

CLEANUP & RESET

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

We appreciate your care and support!

SACRAMENT MEETING ROOMS

- ☐ SACRAMENT ITEMS:
 - Return ALL sacrament items to the prep room cabinets. Do not leave items out on the countertops.
 - Take home any leftover bread. If bread is disposed of in the building, take the trash bag to the dumpster on the west side of the Paleontology Building.
- ☐ HYMNBOOKS: Return hymnbooks to the back of the pews. Put extras in the church library closets (UPC 218, 318).

CHAIRS

- ☐ ALL chairs moved between rooms MUST be returned. Weekday classes require exact seating capacities.
- ☐ Please DO NOT move chairs between floors.
- ☐ Leave classrooms **arranged in an orderly manner.**
- ☐ There should only be armchairs and couches in hallways.

TRASH

- ☐ Remove signs, posters and church materials.
- ☐ Place all extra handouts, papers, and other leftover items in trashcans.
- ☐ **All food must be disposed of in the Paleontology Building dumpster.**

MUNCH & MINGLES/FIRESIDES/ACTIVITIES

- ☐ **SCHEDULING:** ALL Munch & Mingles, firesides, and other events **MUST** be scheduled with the Building Schedulers who will make arrangements with the custodians. If the building needs to stay unlocked longer, the scheduler will work with BYU Space Management.
- ☐ **FOOD:** In carpeted areas, do not serve foods needing more than vacuum cleanup. On carpets, cleanup for foods like frosting requires special carpet cleaning equipment and additional manpower. Always avoid red punch.
- ☐ **EVENT CLEANUP:**
 - ☐ Wipe down spills on the kitchen counter tops, kitchen floors, and gym floor. Use the rags under sink and hot water.
 - ☐ Do not leave any food, dishes, trash, or any other items in either kitchen.
 - ☐ **TRASH:** Take out all trash to the dumpster on the west side of the Paleontology Building.

EVENING CLOSEUP (FOR EVENTS ENDING AFTER 9:30 PM):

- ☐ Turn off all building lights.
- ☐ Ensure everyone is out of the building.
- ☐ Ensure exterior doors are closed and secure.

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!~