Coworking space: what we clean

Tour the floor with this sheet and tick each area your members should find reset.

Space _____ **Address** _____

Walked by _____ **Date** _____

Hot desks and lounge

- ☐ Hot desks cleared of crumbs and cups, wiped and dried
- ☐ Chair arms and seat backs
- ☐ Monitor stands, shared keyboards and docks, electronics-safe product
- ☐ Lounge sofas vacuumed, side tables wiped
- ☐ Dedicated desks wiped only where cleared
- ☐ Bins emptied and floors done each visit
- ☐ Window ledges, planters and divider tops on rotation
- ☐ Entry floor given its own attention

Phone booths and meeting rooms

- ☐ Booth seats, shelves, door glass and handles
- ☐ Booth floors vacuumed
- ☐ Meeting tables wiped, whiteboards cleaned, markers back in the tray
- ☐ Chairs pushed in
- ☐ Remotes and conference phones wiped

Print and mail corner

- ☐ Counters wiped
- ☐ Recycling emptied
- ☐ Floor around the copier vacuumed
- ☐ Mailbox fronts and the package shelf dusted

Coffee bar and member kitchen

- ☐ Counters and sink scrubbed
- ☐ Espresso machine, kettle and fridge exteriors
- ☐ Dishes left in the sink run through the dishwasher
- ☐ Microwave interiors wiped each visit
- ☐ Grounds bin and compost pail emptied and rinsed
- ☐ Weekly fridge clear-out, with a member note the day before
- ☐ Kitchen floor mopped

Daytime and events

- [ ] Day porter midday rounds: restrooms checked and restocked
- [ ] Kitchen counters wiped after the lunch rush
- [ ] Lobby straightened before afternoon tours
- [ ] Reset after mixers, workshops and rentals
- [ ] Lounge and event room carpet extracted on a weekend

Notes