Coworking floor and shared suites: what we clean

Walk the floor with your community manager and tick every area for the nightly list.

Space _____ **Address** _____

Walked by _____ **Date** _____

Open floor and hot desks

- ☐ Cleared hot desks wiped edge to edge
- ☐ Chair arms and seats cleaned
- ☐ Monitor stands, lamps and power hubs dusted and wiped
- ☐ Dedicated desks dusted around personal items
- ☐ Under-desk bins emptied
- ☐ Carpet vacuumed down aisles and under tables, spots treated

Print station and touchpoints

- ☐ Printer panel and paper trays wiped outside
- ☐ Scrap paper and empty toner boxes cleared
- ☐ Door pulls, light switches and badge reader face wiped
- ☐ Elevator buttons on your floor wiped

Booths and meeting rooms

- ☐ Phone booth glass cleared inside and out
- ☐ Booth seat, worktop and carpet corners done
- ☐ Conference tables cleaned and chairs pushed in
- ☐ Cords coiled, markers capped, cleared whiteboards cleaned
- ☐ Screen frames dusted, remotes and conference phones wiped
- ☐ Recording booth acoustic panels gently dusted

Coffee bar and kitchen

- ☐ Counters, sinks and backsplashes cleaned
- ☐ Coffee machine and kettle wiped outside
- ☐ Microwave interior and appliance fronts cleaned
- ☐ Fridge handle and door seals wiped
- ☐ Community tables and stools wiped and straightened

Offices, reception and restrooms

- ☐ Private offices with access vacuumed, bins emptied
- ☐ No-entry offices skipped and noted for the operator
- ☐ Lockers, mail slots and mailroom counter wiped
- ☐ Reception desk dusted around papers and devices
- ☐ Restrooms cleaned with towels, tissue and soap topped off

Glass and periodic work

- ☐ Glass office walls and doors on a rotation
- ☐ Main entrance glass cleaned
- ☐ Sills, blinds and partition tops dusted
- ☐ Weekend carpet extraction or hard-floor refinishing

Notes