

Coworking space cleaning: what we clean

Take this list around the space once members head out and tick each line as you check it.

Space _____ Address _____
Walked by _____ Date _____

Hot desks and benching

- ☐ Loose trash cleared from open desks
- ☐ Work surfaces wiped edge to edge
- ☐ Monitor arms and task lamps
- ☐ Chair armrests
- ☐ Shared power strips along benching rows
- ☐ Belongings on assigned desks left in place

Phone booths and meeting rooms

- ☐ Booth door pulls, seats, shelves and glass
- ☐ Booth floors vacuumed
- ☐ Conference tables wiped and chairs tucked in
- ☐ Whiteboards erased if you want them cleared
- ☐ Markers lined up in the tray
- ☐ Touch panels and speakerphones wiped with an electronics cloth

Coffee bar and member kitchen

- ☐ Counters, sinks and cabinet fronts
- ☐ Fridge door, kettle and coffee machine exterior
- ☐ Microwave interior scrubbed
- ☐ Dishes run or hand washed, as you prefer
- ☐ Pantry shelves stocked when restocking is added

Lounges, entries and restrooms

- ☐ Upholstery and bean bags vacuumed
- ☐ Cushions straightened and side tables wiped
- ☐ Rug vacuumed in both directions
- ☐ Glass walls and entry doors at hand height
- ☐ Event space cleared and mopped after a member event
- ☐ Restroom paper, soap and liners supplied or drawn from your closet
- ☐ Porter refresh of busy restrooms during the day

Floors

- ☐ Hard floors swept with microfiber, then wet-mopped
- ☐ Carpet extraction at a traffic-based interval
- ☐ Polished concrete machine scrubbed
- ☐ Vinyl tile stripped and refinished in a quiet week

Notes
