

LINEN INVENTORY LOG

Hospitality Supply Management

Date: _____

Staff: _____

Floor/Dept: _____

ITEM DESCRIPTION	PAR LEVEL	ON HAND	IN LAUNDRY	DAMAGED	NEED TO ORDER
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BEDDING

King Flat Sheet

King Fitted Sheet

Queen Flat Sheet

Queen Fitted Sheet

Pillowcases (Standard)

Duvet Covers

TERRY / BATH

Bath Towels

ITEM DESCRIPTION	PAR LEVEL	ON HAND	IN LAUNDRY	DAMAGED	NEED TO ORDER
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Hand Towels

Wash Cloths

Bath Mats

Bathrobes

DINING & MISC

Tablecloths (White)

Napkins

Pool Towels

Discrepancies & Maintenance Notes

Confidential Internal Document - Quarterly Inventory Audit