

Coworking floor: what we clean

Walk the floor with your community team and mark each zone for the nightly reset.

Space _____ Address _____

Walked by _____ Date _____

Desks and private offices

- ☐ Unclaimed hot desks wiped
- ☐ Chairs pushed in and checked for crumbs
- ☐ Lamps and monitor arms dusted
- ☐ Stray charging cords lifted off the floor
- ☐ Dedicated desks: open surface only, belongings left alone
- ☐ Private offices per each tenant's instructions

Phone booths and meeting rooms

- ☐ Booth glass polished inside and out
- ☐ Booth seat cushions vacuumed
- ☐ Small tables and door pulls wiped
- ☐ Whiteboards erased once marked finished
- ☐ Table tops and chair arms
- ☐ Screens dusted with a dry cloth

Coffee bar and member kitchen

- ☐ Espresso machine exteriors
- ☐ Counters and backsplash
- ☐ Drip trays emptied
- ☐ Sinks and appliance handles
- ☐ Dishwasher run or clean dishes put away, if on the plan
- ☐ Shared fridge cleared of expired food weekly, on an announced day

Supplies

- ☐ Coffee, tea, snacks and drinks restocked, if added
- ☐ Restroom paper, hand soap and bin liners

Porter and event work

- ☐ Abandoned cups cleared from the lounge
- ☐ Restroom checks
- ☐ Kitchen wiped after lunch
- ☐ Front desk tidied before tours
- ☐ Chairs stacked and bottles cleared after events
- ☐ Bar wiped and floor reset after an event

Floors and glass

- ☐ Glass partitions spot-cleaned nightly
- ☐ Partitions fully polished on a rotation
- ☐ Carpet tile spot-treated in the busy lanes
- ☐ Hot-water extraction on a schedule
- ☐ Polished concrete and vinyl scrubbed or burnished

Notes
