

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 ITEMS

(The custodians move in and out the podium area seating and the piano).

- LAST WARD CLEANUP:** Return ALL sacrament items to the applicable prep room (206A, 207A, 221A, 222A, 222B).

DO NOT leave table cloths, trays, cups, or any other items out. Put everything in the prep room cabinets.

WIRELESS MICROPHONES

- Store in the podium(s).

HYMNBOOKS

- Stack on the pianos. Extras should be put in the sacrament prep rooms.

TRASH

- Remove all signs, posters, and other church materials. Remove or 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.
- CLEANUP:** Take trash from these events out to the dumpster located between the MARB and the ESC.
 - Ensure that nothing from these events is left out for the custodians to have to clean up early Monday morning.

~Thank you!~