

Hotel Housekeeping Cart Restocking Checklist

Printable operating checklist. Customize the approved items, route quantities, room types, chemical program, and sign-off roles for the property.

ID	Category	Item	Unit	Restocking standard	Cart zone	Verification / notes
TX-01	Linen and towels	Bed sheets by approved size	set	Load route par by room type; keep clean, dry, and covered	Lower enclosed shelf	Correct size, no stains, tears, dampness, or mixed reject linen
TX-02	Linen and towels	Duvet covers or top sheets	each	Load only the approved bed presentation item for assigned rooms	Lower enclosed shelf	Correct size and finish; fold consistently
TX-03	Linen and towels	Pillowcases	each	Calculate by pillow count plus a small item-specific buffer	Upper linen shelf	Correct size; no mixed fabric or shade
TX-04	Linen and towels	Bath towels	each	Load by room standard and expected occupancy	Lower centered shelf	Dry, matched, clean edges, no rejects
TX-05	Linen and towels	Hand towels	each	Load by room standard and assigned room count	Upper linen shelf	Correct fold and quantity
TX-06	Linen and towels	Washcloths or face towels	each	Load by room standard and service type	Upper linen shelf	Correct type and quantity
TX-07	Linen and towels	Bath mats	each	Load for turnover rooms and replacements allowed by policy	Separate linen stack	Keep separate from floor-cleaning textiles
TX-08	Linen and towels	Bathrobes and slippers if standard	set	Carry only for rooms or tiers that require them	Protected amenity zone	Size, pair, packaging, and presentation correct
PP-01	Paper supplies	Toilet tissue	roll	Load full replacement rolls plus route buffer	Dry paper compartment	Wrap intact; no crushed or damp rolls
PP-02	Paper supplies	Facial tissue refills or boxes	each	Load by turnover plan and replacement threshold	Dry paper compartment	Package clean and undamaged
PP-03	Paper supplies	Sanitary disposal bags	each	Load to room standard; keep sealed	Small amenity drawer	Correct color and packaging
PP-04	Paper supplies	Laundry bags and forms	set	Load according to room standard	Flat dry compartment	Bag and form present; no creases or moisture
PP-05	Paper supplies	Guestroom waste-bin liners	each	Load correct sizes for all assigned bin types	Liner holder	Correct gauge and size; bags dispense cleanly
GA-01	Guest amenities	Shampoo or approved hair-care unit	each	Load sealed units or approved refill-ready stock	Amenity drawer	Seal intact; correct product and batch rotation
GA-02	Guest amenities	Conditioner	each	Load only where included in the brand standard	Amenity drawer	Seal intact; no leakage
GA-03	Guest amenities	Body wash or shower gel	each	Load sealed units or approved refill-ready stock	Amenity drawer	Correct product; cap and container sound
GA-04	Guest amenities	Body lotion	each	Load by room standard and route par	Amenity drawer	Seal intact; no expired or damaged stock
GA-05	Guest amenities	Hand soap or bar soap	each	Load by sink and bath standard	Amenity drawer	Packaging clean and dry
GA-06	Guest amenities	Shower caps and vanity kits	set	Load core standard or keep request-only items in pantry	Small-item organizer	Correct kit contents and packaging
GA-07	Guest amenities	Dental, shaving, or sewing kits	set	Carry only if standard; otherwise stage for request delivery	Request-item compartment	Correct kit; packaging intact
CT-01	Cleaning tools	Color-coded microfiber cloths	each	Load enough clean cloths for route policy; never mix with used cloths	Clean cloth compartment	Correct color assignment; clean and dry
CT-02	Cleaning tools	Nonabrasive pads and sponges	each	Load approved types for designated surfaces	Tool caddy	No excessive wear; color or type correct
CT-03	Cleaning tools	Duster heads and detail brushes	each	Load clean serviceable tools only	Vertical tool holder	Clean, dry, attached securely
CT-04	Cleaning tools	Toilet brush and holder	set	Use dedicated covered tool according to property procedure	Isolated lower holder	Clean holder, no leakage, isolated from clean supplies
CT-05	Cleaning tools	Mop heads or compact floor tools	each	Carry only clean heads required for the route	Lower tool zone	Clean and dry; handle secured
CH-01	Approved chemicals	All-purpose cleaner	bottle	Carry approved closed working container only	Removable chemical caddy	Label legible; cap, trigger, and bottle intact
CH-02	Approved chemicals	Glass cleaner	bottle	Carry approved product for specified surfaces	Removable chemical caddy	Label legible; no leakage
CH-03	Approved chemicals	Bathroom and toilet cleaner	bottle	Keep upright and separated as required by chemical procedure	Removable chemical caddy	Correct product; never mixed or decanted into unapproved bottle
CH-04	Approved chemicals	Disinfectant	bottle	Load approved product with label directions available	Removable chemical caddy	Correct product, dilution, label, and contact-time instructions
CH-05	Approved chemicals	Floor cleaner or spot product	bottle	Carry only when required for assigned surfaces	Removable chemical caddy	Approved for surface; container sound
SP-01	Safety and PPE	Disposable or reusable gloves	pair	Load correct type and sizes required by the task	Clean PPE compartment	Clean, dry, undamaged, and accessible

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SP-02	Safety and PPE	Eye protection or additional PPE if required	each	Carry when specified by label or property risk assessment	Clean PPE compartment	Clean, undamaged, correct fit
SP-03	Safety and PPE	Wet-floor signs	each	Carry the property-required quantity without blocking access	External secured holder	Clean, stable, and legible
OP-01	Operational controls	Room assignment device or list	each	Issue current assignment without exposing guest data	Secure top compartment	Current, protected, returned or signed out
OP-02	Operational controls	Maintenance and defect reporting method	each	Provide approved paper form or secure digital workflow	Secure admin compartment	Available and working; no guest data left visible
OP-03	Operational controls	Lost-and-found bags and tags	set	Load approved tamper-evident or controlled supplies	Secure admin compartment	Correct packaging and chain-of-custody method
OP-04	Operational controls	Cart bags for waste and soiled linen	set	Fit clean bags before release; keep streams separate	Side bag frames	Bags secure, not torn, not overloaded, lids or covers functional
OP-05	Operational controls	Final cart condition check	cart	Inspect frame, shelves, doors, handles, bumpers, wheels, and brakes	Whole cart	Cart clean, dry, stable, maneuverable, and released by assigned owner

Property / floor		Date / shift	
Prepared by		Supervisor release	