Coworking space cleaning: what we clean

Walk the floor zone by zone with this sheet and tick what each zone should get.

Space _____ **Floor or suite** _____

Walked by _____ **Date** _____

Open and dedicated desks

- ☐ Bench desk tops once members clear them
- ☐ Monitor arms and chair armrests
- ☐ Dedicated desks cleaned around member belongings
- ☐ Nothing moved or opened on dedicated desks

Private offices

- ☐ Task list per member company
- ☐ Trash, vacuuming and desk wipe
- ☐ Glass walls and whiteboards, if listed
- ☐ Small coffee station, if listed
- ☐ Locked offices entered only with arranged access

Booths and meeting rooms

- ☐ Booth glass and door handle
- ☐ Booth seat, shelf and floor
- ☐ Meeting tables wiped, chairs pushed in
- ☐ Whiteboards cleaned unless a note says keep
- ☐ Screens and remotes wiped, bins emptied
- ☐ Room reset after an evening event

Member kitchen and lounge

- ☐ Counters, sinks and appliance fronts
- ☐ Microwave inside
- ☐ Coffee machine exterior
- ☐ Dining tables wiped and floor mopped
- ☐ Dishwasher loaded or emptied, if listed
- ☐ Fridge cleared on your chosen day
- ☐ Sofas and rugs vacuumed, cushions set back

Supplies

- ☐ Restroom paper, soap and liners from our stock or yours
- ☐ Pantry goods topped up by our restocking team

Glass and floors

- ☐ Glass partitions spot-cleaned each visit
- ☐ Full glass wipe on a set rotation
- ☐ Hard floors dust-mopped, then damp-mopped
- ☐ Concrete scrubbed as periodic work
- ☐ Carpet tile extraction booked for a weekend

Notes