

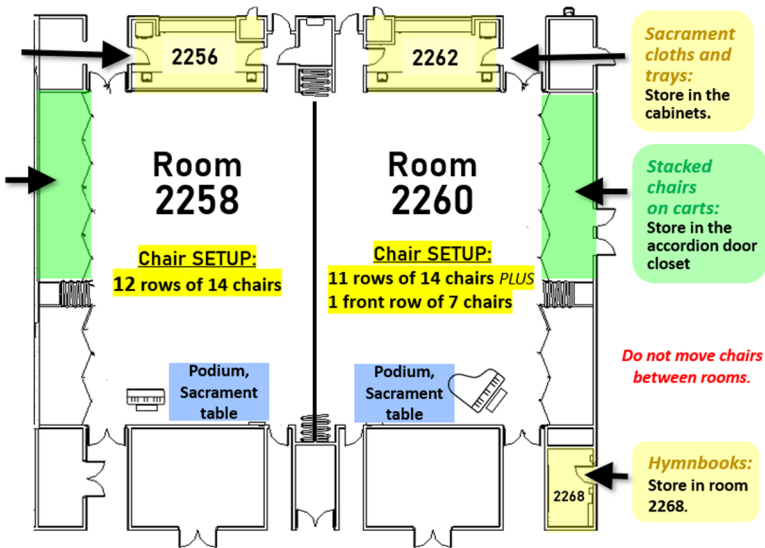
SET-UP & CLEAN-UP

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!

SETUP for SACRAMENT ROOMS 2258 & 2260

Setup **as shown here:**



RESET for SACRAMENT ROOMS

Last Ward RESET:

- Put sacrament items in assigned cabinets in prep rooms 2256 or 2262.
- Take unused bread home.
- Store all hymnbooks in room 2268.

CLEANUP: ALL ROOMS

- Remove all signs, posters, and other church materials. Put trash, stray handouts, and other leftover items in trashcans provided in sacrament and second hour rooms.

MUNCH & MINGLES/FIRESIDES

- ALL Munch & Mingles and firesides MUST be scheduled with the Sunday Building Scheduler who will make arrangements with the Conference Center scheduling office. If the building needs to stay unlocked longer, the scheduler will work with Space Management.
- Use of refrigerators must be scheduled with the Conference Center scheduling office (801-422-7700, cardonj@byu.edu). Do not leave any food behind.
- 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 in the HCEB and CONF

- 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! ~