

Cleaning Supply Inventory Checklist

Daily Operations

DATE ____/____/____	COUNTED BY	LOCATION / CLIENT
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CLEANING CHEMICALS

	FULL	ADEQUATE	LOW	OUT
All-purpose cleaner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Glass cleaner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disinfectant / sanitiser	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Toilet bowl cleaner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Floor cleaner / degreaser	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stainless steel polish	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Descaler	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Air freshener / deodoriser	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

PAPER PRODUCTS & CONSUMABLES

	FULL	ADEQUATE	LOW	OUT
Toilet paper (cases)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Paper towels (cases)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bin liners (rolls)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hand soap refills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sanitiser refills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Microfibre cloths	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

EQUIPMENT & TOOLS

	FULL	ADEQUATE	LOW	OUT
Mop heads (replacements)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vacuum bags or filters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Spray bottles (working)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Scrubbing pads and sponges	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Broom heads	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squeegees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

PPE & SAFETY

	FULL	ADEQUATE	LOW	OUT
Disposable gloves (boxes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Heavy-duty rubber gloves	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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	FULL	ADEQUATE	LOW	OUT
Safety goggles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wet floor signs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Face masks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

REORDER LIST

Items to order

Ordered by _____

Order date _____

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