Coworking and shared office cleaning: what we clean

Walk the floor with your community manager and mark each zone on the evening list.

Workspace _____ **Address** _____

Walked by _____ **Date** _____

Hot desks and open floor

- [ ] Open desk surfaces, monitor arms, lamps and charging hubs
- [ ] Chair arms and adjustment levers
- [ ] Floor under every desk vacuumed
- [ ] Items left out set neatly aside, never tossed
- [ ] Lockers and reserved desks left alone
- [ ] Keyboards and mice at shared stations, electronics-safe cleaner

Meeting rooms and booths

- [ ] Conference tables and chairs wiped
- [ ] Whiteboards erased, trays cleaned out
- [ ] Remotes, speakerphones and screen bezels
- [ ] Phone booth glass doors and ledges, booth floor vacuumed
- [ ] Acoustic panels and upholstered seating on a rotation
- [ ] Recording corner or wellness room tidied, gear left plugged in

Coffee bar and kitchen

- [ ] Counters, sink and backsplash
- [ ] Espresso machine, kettle and microwave exteriors
- [ ] Sink dishes loaded and the dishwasher run
- [ ] Fridge cleared of expired food on your chosen day
- [ ] Coffee, creamer, snacks and drinks restocked if booked

Private offices and suites

- [ ] Suites cleaned per the operator's rules and access method
- [ ] Doors locked behind the crew
- [ ] Trash and recycling emptied
- [ ] Surfaces dusted around papers
- [ ] Weekly-service suites on their own schedule

Restrooms

- [ ] Toilets, sinks and counters scrubbed
- [ ] Mirrors and fixtures polished, partition doors and handles wiped
- [ ] Floor mopped each evening
- [ ] Towels, tissue, soap and liners loaded from our stock or yours

Daytime, carpet and events

- [ ] Midday porter: lounge tables cleared, coffee bar refreshed
- [ ] Restroom paper and soap checked during the day
- [ ] Lounge and entry carpet hot-water extracted a few times a year
- [ ] Kitchen and entry hard floors scrubbed and refinished
- [ ] Event space reset after a mixer, workshop or pitch night

Notes