

Terminal and fleet-support rooms: our route

Walk the public side and the working side with your operations lead and tick each area.

Terminal _____ Address _____
Walked by _____ Date _____

Passenger areas

- ☐ Ticketing counters and their glass
- ☐ Concourse and lounge floors swept and mopped
- ☐ Seating wiped
- ☐ Trash and recycling emptied
- ☐ Platforms cleared of litter and debris
- ☐ Entrance glass

Passenger restrooms

- ☐ Fixtures and mirrors
- ☐ Partitions
- ☐ Restroom floors
- ☐ Consumables restocked
- ☐ Restrooms kept ready for the next group of travelers

Fleet-support rooms

- ☐ Dispatch offices
- ☐ Driver lounges and breakroom counters
- ☐ Locker rooms and showers
- ☐ Entry floors where yard grit tracks in
- ☐ Restrooms drivers use between runs

Offices and freight

- ☐ Freight offices in the quietest shift
- ☐ Support rooms
- ☐ Freight floor and dock on the warehouse plan
- ☐ Floor scrubbing, burnishing or strip and wax when traffic wears them

Timetable

- ☐ Areas the crew is cleared to work and when
- ☐ Busiest gates or bays right after departures
- ☐ Full restroom and floor detail in the slowest hours
- ☐ Day porter between full cleans (yes or no)
- ☐ Changes for seasonal and holiday travel
- ☐ Staff-only rooms noted

Notes
