

## SETUP & CLEANUP

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**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 MEETING ROOM**

- SACRAMENT ITEMS:** Return to the sacrament prep room (250A). Put everything in the cabinets. Do not leave items out on the countertops or in the classroom.
- HYMNBOOKS:** Wherever hymnbooks are used, return them to the sacrament prep room (250A).

### **RESET - ALL ROOMS**

- Wireless Microphones:** Store in classroom podium(s).
- Trash:** Remove all signs, posters, and other church materials. Toss trash, stray handouts, and other leftover items in trashcans.
- Chairs:** ALL chairs that are moved between rooms **MUST be returned** to their original location.
- Please **DO NOT move chairs between floors.**

### **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.

### **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

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- 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! ~*