

Coworking space cleaning: what we clean

Walk the floor with your operator and tick each shared room and suite in the plan.

Space _____ Address _____
Walked by _____ Date _____

Hot desks and open seating

- ☐ Unclaimed desks wiped from edge to edge
- ☐ Chair arms, desk lamps and tops of charging hubs
- ☐ Dedicated desks: clear areas wiped, member items left in place
- ☐ Floor under the desk rows vacuumed
- ☐ Stray cups, wrappers and recycling cleared
- ☐ Booking screens and shared printers wiped outside, no spray

Phone booths, offices and meeting rooms

- ☐ Booth glass door, both sides
- ☐ Booth shelf, bench seat and handle
- ☐ Booth floor vacuumed
- ☐ Private offices on the cycle each tenant arranges
- ☐ Meeting tables wiped and chairs pushed in
- ☐ Whiteboard ledges and trays
- ☐ Glass walls polished and floors vacuumed
- ☐ Boards with notes left unless the operator says to erase

Cafe kitchen and coffee bar

- ☐ Coffee machine and grinder exteriors and the counter around them
- ☐ Fridge and microwave spills
- ☐ Sinks scrubbed and drying racks emptied
- ☐ Bins emptied to the building's trash and recycling
- ☐ Kitchen floor mopped last

Lounge, entry and restrooms

- ☐ Sofas and armchairs vacuumed on a rotation
- ☐ Rugs and carpeted lounges cleaned periodically on a weekend
- ☐ Entry glass, door hardware and welcome desk
- ☐ Restroom toilets, sinks, mirrors and floor
- ☐ Paper towels, toilet tissue and soap topped up

Events and late hours

- ☐ Visits set after evening events wrap up
- ☐ Empty rooms first while members are still working
- ☐ Day porter for kitchen, restrooms and lounge at peak hours

Notes
