

# Private Workspace Checklist

Check all the boxes of turning your accommodation into a private workspace

## The Basics

- Strong Wifi connection**
- Desk**  
Clean and disinfected
- Chair**  
Clean and disinfected
- New in-room amenities**  
Include hand sanitiser, disinfecting wipes and masks

## Guest Experience

- Kettle**  
Include a basket with coffee, tea, and milk sachets
- Go contactless**  
Provide contactless check-in and check-out processes
- Reassure guests of cleanliness**  
Use stickers to indicate no prior use since last cleaned. Display signs to highlight your deep cleaning process

## Rate Plans

- Set up an offline rate plan**  
for the billing of the private workspace
- Create promos**  
for longer bookings (-X% for one week booking; -XX% for one month booking...)
- Create dedicated extras**  
in the charge tab

## Upsells

- Room service for coffee and snacks**  
Upsell different coffee, tea, and snack options
- Lunch options**  
Offer different lunch options, to be packed and delivered via room service

## Policy Updates

- Remove minimum stay**  
Eliminate any booking barriers that may deter potential guests
- Update your cancellation policy**  
Ensure you provide your guests with flexible options

## Operations

- Space out bookings**  
with 24 hours between guests, automatically with eviivo suite
- Deep cleaning procedures**  
Check out eviivo's Cleaning Dashboard for smooth changeovers
- Protective clothing**  
Secure personal protective equipment and supplies for staff

## Communications

- Update your website**  
with information about your private workspace
- Add a badge or widget**  
Use visuals to inform guests of safe practices or certifications
- Display ads on local shops**  
Posters, banners etc.
- Social media**  
using relevant hashtags and a badge showcasing safe practices
- Email past guests**  
to inform them that you are offering private workspaces
- Contact local companies**  
whose offices are closed
- Consult local tourist boards**  
for advice and tips

## Want more resources like this?

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eviivo has been supporting the hospitality industry for more than 12 years. Visit [eviivo.com](https://eviivo.com) to find out more.