Coworking floor cleaning: what we clean

Walk the floor with the operator and tick each desk type and room for the nightly list.

Location _____ **Address** _____

Walked by _____ **Date** _____

Desks

- ☐ Hot desks wiped edge to edge each night
- ☐ Monitor arms, chair arms and docking area
- ☐ Dedicated desks cleaned around member monitors and plants
- ☐ Laptops, papers and personal items left untouched
- ☐ Private offices nightly or on a lighter weekly pass

Booths and meeting rooms

- ☐ Call booth glass, seat, desk shelf and door handle
- ☐ Meeting rooms back to their default setup
- ☐ Chairs squared, cups and wrappers cleared
- ☐ Screen, touch panel and conference phone wiped
- ☐ Whiteboards erased only where your rule allows
- ☐ Most-booked rooms first on the route

Lounges and front of house

- ☐ Sofa cushions straightened and vacuumed
- ☐ Side tables and window ledges dusted
- ☐ Floor under communal tables cleared
- ☐ Entry mats and welcome counter last

Coffee bar

- ☐ Sink emptied and dishwasher run or unloaded
- ☐ Coffee machine, counters and refrigerator handles
- ☐ Lunch tables cleared
- ☐ Fridge clear-out on a set day with posted notice
- ☐ Pantry restocking of coffee, snacks and drinks, if added

Restrooms and porter hours

- ☐ Restroom paper, soap and liners from us or your stock
- ☐ Porter keeps kitchen counters clear at peak hours
- ☐ Booths wiped and rooms reset between bookings
- ☐ Restrooms kept stocked through the afternoon

Events and access

- ☐ Event date shared so the visit runs later
- ☐ Separate reset booked after mixers or talks
- ☐ Door, fob and alarm steps followed
- ☐ Supervisor inspection against the signed-off room list

Notes