

# HOTEL LINEN INVENTORY CONTROL

High Volume Processing Chart

Date: \_\_\_\_\_  
Shift: [ AM ] [ PM ] [ Night ]

ITEM DESCRIPTION	SIZE/SPEC	PAR STOCK	IN CIRCULATION	IN LAUNDRY	DAMAGED
<b>Bed Linens</b>					
King Flat Sheet	108" x 115"	1200			
Queen Flat Sheet	90" x 115"	1800			
Pillowcase - Standard	20" x 30"	4500			
<b>Bath Linens</b>					
Bath Towel (Cotton)	27" x 54"	3600			
Hand Towel	16" x 30"	2400			
Wash Cloth	13" x 13"	5000			
Bath Mat	20" x 30"	1200			

ITEM DESCRIPTION	SIZE/SPEC	PAR STOCK	IN CIRCULATION	IN LAUNDRY	DAMAGED
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**F&B Linens**

Napkin - White Satin	20" x 20"	8000			
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Tablecloth - Large	90" x 156"	400			
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**NOTES & DISCREPANCIES**

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**AUTHORIZATION**

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Inventory Verified By:

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Signature / Date