

**Student Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Task Analysis for Maintaining Work Area**

<b>Task</b>	<b>Completed</b>	<b>Quality</b>	<b>Comments</b>
Retrieve assignment			
Materials on work surface			
Complete assignment			
Return finished product/completed assignment to completed station			
Return additional materials to original/proper locations			
Clean work area with spray bottle and rag*			
Retrieve next assignment or request break			

1 = poor quality (required 3 or more redirections, use of abusive/inappropriate language, task completed, but not to criterion)

2 = adequate quality (2 or fewer redirections, task completed to criterion)

3 = good quality (task completed with 1 verbal or visual prompt, task completed at or above criterion)