



Shared-Office Reset & Duty Rotation Checklist

Keep the kitchen, meeting rooms and supplies handled — fairly.

Daily

- ☐ Empty and reload the dishwasher; clear the sink
- ☐ Wipe kitchen counters, tables and the coffee station
- ☐ Restock coffee, milk, tea and kitchen supplies
- ☐ Reset meeting rooms: chairs, screens, whiteboards, cables
- ☐ Take out kitchen recycling and general waste
- ☐ Refill water, soap and paper in the kitchen and bathrooms

Fair-rotation record

Date · Duty · Completed by · Time · Photo on file

Weekly

- ☐ Clear out the fridge; bin anything past its date
- ☐ Deep-clean the microwave, kettle and coffee machine
- ☐ Wipe down shared desks, phones and door handles
- ☐ Check and reorder low stock (coffee, paper, cleaning supplies)
- ☐ Tidy and reset communal and breakout areas

Monthly

- ☐ Descale the kettle and coffee machine
- ☐ Sort and recycle accumulated packaging and e-waste
- ☐ Review the duty rotation — rebalance if it's lopsided
- ☐ Audit supplies and plants; replace what's needed