

TOWEL INVENTORY AUDIT

Housekeeping Department

Date: _____

Floor/Section: _____

LINEN DESCRIPTION	PAR LEVEL	ACTUAL COUNT	DIFFERENCE
Bath Towel (Extra Large)	120		
Hand Towel	120		
Face Cloth / Washcloth	180		
Bath Mat (Cotton)	60		
Pool / Beach Towel (Striped)	80		
Bathrobe (Waffle Weave)	40		

Notes / Discarded (Damaged):

IN-CHARGE SIGNATURE

DEPARTMENT MANAGER SIGNATURE