

New Hotel Opening Supplies Checklist

Use this baseline inventory to define the supplies in your opening scope. Expand each group into itemized order lines with specifications, quantities, units, owners, and required-on-site dates. Optional services apply only where offered. Confirm specialist requirements with the project team.

Property _____ Prepared by _____

Opening phase _____ Required-on-site date _____

Supply group	Items to specify	Purchase check
Guestroom furniture	Beds and bases; headboards; bedside tables; desks; chairs; lighting; window coverings.	Confirm room-type counts, dimensions, finish samples, installation scope, and clearances.
Bed linen	Sheets; duvet covers or top sheets; mattress protectors; spare bedding.	Count by bed size and bed setup; confirm post-wash fit and the laundry rotation.
Pillows and inserts	Pillows; pillow protectors; pillowcases; duvets or blankets.	Record pieces per bed, fill specification, cleaning method, and replacement supply.
Closet and garment care	Hangers; luggage racks; irons or steamers; boards; storage holders; laundry bags.	Test shelf and drawer fit, cooling and storage instructions, and guest handling.
Guestroom appliances	Hair dryers; kettles or coffee makers; minibars or refrigerators where specified.	Verify the exact model, electrical approval, supply requirements, accessories, and service support.
Guestroom accessories	Waste and recycling bins; tissue holders; trays; glasses or cups; in-room information holders.	Match the room standard; check cleaning access, liner size, and replacement availability.
Bath linen	Bath towels; hand towels; washcloths; bath mats; robes where offered.	Set pieces per room type; test laundering, drying, storage volume, and finished feel.
Toiletries and dispensers	Soap; shampoo; conditioner; body wash; lotion where offered; dispensers and refill stock.	Confirm applicable packaging rules, compatible refills, mounting, labeling, and service instructions.
Bathroom accessories	Toilet brushes and holders; covered bins; tissue stock; hooks and rails within the agreed scope.	Confirm installation responsibility, finish compatibility, dimensions, and cleaning method.
Housekeeping equipment	Carts; vacuums; mops; buckets; brushes; microfiber cloths; cleaning caddies.	Test routes, lifts, thresholds, maneuverability, storage, and replaceable parts.
Cleaning products	Approved cleaners; disinfectants where needed; dispensers; PPE; waste liners.	Agree surface compatibility, product instructions, staff training, labeling, and safe storage.

Supply group	Items to specify	Purchase check
Laundry equipment and supplies	Washers and dryers if on site; dosing equipment; detergents; finishing tools.	Assign ownership; confirm service capacity, utilities, commissioning, and textile compatibility.
Linen handling	Clean storage shelves; linen carts; collection bags; sorting bins; receiving stock.	Separate clean and used flows; confirm laundry return times and delivery locations.
Dining service	Plates; bowls; flatware; glasses; cups; trays; service utensils; table linen if used.	Count by menu and peak service; test racks, washing, stacking, and replacements.
Kitchen operations	Cookware; preparation tools; food containers; thermometers; racks; equipment in the approved plan.	Confirm menu, storage, utilities, food-contact suitability, and equipment approvals.
Breakfast and beverage service	Coffee and tea equipment; dispensers; serving dishes; smallwares; compatible consumables.	Match peak demand, cleaning work, replenishment supply, and power or water needs.
Meetings and banquets if offered	Tables; chairs; transport carts; table linen; serviceware; presentation accessories.	Use simultaneous event capacity; trial chair stacking, movement, storage, and setup.
Reception and administration	Reception accessories; key or access supplies; office stock; approved guest signs.	Confirm compatibility with installed systems and the approved guest communication plan.
Bell service and public areas	Luggage carts; entry mats; public-area bins; seating accessories; umbrellas if offered.	Test access routes, wheel behavior, storage locations, and cleaning needs.
Staff facilities	Uniforms; lockers; changing-room supplies; break-room and office essentials.	Confirm staffing plan, size distribution, laundering, and replacement arrangements.
Engineering and spares	Tools; approved lamps; filters; batteries; replacement pumps and other model-specific parts.	Record exact part numbers, authorized tasks, warranty conditions, and reorder sources.
Safety and security interfaces	Approved safety equipment; first-aid supplies; required signs; security-system accessories.	Have the responsible specialist confirm the schedule, locations, installation, and acceptance.
Accessible rooms and routes	Specified room equipment; accessible accessories; communication devices where required.	Check the complete installed arrangement with the project team before releasing bulk orders.
Pool spa fitness and outdoor areas if offered	Activity-specific towels; storage; furniture; equipment; cleaning and service supplies.	Use each operating plan; confirm wet-area suitability, maintenance, and applicable approvals.