



Hotel Linen & Room Amenities Inventory Control Checklist 2026

Linen Inventory Audit: Bedding & Linens

Detailed count and condition assessment of bed sheets, pillowcases, duvet covers, and mattress protectors.

King Size Sheet Count

Queen Size Sheet Count

Twin Size Sheet Count

Duvet Cover Condition Status

- ☐ Excellent
- ☐ Good (Needs Laundering)
- ☐ Fair (Needs Repair)
- ☐ Damaged (Discard)

Detected Issues

- ☐ Stains
- ☐ Tears/Rips
- ☐ Fraying Edges
- ☐ Thinning Fabric

Discrepancy Notes

Write something...

Audit Completion Date

Enter date...

Auditor Signature

Towel & Bath Textile Inspection

Verification of quantities and quality check for bath towels, hand towels, face cloths, and bath mats.

Bath Towel Quantity

Enter a number...

Hand Towel Quantity

Enter a number...

Face Cloth Quantity

Enter a number...

Overall Textile Condition

- ☐ Excellent
- ☐ Good (Minor wear)
- ☐ Damaged (Needs replacement)

Identified Issues

- ☐ Stains
- ☐ Fraying Edges
- ☐ Thinning Fabric
- ☐ Holes/Tears

Damage Photo Evidence

 Upload File

Inspector Signature

Guest Room Amenities & Toiletries

Stock level monitoring for soap, shampoo, conditioner, lotion, dental kits, and other disposable guest amenities.

Amenities Items Inspected

- ☐ Shampoo
- ☐ Conditioner
- ☐ Body Wash
- ☐ Body Lotion
- ☐ Soap Bar
- ☐ Dental Kit
- ☐ Shower Cap
- ☐ Cotton Swabs

Current Unit Count

Enter a number...

Stock Status

- ☐ Sufficient Stock
- ☐ Low Stock - Reorder Needed
- ☐ Critical - Urgent Reorder

Damaged or Expired Items Note

Write something...

Photos of Stock/Damaged Items

 Upload File

Inventory Inspector Signature

Room Consumables & Paper Products

Inventory tracking for toilet paper, facial tissues, laundry bags, and in-room stationery.

Toilet Paper Rolls In Stock

Enter a number...

Facial Tissue Boxes In Stock

Enter a number...

Paper Product Condition

- ☐ Intact/Sealed
- ☐ Damaged Packaging
- ☐ Moisture Damaged

Restock Status

- ☐ Sufficient Stock
- ☐ Low Stock - Order Needed
- ☐ Urgent Reorder Required

Last Inventory Check Date

Enter date...

Inventory Controller Signature

Condition & Quality Control Assessment

Inspection for stains, fraying, tears, or discoloration in all linens and textiles to determine discard or laundry needs.

Identified Defects

- ☐ Stains/Discoloration
- ☐ Tears/Rips
- ☐ Fraying Edges
- ☐ Thinning Fabric
- ☐ Missing Pieces

Overall Item Condition

- ☐ Excellent (New)
- ☐ Good (Usable)
- ☐ Fair (Needs Laundering)
- ☐ Poor (Discard/Ragging)

Number of Items Flagged for Replacement

Enter a number...

Detailed Damage Notes

Write something...

Photo Evidence of Damaged Items

 Upload File

Inspector Verification

Stock Replenishment & Reorder Status

Identification of low-stock items and logging of pending orders from vendors to prevent shortages.

Items Requiring Immediate Reorder

- ☐ Bed Linens
- ☐ Bath Towels
- ☐ Toiletries/Amenities
- ☐ Paper Products

Quantity to be Ordered

Enter a number...

Priority Level

- ☐ Critical (Immediate)
- ☐ High
- ☐ Medium
- ☐ Low

Expected Delivery Date

Enter date...

Vendor Notes or Special Instructions

Write something...

Inventory Manager Approval

Storage & Organization Compliance

Audit of linen closet cleanliness, proper stacking methods, and FIFO (First-In, First-Out) implementation.

Linen Closet Cleanliness Status

- ☐ Clean & Organized
- ☐ Needs Cleaning
- ☐ Unorganized/Disorganized

Storage Standards Compliance

- ☐ Items properly labeled
- ☐ FIFO method applied
- ☐ Shelving is dust-free
- ☐ No moisture or dampness detected

Current Stock Level (Units)

Enter a number...

Storage Maintenance Notes

Write something...

Auditor Verification Signature

Discrepancy & Loss Reporting

Documentation of any variance between physical counts and digital inventory records for 2026 accounting.

Date of Discrepancy Discovery

Enter date...

Quantity Discrepancy (Missing Units)

Enter a number...

Primary Cause of Loss

- ☐ Damaged/Unusable
- ☐ Theft/Shrinkage
- ☐ Miscalculated during Audit
- ☐ Unrecorded Usage

Detailed Description of Discrepancy

Write something...

Evidence Photo or Incident Report

 Upload File

Inventory Auditor Signature

< Previous

> Next

✓ Finish

 Generate Sample Report