

LINEN INVENTORY & STORAGE LOG

Storage Wing: _____ | Floor: _____

Date: _____
Shift: [] AM [] PM [] Night

ITEM DESCRIPTION	SIZE/TYPE	PAR LEVEL	ON HAND	SHORTAGE	CONDITION / NOTES
BED LINENS					
Flat Sheet	King / White	150			
Fitted Sheet	King / White	150			
Duvet Cover	King / Sateen	75			
Pillowcase	Standard	300			
BATH LINENS					
Bath Towel	800 GSM Cotton	200			
Hand Towel	Standard	200			
Wash Cloth	Small	400			

ITEM DESCRIPTION	SIZE/TYPE	PAR LEVEL	ON HAND	SHORTAGE	CONDITION / NOTES
Bath Mat	Heavy Weave	100			

F&B / SPECIALTY

Tablecloth	90" Round / White	50			
Napkins	Linen / Navy	500			
Bathrobes	One Size / Terry	40			

Storage Quality Checklist

- Shelves dusted and sanitized
- Items rotated (First In, First Out)
- Damaged/Stained items set aside for rag-out
- Temperature and humidity levels normal

Inspected By (Print Name)

Supervisor Signature

Date Signed