

SETUP & CLEANUP

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

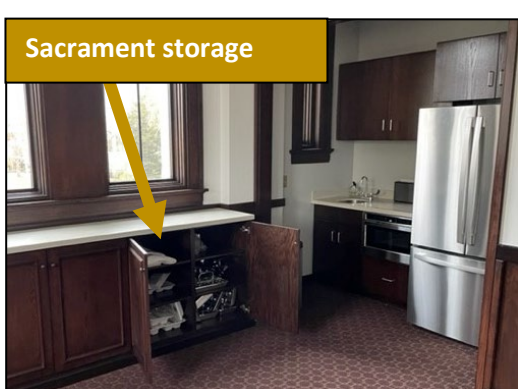
We appreciate your care and support!

SETUP – SACRAMENT ROOM 321/421

- ☐ **Chairs** for the bishopric, speakers, and Sacrament are to be brought in from the hallway (2 purple chairs), and the reception area in room 350. SEE THE PHOTOS BELOW.

RESET – SACRAMENT ROOM 321/421

- ☐ **Sacrament items** (trays, cups, cloths)—Return ALL to the Sacrament Prep cabinets in room 305.
 - Do not leave any items on countertops or in the sacrament meeting room.
 - Do not leave bread in the building. Bread is not to be stored in the prep room cabinet or fridge.
- ☐ **Sacrament table**--Store in closet **341A** (inside the men's restroom).
- ☐ **Chairs** for the bishopric and speakers--Return to their proper locations: SEE PHOTOS BELOW.
- ☐ **Trash**-- Remove all signs, posters, and other church materials. Toss trash, stray handouts, and other leftover items in trashcans.
- ☐ **Wireless Microphones:** Store in the podium(s).



Chairs for sacrament meeting podium area:

(These chairs may also be moved within suite 350 offices)

They MUST be returned to their proper locations.

Dotted chair on wheels

Proper locations:

Reception area--2
350A--3 350C--3
350B--2 350D--1



Dotted chair (no wheels)

Proper location:

Reception area--



Purple chair

Proper location:

3rd FL hall--2



DO NOT MOVE

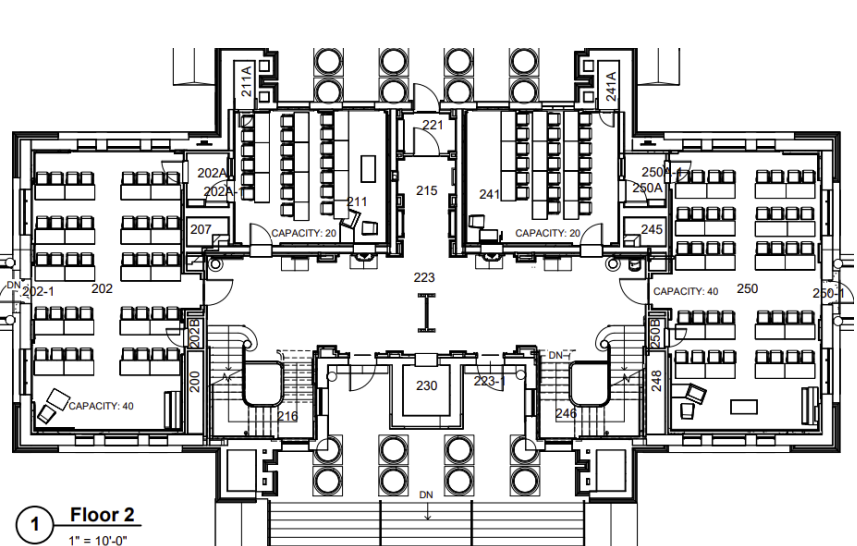


MUNCH & MINGLES/FIRESIDES

- ☐ 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.

Cleaning up the 2nd Floor

- ☐ All chairs and tables need to not only be returned to the classroom they belong to, but **they need to match the floor plan** as shown below.



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! ~