

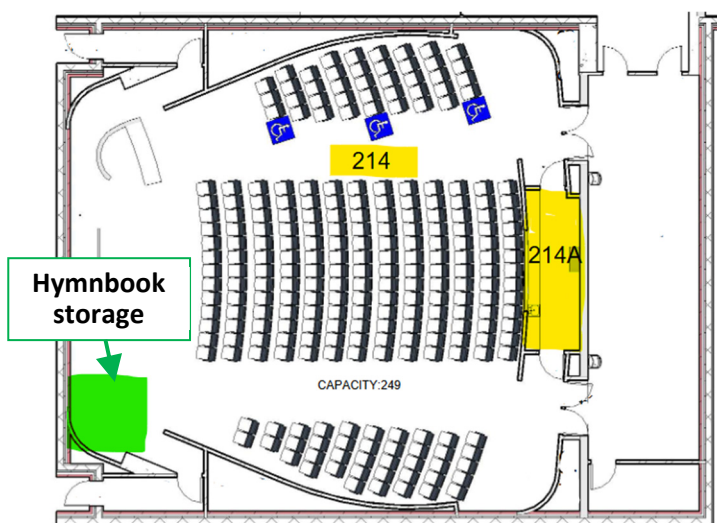
## SETUP & CLEANUP

**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!*

### RESET - SACRAMENT MEETING ROOM

- SACRAMENT ITEMS: Store ALL items (trays, cups, cloths) in sacrament prep room 214A. Put everything in the cabinets. Do not leave items out on the countertops.
- HYMNBOOKS: Return to the corner of the stage (shown in green below).



### RESET - ALL ROOMS

- Wireless Microphones:** Store in the podium(s).
- Trash:** Remove all signs, posters, and other church materials. Toss trash, stray handouts, and other leftover items in trashcans.
- Chairs:** ALL chairs that are moved between rooms **MUST be returned** to their original location.
- Please **DO NOT** move chairs between floors.

### RESET - CLASSROOMS

- 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 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.

## 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! ~*