

LINEN INVENTORY & QUALITY LOG

Boutique Collection Management

Date: _____

Floor/Section: _____

Staff Member: _____

Shift: AM / PM / Night

LINEN DESCRIPTION	PAR STOCK	IN CIRCULATION	DAMAGED/STAINED	ACTION REQUIRED
Duvet Cover (King/Cotton)	40			<i>Check for fraying</i>
Fitted Sheet (King)	40			
Pillowcase (Standard)	120			
Bath Towel (800 GSM)	80			<i>Texture inspection</i>
Hand Towel	60			
Face Cloth	100			

LINEN DESCRIPTION	PAR STOCK	IN CIRCULATION	DAMAGED/STAINED	ACTION REQUIRED
Bath Mat (Woven)	30			
Spa Robe (Waffle Weave)	25			<i>Check belt loops</i>

SUPERVISOR COMMENTS:

Confidential Internal Document - Quality Assurance Protocol