

JANITORIAL

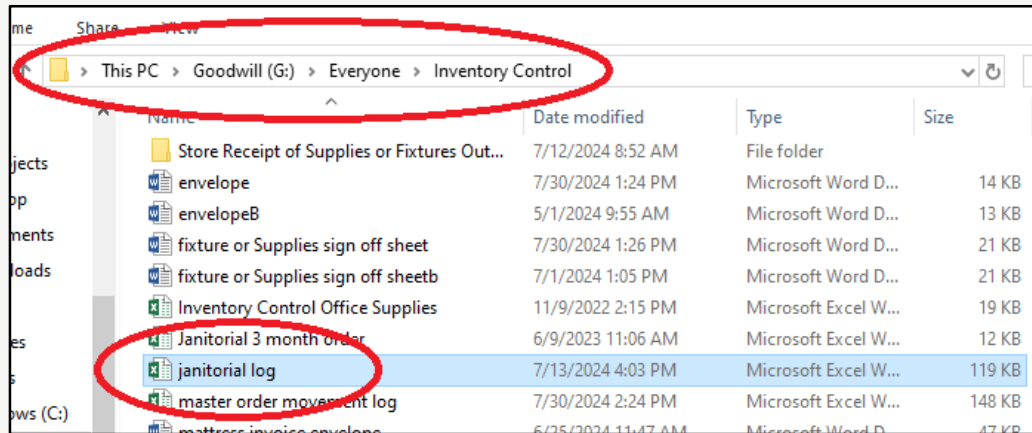
LOG PROCEDURES



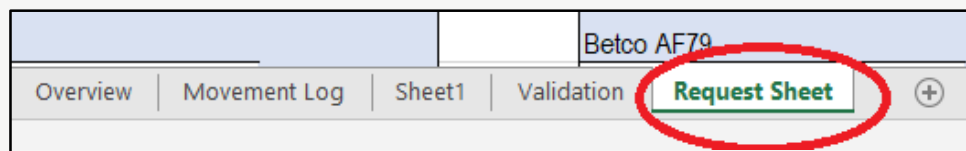
The janitorial log tracks the use of janitorial supplies. This provides a reference for their manager and allows them to place quarterly orders of janitorial supplies.

PROCEDURES FOR USING THE JANITORIAL LOG

1. Go to the log, which is located in G > Everyone > Inventory Control.



NOTE: The janitors are required to fill out request sheets for each day that they resupply themselves. An Inventory Control employee must gather all items and verify them against the janitor's request sheet. Use the Request Sheet tab to print more forms.



2. Transfer information from the request sheets to the Movement Log sheet of the janitorial log before estimating quarterly orders. It is best to enter the information regularly.

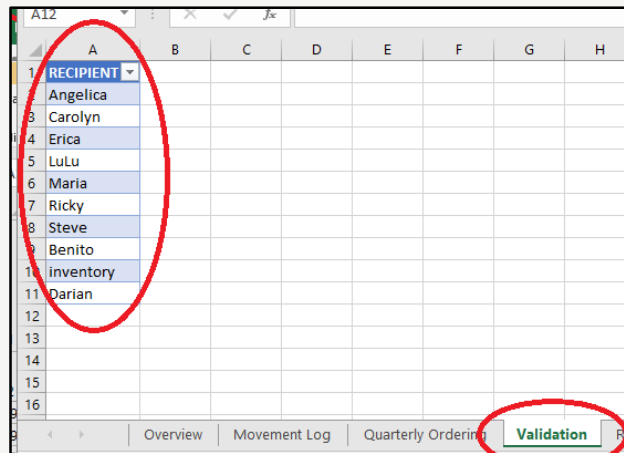


When filling in the Movement Log, ensure the following:

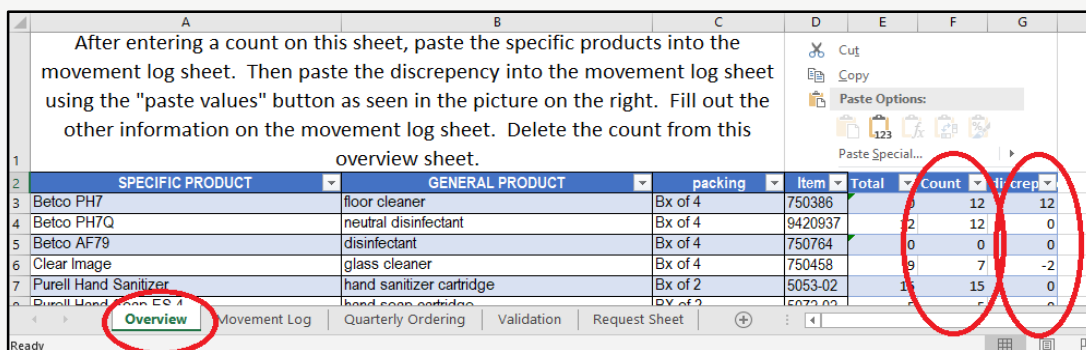
- Each item on each request sheet gets a new line.
- The recipient (janitor) and specific product have drop-down boxes to ensure the names are spelled correctly every time.
- The general product column is auto-filled.
- Use negative numbers for the products going out to the janitors and save them regularly.

PROCEDURES FOR USING THE JANITORIAL LOG CONT.

