

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

- SACRAMENT ITEMS:** Put ALL items (cloths, trays, cups) in the applicable prep room cabinets (1102A, 1102B, 2107B, 3108B). Do not leave items on the countertops or in the classrooms.
- HYMNBOOKS:** Wherever hymnbooks are used, return them to the prep rooms (1102A, 1102B, 2107B, 3108B).

RESET - CLASSROOMS

- ALL chairs moved between rooms **MUST** be returned. It's essential that classrooms have their correct seating capacities for scheduled classes.
- Please **DO NOT** move chairs between floors.
- Classrooms with tablet arm chairs ("desk chairs"): Leave them orderly in neat rows.
- Classrooms with chairs and tables: Leave them orderly with chairs neatly tucked under tables.

RESET - ALL ROOMS

- WIRELESS MICROPHONES:** Return to the podiums.
- 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.
- 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! ~