

SETUP & CLEANUP

Your help is critical because the custodians are understaffed, and rooms need to be ready first thing Monday morning.

We appreciate your care and support!

SACRAMENT ITEMS

- Store ALL trays, cloths, cups in Sacrament prep room W137.
 - Put everything inside the Sac prep room cabinets.
 - Do not use the cabinets in the Sacrament meeting rooms.

WIRELESS MICROPHONES

- Store them in the teaching podiums.
 - Do not store these in the Sacrament Prep rooms.

HYMN BOOKS

- Store all hymn books in the appropriate closet corresponding to the sacrament meeting room.

Sacrament Room	Hymnbook Storage
W111	W111A
W112	W112A
W140	W140A

TRASH

- Remove signs, posters and other church materials. Ensure all trash, stray handouts, and other leftover items are placed in trashcans.

CLASSROOM RESET

- Leave all rooms orderly and organized. Align rows of chairs and/or desks.
- W151:** Set four chairs neatly around each square table.
- W152:** Tuck chairs neatly under each table and desk including the tables lining the wall.

MUNCH & MINGLES/FIRESIDES

- ALL Munch & Mingles and firesides **MUST** be scheduled with the Sunday Building Scheduler who will make arrangements with the custodians. If the building needs to stay unlocked longer, the scheduler will work with Space Management.
- Avoid foods that require more than vacuum or cloth cleanup. Always avoid red punch. On carpets, cleanup for foods like frosting requires special carpet cleaning equipment and additional manpower.

Offices & Conference Rooms

- All chairs need to be returned to the office they belong in.
- Office, suite, and conference room doors **MUST** be locked again before leaving.

~ Thank you! ~