Cleaning & Repair Supply Checklist

✔ Label all cleaning bottles with product name and purpose

✔ Store SDS sheets for all products in a visible location

✔ Keep cleaners grouped by use: Bathroom, Kitchen, Stainless, etc.

✔ Prepare soapy water solution (1L water + 10ml dish soap)

✔ Rinse all cleaned surfaces thoroughly with clean water

✔ Dry stainless steel with paper towel or clean microfiber cloth

✔ Replace and label mopheads for different zones (Lobby, Pet Area)

✔ Wring mopheads thoroughly to avoid tile film

✔ Use small boxes for organizing spare parts

✔ Label parts boxes: toilet handles, shower cartridges, screws, etc.

✔ Designate a 'Do Not Use' bin for expired or mystery bottles

✔ Keep a label maker or permanent marker in the supply closet