Coworking space cleaning: what we clean

Walk your floor with this sheet and mark which rooms join the nightly route.

Workspace _____ **Address** _____

Walked by _____ **Date** _____

Open seating

- ☐ Cleared desktops, chair arms and monitor arms wiped
- ☐ Items left on desks not moved
- ☐ Bins emptied
- ☐ Under the rows vacuumed or mopped
- ☐ Coffee drips spot-treated

Private offices and dedicated desks

- ☐ Each office a separate line on the route
- ☐ Entered only with authorization and access
- ☐ Wellness, nursing and quiet rooms wiped and refilled

Phone booths and meeting rooms

- ☐ Booth door pulls, seat, shelf and walls
- ☐ Tables, chairs, remotes and conference phones
- ☐ Cables coiled and whiteboards per house rules
- ☐ Screens and video bars dry-dusted
- ☐ Chairs back to the posted layout
- ☐ Glass partitions at hand height each visit
- ☐ Full-height glass on a longer cycle

Coffee bar and kitchen

- ☐ Counters and sinks
- ☐ Espresso machine, kettles and fridge doors
- ☐ Sugar and grounds off the floor
- ☐ Pantry restocking as an add-on

Restrooms, showers and bike room

- ☐ Fixtures scrubbed and disinfected
- ☐ Paper and soap topped off
- ☐ Shower walls, floors and benches
- ☐ Bike room or locker area swept

Events and daytime

- [ ] Post-event reset to the daytime layout
- [ ] Bottles and cans to recycling
- [ ] Porter checks on the coffee bar and restrooms
- [ ] Meeting rooms straightened between bookings

Notes