

## SETUP & CLEANUP

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

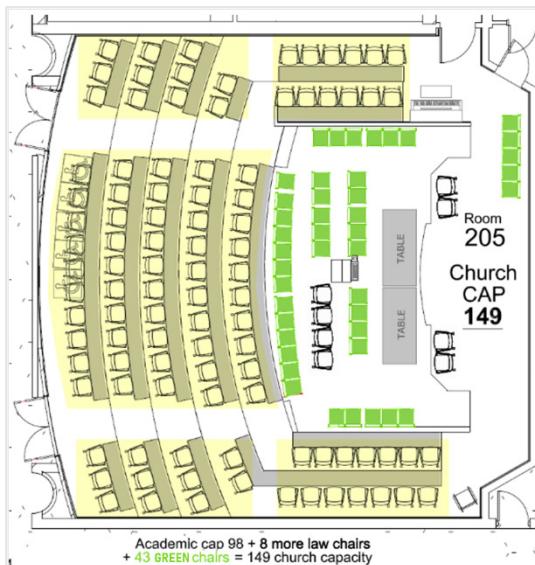
*We appreciate your care and support!*

### 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.
- Reserve a food-serving table with the Sunday Building Scheduler. Two are stored in sacrament prep room 307.
- Do not serve foods that require more than vacuum or cloth cleanup. Always avoid red punch. On carpets, foods such as frosting require carpet cleaning equipment and manpower.
- We request no food in the Burns Memorial Lounge.
- Please leave rooms that you use clean and tidy.

### SETUP - SACRAMENT ROOMS 205 and 306

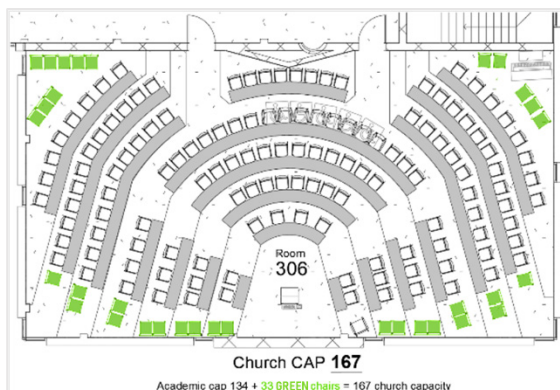
BYU Fire Marshal Kevin Paxton approved these seating plans and capacities for rooms 205 and 306 (1/20/2023).



- First ward:  
Take the **soft green chairs** stacked on a cart in the hallway by room 208 and setup **as shown**.

**Do not** push the furniture against any woodwork.

- Last ward:  
Stack the chairs on the cart in the 208 hallway.



- First ward:  
Take the **soft green chairs** stacked on a cart in the hallway by room 314 and setup **as shown**.

- Last ward:  
Stack the chairs on the cart in the 314 hallway.

### RESET - ALL AREAS

- Remove signs and posters. Ensure all stray handouts, trash, and other leftover items are disposed of.

### RESET - CLASSROOMS

- SACRAMENT ITEMS – Store in the sacrament prep rooms. Do not leave anything in the classrooms.
- PODIUM – Store in sacrament prep area room 307.
- HYMNBOOKS – Return to sacrament prep room 307. Please do not leave any out.
- CHAIRS – Neatly line up classroom chairs and tuck under tables. Please leave rooms orderly and ready for Monday classes. Stack the extra chairs on the carts located in the 314 and 208 hallways.

### RESET - LOUNGE AREAS

- DO NOT move furniture in the Burns Memorial Lounge. The last group of the day on Sunday is to leave the lounge and other seating areas **orderly** as shown below.



## 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! ~*