



For office buildings and multi-use premises having considerable occupancy, to support the operating expenses and benefits associated with a cleaning day porter position, a thoughtfully planned and detailed service specification will enhance building cleanliness, visual appearance, and the overall tenant-customer experience. Scheduling day porter services, to coincide with timing of occupancy-related activities, will provide optimum results.

Primary Components of a Best Practice Day Porter Specification will comprise

1. Specific **Areas and Locations** to be serviced
2. **Service Tasks** required
3. **Planned Time of Service**

A strategic solution incorporates servicing of building entrances, main lobby, and elevators, prior to morning occupancy, and the customers' path along these areas. Prior (night) servicing of restrooms, with day porter service "as-required", during mid-morning and mid-afternoon, will accommodate access, during the busiest times of the day, while maintaining clean restroom facilities.

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Documents & Templates Library includes an excel-format Day Porter Service Template to guide facilities professionals in the development of a best practice day porter specification at your facility.

DAY PORTER SPECIFICATION BEST PRACTICE