



My Coworking Space Checklist

Does the coworking space meet these requirements?

	Yes	No
Trial Facility		
Does the coworking space offer trial facility?	<input type="checkbox"/>	<input type="checkbox"/>
Internet Connectivity		
Does the coworking space offer proper and hi-speed internet connectivity?	<input type="checkbox"/>	<input type="checkbox"/>
Time of Travel		
Is the coworking space located close to my home?	<input type="checkbox"/>	<input type="checkbox"/>
Ease of Travel		
Does the coworking space have access to public transport?	<input type="checkbox"/>	<input type="checkbox"/>
Co-working Members		
Are the businesses of coworking members going to benefit my business?	<input type="checkbox"/>	<input type="checkbox"/>
Networking & Events		
Does the coworking space organize seminars, workshops, and other such events?	<input type="checkbox"/>	<input type="checkbox"/>
Infrastructure		
Are the working desks and seats comfortable to work on?	<input type="checkbox"/>	<input type="checkbox"/>
Does the coworking space have open workstations as well as private cabins?	<input type="checkbox"/>	<input type="checkbox"/>
Does the coworking space have meeting rooms?	<input type="checkbox"/>	<input type="checkbox"/>
Can I move around the coworking space without any restriction?	<input type="checkbox"/>	<input type="checkbox"/>



	Yes	No
Ambience		
Does the coworking space have a distraction-free zone or environment?	<input type="checkbox"/>	<input type="checkbox"/>
Work Environment		
Does the coworking space have a positive work culture?	<input type="checkbox"/>	<input type="checkbox"/>
Food & Beverages		
Does the coworking space have a pantry area?	<input type="checkbox"/>	<input type="checkbox"/>
Does the coworking space provide food & beverages?	<input type="checkbox"/>	<input type="checkbox"/>
Does the coworking space have access to local food joints?	<input type="checkbox"/>	<input type="checkbox"/>
Workspace Amenities		
Does the coworking space have well-maintained restrooms?	<input type="checkbox"/>	<input type="checkbox"/>
Does the coworking space have well-maintained furnishing?	<input type="checkbox"/>	<input type="checkbox"/>
Does the coworking space have proper lighting?	<input type="checkbox"/>	<input type="checkbox"/>
Does the coworking space have power backup?	<input type="checkbox"/>	<input type="checkbox"/>
Does the coworking space smells pleasant?	<input type="checkbox"/>	<input type="checkbox"/>
Does the coworking space have parking facility?	<input type="checkbox"/>	<input type="checkbox"/>
Does the coworking space have CCTV cameras?	<input type="checkbox"/>	<input type="checkbox"/>
Does the coworking space have dedicated lock & storage facility?	<input type="checkbox"/>	<input type="checkbox"/>
Cost of Coworking		
Is the coworking space going to demand security deposit?	<input type="checkbox"/>	<input type="checkbox"/>
Is the coworking cost "Price per seat", and not a lump sum amount?	<input type="checkbox"/>	<input type="checkbox"/>
Does the coworking cost include cost of free amenities & facilities?	<input type="checkbox"/>	<input type="checkbox"/>
Is the coworking cost within my budget?	<input type="checkbox"/>	<input type="checkbox"/>



Yes **No**

Coworking Agreement

Does the agreement clause state this is a “service agreement”?

Does the agreement have a defined termination clause?