

# Checklist: Legal Requirements to Open a Coworking Space

This guide will help you check all legal requirements before starting a new coworking space.

## Business Requirements

- Legal Structure and Registration**  
Legal structure, business license and mandatory insurances.
- Licenses and Permits**  
Special licenses (if you are serving food, hosting events, etc.).
- Rental or General Contract Law**  
What kind of agreement will you choose for your space?
- Tax Regulations**  
Are you ready to tackle taxation? Is your business tax registered?
- Invoicing**  
Is your coworking space ready to file and receive invoices?
- Transparency Rules**  
What kind of information do you have to legally disclose?
- Employer Rules**  
Labor laws on wages, hours, benefits, etc.

## Customers

- Business Contract Law**  
Establish an agreement between you and your members.
- Dispute Resolution Policies**  
Not a must, but will most likely prevent legal complications in the future.
- Anti-Money Laundering**  
You might be required to run or provide background checks on your members.
- Customer Protection Laws**  
Make sure you are clear and concise about the services that you provide.

## Onsite Requirements

- Fire Safety**  
Clear escape routes, proper fire doors, fire extinguishers, etc.
- Accident Prevention**  
Consider your country's accident prevention guidelines.
- Accessibility**  
Wide doorways and hallways, elevators, accessible restrooms, etc.
- Health Codes**  
Maintaining cleanliness, providing sanitizing stations, ensuring proper ventilation, etc.
- Workspace Guidelines**  
Providing adjustable furniture, good lighting, a quiet environment, etc.
- Environment**  
Waste management, recycling, environmental compliance laws, etc.

## Online Requirements

- Privacy & Data**  
Understand how and where you can store the data of your members.
- Cybersecurity**  
Protecting your business' and users' data is a legal responsibility.
- Online Accessibility**  
Similar to physical accessibility, your company must be accessible to disabled users online.

# Checklist Coworking Spaces

**AN Whitehead**



## Checklist Coworking Spaces:

**Awakening the Management of Coworking Spaces** Ricarda B. Bouncken,2023-01-24 In Awakening the Management of Coworking Spaces the chapter authors combine a scientific approach with managing implications developing theoretic constructs reporting qualitative and quantitative findings about challenges potentials effects managerial solutions and success stories

**The Startup Equation: A Visual Guidebook to Building Your Startup** Steve Fisher,Ja-Nae Duane,2015-05-15 Filled with infographics visuals and case studies a vibrant practical guide to creating a winning business model for any startup The Startup Equation leads you step by step through the decisions and data to find your perfect startup model You ll learn how to identify your entrepreneurial type and follow the book s visual roadmap to building your own successful business plan for your unique dream The book provides the blueprint for not only understanding the startup economy but the challenges and opportunities for every type of new business Steve Fisher is co founder of the Revolution Factory a global network that funds builds and launching new products He is also co founder of The Revolution Institute a global nonprofit that promotes social good Ja Na Duane is a speaker strategist social scientist artist creative economist and author of How to Start Your Business with 100

**Remote Work, Real Europe: Where Digital Nomads Find Peace and Productivity** Charlotte Hayes,2026-01-03 Move beyond Lisbon s packed coworking spaces and Barcelona s rising rents This guide reveals European destinations where digital nomads can actually afford to stay work efficiently and experience genuine local culture without competing with thousands of other remote workers for the same apartments and caf tables Discover towns and small cities with fiber optic internet comfortable year round climates thriving local communities and monthly living costs that don t deviate from reality Each location includes detailed breakdowns of coworking options reliable caf s with strong connectivity visa requirements average apartment prices and the social infrastructure that prevents remote work isolation From Balkan mountain towns to Spanish interior cities Portuguese northern villages to Eastern European cultural capitals you ll find places where being a digital nomad enhances rather than disrupts local life Learn which destinations welcome long term remote workers where English proficiency makes daily life smooth and how to integrate into communities that value genuine connections over transient networking This isn t about chasing the next trendy hotspot it s about finding sustainable places to work remotely while living meaningfully

**Freelance Riches: How I Made My First \$5,000 Online in 30 Days** inkquesto,2025-08-20 Freelance Riches How I Made My First 5 000 Online in 30 Days Are you ready to start earning real money online work from home and build a freelance career that fits your lifestyle Whether you re a student housewife retired professional or anyone looking to create a side income this book is your ultimate step by step guide to unlocking the world of freelancing Inside Freelance Riches you ll discover Proven strategies to land high paying freelance clients even if you have no prior experience Step by step methods to create winning proposals and gigs on Fiverr Upwork Freelancer and more Insider tips to avoid common mistakes that keep beginners stuck Actionable techniques to scale your

freelance business and increase your rates Time tested methods to build multiple streams of online income and achieve financial freedom This book doesn't just give theory it gives practical real world examples that you can implement immediately By following the simple steps outlined you'll gain the confidence skills and knowledge to start earning money online and build a sustainable freelance career Why This Book is Perfect for You Students Learn how to earn extra income while studying Housewives Discover flexible freelance opportunities that can fit around your schedule Retired Professionals Explore new ways to stay productive and earn from home Work From Home Seekers Start earning online without commuting or office constraints Whether you're starting from zero or looking to scale your freelance business Freelance Riches will guide you from your first client to financial freedom Start your journey to financial independence today grab your copy and unlock the secrets to earning 5 000 online in just 30 days

