

Victorian School Washroom Consumables Stock & Reorder Planner

A practical planner for school-managed washroom and hygiene consumables. For metropolitan Victorian government schools under Department cleaning arrangements, the school supplies toilet paper, shared soap, hand towels and hand sanitiser while the cleaning provider supplies bin liners and restocks school-supplied personal consumables at point of use. Other schools should check their own cleaning agreement.

School / campus	Planner owner	Review period	Cleaning provider contact
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Set reorder levels from actual usage

Set minimum/reorder levels from the school's real consumption, storage capacity, delivery lead time, events/community use and number of points of use. Confirm dispenser compatibility before changing paper or soap formats.

1. Location and dispenser compatibility map

Area / point of use	Consumable	Dispenser / format	Supplier SKU / exact item	Compatible approved alternative	Min / reorder level	Current stock

☐ Toilet paper format matches installed dispenser / roll clearance.	☐ Paper hand towel fold/width/format matches installed dispenser where used.
☐ Hand soap refill type matches dispenser (bulk liquid, foam, cartridge or other).	☐ Hand sanitiser is only stocked where the school has identified it as part of its hygiene arrangements.
☐ No supplier substitution is accepted if it creates dispenser incompatibility without prior review.	☐ Provider/school contact path for low personal-consumable stock is known.

Washroom Consumables Reorder Sheet

2. Order planning and receipt

Exact item / SKU	Current stock	Min level	Qty to order	Last order	Lead time	PO / order ref	Received / date	Notes

3. Stockout / usage review

Date	Item / area	What happened	Likely cause / event	Immediate action	Change to reorder level?

Official resources

Department of Education - Metropolitan provider responsibilities (Victorian government schools)

<https://www2.education.vic.gov.au/pal/cleaning/guidance/cleaning-metropolitan-melbourne-schools/specific-arrangements-service-provider-responsibilities>

Department of Education - Personal Hygiene (Victorian government schools)

<https://www2.education.vic.gov.au/pal/personal-hygiene/policy>