

Garage and Loading Dock Porter Checklist

Work the garage from the top level down and finish at the entry level before tenants arrive. Fit dock passes between receiving windows, never while trucks are at the door.

Property _____ Address _____
Porter _____ Date _____
Pass time _____

Levels and ramps

- ☐ Litter picked up on each level and ramp
- ☐ Corners and the bottom of each ramp swept
- ☐ Fresh spills given absorbent and swept
- ☐ Stall with repeat drips, noted for property management: _____
- ☐ Water through a ceiling joint or a pooling drain reported the same day

Stairwells and elevator lobbies

- ☐ Stairwell landings cleared of litter
- ☐ Stairwell odors checked
- ☐ Handrails wiped
- ☐ Elevator doors cleaned
- ☐ Call buttons wiped
- ☐ Elevator lobby worked on the same pass as the stairwell

Entry level and pay stations

- ☐ Litter cleared around pay stations, ticket machines and gate arms
- ☐ Receipts, cups and gum removed
- ☐ Machine faces and buttons wiped
- ☐ Entry drive lane swept of debris blown in from the street
- ☐ Level signs and elevator directionals wiped

Loading dock, between trailers

- ☐ Each door's apron swept
- ☐ Banding, stretch film and shrink wrap picked up
- ☐ Broken pallets moved to the staging spot
- ☐ Cardboard taken to the baler or compactor, not stacked against the wall
- ☐ Area around dock levelers cleared
- ☐ Dock spills cleaned up
- ☐ Dock clear for the next delivery

Before setting the route

- ☐ Busiest entry and exit times: _____
- ☐ Receiving windows by dock: _____
- ☐ Problem stairwells or levels: _____
- ☐ Where scrap and cardboard go: _____
- ☐ Tenant comments about the garage: _____
- ☐ Exterior lot and dumpster enclosures added to the same loop

Notes
