

HOTEL TOWEL INVENTORY

Comprehensive Stock Control Sheet

Date: _____

Staff ID: _____

ITEM DESCRIPTION	STANDARD SIZE	PAR LEVEL	STORAGE	IN ROOMS	LAUNDRY	TOTAL
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Guest Room Linens

Bath Towel (Premium)	27" x 54"					
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Hand Towel	16" x 30"					
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Wash Cloth	13" x 13"					
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Bath Mat	20" x 30"					
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Luxury & Spa Items

Bath Sheet (XL)	35" x 70"					
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Bathrobe (Cotton)	One Size					
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Spa Wrap	Adjustable					
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ITEM DESCRIPTION	STANDARD SIZE	PAR LEVEL	STORAGE	IN ROOMS	LAUNDRY	TOTAL
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Pool & Outdoor

Pool Towel (Striped)	30" x 60"					
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Gym/Fitness Towel	12" x 44"					
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GRAND TOTALS

Notes / Discarded (Damaged) Count:

Inventory Counter

Manager Signature