ESC

9/9/2025

EYRING SCIENCE CENTER

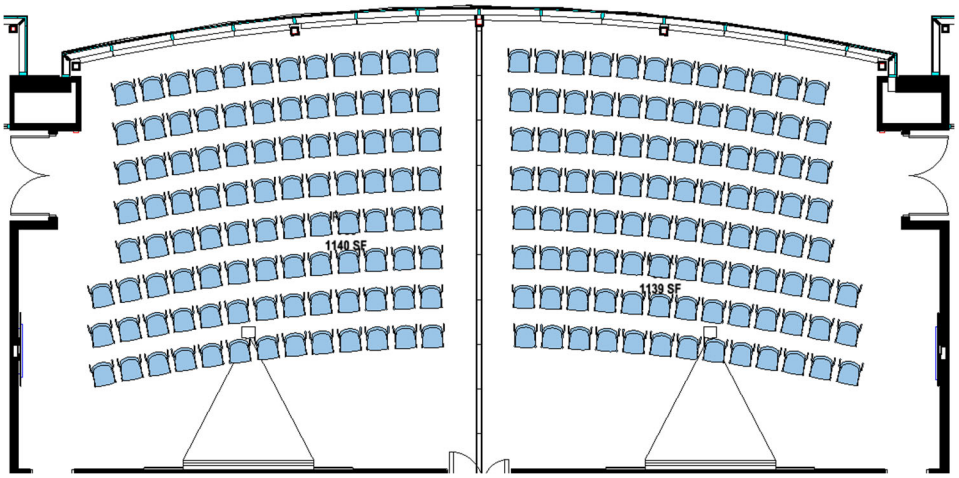
SETUP & CLEANUP

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!

SETUP - SACRAMENT MEETING

- ☐ Auditorium - The custodians will bring the chairs and table from the Pendulum Court Café for the bishopric, sacrament, and speakers.
- ☐ Annex – There are extra chairs located in ESC A152 and A156. The Sacrament supplies are located in ESC A153. The tables in the Sacrament meeting room can be stored in the closets during your church meetings. Here is a layout that allows you to seat 198 people:



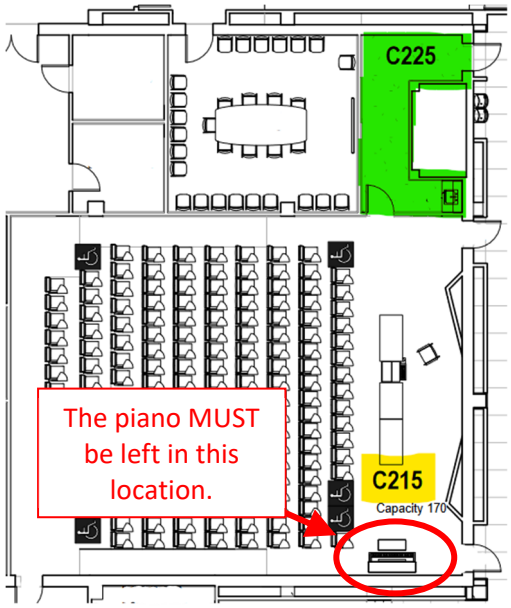
OPERATING THE ANNEX PARTITION WALL

This requires two people to operated. One on one end with the key and the other on the opposite end pushing the button. When closing the partition wall please press down on the button until the motor stops. It may look closed, but will not keep out sound if you stop it early.

RESET - SACRAMENT MEETING (AUDITORIUM)

- ☐ PODIUM AREA: The custodians will return the chairs and table brought in from the Pendulum Court.
- ☐ SACRAMENT ITEMS: Return ALL items to Prep room C225.
  - Do not leave items out on the countertops.
  - Keep the prep room clean, this is shared with the department and classes need access to the sink for demonstrations.

☐ PIANO: Ensure it is in its proper spot as shown here:

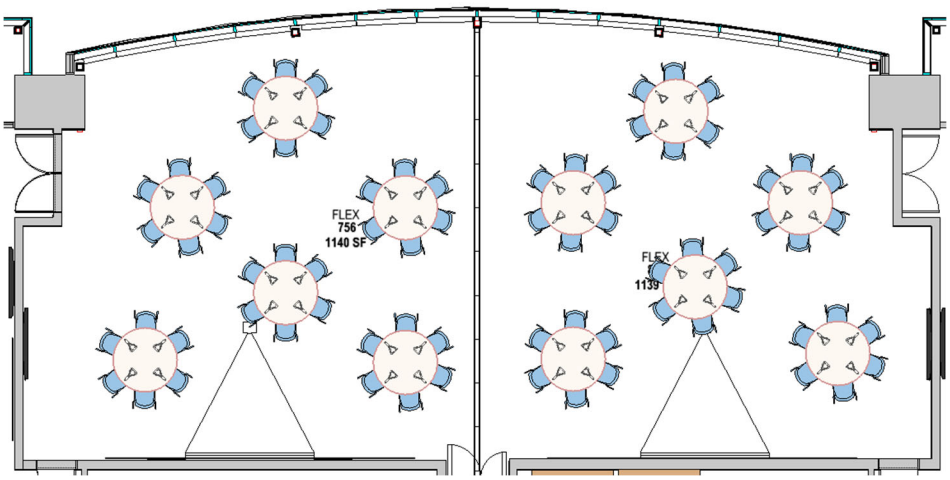


☐ WIRELESS MICROPHONES: Return to the podium(s).

☐ HYMNBOOKS: Store in sacrament prep room C225.

RESET – SACRAMENT MEETING (ANNEX)

- ☐ Please return all extra chairs to the storage closets and make sure they are stacked neatly on their storage racks.
- ☐ Please return the room to its original layout.
- ☐ Clean up after the Sacrament. All Sacrament items can be returned to ESC A153 (kitchen area) in the cupboard labeled for Sacrament Storage.
- ☐ Lapel microphones need to be returned to the station located on the west wall in the Sacrament meeting room. Please do not take these with you.



RESET - CLASSROOMS

☐ Leave all rooms orderly and organized. Align rows of chairs. Tuck chairs under desks.

CLEANUP - ALL ROOMS

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

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.
    - The Scheduler will have the custodians provide large trash cans.
- ☐ 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.
- ☐ Wards are to cleanup by putting all event trash in the requested garbage cans. The custodians will remove the cans and put the trash bags in the dumpsters.

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.
- ☐ Please do not store any items in offices and conference rooms.
- ☐ Please do not unplug computers, touch items on shelves or desks, etc.