



Cleaning Service Janitorial Supply Inventory Audit Checklist 2026

Audit Overview & Metadata

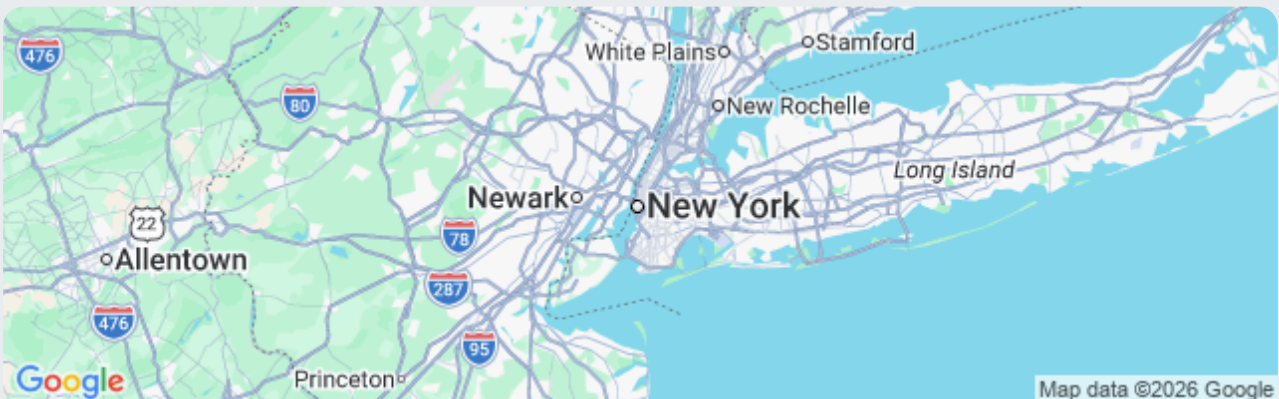
Record the date of audit, auditor name, facility location, and the specific cleaning zone or vehicle being inspected.

Audit Date

Auditor Name

Inspection Site/Warehouse Location

 [Set My Current Location](#)



Audit Type

- ☐ Routine Monthly Audit
- ☐ Quarterly Deep Audit
- ☐ Unscheduled Spot Check
- ☐ End of Year Inventory Reset

Audit Notes & Observations

Write something...

Auditor Signature

Chemicals & Disinfectants Inventory

Verify quantities and safety status of all cleaning agents, including disinfectants, degreasers, glass cleaners, and multi-surface sprays.

Chemical Product Name

Write something...

Current Quantity on Hand

Enter a number...

Container Condition

- ☐ Intact & Sealed
- ☐ Opened - Good Condition
- ☐ Leaking/Damaged
- ☐ Empty/Needs Refill

Expiry Date Verification

Enter date...

Storage Location

- ☐ Main Warehouse
- ☐ Cleaning Supply Closet
- ☐ Janitorial Cart
- ☐ Satellite Storage Unit

Photo of Product Label

 Upload File

Disposable Supplies & Consumables

Audit stock levels of single-use items such as paper towels, trash liners, toilet tissue, hand soap refills, and microfibre wipes.

Paper Towel Rolls Quantity

Enter a number...

Trash Liner Rolls (Small/Medium/Large)

Enter a number...

Hand Soap Refill Level

- ☐ Full Stock
- ☐ Low Stock
- ☐ Out of Stock

Missing Consumables

- ☐ Toilet Tissue
- ☐ Microfibre Cloths
- ☐ Disinfectant Wipes
- ☐ Gloves

Consumables Discrepancy Notes

Write something...

Last Restock Date

Enter date...

Cleaning Tools & Hardware Condition

Inspect the physical state and quantity of durable equipment like mops, brooms, vacuum cleaners, squeegees, and spray bottles.

Equipment Being Inspected

- ☐ Vacuum Cleaners
- ☐ Mops & Buckets
- ☐ Floor Buffers
- ☐ Brooms & Brushes
- ☐ Microfiber Cloths
- ☐ Squeegees

Quantity of Functional Tools

Enter a number...

