Coworking space cleaning: what we clean

Tour the floor with your community manager and tick each room for overnight work.

Workspace _____ **Address** _____

Walked by _____ **Date** _____

Hot desks and open floor

- ☐ Desktops cleared of cups and sticky notes
- ☐ Monitor arms, task lamps and armrests
- ☐ Sit-stand desk buttons
- ☐ Shared keyboards and mice wiped with a damp cloth
- ☐ Carpet vacuumed down each row and under benches
- ☐ Bins emptied, chairs back at desks

Private suites and dedicated desks

- ☐ House rules for member rooms noted
- ☐ Bins emptied and floors vacuumed
- ☐ Clear surfaces dusted, member items left alone
- ☐ Locked suite schedule and access set

Meeting rooms and phone booths

- ☐ Tables wiped, chairs tucked in
- ☐ Whiteboards cleaned, markers on the ledge
- ☐ Screen, remote and speakerphone
- ☐ Booth glass, ledge, stool and door pull

Lounge and front desk

- ☐ Sofa cushions and seams vacuumed
- ☐ Coffee and side tables
- ☐ Front desk, mail shelf and community board

Coffee bar and kitchen

- ☐ Espresso machine exterior and drip tray
- ☐ Counters and cabinet fronts
- ☐ Sink scrubbed
- ☐ Dishwasher run or unloaded as you prefer
- ☐ Fridge handles, shelves cleared on a set night
- ☐ Kitchen floor mopped
- ☐ Pantry restocking wanted (yes or no)

Restrooms, showers and extras

- ☐ Fixtures, mirrors, partitions and floors
- ☐ Member showers
- ☐ Tissue, soap and liners refilled
- ☐ After-event visits for workshops and mixers
- ☐ Day porter hours during member time
- ☐ Carpet extraction and hard-floor dates

Notes