

# TOWEL INVENTORY CHART

Facility Maintenance & Logistics

Date: \_\_\_\_\_  
Staff ID: \_\_\_\_\_  
Floor/Wing: \_\_\_\_\_

ITEM DESCRIPTION	SPECIFICATION (GSM/SIZE)	PAR LEVEL	ON HAND	DISCREPANCY
Bath Towel - Deluxe	700 GSM   30x56	200		
Bath Towel - Standard	550 GSM   27x54	450		
Hand Towel	500 GSM   16x30	600		
Wash Cloth	450 GSM   13x13	800		
Bath Mat	900 GSM   20x30	150		
Pool/Spa Towel	400 GSM   35x70	300		
Gym Towel	350 GSM   12x44	250		

## OBSERVATIONS / RE-ORDER REQUIREMENTS:

Supervisor Signature: \_\_\_\_\_ Final Count Verified: [ ] Yes [ ] No