

Guest Amenity Replenishment & Stock Checklist

 Show only Checklist

Display Style
Default 

Daily/Turnaround Checks (Per Room/Unit)

Immediate replenishment and visual check during room turnover or daily housekeeping.

Small Soap Bars Remaining

Shampoo Bottles (oz) Remaining



Conditioner Bottles (oz) Remaining

Enter a number...

Towels - Condition (Check All That Apply)

- Clean
- Stained
- Torn
- Missing
- Damaged

Coffee Pods/Bags Remaining

- Full
- Half
- Low
- Empty

Water Bottles Remaining

- Full
- Half
- Low
- Empty

Notes/Issues

Write something...

Bathroom Amenities

Focuses on soaps, shampoos, conditioners, lotions, and related items.

Shampoo Bottles (Per Room)

Conditioner Bottles (Per Room)

Soap Bars/Liquid Soap (Per Room)

Lotion Bottles (Per Room)

Shampoo Scent

- Citrus
- Floral
- Unscented
- Other

Conditioner Type

- Hydrating
- Repairing
- Volumizing
- Unscented

Hand Soap Refills (in dispenser)

Enter a number...

Notes on Bathroom Amenities

Write something...

Toiletries & Personal Care

Includes items like razors, shaving cream, cotton swabs, and makeup remover wipes.

Shaving Razors (Current Stock)

Enter a number...

Shaving Cream/Gel (Current Stock)

Enter a number...

Cotton Swabs (Current Stock)

Enter a number...

Makeup Remover Wipes (Current Stock)

Enter a number...

Razor Type (Standard/Sensitive/etc.)

- Standard
- Sensitive
- Single Blade
- Other

Condition of Amenities

- Good
- Fair
- Poor

Notes on Amenities (e.g., specific requests, damage)

Write something...

Coffee/Tea Station

Checking and restocking coffee, tea, sugar, creamer, and related supplies.

Coffee Pods/Ground Coffee (Units)

Tea Bags (Total)

Tea Flavors Available

- Black Tea
- Green Tea
- Herbal Tea
- Decaffeinated Tea

Sugar Packets

Creamer (Individual Portions)

Creamer Type

- Milk
- Non-Dairy (Almond, Soy, Oat)
- Sugar-Free

Stir Sticks/Spoons

Enter a number...

Notes/Observations (e.g., machine cleanliness, flavor preferences)

Write something...

Water & Beverages

Replenishing bottled water, juice, sodas, or other beverages provided.

Bottled Water - Per Room Count

Enter a number...

Canned Soda - Per Room Count

Enter a number...

Juice Boxes/Bottles - Per Room Count

Enter a number...

Coffee Pods/Packets - Per Room Count

Enter a number...

Tea Bags - Per Room Count

Enter a number...

Water Brand Preference (if applicable)

- Brand A
- Brand B
- No Preference

Ice Machine Capacity (approx. lbs)

Enter a number...

Last Ice Machine Maintenance Date

Enter date...

Snacks & Refreshments

Ensuring availability of provided snacks like cookies, nuts, or fruit.

Chocolate/Cookie Count (Per Room)

Bottled Water Count (Per Mini-fridge)

Fruit (e.g., Apples, Oranges) Count (Per Room/Unit)

Snack Type Offered (e.g., Nuts, Pretzels)

- Nuts
- Pretzels
- Crackers
- Granola Bars
- Popcorn
- Other - Please Specify

If 'Other' Snack Type Selected, Please Specify:

Write something...

Ice Packs Available (Per Area/Cart)

Enter a number...

Dietary Restriction Options Available

- Gluten-Free
- Vegan
- Dairy-Free
- Nut-Free
- Sugar-Free

Snack Display Condition

- Clean and Appealing
- Requires Cleaning
- Needs Replacement

Linens & Guest Supplies

Addressing towels, washcloths, robes, slippers, and other textile items.

Bath Towels Per Room

Enter a number...

Hand Towels Per Room

Enter a number...

Washcloths Per Room

Enter a number...

Bath Mats Per Room

Enter a number...

Robes - Condition

- Clean & Folded
- Needs Cleaning
- Damaged/Repair Needed

Slippers - Condition

- Clean & Usable
- Needs Cleaning
- Damaged/Replace

Extra Pillow Count Per Room

Notes on Linen Quality/Condition

General Supplies

Covers items like stationery, notepads, pens, shoe polish, and ice packs.

Notepads - Quantity

Pens - Quantity

Shoe Polish Cloths - Quantity

Enter a number...

Stationery Items Required (Specify)

- Envelopes
- Postcards
- Maps
- Guest Information Sheets
- Other (Specify in LONG_TEXT)

If 'Other' selected above, please specify:

Write something...

Ice Packs - Quantity

Enter a number...

Ice Pack Condition (Each)

- Good
- Needs Replacement
- Damaged

Safety Pins - Quantity

Enter a number...

Seasonal & Special Occasion Items

Items unique to specific seasons, promotions, or guest requests.

Seasonal Amenity (e.g., Summer)

- Summer (Beach Towels, Sunscreen)
- Winter (Warm Socks, Hot Chocolate Mix)
- Spring (Allergy Relief Items)
- Autumn (Pumpkin Spice Amenities)
- None - Standard

Quantity of Holiday Decorations

Date of Holiday/Event Requiring Special Amenities

Details of Special Guest Request (e.g., Dietary Restrictions, Birthday)

Write something...

Special Occasion Type

- Birthday
- Anniversary
- Honeymoon
- Romantic Getaway
- Business Event
- Other

Image of Special Amenity/Decoration (Optional)

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Specific details/instructions for special amenities requested by the guest

Write something...

Stockroom/Pantry Inventory

Periodic checks and ordering of bulk supplies to maintain adequate levels.

Current Stock Level - Shampoo (Large Bottles)

Enter a number...

Reorder Point - Soap Bars

Enter a number...

Quantity Ordered Last Time - Coffee Pods

Enter a number...

Vendor Preference for Toilet Paper

- Vendor A
- Vendor B
- Vendor C

Date of Last Stockroom Audit

Enter date...

Notes on Current Stock Levels or Upcoming Needs

Write something...

Estimated Days of Stock on Hand - Conditioner

Enter a number...

Current Status of Water Bottle Supplier Contract

- Active
- Expiring Soon
- Expired

Attach Last Stockroom Inventory Sheet

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