Smart Technologies for Smart Cities Mohammad M. Banat, Sara Paiva, 2020-04-23 This book provides a scholarly forum for researchers both in academia and industry from a wide range of application areas of smart cities and smart technologies to share their research findings This book presents contributions on emerging approaches and case studies including future technological trends and challenges This book is intended for researchers and companies in several areas such as transportation computer science and electrical engineering among others The book is composed of extended versions of selected papers from the 1st International Conference on Smart Cities and Smart Technologies MIC Smart 2019 7-9 June 2019 Istanbul Turkey Presents research from a wide range of application areas into smart cities and smart technologies Includes topics such as smart devices smart grid and smart transportation and vehicles Composed of extended versions of selected papers from the 1st International Conference on Smart Cities and Smart Technologies MIC Smart 2019

*How To Be a Digital Nomad and Work Wherever You Want* Curtis Duggan, 2022-08-16 If you're reading this congratulations You're one of the first people to check out this new book How To Be a Digital Nomad and Work Wherever You Want I can guarantee it'll be the best most concise book you'll read out there on becoming an effective remote worker and digital nomad This book was created to help you do something that is life changing but straightforward Take your source of income and move temporarily or permanently wherever you'd like to go in the world That's it No fluff no aspirational lifestyle mantras no self-help guru stuff I break down the components of the remote work lifestyle tackle them one by one and give you the frameworks you need to plan your next move By the way we're also always updating it and improving it as we learn new information The global landscape for remote work is changing every single week We'll keep this guidebook updated accordingly You won't have to worry about purchasing the 2023 2024 and 2025 versions of this guidebook over and over again like your favorite guidebook at the bookstore Purchasing this book is a lifetime pass to all future versions of this book How To Be a Digital Nomad and Work Wherever You Want is your trusty guidebook as you prepare to embark on a remote work adventure I wrote this book based on my decade of experience as a remote worker CEO and co-founder of a remote first company and as a part-time digital nomad And now I get to share my information with you!

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**The Gap Decade** Katie Schnack,2021-10-12 The gap decade is that sometimes difficult transitional season young adults face in their twenties and early thirties In this quirky and honest chronicle Katie Schnack explores the common experiences of these unpredictable years between adolescence and adulthood sharing how she has discovered a life full of grace and joys that can t be ordered via two day delivery

*The Future of No Work: Master AI, Gain Superpowers, Earn More and Live by Your Own Rules* Filip Drimalka ,2025-04-10 We have been told for ages that technology would make our lives easier Instead we increasingly find ourselves drowning in tedious tasks and feeling trapped in the daily grind overflowing calendars endless to do lists and a never ending stream of interruptions And since we re always connected our work never seems to end Fortunately the AI revolution is here And it s about to change everything Imagine a world where technology finally starts taking care of all the boring stuff so you can focus on what really matters to you Where smart AI apps empower you to create anything you can imagine and even things you never would have thought of Where you have the power to redesign work around your life not the other way around This is the era of No Work It s not about escaping work but about using our skills and leveraging the possibilities unlocked by AI so that our days are primarily comprised of the things we are passionate about Because that s how we can create something extra ordinary Inside this book you ll find hundreds of practical examples and tips How to find select and use the right digital tools for anything you do How to make your productivity skyrocket with AI and reclaim your time How to do things your way with greater freedom by automating

