

# LINEN INVENTORY CHART

Linen Room & Laundry Management

Date: \_\_\_\_\_

Floor/Section: \_\_\_\_\_

ITEM DESCRIPTION	STANDARD SIZE	PAR STOCK	ON HAND	SHORTAGE
<b>BED LINENS</b>				
King Flat Sheet	108" x 115"			
Queen Flat Sheet	90" x 115"			
Pillowcase (Standard)	20" x 30"			
Duvet Cover (King)	104" x 94"			
<b>BATH LINENS</b>				
Bath Towel (Premium)	27" x 54"			
Hand Towel	16" x 30"			
Face Cloth / Washcloth	13" x 13"			
Bath Mat	20" x 30"			

ITEM DESCRIPTION	STANDARD SIZE	PAR STOCK	ON HAND	SHORTAGE
<b>MISCELLANEOUS</b>				
Bath Robe (Cotton Waffle)	One Size			
Laundry Bag (Fabric)	Standard			

**MAINTENANCE & DAMAGE NOTES:**

Inventory Taken By  
Department Supervisor