

## **Building Take-down Assignment**

### **Building Take-down Responsibilities:**

1. Building Take-down should not begin until 15 minutes after the closing prayer of the Sunday General Session.
2. All chairs should be taken down and re-distributed throughout the building after the Sunday General Session is completed.
3. Chairs should NOT be left in the cultural hall.
4. Trash should be removed from the building with special attention given to the Mother's room and bathrooms.
5. If necessary, floors may need light vacuuming or sweeping (e.g. food debris)
6. Building lights should be turned off and doors locked.

### **High Counselor Responsibilities:**

1. High Counselor should oversee all take-down activities.
2. High Counselor should confirm that the building is properly secured.