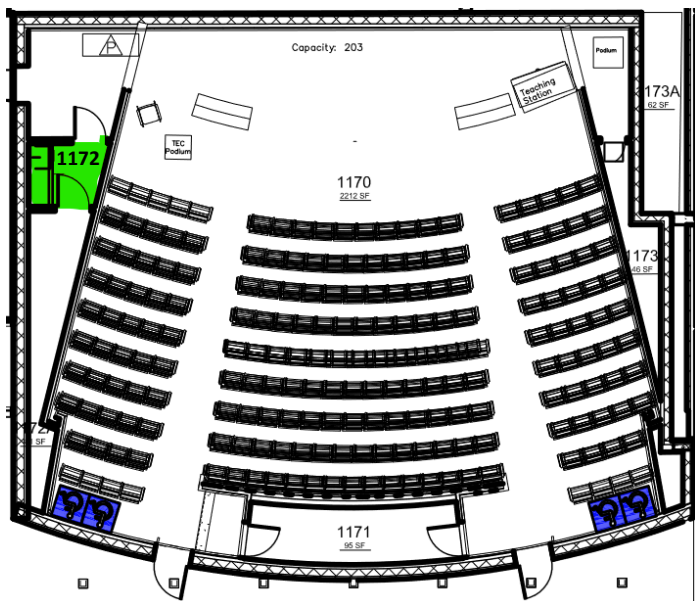


SET-UP & CLEAN-UP

Your help is critical because the custodians (Building Care) are severely under-staffed, and rooms need to be ready first thing Monday morning.

SACRAMENT ROOM 1172

- ALL SACRAMENT MATERIALS - Store in **Prep room 1172**. Put all items in cabinets. Do not leave anything on the countertops.
- HYMN BOOKS and other ward materials - Store in the Prep room cabinets.



WIRELESS MICROPHONES

Store in the podium(s).

TRASH

Place all trash, handouts, and other leftover items in trashcans.

CLASSROOM RESET

- ALL chairs moved between rooms MUST be returned.
- Please DO NOT move chairs between floors.
- 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 Space Management.
- Do not serve foods that require more than vacuum cleanup. Always avoid red punch. In carpeted areas, do not serve food like frosting which requires special carpet cleaning equipment and additional manpower.

~Thank you!~