Coworking space cleaning: what we clean

Tour the floor with your community manager and mark open and bookable rooms.

Workspace _____ **Address** _____

Walked by _____ **Date** _____

Open and dedicated desks

- ☐ Loose trash cleared from hot desks
- ☐ Desktops wiped edge to edge
- ☐ Monitor arms and desk lamps
- ☐ Chair arms and seat backs wiped
- ☐ Floor under desks vacuumed, cords left alone
- ☐ Chairs pushed in
- ☐ Laptops, notebooks and papers left exactly in place

Private offices and phone booths

- ☐ Private offices on the agreed schedule
- ☐ Trash and recycling emptied
- ☐ Surfaces dusted around member belongings
- ☐ Booth glass, seat, shelf and door handle each pass

Meeting and studio rooms

- ☐ Whiteboards wiped unless a save note is left
- ☐ Markers lined up in the tray
- ☐ Table and chairs wiped; screen and remote dusted
- ☐ Studio or recording room dusted and vacuumed, gear untouched

Coffee bar, kitchen and lounge

- ☐ Counters, sink and cabinet fronts
- ☐ Coffee machine exterior and fridge handle
- ☐ Microwave inside and out
- ☐ Lounge sofas vacuumed, coffee tables wiped, pillows straightened
- ☐ Pantry restocking added for coffee, tea and snacks

Restrooms and entry

- ☐ Toilets, sinks and stall partitions
- ☐ Mirrors and entry glass free of smudges
- ☐ Welcome mat vacuumed and floor beneath mopped
- ☐ Towels, soap, tissue and liners refilled

Daytime porter and floors

- [ ] Meeting rooms reset between bookings
- [ ] Kitchen bins emptied midday
- [ ] Chairs and tables back in layout after events
- [ ] Carpet lanes on an extraction cycle
- [ ] VCT stripped and refinished over a closed weekend

Notes