[Your Business Name]
[phone] · [email] · [address]

Cleaning Supplies Inventory & Reorder Tracker

For cleaning businesses — stock, par levels and reorder flags for cleaning supplies, on paper and in a working spreadsheet.

Document details

Inventory reference: _____

Storage location: _____

Reporting period: _____

Last updated: _____

1 · Inventory overview

Total stock items: _____

Items below par: _____

Items to reorder: _____

Pending purchase orders: _____

Next stock check date: _____

Stock manager: _____

2 · Main stock register

Item ID	Supply / product	Unit	Opening	Received	Used	Balance	Par	Reorder qty	Flag	Supplier	Checked
S01	All-purpose cleaner	Bottle									
S02	Bathroom cleaner	Bottle									
S03	Glass cleaner	Bottle									
S04	Disinfectant	Bottle									
S05	Microfiber cloths	Each									
S06	Nitrile gloves	Pair									
S07	Trash bags	Roll									
S08	Floor cleaner	Bottle									
S09	Scrub pads	Pack									

S10	Paper towels	Roll									
S11	Sponges	Pack									
S12	Vacuum bags	Pack									

3 · Reorder record

Date	Item	Quantity needed	Supplier	Estimated cost	Ordered?	Expected delivery	Received

4 · Per-job supply usage

Date	Job ref	Client / property ref	Supply used	Quantity	Unit	Recorded by

Record usage in the same unit used in the stock register, so the totals reconcile.

5 · Stock check & adjustment

Item ID: _____

Physical quantity counted: _____

Register balance: _____

Difference: _____

Reason for difference

- ☐ Damage
- ☐ Spill
- ☐ Unrecorded usage
- ☐ Counting error
- ☐ Other

Explanation

_____

_____

Checked by: _____

Date: _____

Manager approval signature: _____

6 · Reorder instructions

- Set a realistic par level for each item.
- Calculate the balance after receipts and usage.
- Reorder when stock reaches or falls below its par level.
- Consider supplier lead time and upcoming scheduled jobs.
- Record every purchase and delivery.
- Periodically check actual stock against the tracker.

7 · Monthly review

Period reviewed: _____

Highest-use product: _____

Most frequently reordered product: _____

Stock losses / unexplained differences

Changes to par levels required

Reviewed by: _____

Signature: _____

Date: _____

Inventory estimates support internal purchasing decisions. Check product labels and supplier instructions for storage, handling and expiry requirements.

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