

Janitorial Supplies Checklist

A supplies list organised by category, with an inventory to fill in, so you can spot what is missing and keep storage tidy.

Cleaning chemicals and solutions

Chemicals are chosen for the surfaces and the occupants of the building. Fill in what is on hand and when to reorder.

TASK	ON HAND	REORDER AT	CHECKED
General-purpose cleaner for everyday surfaces.			
Glass cleaner for windows, mirrors and glass partitions.			
Disinfectant for high-touch points in washrooms and kitchens.			
Degreaser for kitchens and food areas.			
Floor cleaner matched to the floor type.			
Carpet care products for daily and periodic cleaning.			
Bathroom-specific product that handles soap scum and hard water.			

Equipment and machines

The list should match the building's floors and finishes.

TASK	ON HAND	REORDER AT	CHECKED
Commercial vacuum with the right filtration.			
Floor machine or autoscrubber for large floor areas.			
Carpet extractor for periodic deep cleaning.			
Microfibre mops and flat mops for daily floors.			
Replacement pads, brushes and machine parts.			

Hand tools and everyday supplies

The daily details live in what a team carries from room to room.

TASK	ON HAND	REORDER AT	CHECKED
Colour-coded microfibre cloths for each area.			
Brooms, dustpans and dusters for quick tidy-ups.			
Squeegees, scrapers and detail tools.			
Sponges and scrubbing tools for stubborn build-up.			
Toilet paper and paper towels.			
Soap, sanitiser and bin liners for washrooms and kitchens.			

Safety, PPE and WHMIS supplies

Safety supplies are not optional extras; they are part of a professional checklist.

TASK	ON HAND	REORDER AT	CHECKED
Gloves, goggles and aprons for chemical handling.			
Slip-resistant footwear for wet and polished floors.			
Wet floor signs, caution markers and caution tape.			
Waste handling supplies.			
Sharps and biohazard containers where needed.			
Labelled chemical storage and current safety data sheets.			

Seasonal stock for a Canadian building

Review the checklist a couple of times a year, and order the winter supplies in the autumn.

TASK	ON HAND	REORDER AT	CHECKED
Heavy-duty entry mats for winter months.			
Ice melter and de-icing supplies for walkways.			
A floor cleaner that handles salt and slush residue.			

Build or review your supplies list

Work through these steps for your facility.

- ☐ Step 1. Walk the building and list every surface and space the team will clean.
- ☐ Step 2. Match a cleaning product to each surface, noting dilution and safety data sheets.
- ☐ Step 3. Add the machines, hand tools and consumables each task requires.
- ☐ Step 4. Stock the safety and PPE supplies, including WHMIS storage and signage.
- ☐ Step 5. Set a reorder rhythm based on real usage and review the list with the seasons.

Inventory and storage rules

A checklist only works if the supplies are actually on hand.

- ☐ Count what is used over a month and order to that rhythm.
- ☐ Keep a measuring cup, a clearly written dilution chart and training on the products with the chemical list.
- ☐ Store chemicals in labelled containers, secure and away from food, washrooms and the public.
- ☐ Check expiry dates and rotate stock.
- ☐ Keep absorbents and a spill kit nearby, and make sure new staff know where supplies live.
- ☐ Label the shelves and group chemicals by type, so there is less chance of grabbing the wrong product in a hurry.
- ☐ Match every chemical to the surface it will clean. Mixing the wrong products can damage surfaces or release dangerous fumes.