

Housekeeping Supplies Checklist for Offices & Apartments — Bangalore

A practical checklist for planning cleaning supplies across offices, apartments and hotel environments. Select items according to the site, surfaces, cleaning frequency and the tasks your team needs to perform.

1. Cleaning tools

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| ☐ Mops and buckets | ☐ Brooms and dustpans |
| ☐ Microfiber cleaning cloths | ☐ Sponges and non-scratch pads |
| ☐ Scrub brushes | ☐ Toilet brushes |
| ☐ Window cleaning kit / squeegee | ☐ Dusters and extendable dusters |
| ☐ Cleaning caddy or janitorial cart | ☐ Wet-floor / cleaning-in-progress signs |

2. Cleaning machines and equipment

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| ☐ Vacuum cleaner suited to the area | ☐ Floor scrubber (where required) |
| ☐ Pressure washer for suitable outdoor tasks | ☐ Steam cleaner (where suitable) |
| ☐ Wet-and-dry vacuum, if needed | ☐ Equipment accessories and compatible pads / brushes |

3. Cleaning chemicals

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| ☐ General-purpose surface cleaner | ☐ Floor cleaner compatible with the floor finish |
| ☐ Bathroom and toilet cleaner | ☐ Glass cleaner |
| ☐ Kitchen / degreasing cleaner, if required | ☐ Disinfectant or sanitiser appropriate to the task |
| ☐ Carpet or upholstery cleaner, if required | ☐ Specialist cleaner only where the surface and label permit |

Selection reminder

Choose products for the actual cleaning task and surface. Do not mix chemicals; follow the product label and safety instructions.

Checklist & purchasing notes

Tick items as they are confirmed for your site. Quantities depend on the floor area, number of washrooms, occupancy, cleaning schedule and equipment already available.

4. Consumables

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| ☐ Garbage bags in suitable sizes | ☐ Paper towels / hand-drying paper |
| ☐ Toilet tissue rolls | ☐ Facial tissue, where needed |
| ☐ Hand soap / washroom refill supplies | ☐ Disposable wipes, where appropriate |
| ☐ Replacement mop heads and cloths | ☐ Scrub pads and other routine replacements |

5. Personal protective equipment and safety

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| ☐ Reusable or disposable cleaning gloves | ☐ Protective apron or workwear |
| ☐ Masks or eye protection when the product label / task requires them | ☐ Closed, slip-resistant footwear |
| ☐ Wet-floor and hazard warning signs | ☐ First-aid access and site emergency instructions |
| ☐ Clearly identified chemical containers | ☐ Safe, separate storage for incompatible products |

Purchasing checklist

Site requirements	Confirm the areas to clean, surfaces, task frequency, approximate quantities and equipment already on site.
Surface compatibility	Check that each chemical, pad, brush and machine is suitable for the specific floor, fixture or material.
Dilution and use	Read the label for dilution ratios, contact time, application method, rinsing and any restrictions.
Safety information	Request and review the Safety Data Sheet (SDS) where applicable; ensure users can access product safety instructions.
Storage	Check container closure, clear identification, ventilation and safe storage away from incompatible products and unauthorised access.
Supplier confirmation	Confirm the exact product, pack size, current availability and any applicable delivery or ordering arrangements with the supplier before ordering.

Before ordering: Product range and availability can vary. Confirm product availability and suitability with the supplier before placing an order.

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