more tasks How to craft the work you want whether you re an entrepreneur or an employee How to seize new opportunities and build a future proof career The book will provide you with loads of tips on the best apps and tools that are part of the AI revolution but the real magic is how it changes the way you think You ll learn new skills and timeless principles that will keep you ahead of the game no matter how AI changes the way we work *Straight Talk About Hybrid Work* Pavla M. Selepa,2024-01-01 Are you baffled by all the hype about hybrid work Do you read studies that leave you wondering how they apply to you Are you hoping to take advantage of the new workplace flexibilities but don t know exactly how It s time for straight talk Whether you are an owner concerned about the longevity of your company a manager determined to build a productive and happy team or a rank and file employee pursuing a career in the new hybrid paradigm this book has what you need Apply the practical ideas found in these checklists and you will go from simply coping with the new work reality to unlocking its tremendous potential **How to Start a Coworking Space a Complete Guide - 2019 Edition** Gerardus Blokdyk,2018-12-21 Why did you choose to open a co working space Are food options important when choosing a space What is the creative economy really How did you plan your space What would you be willing to pay for one Defining designing creating and implementing a process to solve a challenge or meet an objective is the most valuable role In EVERY group company organization and department Unless you are talking a one time single use project there should be a process Whether that process is managed and implemented by humans AI or a combination of the two it needs to be designed by someone with a complex enough perspective to ask the right questions Someone capable of asking the right questions and step back and say What are we really trying to accomplish here And is there a different way to look at it This Self Assessment empowers people to do just that whether their title is entrepreneur manager consultant Vice President CxO etc they are the people who rule the future They are the person who asks the right questions to make how to start a coworking space investments work better This how to start a coworking space All Inclusive Self Assessment enables You to be that person All the tools you need to an in depth how to start a coworking space Self Assessment Featuring 813 new and updated case based questions organized into seven core areas of process design this Self Assessment will help you identify areas in which how to start a coworking space improvements can be made In using the questions you will be better able to diagnose how to start a coworking space projects initiatives organizations businesses and processes using accepted diagnostic standards and practices implement evidence based best practice strategies aligned with overall goals integrate recent advances in how to start a coworking space and process design strategies into practice according to best practice guidelines Using a Self Assessment tool known as the how to start a coworking space Scorecard you will develop a clear picture of which how to start a coworking space areas need attention Your purchase includes access details to the how to start a coworking space self assessment dashboard download which gives you your dynamically prioritized projects ready tool and shows your organization exactly what to do next You will receive the following contents with New and Updated specific criteria The

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which allows you to receive verified self assessment updates ensuring you always have the most accurate information at your fingertips

**Constructive Conflict Management** John Crawley, 1994 When conflicts at work occur our traditional skills and positive instincts are deserted in favor of the easy fix the tough move or the clever device But unresolved conflicts simmer on until they explode again and before long managers feel as though they are doing little else other than dealing with disputes of people in different camps cooperation replaced by combat and motivation going down by the minute

*How To Start A Coworking Space Business A Complete Guide - 2020 Edition* Gerardus Blokdyk, 2019-09-30 What qualities do you need to build your team How do you keep track of this investment What issues with accessibility must you consider What experience should you be seeking What is unique to your customer acquisition strategy This best selling *How To Start A Coworking Space Business* self assessment will make you the established *How To Start A Coworking Space Business* domain authority by revealing just what you need to know to be fluent and ready for any *How To Start A Coworking Space Business* challenge How do I reduce the effort in the *How To Start A Coworking Space Business* work to be done to get problems solved How can I ensure that plans of action include every *How To Start A Coworking Space Business* task and that every *How To Start A Coworking Space Business* outcome is in place How will I save time investigating strategic and tactical options and ensuring *How To Start A Coworking Space Business* costs are low How can I deliver tailored *How To Start A Coworking Space Business* advice instantly with structured going forward plans There s no better guide through these mind expanding questions than acclaimed best selling author Gerard Blokdyk Blokdyk ensures all *How To Start A Coworking Space Business* essentials are covered from every angle the *How To Start A Coworking Space Business* self assessment shows succinctly and clearly that what needs to be clarified to organize the required activities and processes so that *How To Start A Coworking Space Business* outcomes are achieved Contains extensive criteria grounded in past and current successful projects and activities by experienced *How To Start A Coworking Space Business* practitioners Their mastery combined with the easy elegance of the self assessment provides its superior value to you in knowing how to ensure the outcome of any efforts in *How To Start A Coworking Space Business* are maximized with professional results Your purchase includes access details to the *How To Start A Coworking Space Business* self assessment dashboard download which gives you your dynamically prioritized projects ready tool and shows you exactly what to do next Your exclusive instant access details can be found in your book You will receive the following contents with New and Updated specific criteria The latest quick edition of the book in PDF The latest complete edition of the book in PDF which criteria correspond to the criteria in The Self Assessment Excel Dashboard Example pre filled Self Assessment Excel Dashboard to get familiar with results generation In depth and specific *How To Start A Coworking Space Business* Checklists Project management checklists and templates to assist with implementation INCLUDES LIFETIME SELF ASSESSMENT UPDATES Every self assessment comes with Lifetime Updates and Lifetime Free Updated Books Lifetime Updates is an industry first feature which allows you to

receive verified self assessment updates ensuring you always have the most accurate information at your fingertips

