

Hotel Safer Choice Verification Checklist

Use this form to verify the exact cleaning product offered, document exceptions, and record approval before hotel use. This is a hotel procurement aid; it does not issue an EPA certification decision.

Product claim approval criteria

Check	Evidence or action	Completion condition	Suggested owner
1. Define the requirement	Record the exact certification claim, intended cleaning task, and property	Requirement is specific enough to evaluate	Purchasing
2. Identify the offered item	Collect the quote, current label, manufacturer name, product name, variant, and form	Offered identity is complete and consistent	Purchasing
3. Check official evidence	Save the relevant EPA record, URL, check date, and any displayed status notation	Claim is supported or a specific question is logged	Purchasing
4. Map the selling unit	Connect supplier SKU, manufacturer code, available identifiers, package size, and case count	Documents establish what the quoted unit contains	Supplier and purchasing
5. Resolve exceptions	Document private-label relationships, name differences, missing evidence, and changed variants	Each discrepancy is resolved or the item remains on hold	Purchasing
6. Complete operational review	Review intended surfaces, dilution, dispenser compatibility, instructions, and staff needs	Housekeeping approves the defined use or records a hold	Housekeeping
7. Control the order	Put the approved identity, evidence requirement, and substitution rule on the purchase order	Supplier acknowledges the required item and exceptions process	Purchasing
8. Compare the delivery	Check containers and labels against approval; record delivery and batch identifiers where available	Delivered identity matches or affected goods are held	Receiving
9. Release and maintain	Record claim and operational decisions, approvers, evidence location, and recheck triggers	Only approved goods enter use; changes return for review	Purchasing and housekeeping

Complete the identity and tracking record on page 2. Retain the evidence that supports each decision.

Product Identity and Review Record

Complete one record for each exact product and variant. Attach additional evidence or notes as needed.

Property: _____ Intended cleaning task: _____

Manufacturer: _____ Exact product name: _____

Variant and form: _____ Supplier and SKU: _____

Manufacturer code or other identifier: _____ Package size and case count: _____

EPA record URL or saved evidence location: _____

Evidence check date: _____ Delivery and batch identifiers where available: _____

Status options: Pending / Verified / Hold / Not applicable. Explain each hold or not applicable response in the notes.

Check	Status	Assigned owner	Review date	Evidence and notes
1. Define the requirement				
2. Identify the offered item				
3. Check official evidence				
4. Map the selling unit				
5. Resolve exceptions				
6. Complete operational review				
7. Control the order				
8. Compare the delivery				
9. Release and maintain				

Final reviewer decision

Claim decision: _____ Operational decision: _____ Release or hold: _____

Purchasing approver and date: _____ Housekeeping approver and date: _____

Unresolved issues and recheck triggers: _____