EB

3/31/2026

ENGINEERING BUILDING

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!

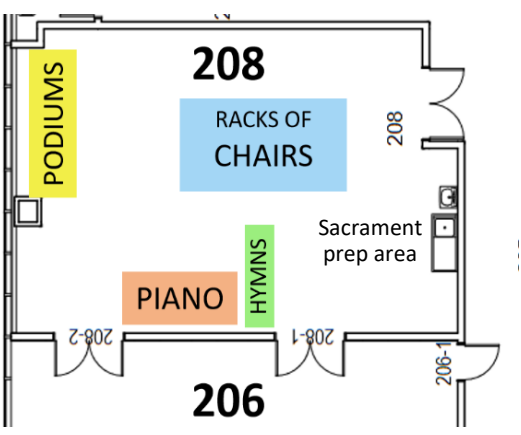
CHAIRS

- ☐ Chairs moved between rooms MUST be returned.
- ☐ Please DO NOT move chairs between floors.

RESET – EB 204/206

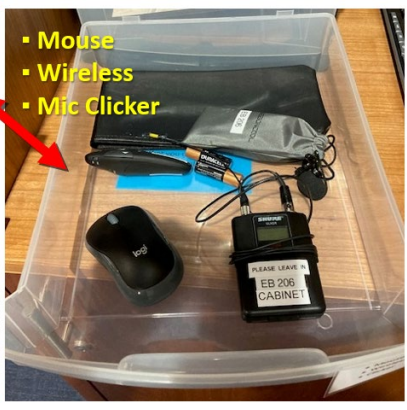
The last ward OR last group to use these rooms is to MOVE THE FOLLOWING ITEMS into **room 208** as pictured below:

- ☐ **SACRAMENT ITEMS**: Store ALL items in Sacrament prep cabinets. Do not leave items out on the countertops.
- ☐ **CHAIRS**: Stack on racks (no more than 12 on each)
- ☐ **PIANO & BENCH**
- ☐ **HYMNBOOKS**
- ☐ **PODIUMs**
- ☐ **A/V EQUIPMENT**: MUST be stored in the AV closets.



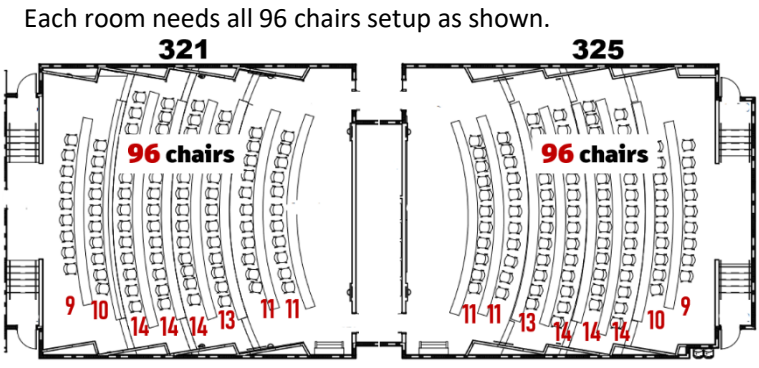
EB 204 podium cabinet

EB 206 podium cabinet



RESET – EB 321 and 325

- ☐ Each room needs all 96 chairs setup as shown.



TRASH

- ☐ Ensure all trash and other disposable items are thrown away. When trash cans that you use are full, tie the bags closed and leave them in the black cart in room 208.

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 and powdered sugar. On carpets, cleanup for foods like frosting requires special carpet cleaning equipment and additional manpower.
- ☐ Cleanup:
  - When garbage cans that you use are full, tie the bags closed and leave them in the black cart in room 208 or take the bags to the dumpsters between the EB and CB.
  - Wipe down kitchenette counters and floor spills.

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! ~