ELK GROVE
JANITORIAL

PRINTABLE CHECKLIST

Coworking space cleaning: what we clean

Take this sheet around the floor with your community manager and tick each zone.

Workspace _____ **Address** _____

Walked by _____ **Date** _____

Hot desks and dedicated desks

- ☐ Open desks cleared of crumbs and wiped
- ☐ Monitor arms and desk lamps dusted
- ☐ Task chairs pushed in and seats checked
- ☐ Shared keyboards and docks wiped with a damp cloth
- ☐ Member belongings left exactly where they sat
- ☐ Trash and recycling emptied at every desk
- ☐ Carpet tiles vacuumed under the rows

Booths, meeting rooms and events

- ☐ Booth glass polished inside and out
- ☐ Booth shelf, seat and door handle
- ☐ Meeting tables, chairs and whiteboard tray
- ☐ Screen ledge and conference phone
- ☐ Markers gathered and room set to its layout
- ☐ Event area reset after mixers and workshops

Coffee bar, kitchen and lounge

- ☐ Counters and sinks
- ☐ Espresso machine drip tray and exterior
- ☐ Microwave inside and out; fridge handles
- ☐ Cabinet fronts and kitchen floor
- ☐ Sofa cushions and armchairs vacuumed
- ☐ Low tables wiped and pillows straightened

Restrooms and supplies

- ☐ Dispensers refilled from your stock or ours
- ☐ Pantry restocking from your approved list, if wanted

Daytime porter loop

- [ ] Kitchen counter cleared and full bins emptied
- [ ] Soap and paper checked
- [ ] Entry mats and reception glass
- [ ] Mail and package shelf

Floors and deeper work

- [ ] Carpet extraction for traffic lanes and coffee bar spots
- [ ] Concrete and vinyl plank machine-scrubbed
- [ ] Glass office partitions before an opening or move-in
- [ ] Lounge upholstery, return-air grilles and chair bases
- [ ] Trim along every wall

Notes