

## SETUP & CLEANUP

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

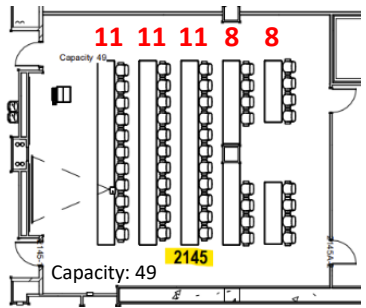
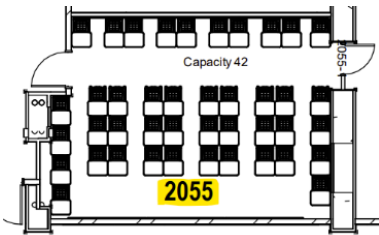
*We appreciate your care and support!*

### RESET – SACRAMENT ROOM 2102

- SACRAMENT ITEMS – Store in prep room 2102C. Do not leave items out on the countertops.
- HYMN BOOKS and other ward materials - Store in the Prep room 2102C cabinets.
- WIRELESS MICROPHONE – Store in the podium.

### RESET – CLASSROOMS 2145 and 2055

- Return chairs to the pictured configuration.



### RESET – COMMON AREAS

- DO NOT move furniture.
- If you do find furniture in disarray, please arrange so the common areas look orderly.
- Make sure that each table has four rolling chairs



### CLEANUP – ALL ROOMS

- Remove all signs, posters, and other church materials. Toss trash, stray handouts, and other leftover items in trashcans.
- ALL classrooms:** Neatly align rows of chairs and desks.

### 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.
- Food and drink are not permitted in auditoriums (Rooms 2004, 2006, & 2102)

## Offices & Conference Rooms

- All chairs need to be returned to the office they belong in.

*~ Thank you! ~*

- Office, suite, and conference room doors **MUST** be locked again before leaving.