

Housekeeping Trolley Setup Procedure & Checklist

By Checklist.com

☐ **Check the room assignment and stock list**

Review the rooms, bed types, planned linen changes and any approved special supplies. Use the property's stock list and replenishment points rather than loading the same quantities every day.

☐ **Inspect the trolley before loading**

Check wheels, handles, shelves, bags and any fitted brakes or locks. Report damage and use a serviceable replacement if the trolley cannot be moved or secured safely.

☐ **Start with clean storage surfaces and empty collection bags**

Remove leftovers from the previous shift through the correct linen and waste routes. Clean the trolley using the property's method, then allow storage surfaces to dry before adding clean stock.

☐ **Set up separate clean, used-linen and waste areas**

Use the designated shelves, compartments and collection bags. Keep used linen and waste away from clean linen, guest supplies and food or drink items.

☐ **Load the correct clean linen sizes and quantities**

Select sheets, pillowcases, duvet covers and towels for the assigned rooms. Check that stock is dry and free of visible stains or damage. Keep stacks protected and easy to identify.

☐ **Count guest supplies against the property stock list**

Include the amenities and room consumables used on this route. Check packaging, condition and expiry dates where applicable; do not load unapproved substitutes.

☐ **Check cleaning product labels and containers**

Use only approved, clearly labelled products in sound, closed containers. Follow the product instructions and safety data sheets for preparation and storage. Never mix products or use a drinks container.

☐ **Separate chemicals from linen and guest supplies**

Use the trolley's designated chemical storage or secured cleaning caddy. Keep containers upright and prevent leaks or spills from reaching clean items. Secure access as required by the property.

☐ **Pack the cleaning tools and protective equipment needed**

Check tools are clean and serviceable and that the correct cloths are separated for their assigned uses. Include required protective equipment and warning signs without covering access to other supplies.

☐ **Fit collection bags and secure loose equipment**

Attach linen and waste bags properly. Secure tools in their holders so they cannot fall, catch on doors or trail on the floor. Keep sharp or damaged objects out of ordinary linen handling.

☐ **Check load balance, visibility and access**

Follow the trolley manufacturer's capacity and loading instructions. Keep heavy items stable in the designated positions; do not stack supplies so high that they block your view or make the trolley difficult to move.

☐ **Resolve shortages before leaving the store**

Replenish missing essentials or agree a replenishment plan with the supervisor. Use a task note or issue for the actual shortage and who will supply it; do not mark a missing item as stocked.

☐ **Test movement and confirm safe parking**

Move the loaded trolley a short distance to check control and stability. Plan a parking position that leaves exits and corridors clear, follows room-access policy and prevents guest access to chemicals or keys.

☐ **Record trolley readiness**

Select the outcome. Ready may include a supervisor-approved replenishment plan, provided essential supplies are available for the work planned before the next stock stop. Do not use unsafe equipment or begin work without its essential supplies. Record unresolved problems on their relevant tasks.