

SETUP & CLEANUP

Your help is critical because the custodians are understaffed, and rooms need to be ready first thing Monday morning.

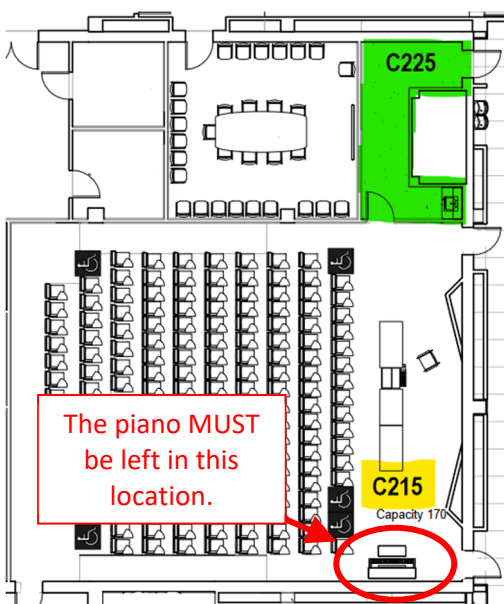
We appreciate your care and support!

SETUP - SACRAMENT MEETING

- The custodians will bring the chairs and table from the Pendulum Court Café for the bishopric, sacrament, and speakers.

RESET - SACRAMENT MEETING

- 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 - 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.

~ Thank you! ~