

SETUP & CLEANUP

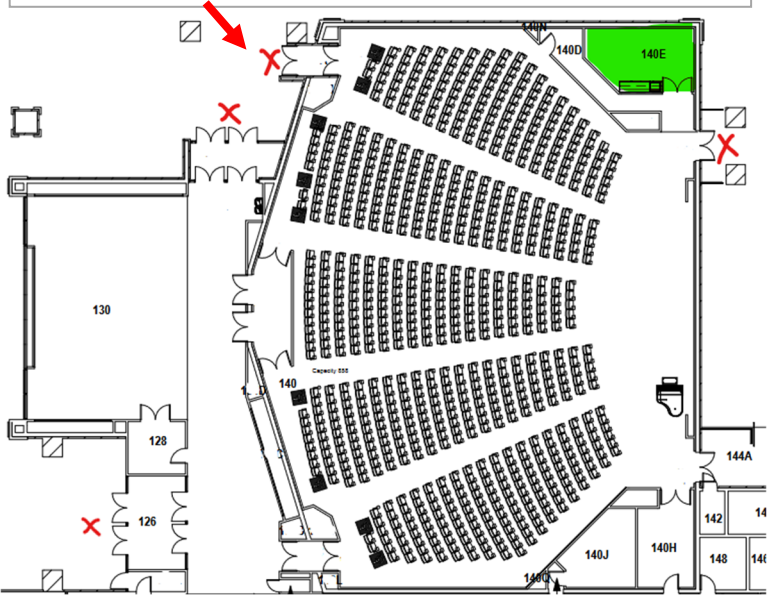
Your help is critical because the custodians are understaffed, and rooms need to be ready first thing Monday morning.

We appreciate your care and support!

SACRAMENT ROOM 140 (the auditorium)

- Last Ward RESET: Return ALL items (trays, cups, cloths) neatly in sacrament prep room **140E**. Do not leave anything out on the countertops.
- HYMN BOOKS and other ward materials - Store in the Prep room cabinets.

Important: Do not prop open outer doors. This is a fire code violation that will result in a police dispatch response.



WIRELESS MICROPHONES

- Store in the podium(s).

TRASH

- Remove all signs, posters, and other church materials. Put trash, stray handouts, and other leftover items in trashcans.

ALL ROOMS RESET

- ALL chairs moved between rooms MUST be returned. Each room has a specific seating capacity for academic classes.
- 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.

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.
- Use the garbage cans found in the common areas and hallways. Take the trash bags to the dumpster located south of the building.

BAPTISMS

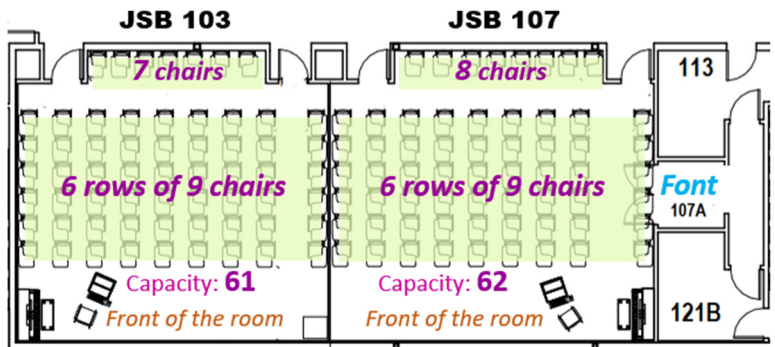
The custodians will fill and drain the font which takes 45 mins. It's loud so it will be heard in the adjoining room (JSB 107).

BEFORE:

- Baptisms MUST be scheduled (preferably by the Monday before a weekend baptism when possible). Baptisms may be held Sundays after church meetings, never Sunday mornings.
 - **To schedule for M-Sat:** Campus Scheduling 801-422-3134
 - **To schedule for Sundays:** Contact BYU Space Management (801-422-5418 call/text) to get the current Sunday Building Scheduler's phone
 - Room 103 can also be scheduled with the divider wall opened to room 107 and the font
- Missionaries or the ward/stake need to arrange the chairs to face the font.

AFTER:

- Hang wet clothes and towels on the metal clothing racks in each dressing room.
- Reset the adjoining classroom(s)** so the chairs face the whiteboards (not the font) as shown here:



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! ~