

Coworking floor: what we clean, desk to coffee bar

Walk the floor with your community manager and tick each area the night route covers.

Space _____ Address _____

Walked by _____ Date _____

Hot desks, dedicated desks and offices

- ☐ Cleared tops of unassigned desks
- ☐ Armrests and lamp switches
- ☐ Monitor mounts and built-in power points
- ☐ House keyboards and mice
- ☐ Dedicated desks and private offices to the rule you set
- ☐ Laptops, chargers, mugs and notebooks left alone

Phone booths and meeting rooms

- ☐ Booth door pulls, shelves and glass
- ☐ Wipeable booth seats
- ☐ Booth floors vacuumed and small bins emptied
- ☐ Meeting tables wiped and chairs tucked in
- ☐ Whiteboards cleaned when free of notes
- ☐ Screens, remotes and conference phones

Member kitchen and coffee bar

- ☐ Counters, sinks and backsplashes
- ☐ Brewer or espresso machine exterior
- ☐ Counter under the brewer
- ☐ Microwave interiors
- ☐ Refrigerator doors and handles
- ☐ Floor under the coffee station mopped
- ☐ Landfill, recycling and compost kept apart
- ☐ Dishwasher loaded or emptied, if in your plan

Front desk, lounges and event room

- ☐ Entry doors and front desk partition
- ☐ Lounge straightened
- ☐ Event room chairs stacked and wiped after events
- ☐ Event tables cleared and wiped
- ☐ Kitchen and restrooms guests used after an event
- ☐ Mail and print stations

Restrooms, floors and glass

- ☐ Restroom paper, soap, sanitizer and liners refilled
- ☐ Showers and bike storage, if you have them
- ☐ Carpet tile vacuumed, hard floors mopped to suit the surface
- ☐ Periodic carpet extraction
- ☐ Interior glass walls spot-cleaned each visit
- ☐ Glass detailed on a rotation

Notes
