

Housekeeping Cart Checklist

Ensure your housekeeping cart is stocked and organized for efficiency and guest satisfaction.
Use this checklist to prepare your cart at the start of each shift.

Bottom Shelf: Heavy Items for Stability

Mop Bucket with Wringer: Essential for mopping floors in guest rooms and common areas.

Cleaning Chemicals: Store heavy cleaning solutions here, including:

- ☐ Floor Cleaners
- ☐ Disinfectant Sprays
- ☐ Bathroom Cleaners
- ☐ Sanitizers

Trash Bags: Multiple sizes for trash collection and waste disposal.

Cleaning Tools:

- ☐ Toilet Brush and Toilet Bowl Cleaner
- ☐ Heavy-duty sponges

Middle Shelf: Linens, Towels, and Paper Products

Linens:

- ☐ Bed Sheets
- ☐ Pillowcases
- ☐ Dust Covers

Towels:

- ☐ Bath Towels
- ☐ Hand Towels
- ☐ Washcloths

Paper Products:

- ☐ Toilet Paper
- ☐ Tissue Boxes
- ☐ Paper Towels

Top Shelf: Frequently Used Cleaning Supplies & Amenities

Frequently Used Cleaning Supplies:

- ☐ Microfiber Cloths
- ☐ Dusters
- ☐ Dustpans
- ☐ Cleaning Spray
- ☐ Hand Caddy (a portable caddy with disinfectants, glass cleaner, and microfiber cloths for room-to-room access)

Bath Products:

- ☐ Soap (Bar & Liquid)
- ☐ Shampoo & Conditioner
- ☐ Lotion
- ☐ Body Wash

Amenities:

- ☐ Coffee cups
- ☐ Coffee and filters
- ☐ Tea bags
- ☐ Sugar, creamer, and stirrers
- ☐ Ice bucket liners
- ☐ Drinking cups

Special Items and Tools

Stock additional items for guest requests or maintenance:

- ☐ Extra pillow protectors and mattress covers
 - ☐ Small repair tools (screwdrivers, pliers)
 - ☐ Extra hangers
 - ☐ Extra laundry bags for guests
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Cart Maintenance

Ensure your cart is functional and easy to use:

- ☐ Check for functioning casters with brakes
- ☐ Ensure the cart is clean and tidy
- ☐ Confirm all shelves and compartments are secure
- ☐ Check for available space for additional items

Tips for Maintaining Your Cart:

- ☐ **Regular Inventory:** Check supplies daily to avoid running out of essential items.
- ☐ **Keep it Clean:** Wipe down your cart regularly to maintain hygiene and professionalism.
- ☐ **Organize by Zone:** Group similar items together and label sections for quick access.