

## INVENTORY LIST

A list of all items within an area that require the attention of the housekeeping staff

These lists will be very long and detailed

A separate list may be needed for each room type

The list should follow the sequence in which the room will be cleaned and inspected

### Area Inventory List (AIL):

Planning the work of the Housekeeping Department begins with creating an inventory list of all items within each area that will need Housekeeping attention. Since most properties offered several different types of guestrooms, separate inventory list may be needed for guest room type. When preparing the guestroom 'AIL', it is a good idea to follow the same system that room attendant will use as their sequence of cleaning task & that supervisor will use in the course of their inspection. E.g. Area within a guestroom may appear on an inventory list as they are found from right to left & from top to bottom around the room.