Coworking space cleaning: what we clean

Before members arrive, walk the floor with this list and mark each area that is ready.

Location _____ **Floor** _____

Walked by _____ **Date** _____

Hot desks and benching

- ☐ Open desk surfaces wiped around anything left behind
- ☐ Chair arms and seat edges wiped
- ☐ Shared monitors dusted with a dry microfiber cloth
- ☐ Station bins emptied and relined; recycling sorted
- ☐ Carpet vacuumed between and under the rows

Call booths and meeting rooms

- ☐ Booth glass doors clean inside and out
- ☐ Booth ledge, seat and door pull wiped
- ☐ Booth carpet vacuumed
- ☐ Conference tables, seating, remotes and phones wiped
- ☐ Chairs pushed back in
- ☐ Whiteboards erased only where the operator marks them

Private offices

- ☐ Cleaned on the frequency set for each suite
- ☐ Clear desk areas wiped; carpet vacuumed

Coffee bar and kitchen

- ☐ Counters and tables wiped; sink scoured
- ☐ Microwave cleaned inside and out
- ☐ Refrigerator handles and fronts polished
- ☐ Coffee machine exterior, drip tray and the counter around it
- ☐ Floor mopped last, under the coffee station too
- ☐ Coffee, creamer, snacks and cold drinks refilled (if added)
- ☐ Soap, towels and bin liners stocked

Front desk and lounges

- ☐ Front counter and check-in tablet wiped
- ☐ Lobby seating vacuumed and straightened
- ☐ Entry mats cleaned; entry glass free of fingerprints
- ☐ Lounge cushions vacuumed; side tables cleared and wiped

Daytime and event nights

- [ ] Porter rounds: restrooms, kitchen, spills, bins
- [ ] Room reset after meetups and workshops
- [ ] Night crew starts in empty zones, occupied rows last

Notes