

# Monthly Linen Management & Inventory Checklist

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## Preparation & Planning

Initial steps to ensure a smooth and accurate linen inventory and management process.

### Scheduled Inventory Date

Enter date...

### Review Previous Month's Inventory Report & Issues

Write something...



### Confirm Staff Availability for Inventory Count

- ☐ Yes
- ☐ No

### Estimated Time to Complete Inventory (Hours)

Enter a number...

### Note any anticipated challenges or areas of concern.

Write something...

### Linen Types to be Included in Inventory

- ☐ Bed Sheets
- ☐ Pillowcases
- ☐ Towels
- ☐ Bathrobes
- ☐ Tablecloths
- ☐ Napkins
- ☐ Uniforms

## Physical Linen Count & Assessment

Detailed counting and evaluation of all linen items.

### Sheet Sets (King)

Enter a number...

### Sheet Sets (Queen)

### Sheet Sets (Double)

### Pillowcases (Standard)

### Towels (Bath)

### Towels (Hand)

### Washcloths

### Tablecloths (Standard)

Enter a number...

### Condition of Linens (select all that apply)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor - Discoloration
- ☐ Poor - Tears/Rips
- ☐ Poor - Stains

### Notes on overall linen condition/observations

Write something...

## Damage & Loss Reporting

Identifying, documenting, and reporting damaged or missing linen.

### Number of Items Lost/Stolen (Estimate)

Enter a number...

### Number of Items Damaged (Estimate)

Enter a number...

### Types of Damage Observed (Select all that apply)

- ☐ Tears
- ☐ Stains (Specify in LONG\_TEXT)
- ☐ Fading
- ☐ Wear & Thinning
- ☐ Rips
- ☐ Holes
- ☐ Other (Specify in LONG\_TEXT)

### Detailed Description of Stains (If Applicable)

Write something...

### Other Details/Comments Regarding Damage/Loss

Write something...

### Photos of Damaged/Lost Linen (Recommended)

 Upload File

### Suspected Cause of Loss (Select One)

- ☐ Guest Loss
- ☐ Staff Error
- ☐ Vendor Error
- ☐ Unknown

### Specific Location of Loss (e.g., Room #, Laundry Room, etc.)

Write something...

## Inventory Reconciliation & Adjustments

Comparing physical counts with records and making necessary adjustments.

### Current Inventory Count (Sheets)

Enter a number...

### Record Inventory Count (Sheets)

Enter a number...

### Discrepancy (Sheets)

Enter a number...

### Explanation for Discrepancy (If Applicable)

Write something...

### Discrepancy Reason

- ☐ Theft
- ☐ Misplacement
- ☐ Usage Error
- ☐ Data Entry Error
- ☐ Other

### Adjusted Inventory Count (Sheets)

Enter a number...

### Adjustment Approved?

- ☐ Yes
- ☐ No

### Comments/Notes on Adjustment (if rejected)

Write something...

### Date of Adjustment

Enter date...

## Ordering & Replenishment

Determining linen needs and placing orders for replenishment.

### Current Stock Levels (Per Item)

Enter a number...

### Par Levels (Per Item)

Enter a number...

### Quantity to Order (Per Item)

Enter a number...

### Supplier Selection

- ☐ Supplier A
- ☐ Supplier B
- ☐ Supplier C

### Order Notes/Special Instructions

Write something...

### Expected Delivery Date

Enter date...

### Total Order Cost

Enter a number...

### Delivery Method

- ☐ Standard Delivery
- ☐ Express Delivery

# Maintenance & Cleaning Review

Assessing the performance of linen cleaning and maintenance processes.

**Average Linen Wash Cycle Frequency (per item)**

Enter a number...

**Linen Cleaning Vendor Performance (Overall)**

☐ Excellent

☐ Good

☐ Fair

☐ Poor

**Specific feedback on linen cleaning quality (stains, shrinkage, etc.)**

Write something...

**Types of linen issues observed during inspection (select all that apply)**

- ☐ Staining
- ☐ Fading
- ☐ Tears/Rips
- ☐ Shrinkage
- ☐ Wear & Tear
- ☐ Weakening/Thinning
- ☐ Other (specify in Long Text)

**Number of linen items sent back to vendor for quality concerns**

Enter a number...

**Overall satisfaction with linen supplier's responsiveness to issues**

- ☐ Very Satisfied
- ☐ Satisfied
- ☐ Neutral
- ☐ Dissatisfied
- ☐ Very Dissatisfied

**Recommendations for improving linen cleaning or maintenance processes**

Write something...

# Record Keeping & Documentation

Ensuring accurate and up-to-date records of all linen management activities.

**Inventory Date**

Enter date...

**Notes & Observations**

Write something...

**Total Linen Spend (This Month)**

Enter a number...

**Inventory Spreadsheet/Log**

 Upload File

### Overall Linen Condition Assessment (Excellent, Good, Fair, Poor)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

### Action Items & Follow-up Required

Write something...

### Number of linen items needing repair/replacement

Enter a number...

### Prepared By (Name & Title)

Write something...

### Next Review Date

Enter date...