Overall Hardware Condition Status

- ☐ Excellent
- ☐ Good
- ☐ Fair (Needs Maintenance)
- ☐ Poor (Needs Replacement)

Maintenance Notes & Required Repairs

Write something...

Photos of Damaged Equipment

 Upload File

Inspector Verification

Personal Protective Equipment (PPE) Stock

Ensure adequate supply of safety gear including disposable gloves, face masks, eye protection, and aprons for all staff.

PPE Items Inspected

- ☐ Disposable Gloves
- ☐ Face Masks/Respirators
- ☐ Safety Goggles/Eye Protection
- ☐ Protective Aprons
- ☐ Nitrile/Latex Gloves

Gloves Stock Count

Masks/Respirators Stock Count

PPE Condition Status

- ☐ All items in good condition
- ☐ Some items damaged/expired
- ☐ Critical shortage detected

Defective PPE Notes

Write something...

PPE Inspection Photo

 Upload File

Safety Officer Verification

Safety Data Sheet (SDS) & Compliance Check

Verify that all chemical containers are correctly labeled and that updated SDS documentation is accessible and up to date.

SDS Documentation Status

- ☐ All SDS sheets are present and up to date
- ☐ Missing specific SDS sheets
- ☐ SDS sheets are outdated

Compliance Checklist Items Verified

- ☐ Chemical labels are legible
- ☐ Secondary containers are properly labeled
- ☐ Spill kits are fully stocked
- ☐ PPE availability verified

Discrepancies or Compliance Issues Found

Write something...

Upload Photo of SDS Station/Folder

 Upload File

Safety Officer Verification

Equipment Maintenance & Battery Status

Check the functionality and charge levels of corded/cordless vacuum cleaners, floor buffers, and motorized scrubbing machines.

Last Inspection Date

Enter date...

Equipment Condition Status

- ☐ Excellent
- ☐ Good - Working
- ☐ Needs Repair
- ☐ Out of Service

Battery Charge Level (%)

Enter a number...

Equipment Inspected

- ☐ Vacuum Cleaners
- ☐ Floor Buffers
- ☐ Pressure Washers
- ☐ Carpet Extractors
- ☐ Handheld Scrubbers

Maintenance Notes & Repairs Required

Write something...

Photo of Equipment Damage/Condition

 Upload File

Technician Verification

Discrepancy & Reorder Alert

Identify any variances between physical counts and digital records, and flag items that have fallen below the 2026 minimum threshold.

Quantity Discrepancy

Reorder Priority

- ☐ Low
- ☐ Medium
- ☐ High
- ☐ Urgent

Discrepancy Explanation

Items Requiring Immediate Restock

- ☐ Chemicals
- ☐ Paper Products
- ☐ Gloves/PPE
- ☐ Tools/Equipment

Target Reorder Date

Enter date...

Waste & Damage Assessment

Note any expired chemicals, leaking containers, or broken equipment that requires immediate disposal or replacement.

Type of Damage Identified

- ☐ Expired Chemical Product
- ☐ Leaking/Damaged Container
- ☐ Broken Equipment/Tool
- ☐ Contaminated Cleaning Cloths
- ☐ Missing Labels/Safety Warnings

Item Name/Description

Write something...

Quantity to be Discarded

Enter a number...

Damage Details & Root Cause

Write something...

Photo Evidence of Damage

 Upload File

Auditor Verification

Final Sign-off & Next Audit Schedule

Final verification by the supervisor and scheduling of the next mandatory inventory cycle for the upcoming month.

Audit Completion Date

Enter date...

Auditor Signature

Next Scheduled Audit Date

Enter date...

Audit Status

- ☐ Passed
- ☐ Passed with Discrepancies
- ☐ Failed - Urgent Action Required

Auditor Notes & Observations

Write something...

< Previous

> Next

🔑 Finish

🔗 Generate Sample Report