
2026 Schedule
Slate Canyon Stake Center Coordination

Here's the schedule and details for building cleaning and safety for the upcoming year for the Stake Center. Thank you for your service and for your collaboration in this effort!

Important Contacts for Building Coordination

As coordination questions arise, please refer to this table for the correct point person for each Unit.

Unit	Lead	Other Members
Stake	Jim Kasen (Stake Facilities Representative) 801-592-3878	
13 th Ward (2026 Agent Bishopric)	David Clawson 801-427-9030	Brian Rasmussen- Building Scheduler - (951) 545-1458
15 th Ward	Steve Cowles 801-822-3135	
6 th Ward	Andy Greer 801-368-3086	
3 rd Ward	Isaac Calvert 408-896-6065	

Annual Rotation: The building scheduler rotates with the agent bishop and is a member called from that ward. The stake clerk gives the scheduler access, but does not formally issue a stake calling.

Note on Rotations

This document contains the major annual rotations that occur for cleaning assignments, meetings, snow clearing, as well as other coordination.

Please note that any reference to a specific week (e.g. "2nd Tuesday") is based exclusively on the number of times that day has occurred during the calendar month. It is not influenced by the occurrence of any other day. Cleaning assignments are based on what month each Saturday occurs.

Each section contains a note on the typical annual rotation. These rotations serve as frameworks for what has been done, but may be adjusted as needed.

Sunday Sacrament Meeting Start Times

15 th Ward	9:00 am
6 th Ward	10:30 am
13 th Ward	12:00 pm
3 rd Ward	1:30 pm

Annual Rotation: The 13th, 15th, and 6th wards move forward to the next time in the rotation each year, and the 12:00 pm ward moves to 9:00 am.

Sunday Setup / Takedown

The first ward to meet each week is in charge of setting up the chairs in all of the rooms. This includes the stage (the stage is particularly important as setting up chairs just before 2nd hour interrupts the sacrament meeting of the next ward.) The last ward is responsible for stacking all of the chairs each week in every room (including the chapel overflow) so that cleaning can occur. Please make sure all the chairs in the cultural hall are placed under the stage and not

stacked on the walls. The last ward is also responsible for collecting all garbage cans and emptying them into the dumpster, remembering especially to collect all garbage cans from the restrooms, sacrament prep room, and the mothers' lounge.

Sunday Cleaning

In order to avoid major cleanup on Sunday, each ward cleans up after sacrament meeting and after the 2nd hour. Sweepers are available in the member's closet and can be used to keep the carpets clean on Sunday.

The last ward to meet removes the garbage from the bathrooms, mothers' lounge, in the halls, and the sacrament preparation room. *If you are the last ward to meet, please do not forget to assign members to take out the garbage and don't forget to replace the plastic liners. If it is not done, the entire building begins to smell.*

Tuesday Building Schedule (RS Activities)

1st Tuesday	15 th Ward
2nd Tuesday	6 th Ward
3rd Tuesday	13 th Ward
4th Tuesday	3 rd Ward
5th Tuesday	Unassigned (Reserve online if desired)

Annual Rotation: These align with the sacrament meeting schedule. The 9:00 am ward is the second Tuesday, 10:30 am ward is the third Tuesday, etc. The 1st Tuesday is left unassigned given holidays that occur during the first week but can be used by one of the other wards (Fourth of July, New year, etc). The 3rd Ward generally has activities on other evenings so it is not currently in the rotation.

Wednesday Room Assignments

15 th Ward	Primary Room
6 th Ward	RS Room
13 th Ward	Multi-Purpose Room

Annual Rotation: These do not rotate.

Wednesday Cultural Hall Assignments

1st Wednesday	Unassigned (Reserve online if desired)
2nd Wednesday	13 th Ward
3rd Wednesday	15 th Ward
4th Wednesday	6 th Ward
5th Wednesday	Unassigned (Reserve online if desired)

Annual Rotation: These do not rotate.

Building Cleaning

Assigned wards are in charge of cleaning the **entire** building every Saturday of the month. Each ward should tidy up on Sundays after meetings, and clean up after activities at other times. Please be aware of Stake Baptism or Stake Conference, when a Friday evening cleaning is needed. An assigned ward should still confirm that things are ready for Sunday by returning Saturday evening.

Weekday Activities and Cleaning

Please instruct your members, particularly the YM/YW and Relief Society, to clean up after any activities they have. This should include vacuuming, mopping, and taking out any garbage.

Saturday Cleaning Schedule

Month	Ward
January	3 rd Ward
February	13 th Ward
March	15 th Ward
April	6 th Ward
May	3 rd Ward
June	13 th Ward
July	15 th Ward
August	6 th Ward
September	3 rd Ward
October	13 th Ward
November	15 th Ward
December	6 th Ward

Annual Rotation: Each assignment will move back a month, and the ward assigned in January will receive the assignment for December the next year.

Please note that our building as the Stake Center handles the monthly Stake baptisms that take place the first Saturday of each month. To facilitate this activity the Ward assigned to clean for that month needs to clean the building Friday evening prior to the baptism. Also, wards should check the building facility schedule to work around ward or family activities that are scheduled on Saturdays.

Saturday Cleaning

Each week, on Saturday, one of the wards is assigned to clean the building. *The members clean everything.* This includes dusting the chapel and picture frames, **the bathrooms, the kitchen**, replacing all of the used-up soap dispensers, and paper products. Cleaning instructions are found in the member's closet. All cleaning and paper supplies are also in the member's closet. If you don't find what you need, extra supplies are found in a secondary closet with supplies in the small hallway just south of the multipurpose room on the east side (this is where the vacuums are). We've also purchased a cordless leaf blower. As necessary, members should blow leaves, salt and other things from the sidewalks around the church as part of the cleaning of the building.

