Day Porter Checklist

A day porter inspection for an occupied office or commercial building: entrance and lobby, elevators and corridors, restroom rounds, kitchens, meeting rooms and the exterior

Site _____ Date _____ Inspector _____

Entrance and Lobby

	Pass	Fail	N/A
Entry door glass and push plates free of handprints at the time of inspection, not only first thing in the morning	☐	☐	☐
Entry mats lying flat, vacuumed, and swapped out when wet so water is not tracked past the second mat	☐	☐	☐
Lobby floor free of grit, wet tracks and spills, wet floor sign out while any section is drying	☐	☐	☐
Reception counter and security desk front wiped, nothing moved on the staff side	☐	☐	☐
Lobby seating straightened, cushions squared, no newspapers or cups left behind	☐	☐	☐
Directory boards, planters and the base of the lobby stairs dusted and clear of litter	☐	☐	☐

Elevators and Corridors

	Pass	Fail	N/A
Elevator cab walls, handrails and button panels wiped, stainless steel polished with the grain	☐	☐	☐
Elevator door tracks clear of grit and gum at the main floor	☐	☐	☐
Elevator cab floor vacuumed or damp mopped, no tracked salt or mud	☐	☐	☐
Corridor carpet spot checked and fresh spills treated the same day	☐	☐	☐
Drinking fountains and bottle fillers wiped, drain clear, no standing water	☐	☐	☐

Restroom Rounds

	Pass	Fail	N/A
Round log on the door signed with real times that match the rounds you saw	☐	☐	☐
Toilet paper, paper towel and soap refilled before they run out, not after	☐	☐	☐

Counters wiped dry, no standing water around the faucets	☐	☐	☐
Toilets and urinals checked and flushed, any blockage reported to the building right away	☐	☐	☐
Floor spot mopped where needed, no paper on the floor	☐	☐	☐
Sanitary bins and waste bins emptied before they reach the lid	☐	☐	☐

Kitchens and Break Areas

	Pass	Fail	N/A
Counters, sink and tap wiped after the morning coffee rush and again after lunch	☐	☐	☐
Dishwasher run or unloaded by the arrangement the tenant asked for	☐	☐	☐
Coffee station grounds bin emptied, drip trays rinsed	☐	☐	☐
Microwave interior and door handle wiped after lunch	☐	☐	☐
Garbage, recycling and organics bins below the lid and sorted correctly	☐	☐	☐
Tables wiped and chairs pushed in	☐	☐	☐

Meeting Rooms

	Pass	Fail	N/A
Rooms reset between bookings when the tenant has asked for it: table wiped, chairs pushed in, cups and food cleared	☐	☐	☐
Whiteboards erased only where the room is marked for it	☐	☐	☐
Catering trays and leftovers removed by the time agreed with the tenant	☐	☐	☐
Waste bins emptied in high-use rooms	☐	☐	☐

Exterior and Loading Dock

	Pass	Fail	N/A
Front entrance litter picked up, cigarette butts cleared from planters and the area around the receptacle	☐	☐	☐
Exterior waste bins emptied before they overflow	☐	☐	☐
Snow, ice melt and leaves cleared from the area right outside the entry doors where the porter is responsible for it	☐	☐	☐
Loading dock floor swept and the compactor or dumpster area free of loose bags	☐	☐	☐

General checks (site-wide)

	Pass	Fail	N/A

Porter in uniform with a building badge or ID visible	☐	☐	☐
Phone or radio on and answered when the property manager or tenant calls	☐	☐	☐
Tenant requests logged with the time received and the time done	☐	☐	☐
Cart parked out of the path of travel and never left in a lobby or elevator	☐	☐	☐
Chemicals labelled, and no bottle left unattended in a public area	☐	☐	☐
Previous inspection deficiencies verified as fixed	☐	☐	☐

Suggested frequency

Every hour	Entrance glass and mats, lobby floor, elevator cabs on the main floor
Every 2 hours	Restroom rounds: restock, wipe counters, spot mop, check toilets
After meal times	Kitchens and break areas, coffee stations, microwave, waste and recycling
Daily	Exterior entrance and receptacles, loading dock, meeting room resets, drinking fountains
Weekly	Elevator door tracks, directory boards and planters, corridor carpet spot treatment pass

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