Coworking space cleaning: what we clean

Tour the floor with your community manager and tick each room and task.

Workspace _____ **Address** _____

Walked by _____ **Date** _____

Hot desks, benching and lounges

- ☐ Cleared desks and benches wiped edge to edge
- ☐ Monitor arms and task lamps dusted
- ☐ Chairs tucked back into their rows
- ☐ Sofas vacuumed and cushions straightened
- ☐ Side tables wiped
- ☐ Laptops, notebooks, chargers and reserved desks left untouched

Phone booths and private offices

- ☐ Booth glass walls, writing ledge, stool and handle
- ☐ Booth floor vacuumed
- ☐ Private office bins emptied
- ☐ Clear office surfaces dusted, floors vacuumed or mopped
- ☐ Locked suites added once access is handed over

Meeting and event rooms

- ☐ Tables wiped
- ☐ Whiteboard ledges cleaned
- ☐ Chairs set back around the table
- ☐ Wall screens dry dusted
- ☐ Room returned to its daytime layout after an event

Member kitchen and coffee bar

- ☐ Counters, sinks and cabinet doors
- ☐ Fridge, microwave and coffee machine exteriors
- ☐ Bins and recycling emptied
- ☐ Floor mopped last
- ☐ Coffee, snacks and drinks restocked if you add that service

Shared touch points

- [ ] Printer panels
- [ ] Locker handles
- [ ] Light switches
- [ ] Front door push bar

Porter rounds and floors

- [ ] Restrooms checked and restocked during member hours
- [ ] Cups cleared from the kitchen counter
- [ ] Entry glass polished after the lunch traffic
- [ ] Carpet lanes from rolling chairs extracted
- [ ] Polished concrete scrubbed or vinyl tile stripped and refinished on a weekend

Notes