RESPONSIBILITY



- ✓ Model the cleanup routine step-by-step.
- ✓ Use visual posters with pictures.
- ✓ Assign cleanup helpers each day.
- ✓ Praise effort and teamwork.
- ✓ Encourage students to take pride in their space!

CLEANUP JOBS CHART

Brush Washer		✓
Table Wiper		✓
Supply Checker		✓
Floor Inspector		✓
Trash Collector		✓

6. QUICK REMINDER POSTER (DISPLAY NEAR ART CENTER)

1. Create
2. Clean
3. Put Away
4. Check
5. Celebrate!



THE GOLDEN RULES OF ART CLEANUP

- ★ We clean up so others can create!
- ★ We take care of our supplies!
- ★ We work together as a team!



ESSENTIAL CLEANUP SUPPLIES

- [ ] Paper towels
- [ ] Disinfecting wipes
- [ ] Mild soap
- [ ] Two water cups
- [ ] Trash can
- [ ] Drying rack
- [ ] Spray cleaner
- [ ] Sponges
- [ ] Aprons
- [ ] Gloves (optional)



♥ A clean art center is a happy art center! Thank you for being responsible artists! ♥

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