

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 ROOMS

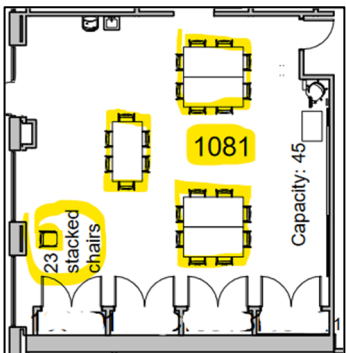
- ALL SACRAMENT MATERIALS: Store in the applicable prep rooms: B002A, B092A, B190A. Put everything in the cabinets. Do not leave items on the countertops.
- HYMN BOOKS and other ward materials used anywhere in the building: Store in the prep room cabinets.
- WIRELESS MICROPHONES: Store in the podium(s).

RESET - ALL ROOMS

- Do not move tables, desks, or tall professor chairs to other rooms.
- Classrooms with tablet arm chairs ("desk chairs"): Leave orderly in neat rows.
- Classrooms with chairs & tables: Leave orderly with chairs neatly tucked under tables.
- Remove all signs, posters, and other church materials. Put trash, stray handouts, and other leftover items in trashcans.

RESET - JFSB 1081

Replace chairs according to the floorplan shown here. Stack the chairs that do not fit around the 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! ~