

Coworking space cleaning: what we clean

Tour your zones with this sheet and tick what happens on each nightly visit.

Space _____ Address _____
 Walked by _____ Date _____

Open floor and hot desks

- ☐ Leftover mugs and sticky notes cleared from unassigned desks
- ☐ Hot desk tops wiped end to end
- ☐ Charging hubs, task lights, chair arms and monitor mounts wiped
- ☐ Under-desk rows vacuumed
- ☐ Dedicated desks cleaned around, never rearranged
- ☐ Lounge cushions crevice-vacuumed, counter fronts wiped
- ☐ Bookshelves and plant ledges dusted

Booths and meeting rooms

- ☐ Phone booth glass cleaned inside and out
- ☐ Booth seat, shelf and light switch wiped, bin emptied
- ☐ Meeting tables cleaned, chairs set to your layout
- ☐ Remotes and speakerphones wiped
- ☐ Whiteboards erased unless marked to save
- ☐ Wall screens and credenzas dusted

Coffee bar and kitchen

- ☐ Espresso machine exterior, kettle and sink cleaned
- ☐ Counters and fridge handle wiped
- ☐ Drip trays emptied and rinsed
- ☐ Abandoned mugs loaded into the dishwasher rack
- ☐ Weekly fridge clear-out by your posted date, shelves wiped

Restrooms and showers

- ☐ Restrooms and showers scrubbed
- ☐ Towels, tissue, soap and liners topped up

Private offices

- ☐ Each office cleaned to its own instruction list
- ☐ No-entry offices skipped unless requested
- ☐ Papers, screens and personal items left as found
- ☐ Doors locked behind the crew

Extras and checks

- ☐ Spot cleaning and periodic carpet extraction in main lanes
- ☐ Same-night clean after a member event, if booked
- ☐ Day porter for coffee counter spills and room resets
- ☐ Supervisor quality inspection against each zone checklist
- ☐ Proof of insurance sent, with a copy for your landlord

Notes
