Coworking floor and member spaces: what we clean

Walk the floor with your community manager and mark each zone you check.

Space _____ **Address** _____

Walked by _____ **Date** _____

Hot desks and open floor

- ☐ Empty desktops cleared and wiped
- ☐ Monitor arms, task-light switches and chair arms wiped
- ☐ Desks holding member items left as found, open surface wiped
- ☐ Floor beneath the desk rows vacuumed or mopped
- ☐ Glass partitions free of fingerprints
- ☐ Whiteboards erased only where house rules allow
- ☐ Locker fronts and handles wiped

Call pods and conference rooms

- ☐ Pod ledge, seat and door pull wiped
- ☐ Inside of the pod glass cleaned
- ☐ Pod bin emptied and floor finished
- ☐ Conference table, chairs and remotes cleaned
- ☐ Speakerphone and screen edges wiped
- ☐ Chairs set back in your preferred layout

Private offices

- ☐ Each office cleaned to the level its member chose
- ☐ Hands-off desks marked on the plan
- ☐ Turnover clean when a member moves out

Coffee counter and kitchen

- ☐ Counters and backsplash wiped
- ☐ Sinks scrubbed
- ☐ Brewer exterior, fridge door and handle wiped
- ☐ Microwave cleaned inside
- ☐ Dishwasher front wiped and floor mopped
- ☐ Spilled grounds and sugar packets cleared at the counter edge
- ☐ Towels, soap and liners stocked

Events and daytime upkeep

- [ ] Event room reset: cups, crumbs, furniture back in place
- [ ] Day porter tops up paper in kitchen, restrooms and lounge
- [ ] Lounge carpet on a hot-water extraction schedule

Notes