



Monthly Linen Management & Inventory

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)

Sheet Sets (Queen)

Sheet Sets (Double)

Pillowcases (Standard)

Towels (Bath)

Enter a number...

Towels (Hand)

Enter a number...

Washcloths

Enter a number...

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...