SF Janitorial

PRINTABLE CHECKLIST

Coworking spaces: what we clean

Tour on a normal member day and split overnight work from daytime porter rounds.

Space _____ **Address** _____

Walked by _____ **Date** _____

Desks, booths and lockers

- ☐ Clear hot desks wiped and crumbs removed
- ☐ Chair arms, height levers and docking stations
- ☐ Dedicated desks dusted around personal items
- ☐ Phone booth glass, inside and out
- ☐ Booth bench, laptop ledge and fabric panels
- ☐ Locker fronts and handles

Private offices

- ☐ Bins, floors, glass fronts and clear desks
- ☐ Offices members asked us to skip, listed
- ☐ Move-out clean of walls, desks, shelving and glass
- ☐ Carpet traffic lanes extracted when needed

Member kitchen

- ☐ Counters, sinks and tables
- ☐ Cabinet and appliance fronts
- ☐ Microwave inside and coffee machine drip tray
- ☐ Fridge doors and handles; expired food cleared on your day
- ☐ Floor under stools and by the bin station
- ☐ Coffee, snacks and drinks restocked, if added

Meeting rooms, lounges and events

- ☐ Clear whiteboards, tables, chairs and screens
- ☐ Conference speaker wiped and carpet vacuumed
- ☐ Lounge upholstery vacuumed and side tables wiped
- ☐ Wellness and parents' rooms cleaned and restocked
- ☐ Cups, plates, bar and floor after evening events

Restrooms, showers and bike room

- ☐ Toilets, sinks, partitions and mirrors
- ☐ Restroom floor mopped, soap and paper topped up
- ☐ Shower stalls scrubbed and squeegeed, benches wiped
- ☐ Bike room swept

Timing and paperwork

- ☐ Overnight window picked by the operator
- ☐ Day porter for kitchen, restrooms and room resets
- ☐ Proof of insurance sent to your landlord
- ☐ Supervisor inspections against the written plan

Notes