

UpClean Solutions®



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Day Porter Services Checklist

Understanding Our Day Porter Services Checklist

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About the Day Porter Services Checklist

Our Day Porter Services Checklist outlines the daytime cleaning, facility support, restocking, inspections, and high-traffic area maintenance performed throughout service hours. It helps keep your facility clean, presentable, safe, and ready for employees, customers, patients, tenants, and visitors throughout the day.

Every facility has different needs, so service tasks, coverage areas, schedules, inspection requirements, and support duties are customized through your approved Scope of Work (SOW) to match your facility's operations and priorities.

Standard Day Porter Services Tasks

Use this checklist to identify the standard day porter cleaning, maintenance, inspection, and facility support tasks available within your selected service areas.

Standard Day Porter Services Tasks

- ☐ **Safety & Routine Inspection**
- ☐ **Remove Clutter, Loose Debris & Floor Hazards**
- ☐ **Respond to Spills & Immediate Cleaning Needs**
- ☐ **Spot Clean High-Traffic Areas & Public Spaces**
- ☐ **Maintain Cleanliness of Entrances, Lobbies & Common Areas**
- ☐ **Spot Remove Surface Contaminants, Visible Stains & Spots**

- ☐ **Waste Management**
- ☐ **Monitor & Empty Waste Receptacles as Needed**
- ☐ **Maintain Recycling Collection Areas**
- ☐ **Dust High-to-Low**
- ☐ **Relocate Misplaced Items**
- ☐ **Vacuum Floors**
- ☐ **Dust Mop Floors**
- ☐ **Spot Mop Floors & Address Floor Spills as Needed**
- ☐ **Clean Glass & Mirrors**
- ☐ **Clean Entry Doors, Door Glass & High-Visibility Glass Surfaces**
- ☐ **Clean & Disinfect Waste Receptacles**
- ☐ **Clean Surfaces, Furniture, Fixtures, Electronics & Equipment**
- ☐ **Clean & Disinfect High-Touch Surfaces**
- ☐ **Monitor & Maintain High-Touch Areas Throughout Service Hours**
- ☐ **Floor Cleaning**
- ☐ **Maintain Restrooms, Break Rooms & Kitchens**
- ☐ **Consumable Supply Restocking** - *Optional add-on service available upon customer request.*
- ☐ **Restock Designated Restrooms, Break Rooms & Common-Area Consumables as Needed**
- ☐ **Equipment & Supply Inspection** - *Applicable when cleaning equipment and supplies are stored on-site.*
- ☐ **Maintenance Inspection**
- ☐ **Report Maintenance Issues, Safety Hazards & Facility Conditions**
- ☐ **Maintain Assigned Day Porter Service Areas Throughout Service Hours**
- ☐ **Respond to Customer or Facility Requests Within the Assigned Service Scope**
- ☐ **Final Quality Inspection**
- ☐ **Documentation & Service Logs**

Need a Customized Day Porter Program?

If your facility has specific cleaning standards, service procedures, inspection requirements, operating protocols, safety requirements, or facility support needs, upload your existing documentation. Our team can review your requirements, incorporate approved specifications into your customized program, and prepare a facility-specific Scope of Work (SOW) for your review and approval.

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