Coworking space cleaning: what we clean

Tour the space with your community manager and tick each zone and room on the plan.

Workspace _____ **Address** _____

Walked by _____ **Date** _____

Hot desks and shared tables

- ☐ Desk surface wiped edge to edge
- ☐ Chair seat and arms
- ☐ Monitor arm and desk lamp dusted
- ☐ Floor under each desk vacuumed
- ☐ House keyboards, mice and docks with an electronics-safe product
- ☐ Communal tables and bar counters cleared and wiped
- ☐ Left-behind items: left in place / lost-and-found shelf

Phone booths, meeting rooms and studio

- ☐ Booth glass, both sides
- ☐ Booth seat, work ledge and pull handle
- ☐ Booth carpet tile vacuumed
- ☐ Meeting room tables, chairs, cables and trash
- ☐ Whiteboards erased only on nights you name
- ☐ Studio dusted around equipment; panels and seating vacuumed

Cafe counter and pantry

- ☐ Counters and sink
- ☐ Coffee machine exteriors, fridge handle and microwave
- ☐ Dishes in the sink handled to your rules
- ☐ Floor mopped
- ☐ Weekly fridge clear-out by label date, inside wiped
- ☐ Pantry restocking: coffee beans, snacks, cold drinks
- ☐ Paper towels, hand soap and can liners

Private offices and dedicated desks

- ☐ Bins emptied and floor vacuumed
- ☐ Only clear surfaces wiped; papers and screens left as they are
- ☐ Locked offices on the schedule and access terms you set

Daytime porter

- [ ] Dishwasher run and coffee bar wiped
- [ ] Lounge cleared and restrooms checked
- [ ] Meeting room reset between bookings

Events and tours

- [ ] Post-event cleanup: after the last guest / before doors open
- [ ] Touch-up before a prospective member's tour

Notes