

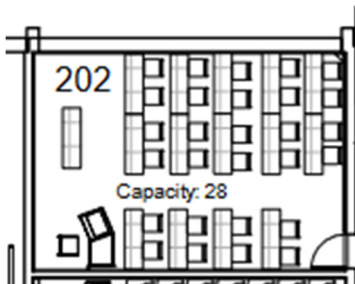
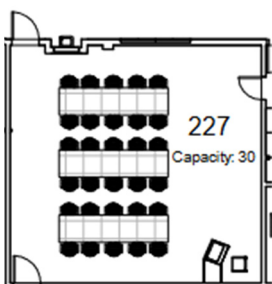
## SETUP & CLEANUP

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!*

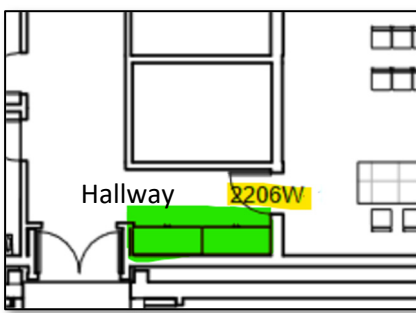
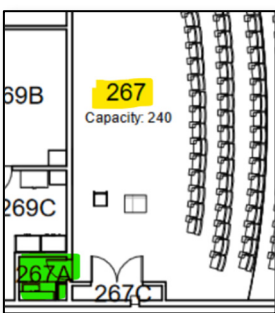
### ALL ROOMS WITH MOVEABLE CHAIRS

- SETUP: First ward** of the day is responsible to set up the chairs stacked on carts in each room.
- RESET: Last ward** of the day **OR last group** to use a room is to **stack chairs on the carts** in each room.
- RESET for classrooms RB 227 and 202:** Last ward (or group) is to arrange the rooms as shown here:



### RESET - SACRAMENT MEETING ROOMS

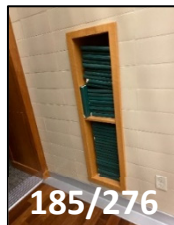
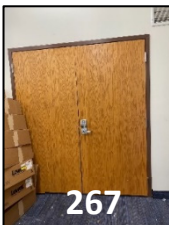
- WIRELESS MICROPHONES** - Store in the podium(s).
- ALL SACRAMENT ITEMS** - Store in the **Prep rooms** (shown in green: 267A, hall outside 2206W). Put everything away. Do not leave anything on the countertops.



### RESET - HYMNBOOK STORAGE

- Store hymnbooks used anywhere in the building here:

Sacrament Room	Hymnbook Storage
267	Closet in 267
2206 E/W	Hallway cabinet by 2206W
185/276	Small shelf in wall



### CLEANUP - IN ALL ROOMS

- Remove all signs, posters, and other church materials. 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.

## 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!~*