

Coworking space cleaning: what we clean

Tour the floor with your community manager and this sheet, ticking each zone after a look.

Coworking location _____ Address _____

Walked by _____ Date _____

Hot desks and dedicated desks

- ☐ Crumbs and coffee rings cleared
- ☐ Desk tops and chair arms wiped
- ☐ Chairs pushed back in
- ☐ Cables and docking gear left as set up
- ☐ Dedicated desks: only the open surface beside the gear
- ☐ Laptops, notebooks and personal items untouched

Phone booths and meeting rooms

- ☐ Booth glass inside and out
- ☐ Booth door pull, shelf, seat and floor
- ☐ Meeting room tables cleaned
- ☐ Whiteboard ledges wiped
- ☐ Stray cups and markers cleared
- ☐ Interior glass free of fingerprints

Private offices

- ☐ Each office on its own routine in the plan
- ☐ Offices marked off limits left closed
- ☐ Turnover clean when a member moves out

Coffee bar, kitchen and lounge

- ☐ Counters, sinks and tables
- ☐ Appliance fronts and the coffee station
- ☐ Floor mopped
- ☐ Recycling and compost sorted
- ☐ Lounge sofas and armchairs vacuumed
- ☐ Side tables wiped
- ☐ Pantry restocking on a set schedule, if added

Floors

- ☐ Carpet under desks vacuumed nightly
- ☐ Entry-to-coffee-bar path watched for wear
- ☐ Hot-water extraction of traffic lanes on a schedule
- ☐ Concrete, tile and wood-look floors damp mopped
- ☐ Machine scrubbing on the planned schedule

Events and busy days

- ☐ Event space and kitchen done once the crowd thins
- ☐ Extra visit after a member event
- ☐ Porter hours between the morning rush and afternoon tours

Notes
