

## SETUP & CLEANUP

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**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!*

### **CLEANUP - ALL ROOMS**

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

### **RESET - CLASSROOMS**

- ALL chairs moved between rooms MUST be returned. Each room has a specific seating capacity for academic classes.
- Leave classrooms arranged in an orderly manner.
- Please DO NOT move chairs between floors.
- Return WIRELESS MICROPHONES to podiums.

### **RESET - ATRIUM (ROOM 245)**

- Rearrange all furniture in the Atrium as shown:



### **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 BYU 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.
- CLEANUP:** Use the vacuum and large garbage cans provided by the custodians.

## Offices & Conference Rooms

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- 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! ~*