

CLEANING

Supply Inventory Template

WHAT A CLEANING SUPPLY INVENTORY TEMPLATE IS USED FOR

Efficiently manage, track, and forecast janitorial supplies, ensuring consistent service delivery and optimized costs.



EVERY CHECKLIST SHOULD INCLUDE

ITEM DETAILS

Name, description, and category to maintain a clear inventory record.

QUANTITY MANAGEMENT

Initial and current quantity to monitor consumption.

FINANCIAL OVERVIEW

Cleaning staff should sign or initial after completing each task.

DOWNLOAD THE TEMPLATE

Streamline your inventory process, save time, reduce errors, and promote efficient resource allocation.

CLEANING SUPPLY INVENTORY TEMPLATE

Item Name	Description	Category	Supplier Information	Unit of Measurement	Unit Price	Additional costs (Shipping, Taxes, Etc.)	Total Cost	Notes/Comments
	- Ingredient or Material - Brand or Manufacturer - Fragrance - Color - SKU or Product Information - Packaging Details	- Solutions and Chemicals - Equipment and Machines - Tools and Accessories - Consumables - PPE - Misc.	Contact Info for Sales Supplier Sales Rep	- Volume: Gal/Liter/Ounce - Weight: Lb./Oz. - Quantity: Piece/Pack/Box - Length: Foot/Meter - Area: Sq. Foot/Meter				- Usage Guidelines - Recording Information - Shelf Life - Storage Instructions - Promotional Details, - Alternative Products - Issues or Concerns

Initial Quantity on Hand	Quantity Received	Date Received	Quantity Used/ Consumed	Date Used/ Consumed	Current Quantity in Stock	Reorder Point	Date of Last Update
The number of items in stock at the beginning of the tracking period. This establishes a starting point for inventory tracking	The amount of the item added to the inventory during the tracking period. Monitor incoming inventory, reconcile orders with deliveries, and maintain updated stock.		The amount of the item used or taken out of inventory during the tracking period. Understand usage patterns, detect unusual spikes in consumption, and plan reorders more effectively.		Current Quantity in Stock = Initial Quantity on Hand + Quantity Received - Quantity Used/Consumed The current number of items available in inventory. Provides a real-time snapshot of available inventory.	The specific stock level at which a new order should be placed to replenish an inventory item. This amount should ensure there is enough stock on hand to meet demand during the time it takes for the replenishment order to be delivered.	

RELEVANT INVENTORY METRICS:

Inventory Turnover Rate: How often the inventory is sold or used up in a given period.

$$\text{Inventory Turnover Rate} = \frac{\text{Cost of Goods Sold}}{\text{Average Inventory}}$$

Average Inventory: The average amount of inventory held over a specific period.

$$\text{Average Inventory} = \frac{\text{Beginning Inventory} + \text{Ending Inventory}}{2}$$

Days of Inventory on Hand (DOH): The average number of days it takes to sell or use the entire inventory.

$$\text{DOH} = \frac{\text{Number of Days in the Period}}{\text{Inventory Turnover Rate}}$$

Stockout Rate: The frequency with which items are not available when needed.

$$\text{Stockout Rate} = \frac{\text{Number of Stockouts}}{\text{Total Orders}} \times 100\%$$

Carrying Cost of Inventory: The cost of holding inventory, including storage, insurance, depreciation, and potential obsolescence.

$$\text{Carrying Cost} = \text{Average Inventory} \times \text{Annual Holding Cost per Unit}$$

Lead Time Demand: The amount of inventory required during the lead time (the time between ordering and receiving inventory).

$$\text{Lead Time Demand} = \text{Average Daily Usage} \times \text{Lead Time in Days}$$

Total Inventory Cost: The combined cost of order, carrying, and stockout costs.

$$\text{Total Inventory Cost} = \text{Order Cost} + \text{Carrying Cost} + \text{Stockout Cost}$$