

Coworking space cleaning: what we clean

Walk the floor with your community manager and mark nightly or weekly rooms.

Space _____ Address _____
Walked by _____ Date _____

Open floor and hot desks

- ☐ Cleared desktops, chair arms and monitor risers
- ☐ Charging hubs on the desk surface
- ☐ Seating lined back up
- ☐ Member items handled per your house rules
- ☐ Lounge sofas and cushioned chairs vacuumed
- ☐ Glass partitions and whiteboard walls cleaned

Phone booths and meeting rooms

- ☐ Booth door handles, seats and shelves
- ☐ Booth glass wiped
- ☐ Booth corners vacuumed
- ☐ Meeting table wiped, chairs tucked
- ☐ Whiteboard and tray cleaned
- ☐ Screen remote and control panel wiped

Kitchen and coffee bar

- ☐ Counters, sinks and tables sanitized
- ☐ Microwave inside and out
- ☐ Coffee machine, kettle and water dispenser
- ☐ Shared fridge cleared on your announced day
- ☐ Coffee, tea and snacks shelved (pantry add-on)

Private offices and suites

- ☐ Only rooms on your access list
- ☐ Bins emptied
- ☐ Clear surfaces dusted
- ☐ Floor vacuumed
- ☐ Suite schedule: nightly, a few days or weekly

Restrooms and front entry

- ☐ Toilets, sinks, mirrors and partitions scrubbed
- ☐ Dispensers refilled
- ☐ Entry glass cleaned
- ☐ Entry mats cleaned

Floors and daytime help

- ☐ Carpet lanes between desks, kitchen and restrooms extracted
- ☐ Loft concrete machine-scrubbed
- ☐ Vinyl plank or tile cleaned to suit
- ☐ Porter rounds between bookings

Notes
