	<b>RESOURCE LIBRARY</b> <b>HOTEL OPERATIONS - HOUSEKEEPING</b> <b>Inventory</b>	<i>CODE:</i> 03.05.026
		<i>EDITION:</i> 1
		<i>PAGE</i> 1 OF 2

### **Policy & Procedure:**

Rooms Linen and Food & Beverage Linen inventory should be carried out on a monthly basis. Linen should be divided into what is in circulation and what is in Stores as back up. It is used as a means of revealing shortages so that lost articles can be traced and depleted stocks replenished.

Inventory should be planned for each area according to dates, times and business levels. Accurate record should be maintained on a monthly basis in order to monitor results.

Inventories are conducted yearly to establish Fixed Assets, Equipment and the requirements for the following year.

### **Food & Beverage Inventory**

- Linen distribution ceases at the time of the inventory- restaurant, linen room and laundry.
- All linen is counted in the outlet, linen room and laundry.
- Each outlet's linen should be counted separately and recorded on the attached sheet.
- The total of these items represents the actual count of linen in circulation.
- A count is made of all linen in the operating equipment store.


### **Rooms Linen Inventory**

- The linen is counted in the guest rooms as the Supervisors are checking during the day, after being cleaned by the room attendants.
- At a specific time all linen movement is stopped and all the following areas are counted:
  - Room Attendants trolleys
  - Floor Pantry stores
  - Linen Room
  - Laundry
  - All dirty linen on the floors at the time.
- The remainder of guest rooms not physically checked should be approximated for items in them.
- A count is made of all linen in the operating equipment store.
- The alternative is to conduct the linen inventory in the morning prior to the start of business, and estimating the total amount of linen in the guest rooms. However this is not as accurate a check.
- Figures are summarized into total circulation stock based on the figures received.

### **Analysis of Inventory**

The previous inventory count is adjusted as follows:

- Linen taken out of stock and added into the operation since the last inventory are added
- Discards for the month, items sold and items stolen are subtracted from the last inventory amount.
- Circulation inventory figures are analysed against the figure from the above calculation.

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		<i>EDITION:</i> 1
		<i>PAGE</i> 2 OF 2

- Any discrepancy is considered as the shortfall. For large discrepancies items are recounted and an investigation made if the figures remain unchanged.
- The final 'In-circulation' figure is added to the count of items in the operating equipment store to give the total inventory.
- The amount in store equals the last store inventory figure plus quantity received and minus items taken out for circulation.
- This method applies for both Rooms linen and F&B linen.

### Uniform Inventory

- This inventory is carried out at least twice a year and is carried out in the same way as the Linen Inventory.
- There should be no issue of uniforms during the inventory process. It is possible to split into sections in order to complete the inventory effectively i.e. Restaurants, Room Division, and Kitchen etc.
- A check of lockers is necessary in order to check for spare uniforms for banquets etc. and as an additional check.
- The number of personnel to whom uniforms are issued is taken from the uniform records card.
- The inventory should be compared to opening inventory, plus new additions, minus discards, minus discontinued uniforms.

See attached sheets for inventory sheets to be used for each area and for monthly and yearly comparisons.