# Coworking space cleaning: what we clean

Walk the floor with your community manager and tick each zone the crew should reset.

**Workspace** _____ **Address** _____

**Walked by** _____ **Date** _____

## Desks and private offices

- ☐ Hot desks wiped edge to edge
- ☐ Chair arms, desk lamps and monitor arms
- ☐ Power and USB hubs set into desktops
- ☐ Light touchpoint wipe on shared keyboards, docks and screens
- ☐ Dedicated desks dusted around personal items
- ☐ Private offices cleaned to the level you set for each

## Phone booths and meeting rooms

- ☐ Booth glass inside and out
- ☐ Booth shelf, stool and door pull; booth floor vacuumed
- ☐ Meeting table, chair arms and conference phone
- ☐ Remotes and display screen
- ☐ Whiteboard erased when you want it cleared
- ☐ Chairs pushed back for the first booking
- ☐ Booth grilles, booth lights and fabric panels on rotation

## Member kitchen and coffee bar

- ☐ Counters and sinks
- ☐ Coffee machine outside and drip tray
- ☐ Grinder exterior and refrigerator handles
- ☐ Microwave inside and out
- ☐ Dishwasher loaded or emptied on request
- ☐ Compost, recycling and trash out, fresh liners in
- ☐ Coffee, snacks and paper goods shelved (restocking add-on)

## Restrooms

- ☐ Counters, mirrors, toilets and floors each night
- ☐ Paper, soap and liners stocked from our supplies or yours

## Lounge, entry and event space

- [ ] Soft seating vacuumed
- [ ] Coffee tables and counters wiped
- [ ] Front entry glass polished
- [ ] Package shelf and bike rack tidied
- [ ] Event space cleared and set back after a mixer or workshop

## Porter hours and floor work

- [ ] Daytime porter checks of restrooms and the coffee bar
- [ ] Tables cleared after lunch, rooms reset between bookings
- [ ] Carpet tile paths cleaned on a schedule
- [ ] Hard floors scrubbed and burnished on quiet nights

## Notes