Cleaning & Building Maintenance Supplies

If stock of any cleaning supplies are low, please contact the Stake Facilities Representative listed in the table above. Ice melt is also included in this category.

Shared Supplies

If stock of library supplies (e.g., copier paper, whiteboard products, etc.) or sacrament cups are low, please contact the agent bishopric. The agent bishopric receives funds specifically for these supplies.

Facilities Reporting

If you notice any issues throughout the facilities, please report them immediately to FM, using the Facility Issues Reporting app, available on app stores. The faster issues are reported, the sooner they get resolved.

Garbage Dumpster

In the past, we've had serious problems with contractors and neighbors using the church dumpster instead of taking large items and boxes to the transfer station in Springville. There is a lock on the dumpster and a corresponding key, which can be found in the cleaning closet next to the Relief Society room and in the kitchen. Instruct your wards to please put trash **IN** the dumpster (requires unlocking it) and then to re-lock the dumpster when they are finished. Please do not place trash on top or beside the dumpster.

Keys

Please document key assignments on the spreadsheet [here](#). Replacement keys may be requested through the Stake Facilities Representative.

Closets

Closet assignments can be viewed [here](#).

Building Security

Wards are responsible for ensuring the building is locked up on their activity night. Typically, around 9pm, an assigned ward member will walk through the building, turn off the lights, lock all doors, close all windows, and confirm the building is empty. The ward outlined below is responsible for checking the building.

Day	Assigned Unit
Sunday	15th Ward
Monday	3 rd Ward
Tuesday	6 th Ward
Wednesday	13 th Ward
Thursday	3 rd Ward
Friday	6 th Ward
Saturday	13 th Ward

Annual Rotation: The 3rd Ward has activities Monday and Thursday evenings, so they will retain those nights. The 9:00 am ward will be assigned Sunday. The 10:30 am ward will be assigned Tuesday and Friday. The 12:00 pm ward will be assigned Wednesday and Saturday.

Below are guidelines from the Stake about building security:

- Ensure the stake offices are locked, including the high council room.
- There is a documented pattern of break-ins at meetinghouses in southern Salt Lake Country and northern Utah County. Therefore, we ask that you implement the following:
 - Ensure proper control of meetinghouse keys and access codes.
 - Establish a regular pattern of securing each building before and after its use. Assign quorum members in pairs to secure the building by checking doors, windows, and lights to make sure they are in working order and are open or locked as required. Concerns may be reported through the facilities incident report (FIR) app.
 - Invite all members and their neighbors to be aware of and pay attention to suspicious people and circumstances in and around meetinghouses.
 - Remind leaders to follow all Church guidelines for handling and securing information in bishop and clerk offices.
 - Leaders and members should be alert for information about break-ins and people who may be involved in them. Such information may be reported to Church Security at (801) 240-2661.

- If you see any suspicious activity, report it to law enforcement. Do not approach suspicious people. Your safety is a priority!
- Report crimes, or suspected crimes, to both law enforcement and the local facilities manager.
- If a crime is suspected, do not clean up the area until law enforcement have arrived and give permission to do so.

Snow Removal

Each of the wards shares responsibility to remove snow from the sidewalks of the building. Each time it snows, whether during the week or the weekend, snow is to be removed. On Sunday, the usual practice is for the 12:00 ward to clear the sidewalks in the morning. If it snows during the day on Sunday, the 9:00 ward will clear the sidewalks after the initial removal for the 12:00 ward.

Snow Removal Schedule

Day	Assigned Unit	High Priority Areas
Monday	3 rd Ward	
Tuesday	13 th Ward	Stake Offices & North Entrances (RS Activities)
Wednesday	15 th Ward	North Entrances (Youth Activities)
Thursday	6 th Ward	North Entrances (Misc Activities)
Friday	13 th Ward	
Saturday	The ward cleaning the building that month	
Sunday	15 th Ward (before 11:00 am); 13 th Ward (after 11:00 am)	All sidewalks

Annual Rotation: The 9:00 am ward will be assigned Thursday and Sunday after 11:00 am, the 10:30 am ward will be assigned Tuesday and Friday, and the 12:00 pm ward will be assigned Wednesday and Sunday morning. The 3rd ward will be assigned Monday.

The snow shovels and salt are found in the closet outside the Northeast entrance. An appropriate amount of salt should be spread after the snow removal. When salt is running low, please contact the Stake Facilities Representative listed in "Supplies" above.

Building Scheduling

The agent bishopric is responsible to call a building scheduler from the agent ward. This individual schedules the building on the Church website, coordinates access for those using the building, and sets expectations for those using the building. Generally, activities are scheduled based on whether the building is available on the calendar, although some prioritization may take place (e.g. funerals have high priority, recreational basketball has low priority). *All events that are scheduled require both a set-up crew and a clean-up crew.*

Thank you for your willingness to serve and for your cooperation. Our efforts help the members and visitors of our building feel the Spirit and allow them to focus on worshiping. If you have any questions, please contact the agent ward bishopric member over facilities.

Materials Centers (formerly called Libraries)

Church buildings no longer have libraries. These venues are now called Materials Centers. Many items that were previously available (e.g., tape recorders, filmstrip projectors, DVDs, videos, pictures, etc.) have been or are in the process of being paired down. A Lost and Found will continue to be housed in these facilities. *However, items left in the building will only be kept*

for 2 weeks and will then be taken to Deseret Industries. Deseret Industries "trips" will occur on the 1st and 3rd Mondays of each month. We ask that all wards inform their members of this procedure and encourage them to claim any lost items from the Materials Center during Sundays.