



Dayporter Service Specifications

Shift Hours: 7:00am – 3:30pm

7:00am – 8:30am

- Walk each building, checking restrooms and kitchenettes for proper stocking of paper supplies; restock and “touch-up” clean as necessary.

8:30am – 8:45am

- Check in with Customer Contact to see if they have any assignments.

8:45am – 9:15am

- “Touch-up” clean and empty trash if necessary in lunchrooms.

9:15am – 10:30am

- Police grounds for cigarette butts and other debris.
- Wipe clean the tops of parking garage entry lift gates and parking ticket dispensers in parking garage – walk each level of parking garage and police for debris as necessary - check parking garage elevator cab for cleaning.

10:30am – 11:00pm

- Walk stairwells in each building and police as necessary.

11:00pm – 11:30pm / LUNCH BREAK

11:30pm – 12:30pm

- Check each floor of each building for boxes that need to be discarded or other “marked” trash that needs to be removed.
- “Touch-up” clean main lobby in each building, including spot cleaning door glass on all sets of doors.

12:30pm – 2:00pm

- Check all restrooms and kitchenettes for “touch-up” cleaning and restocking needs.

2:00pm – 2:30pm

- “Touch-up” clean cafeteria (spot clean tables, dump trash as necessary, police carpeting, kick out black scuffs from tile, etc)

2:30pm – 3:30pm

- Police grounds for cigarette butts and other debris. Check and dump all exterior trash receptacles as necessary, including trash receptacles in parking garage.

Take a 10 minute break in the morning (around 9:00am as your schedule dictates) and a 10 minute break in the afternoon (around 1:30pm as your schedule dictates)