Coworking space cleaning: what we clean

Walk the floor with your community manager and tag each zone shared or private.

Location _____ **Floor** _____

Walked by _____ **Date** _____

Open floor and lounge

- [ ] Cleared desk surfaces wiped
- [ ] Monitor arms and task lights
- [ ] Vacuuming under chairs and around power boxes
- [ ] Chairs back in their rows
- [ ] Members' belongings left in place
- [ ] Lounge sofas and armchairs vacuumed
- [ ] Side tables wiped, stray mugs to the kitchen

Call pods

- [ ] Pod glass inside and out
- [ ] Seat and desk ledge wiped
- [ ] Door pull and touchscreen
- [ ] Pod floor vacuumed
- [ ] Vent grilles dusted on an interval

Conference rooms

- [ ] Tables wiped, chairs pushed in
- [ ] Display screens dusted dry
- [ ] Remotes and conference phones cleaned
- [ ] Whiteboards erased unless marked to keep
- [ ] Layout matches your floor plan

Kitchen and coffee bar

- [ ] Counters and sink basins
- [ ] Espresso machine exterior
- [ ] Fridge handles
- [ ] Dishwasher loaded or emptied your way
- [ ] Floor mopped last
- [ ] Weekly fridge clear-out, posted ahead
- [ ] Coffee, snacks and paper goods restocked, if on the plan

Private suites

- [ ] Only suites marked on tonight's access list
- [ ] Trash and recycling out
- [ ] Clear desks and shelves dusted
- [ ] Floors vacuumed or mopped
- [ ] Suite door locked again
- [ ] Move-out clean before a suite is shown

Events and carpet

- [ ] Post-event reset: catering trash, tables, spills, furniture
- [ ] Day porter for dishes, restroom supplies and lounge
- [ ] Spot cleaning of walkway carpet tile
- [ ] Full carpet extraction on a slow weekend

Notes