

Coworking space cleaning: what we clean

Walk the floor after the night clean and tick each area that is ready for members.

Location _____ Floor or suite _____
 Walked by _____ Date _____

Hot desks and private offices

- ☐ Stray cups cleared from open desks
- ☐ Desks, monitor arms, lamps and chair arms wiped
- ☐ Tabletop power outlets wiped
- ☐ Private offices cleaned to each member's service level
- ☐ Papers and personal items left where found
- ☐ Trash emptied and floors vacuumed

Phone booths and meeting rooms

- ☐ Booth glass cleaned inside and out
- ☐ Booth work surface, seat and vent grille
- ☐ Whiteboards erased unless marked to keep
- ☐ Meeting tables and chairs wiped
- ☐ Remote, cables and conference phone cleaned and returned

Coffee bar, pantry and lounge

- ☐ Coffee machine exteriors cleaned
- ☐ Counters and cabinet fronts wiped
- ☐ Dishwasher run and unloaded where the plan says
- ☐ Fridge cleaned out on its set day
- ☐ Floor mopped around the bar
- ☐ Lounge cushions straightened and soft seating vacuumed
- ☐ Snacks, drinks, coffee and cups stocked

Restrooms and supplies

- ☐ Restrooms checked during member hours
- ☐ Paper, soap and dispensers kept supplied

Event space reset

- ☐ Tables cleared and wiped
- ☐ Floors swept and mopped
- ☐ Recycling sorted and bins taken out

Floors, glass and upkeep

- ☐ Interior glass partitions and entry doors
- ☐ Carpet tile extracted on a traffic-based cycle
- ☐ Concrete and resilient floors scrubbed and burnished
- ☐ Lamps and damaged ceiling tiles replaced
- ☐ Faucet, toilet and paint touch-ups reported when done

Notes
