

List of Guest room supplies

Behind the door:

- Fire exit map
- “DND” card (do not disturb)
- “Please clean my room” card
- “Collect my laundry” card

In the wardrobe:

- Iron board with iron
- Coat brush
- Hangers – three different types
 1. Coat hangers
 2. Satin padded hanger for ladies
 3. Clip hangers
- Laundry bag
- Laundry list
- Shoe tray with Room slipper, Shoe shiner/mitt, Shoe horn and complimentary card)
- Safety locker (with a guideline card)

Minibar

Inside:

- Mineral water
- Aerated beverage and energy drink
- Alcoholic beverage – gin, vodka, whiskey, dark rum, white rum, bear cans etc.

On top of the Minibar:

A snack tray on top with 3 nuts,(cashew, almond, pistachio), 2 wafers (moong dal, khatta mitha), 2 mints, 3 chocolate, 1 cookie, ice bucket, 2 old fashioned, 1 brandy balloon, 1 liquor glass, 2 drinking glass, 2 mineral water bottle(500 ml

- Minibar menu (provides charges for alcoholic beverage and snacks)

Luggage rack :

Remains free of any item. (As guest is expected to put his baggage on luggage rack)

Writing table:

- Guest folder-
 1. Letter head (large, medium and small)
 2. Envelope
 3. Picture postcard
 4. Fax form
 5. Confidential form
 6. Tariff card

7. Brochure

8. Pen

Business Kit- Pen, Pencil, Sharpener, cello tape, scissor, gems pin etc.

- 1 internet adaptor

- Tea and coffee set up
 1. Cups and saucer set – 2
 2. Sugar sachet (three variant – plain sugar, sugar free sugar & brown sugar)
 3. Coffee sachet
 4. Milk (condensed milk 10ml container)
 5. Tea –(many variants – Green tea, Lemon, Ginger, Darjeeling tea, English Breakfast Tea, Earl Grey Tea, etc.)
 6. Sugar free sachets

ON THE COFFEE TABLE:-

- Hotel Magazines (may be provided in magazine rack)
- Fruit Basket with quarter plate and fruit knife
- Ashtray and match box
- Newspaper (4-5 types – 02 national and 2-3 international newspaper)
- Room service menu card

ON THE BEDSIDE TABLE:-

- Mineral water bottle 500ml – 2no.
- Glass tumblers with coaster- 2no.
- Scribbling pad with pencil – 1 each
- In-house telephone directory
- “do not change my linen” card
- Telephone/ Internet tariff card
- Breakfast door knob order card
- Pillow menu (7-8 types are offered)
- City telephone directory
- Yellow pages book (it’s a telephone directory with commercial no.)

INSIDE THE BEDSIDE TABLE DRAWER:-

A SLUMBER KIT:

- “anti stress” spray
- “sound sleep” spray
- eye mask
- ear plug

-Breakfast door knob card

- Holy book

ON THE BED:

- mattress pad
- mattress
- mattress protector

- first sheet
- second sheet
- blanket
- blanket cover/crinkle sheet
- bed cover
- pillows and cushions- 4-5no.

IN THE BATHROOM:-

VANITORY COUNTER:-

- Moisturizer- 30 ml bottle -2no
- Talcum Powder- 2 no.
- Hair oil – 1no.
- Shaving Kit- 1no
- Dental Kit-1 no.
- For your care Kit-(Band Aid, Ear buds, Nail filer)- 1no.
- Comb- 1no.
- Soap-30 gms – 1no.
- Tooth glass/Gurgle glass- 2no.
- Cotton balls in jar
- Tissue paper in box
- Hair Dryer-1 fixed on the wall
- Face towel- 2no.
- Hand towel- 2 nos.

NEXT TO WC:-

- Toilet roll in a toilet roll holder
- Sanibin- (a bin with lid) – two sanitary disposable bags a placed near sanibin
- Toilet soap
- Toilet strip/ WC band (“Disinfected for use” in printed on the strip)

NEXT TO BATH TUB:-

- Soap- 60 gms- 1no.
- Shampoo- 30 ml – 2no.
- Conditioner- 30 ml – 2no.
- Shower gel- 30 ml -2no.
- Loofah – 1no.
- Shower cap- 2no.
- Bath towel- 02 nos.
- Bubble bath 30ml – 2no.

INNOVATIVE SUPPLIES IN EVA FLOOR:-

- Wardrobe- Silk gowns, Iron and Iron Board
- Minibar- Gin and vodka(as preferred by ladies)
- Writing Table- Sewing Kit,
- Bedside table- Jewellery box
- Next to Bath tub and shower cubicles-Toiletries(Bath Gel, lotion, shampoo, conditioner are from Forest Essentials)Loofah, Pumice, honey soap.
- Vanitory counter- Amenity tray consists of nail filer, detangling comb, nail polish remover, lip balm, astringent, body talc, face wash, tweezer, Safety pin, face tissues known as SINGLE LADY KIT.
- Next to WC- Disposal bag



IHM NOTES