

Coworking space cleaning: what we clean

Walk each zone with your community manager and tick what the night crew resets.

Workspace _____ **Address** _____
Walked by _____ **Date** _____

Hot desks and dedicated desks

- ☐ Bare hot desks wiped completely
- ☐ Monitor arms and lamps dusted
- ☐ Chairs wiped and tucked under
- ☐ Floor under desks vacuumed or mopped
- ☐ Dedicated desks wiped only where the top is bare
- ☐ Desks marked to be left alone

Phone booths and meeting rooms

- ☐ Booth glass and door handle
- ☐ Booth ledge and stool
- ☐ Booth floor vacuumed
- ☐ Meeting tables wiped
- ☐ Whiteboards and marker trays
- ☐ Glass walls polished
- ☐ Chairs set back in place
- ☐ Screens and conferencing remotes dusted

Private offices

- ☐ Marked as included, on request or locked
- ☐ Walls spot-cleaned after a member moves out
- ☐ Sills and baseboards dusted
- ☐ Carpet vacuumed for the next member

Member kitchen

- ☐ Counters and sinks
- ☐ Coffee machine, refrigerator and microwave exteriors
- ☐ Cabinet fronts
- ☐ Floor mopped
- ☐ Trash, recycling and compost emptied and relined
- ☐ Fridge shelves emptied and wiped on clear-out night

Daytime and events

- ☐ Day porter checks restrooms and the kitchen
- ☐ Abandoned cups cleared
- ☐ Hot desks wiped between users
- ☐ Lounge tidied before a tour
- ☐ Reset after a workshop or launch party
- ☐ Chairs stacked or restored

Supplies

- ☐ Restroom paper, hand soap and bin liners
- ☐ Breakroom and pantry restocking

Notes
