

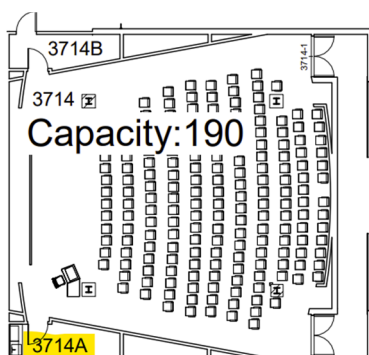
SETUP & CLEANUP

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 ROOM HBLL 3714

- ALL SACRAMENT ITEMS – Store in Prep room 3714A.
Put everything away. Do not leave anything on the countertops.
- WIRELESS MICROPHONES – Store in the podium.
- HYMN BOOKS – Store in Prep room 3714A.



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.

CLEANUP – ALL ROOMS

- Remove signs and posters. Ensure all trash, stray handouts, and other leftover items are placed 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.
- 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! ~