

# Housekeeping Inventory Control Checklist

Hotel Name:

Date:

Checked By:

## General Supplies

Item	Par Stock	Current Stock	Needed	Notes
Bath Towels				
Hand Towels				
Bed Linens				
Pillowcases				
Toiletries				

## Cleaning Supplies

Item	Par Stock	Current Stock	Needed	Notes
All-Purpose Cleaner				
Glass Cleaner				
Disinfectant				
Floor Cleaner				
Trash Bags				

## Equipment

Equipment	Quantity On Hand	Working Condition	Notes
Vacuum Cleaners			
Mops/Buckets			
Carts/Trolleys			

Comments/Actions Required: