

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

- Return ALL cloths, cups, and trays to the sacrament prep room (115).
 - Put everything in the cabinets. Do not leave items out on the countertops or in the classroom.

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.

ROOMS WITH MOVEABLE CHAIRS

- ALL chairs moved between rooms MUST be returned. Each classroom has a specific seating capacity for academic classes.
- Leave classrooms arranged in an orderly manner.
- Please DO NOT move chairs between floors.

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:** Use the vacuum and large garbage cans provided by the custodians.

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! ~