

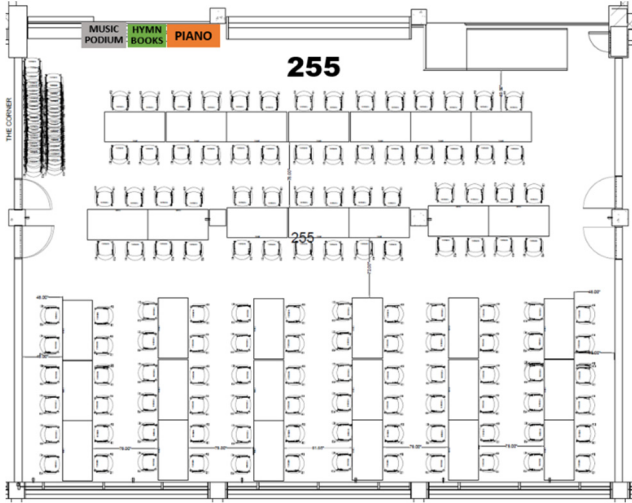
# SETUP & CLEANUP

**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!*

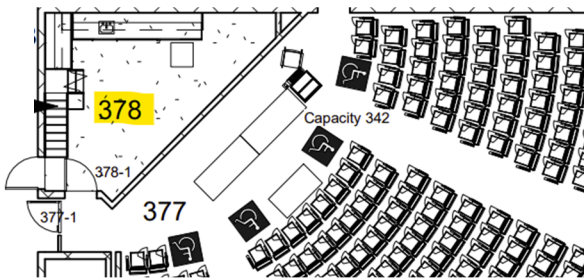
## SACRAMENT ROOM 255

- SACRAMENT ITEMS:** Store ALL items in Sacrament Prep room CB 378. Put everything in the cabinets. Do not leave anything on the countertops.
- WIRELESS MICROPHONE:** Store in the podium.
- Last ward OR last group to use the room:** Reset as pictured here:



## SACRAMENT ROOM 377

- First Ward:** Gather the chairs for the bishopric, speakers, and Sacrament table from room 378 and place in the podium area.
- Last Ward:** Stack all chairs for the bishopric, speakers, and Sacrament table in room 378.
- Do not store anything in the moveable cabinet cart.
- SACRAMENT ITEMS:** Store ALL items in Sacrament Prep room CB 378. Put everything in the cabinets. Do not leave anything on the countertops.



- WIRELESS MICROPHONE:** Store in the podium.

## HYMNBOOKS

- Wherever hymnbooks are used, store them in these rooms:
  - 378 (inside Sacrament room 377).
  - 255 on the cart next to the piano.

## TRASH

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

## CLASSROOM RESET

- Classrooms with tablet arm chairs (“desk chairs”) – Leave orderly in neat rows.
- Classrooms with chairs and tables – Leave orderly with chairs neatly tucked under tables.

## 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.
- Do not serve foods that require more than vacuum cleanup. Always avoid red punch. In carpeted areas, do not serve food like frosting which 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! ~*