TNRB
9/3/2025

N. ELDON TANNER BUILDING

SETUP & CLEANUP

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

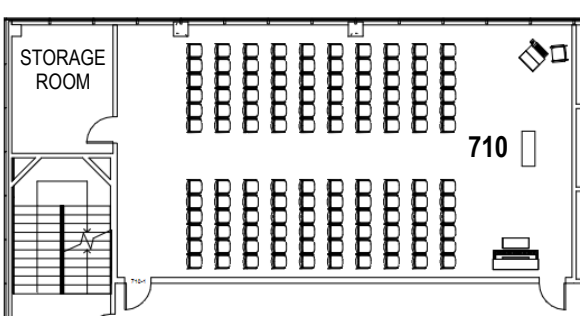
We appreciate your care and support!

TNRB W408/W410

- ☐ **SETUP: First ward** of the day is to gather chairs from room W444 and arrange them for sacrament meeting.
- ☐ **RESET: Last ward OR last group** to use the room is to stack and return ALL chairs to room W444.

TNRB 710

- ☐ **SETUP: First ward** of the day is to bring out and setup the extra chairs from the storage room in 710.
- ☐ **RESET: Last ward OR last group** to use the room is to:
  - Return all chairs to standard classroom setup of **10 rows of 12 chairs** with an aisle down the middle.
  - Return remaining chairs to the storage room inside 710.



RESET: ALL SACRAMENT MEETING ROOMS

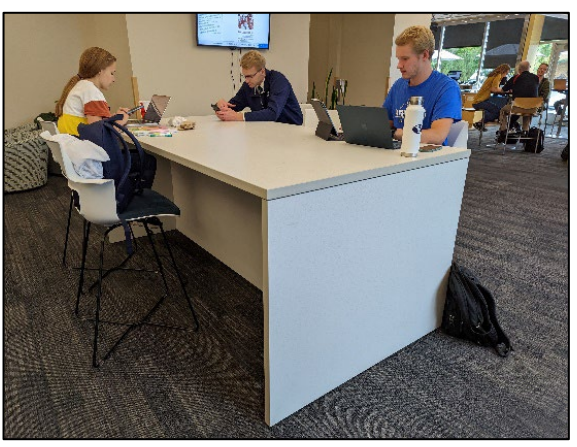
- ☐ Put away ALL sacrament items in your assigned Sacrament prep room (151A, 251B, 740, or W428).
  - Store all items in the cabinets or shelves. DO NOT leave items out on the countertops or in the classrooms.
  - Take bread home. Do not store it in the prep rooms.
- ☐ Store wireless microphones in the podium(s).

RESET: ALL ROOMS

- ☐ Remove all signs, posters, and other church materials. Put trash, stray handouts, and other leftover items in trashcans.
- ☐ Return ALL chairs moved between rooms.
- ☐ 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.
- ☐ Take all event trash out to the dumpster on the dock which is located outside the southwest corner of the main building.
- ☐ DO NOT MOVE the benches in the atriums.
- ☐ DO NOT MOVE the white tables in the Blue Line Commons. (See image below).



Offices & Conference Rooms

- ☐ All chairs need to be returned to the office they belong in.
- ☐ Do not store any items in your offices and conference rooms.
- ☐ Please do not touch any of the faculty members items. This includes unplugging computers, phones, etc.
- ☐ Office, suite, and conference room doors MUST be locked again before leaving.

~ Thank you! ~