



Guest Amenity Replenishment & Stock

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

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)

Enter a number...

Conditioner Bottles (Per Room)

Enter a number...

Soap Bars/Liquid Soap (Per Room)

Enter a number...

Lotion Bottles (Per Room)

Enter a number...

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)

Shaving Cream/Gel (Current Stock)

Cotton Swabs (Current Stock)

Makeup Remover Wipes (Current Stock)

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)

Enter a number...

Tea Bags (Total)

Enter a number...

Tea Flavors Available

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

Sugar Packets

Enter a number...

Creamer (Individual Portions)

Enter a number...

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)

Enter a number...

Bottled Water Count (Per Mini-fridge)

Enter a number...

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

Enter a number...

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

Hand Towels Per Room

Washcloths Per Room

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

Enter a number...

Notes on Linen Quality/Condition

Write something...

General Supplies

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

Notepads - Quantity

Enter a number...

Pens - Quantity

Enter a number...

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

Enter a number...

Date of Holiday/Event Requiring Special Amenities

Enter date...

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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