Coworking space cleaning: what we clean

Tour the space with us and note which rooms run nightly and which run weekly.

Workspace _____ **Address** _____

Walked by _____ **Date** _____

Open seating

- [ ] Cleared desktops and chair arms
- [ ] Shared monitors and keyboard trays, outside only
- [ ] Under each row vacuumed or dust-mopped
- [ ] Power strips and cord trays
- [ ] Members' items cleaned around, never moved

Booths, meeting rooms and offices

- [ ] Phone booth glass, seat, shelf and door pull
- [ ] Booth vent grilles dusted on rotation
- [ ] Meeting tables wiped and chairs pushed in
- [ ] Markers lined up at the whiteboard
- [ ] Screen and remote exteriors
- [ ] Private offices only if on your access list

Coffee bar, kitchen and lounge

- [ ] Counters and sinks
- [ ] Coffee machine exterior
- [ ] Microwave inside and out
- [ ] Appliance handles
- [ ] Floor in front of the machines mopped
- [ ] Shared fridge cleared by label date on your chosen day
- [ ] Lounge upholstery vacuumed, side tables and chargers wiped

Restrooms and showers

- [ ] Restrooms cleaned and disinfected
- [ ] Toilet paper, paper towels, soap and liners refilled
- [ ] Shower stall, drain cover and changing bench scrubbed

Front desk and entry

- [ ] Reception desk
- [ ] Mail and package shelf
- [ ] Sign-in tablet
- [ ] Entry glass

Periodic and event work

- [ ] Open-seating carpet extraction on a set cycle
- [ ] Cafe concrete or vinyl scrubbed on a quiet weekend
- [ ] Event room reset after workshops
- [ ] Day porter for coffee bar and restrooms on event days

Notes