Coworking space cleaning: what we clean

Walk the floor plan with your community manager and tick each room.

Workspace _____ **Address** _____

Walked by _____ **Date** _____

Desks and private offices

- ☐ Hot desks wiped in full: surface, chair arms, monitor stand, lamp
- ☐ Shared keyboards, mice and docks added if you choose
- ☐ Dedicated desks: open surface wiped, bin emptied
- ☐ Member laptops, notebooks and mugs left in place
- ☐ Private offices cleaned to each member's arrangement

Phone booths and meeting rooms

- ☐ Booth glass cleaned inside and out
- ☐ Booth seat, ledge and door pull wiped; floor vacuumed
- ☐ Acoustic panels and vents dusted on a set cycle
- ☐ Meeting tables, chairs, remotes and conference phones wiped
- ☐ Glass walls polished; chairs tucked in
- ☐ Whiteboards erased unless marked to keep

Member kitchen

- ☐ Counters and sink scrubbed
- ☐ Coffee machine and water dispenser wiped outside
- ☐ Microwave cleaned inside and out
- ☐ Refrigerator front and handles done
- ☐ Weekly fridge clear-out on the day you set
- ☐ Coffee, snacks and drinks restocked if you add pantry service

Daytime porter

- ☐ Lounge straightened
- ☐ Kitchen counters wiped after lunch
- ☐ Restrooms checked and refilled
- ☐ Entry cleared, working quietly around members

Restrooms and front entry

- [ ] Toilets and sinks scrubbed and disinfected
- [ ] Stall partitions and mirrors wiped; floor mopped
- [ ] Toilet paper, towels and hand soap refilled
- [ ] Door glass cleaned and reception counter wiped

Floors

- [ ] Chair lanes around desk clusters vacuumed each visit
- [ ] Carpet spot treatment and periodic extraction
- [ ] Polished or sealed concrete machine-scrubbed
- [ ] Kitchen vinyl or tile scrubbed or recoated on a weekend

Notes