**The Coworking Handbook** Ramon Suarez, 2014-04-29 NEW IMPROVED LAYOUT Welcome You're about to join a worldwide movement that's shaping the future of how we work and live In The Coworking Handbook you'll discover everything you need to know about opening managing and growing a successful coworking space Avoid the common pitfalls of this exciting new industry and learn what really works around the world from experts and founders of the coworking movement You'll learn How to facilitate member connection and address member issues Why building a community first matters How to handle sticky financial situations How to design orient and position your space in the community The most important areas of a coworking space that many overlook How to work with journalists and get steady media attention How to grow your coworking space into a profitable business More than just a thinker's guide this handbook is full of actionable ideas including bonus checklists spreadsheets links to online resources and more helping you jump right into building your ideal space and thriving community Become a part of the movement that's re-shaping our relationship with work into one that's sustainable creative and healthy and learn how to make a profit along the way About the Author Ramon Suarez is the founder of the Betacowork coworking space in Brussels a hub for entrepreneurs and professionals with 200 members He is one of the founding members of the Startup Europe Coworking Assembly Website <http://coworkinghandbook.com> Twitter <http://twitter.com/cohandbook> Facebook <http://facebook.com/coworkinghandbook>

**Ultimate Coworking Launch Sequence** Angel Kwiatkowski, 2017-10-17 I swear I'm not blowing smoke when I say this is the single best resource I've ever seen created for someone who wants to start a coworking space Alex Hillman Cofounder IndyHall.org Once you've been bit by the coworking bug you're likely to spend a lot of time in your head It's fun to daydream about your ultimate Utopian workspace But if you're serious about starting a coworking space you can't win by building it in your head You have to get out of your head and work in reality You know that place where people are The good news is that you don't need to venture out there all on your own You can save yourself from a ton of headaches and heartaches Use this book to get your head screwed on straight and get the fundamentals right Inside these pages you'll find a thoughtful collection of advice and exercises stories and examples assignments and templates considerations and calculations and checklists and pro tips This one of a kind coworking book is an interactive workbook where you can record all of your key takeaways and AHA moments you'll have as you answer the questions and complete the exercises So beautiful so interactive and so thoughtful Susan Dorsch Founder Office Nomads

[The Effect of Workplace Design to Employee Engagement, Collaborative Capability, and Perceived Work Performance in Coworking Spaces](#) Hannah Angelica Go, Lalaine B. Boco, Joseph Christian A., 2018-03-13 Bachelor Thesis from the year 2018 in the subject Leadership and Human Resources Miscellaneous University of Santo Tomas College of Commerce and Business Administration course Human Resource Development Management language English abstract The Coworking space phenomenon is rapidly growing across the countries of North America Europe and Asia Owing to its

functional work environment it offers coworkers a collaborative atmosphere that makes them more involved at work The research study aims to describe the causal relationship of workplace design to perceived work performance and to employee engagement and collaborative capability as mediating variables through the use of Structural Equation Modeling SEM A total of 350 coworkers aged 18 60 years old from 27 different coworking spaces in Metro Manila Philippines participated in the study The findings of this research revealed that workplace design has no direct effect on perceived work performance hence perceived work performance improves when coworkers are more engaged and have better collaborative capability Nonetheless the rest of the hypothesized premises were affirmed in the result of this study This paper can help the HR managers and the business centers to create a more flexible and constructive workplace setting for their employees Further the results can be used as a basis for the fundamental shift of the traditional workspace into a new creative workplace

Confined Space Pre Entry Checklist: Confined Space Journal Confined Space Logbook Jason Soft,2019-03-21 Easy To use book for accurate confirmed Space entries Enough space for writingProduct Information Personalization Page Index Page Confined Location Permit Number Date Issued Expiry Date Work DescriptionReason for entry Supervisor s Name Signature and Date Safety Checklist Date Entrant s Name and Signature Time In and Time Out Attendant s Name and Signature Duty Time On and Time Off Permit Cancel Details Reason for Cancellation 8 5x11 Glossy Paperback Get Your Copy Today **I'm Outta Here** Todd Sundsted,Drew Jones,Tony Bacigalupo,2009-10-27 I m Outta Here How coworking is making the office obsolete is a book about the people and places that make up a work place revolution From a single space in San Francisco at the beginning of 2006 coworking has grown to over 70 spaces worldwide at the end of 2008 with more appearing almost daily Read the book and you ll see why so many talented workers have turned their backs to the office and said I m outta here The Style of Coworking Alice Davies,Kathryn Tollervey,2013 The style of coworking features thirty of the most impressive shared workspaces in cities such as Lonndon San Francisco Berlin Tokyo Hong Kong Brisbane and many more From the back cover Checklist for Arranging Materials and Space for the Group Meeting Marguerite P. Schroeder,Washington State University. Cooperative Extension Service,1978

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### **Checklist Coworking Spaces Introduction**

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