

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

Notes & Observations

Total Linen Spend (This Month)

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...