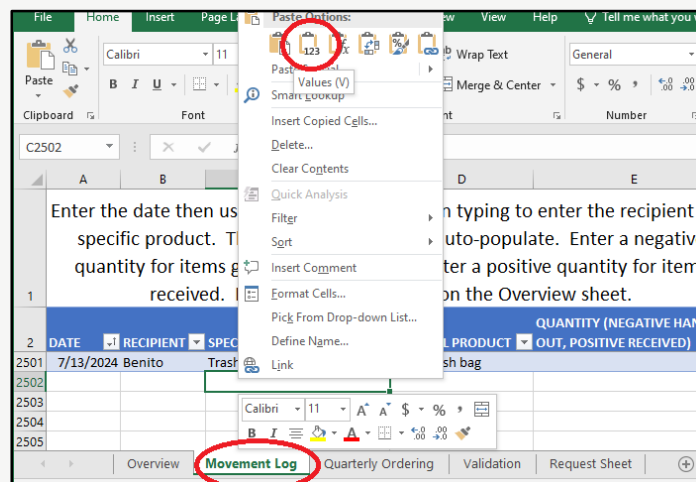
3. The Validation sheet includes lists for adding new janitors. The movement log validation will prevent you from entering names that are not on this list.



1. Use a **Request** sheet to do a full count of all janitorial supplies.
2. In the janitorial log, go to the **Overview** sheet. Delete any old numbers in the count column. Fill in your count. This will cause a discrepancy with any missing or extra supplies.



3. Verify any significant discrepancies.
4. Copy the full list of specific products and paste it as values on new lines on the **Movement Log** sheet.



COUNTING JANITORIAL SUPPLIES CONT.

- Return to the Overview sheet, copy the complete list of discrepancies, and paste the values on the Movement Log sheet under Quantity for the corresponding product lines. Ensure to line them up.

RECIPIENT	SPECIFIC PRODUCT	GENERAL PRODUCT	QUANTITY (NEGATIVE HANDED OUT, POSITIVE RECEIVED)
Benito	Trash Bags - 40-45 gal	large trash bag	-1
	Betco PH7	floor cleaner	12
	Betco PH7Q	neutral disinfectant	0
	Betco AF79	disinfectant	0
	Clear Image	glass cleaner	-2

- Add the recipient as inventory for every line as well as the day's date for every line. Click Save.

ESTIMATING QUARTERLY ORDERS FOR JANITORIAL SUPPLIES

NOTE: Do a final count of janitorial supplies before estimating for quarterly orders.

- Go to the Quarterly Ordering sheet. Highlight columns A through O. Right-click and select Unhide.

A	O	P	Q
	estimated for		item number
1			750386
2	Betco PH7		9420937
3	Betco PH7Q		750764
4	Betco AF79	37	5053-02
6	Purell Hand Saniti	-3	5072-02
7	Purell Hand Soap	50	6472.02
8	Purell Hand Soap	41	4193143
9	Paper Towels - W	42	411809
11	Toilet Paper - Lar	493	747336
12	Seat Covers	27	791288
13	Trash Bags - 40-45	118	768826
14	Trash Bags - 11 ga	23	749783
15	Ocean Breeze	9	8541700
16	Tide Pods	-141	1454392
17	Betco Graffiti Remo	2	749954
18	Stainless Steel Cle	9	749972
19	Rest Stop	16	2563366
20	Urinal Screens	14	333036
21	Kleenex	0	660931
22	Scouring pads	1	

ESTIMATING QUARTERLY ORDERS FOR JANITORIAL SUPPLIES CONT.

- Change the date at the top of the column between **est coverage in months** and **est to cover the projected date**. It should be the last day of the following quarter.

	6/30/2023	avg monthly use	standard deviation	on hand	est coverage in months	9/30/2024	est to cover projected date	item number
Betco PH7		4.6	2.6	3	0.7	2.0	12	750386
Betco PH7Q		3.0	1.8	12	4.0	2.0	-3	9420937
Betco AF79		8.7	3.5	-12	-1.4	2.0	37	750764
Purell Hand Sanitizer		3.7	2.6	15	4.0	2.0	-3	5053-02
Purell Hand Soap ES-4		19.6	7.5	5	0.3	2.0	50	5072-02
Purell Hand Soap ES-6		16.6	6.0	5	0.3	2.0	41	6472.02
Paper Towels - White		27.3	4.6	23	0.8	2.0	41	4193143
Toilet Paper - Large		189.4	26.9	53	0.3	2.0	380	411809
Seat Covers		9.1	4.5	1	0.1	2.0	27	747336
Trash Bags - 40-45 gal		35.7	9.4	26	0.7	2.0	65	791288
Trash Bags - 11 gal		14.7	3.8	15	1.0	2.0	23	768826
Ocean Breeze		4.7	2.8	7	1.5	2.0	9	749783
Tide Pods		35.6	30.7	275	7.7	2.0	-143	8541700
Betco Graffiti Remover		0.7	0.7	1	1.4	2.0	2	1454392
Arial Nar 11		2.3	2.0	0	0.0	2.0	9	749954
B I		9.4	1.8	7	0.7	2.0	16	749972
		4.6	6.1	8	1.8	2.0	14	2563366
		0.0	0.0	0	#DIV/0!	2.0	0	333036
		3.1	2.6	11	3.5	2.0	1	660931
		1.4	1.9	5	3.5	2.0	2	493457
		3.3	2.5	23	7.0	2.0	-12	2386288

The following are additional guidelines regarding quarterly orders for janitorial supplies:

- The **Est to cover projected date** will automatically update with a recommended quantity to buy. Keep in mind that any changes, such as switching out the types of soap dispensers, could affect what you will really need.
- Items that are no longer carried can be hidden by right-clicking the row number and clicking Hide. If they are listed but haven't been used for some time, they will eventually show a division error that can be ignored.
- If the estimate is negative, it means you have more than enough product to reach the new date input. Don't get rid of the product; simply do not order any more.
- Office Depot (ODP) item numbers are listed to the right of the quantities. If items are dropped, you may have to find substitutions. Remember, the surface cleaners (Betco) and hand soaps fit installed dispensers and any substitutions will need to be compatible refills.