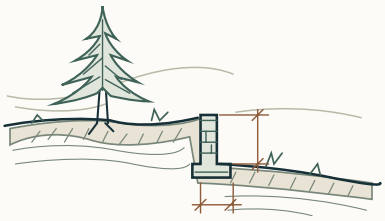
FIELD OPERATIONS / BLANK TEMPLATE

Common-area porter round



Record a shared-building round covering entrances, stairs, waste areas and restocking.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon field or office staff

Use the building’s route order. Record a missed floor or locked room so the manager can arrange access.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Visit date *

Visit or work-order reference
Use the reference on the schedule or job sheet.

Floors and shared areas included *

Entrances, mats and reachable glass *
Completed / Partly completed / Deferred / Outside this visit’s scope

Stairs, corridors and high-touch points *
Completed / Partly completed / Deferred / Outside this visit’s scope

Bin rooms and recycling observations *
Completed / Partly completed / Deferred / Outside this visit’s scope

Consumables used or needed *

Include item and quantity, or enter “None”.

Exceptions and next steps *

For partial or deferred work, name the area, reason and next action. Enter “None” if all agreed tasks were completed.

Attestation

I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date