

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 MEETING ROOMS

- ☐ SACRAMENT ITEMS: Store ALL items (trays, cups, cloths) in sacrament prep rooms 1021 or 1031D. Put everything in the cabinets. Do not leave items out on the countertops.
- ☐ HYMNBOOKS: **Return to .**

RESET - ALL ROOMS

- ☐ **Wireless Microphones:** Store in the 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.
- ☐ **Stack all 100 Max Stacker chairs in room 2221.**

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

- ☐ All chairs need to be returned to the office they belong in.
- ☐ Office, suite, and conference room doors **MUST** be locked again before leaving.