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.

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.

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.

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.

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Checklist Coworking Spaces

Gerardus Blokdyk

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 **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

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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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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 axe 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 A Complete Guide - 2020 Edition* Gerardus Blokdyk,2019-09-30 What is the Gig Economy Who did coworking proprietors expect to work at sites and who actually did How can your staff work more toward growing the workspace rather than just maintaining it What amenities or services would you want from a space How do you keep track of this investment This best selling How To Start A Coworking Space self assessment will make you the principal How To Start A Coworking Space domain adviser by revealing just what you need to know to be fluent and ready for any How To Start A Coworking Space challenge How do I reduce the effort in the How To Start A Coworking Space work to be done to get problems solved How can I ensure that plans of action include every How To Start A Coworking Space task and that every How To Start A Coworking Space outcome is in place How will I save time investigating strategic and tactical options and ensuring How To Start A Coworking Space costs are low How can I deliver tailored How To Start A Coworking Space 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 essentials are covered from every angle the How To Start A Coworking Space 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 outcomes are achieved Contains extensive criteria grounded in past and current successful projects and activities by experienced How To Start A Coworking Space 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 are maximized with professional results 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 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

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receive verified self assessment updates ensuring you always have the most accurate information at your fingertips   <u>The Coworking Handbook</u> 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 cohandbook 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 HillmanCofounder IndyHall orgOnce 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   **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   **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

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