Coworking floor: what we clean

Tick each line on an early walk before members arrive and note anything left over.

Workspace _____ **Address** _____

Walked by _____ **Date** _____

Open and dedicated desks

- [ ] Hot desks wiped top to bottom, monitor mounts and lamps too
- [ ] Chair armrests and desk-edge charging ports wiped
- [ ] Dedicated desks wiped around belongings, nothing moved
- [ ] Locker fronts, mail cubbies and printer stations dusted
- [ ] Shredder area scraps collected, desk bins emptied and relined
- [ ] Vacated desk given a full clean before the next member

Phone booths and meeting rooms

- [ ] Booth glass cleaned inside and out
- [ ] Booth bench, work shelf and vent grille wiped
- [ ] Meeting tables and chairs reset
- [ ] Whiteboards cleaned once marked clear to erase
- [ ] Remotes, touch panels and speakerphones wiped
- [ ] Event room turned around after a late gathering

Kitchen and coffee bar

- [ ] Counters, sinks and backsplashes washed
- [ ] Coffee machine exteriors and drip trays cleaned
- [ ] Microwave interiors and appliance handles wiped
- [ ] Refrigerator cleared out on your chosen day

Restrooms and wellness rooms

- [ ] Restrooms, showers and bike rooms scrubbed and mopped
- [ ] Mirrors and partitions wiped
- [ ] Toilet paper, towels, soap and seat covers refilled
- [ ] Wellness and parents' rooms dusted and wiped

Floors

- [ ] Carpet tile vacuumed each visit
- [ ] Carpet extraction on a slower cycle
- [ ] Exposed concrete machine-scrubbed
- [ ] Vinyl plank and tile damp-mopped

Daytime porter

- [ ] Restrooms checked and coffee bar wiped
- [ ] Fast-filling bins emptied, lounge cushions straightened
- [ ] Cups cleared from phone booths

Notes