

Cleaning Supply Inventory Tracker

Track Stock Levels, Reorder Points & Monthly Usage

Print this tracker and post it in your supply closet, or use it as a template for a digital spreadsheet. Track stock levels weekly to avoid running out of essential supplies.

Facility: _____ Month: _____ Tracked by: _____

Paper Products

Item	Current Stock	Reorder Point	Wk 1	Wk 2	Wk 3	Wk 4	Order Needed?
Toilet paper (rolls)							
Paper towels (cases)							
Facial tissues (boxes)							
Seat covers (packs)							
Paper cups							

Soap & Dispensers

Item	Current Stock	Reorder Point	Wk 1	Wk 2	Wk 3	Wk 4	Order Needed?
Hand soap (gallons/cartridges)							
Hand sanitizer (bottles)							
Dish soap							
Soap dispenser batteries							

Trash & Liners

Item	Current Stock	Reorder Point	Wk 1	Wk 2	Wk 3	Wk 4	Order Needed?
Small trash liners (13 gal)							
Large trash liners (33 gal)							
Recycling bags							
Sanitary disposal bags							

Cleaning Chemicals

Item	Current Stock	Reorder Point	Wk 1	Wk 2	Wk 3	Wk 4	Order Needed?
All-purpose cleaner							
Glass cleaner							
Disinfectant spray/wipes							
Floor cleaner concentrate							
Toilet bowl cleaner							
Degreaser							
Stainless steel polish							
Carpet spot remover							

Equipment & Tools

Item	Current Stock	Reorder Point	Wk 1	Wk 2	Wk 3	Wk 4	Order Needed?
Mop heads							
Broom heads							
Vacuum bags/filters							
Microfiber cloths							
Scrub pads / sponges							
Rubber gloves							
Spray bottles							

Dust cloths								
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Notes / Orders Placed:

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We bring all supplies. Ultimate Cleaning Service includes all cleaning products and equipment at no extra charge. One less thing to manage. Call (425) 445-0077.