	RESOURCE LIBRARY HOTEL OPERATIONS - HOUSEKEEPING F&B Linen Inventory	<i>CODE:</i> 03.05.087
		<i>EDITION:</i> 1
		<i>PAGE</i> 1 OF 6

OBJECTIVE

- To provide a description of the forms, i.e. Food and beverage Linen Inventory Information for Restaurants (L-2), Food and Beverage Linen Inventory Information for Banqueting (L-3), and Food and Beverage Linen Inventory Sheet (L-4).


STATEMENT OF POLICY & PROCEDURE

1. Form (L-2) and Form (L-3) are required to be completed once for each individual hotel by the Food and Beverage Manager and Executive Housekeeper using its own specific data. Once this information has been developed on the form, it should not be changes unless a modification occurs as a matter of policy. If this occurs, the entire form will then have to be re-calculated.
2. Form (L-2) and (L-3) are designed do that all of the basic information can be recorded on them, leaving only columns 7 through 15 on Form (L-4) to be completed at the time that each physical inventory of Food and Beverage linen is taken.
3. Columns 16 through 20 are used for budget purpose only. The form, (L-4), will generate the number of each item to purchase in order to maintain proper inventory levels (if they physical inventory is accurate). All linen quantities must be shown as pieces.
4. The calculation after the June inventory is used for the preparation of the annual budget. Losses for a period of 22 months should be taken into consideration in the budget calculation. 22 months losses are required because sufficient linen has to be in reserve or budgeted for purchase, for the 6 months remaining in the inventory year, since linen deliveries are seldom received before April in any given year.
5. Food and Beverage Linen Inventory Sheet information:
 - a. Restaurants – FORM (L-2)
This schedule is to be used for determining the information for each restaurant necessary to calculate its linen requirements for a 24-hour period. Each restaurant should be identified by name included in one of the four sections on each page of Form (L-2). It must be noted that Room Service is considered a restaurant for inventory purposes and should be included on Form (L-2).

FORM (I-2) – Column Description

Column 2a. Size:
Size of each type of table used in named outlet, restaurant and Room Service, in centimeters

Column 2b. Number:
Number of each size of table in named outlet.

	RESOURCE LIBRARY HOTEL OPERATIONS - HOUSEKEEPING F&B Linen Inventory	<i>CODE:</i> 03.05.087
		<i>EDITION:</i> 1
		<i>PAGE</i> 2 OF 6

Column 2c. Seats:

The number of places set at each table.

Column 3a. Color:

Color of the table cloth used on each table in each outlet.

Column 3b. Size:

Size of the table cloth used for each size table in each outlet.

Column 3c. Fabric:

The fabric type of the table cloth used in each outlet.

Column 3d. Turns:

The turns are the total number of times linen are placed on the tables of each outlet per 24-hour period with maximum usage. This figure may vary according to outlet and size of table.

Column 4. 24-Hour Liner Par:

One par is 100 percent of the sum of the linen requirements for each restaurant. The formula for this calculation is the quantity of each item in column 2b multiplied by the number of turns in column 3d, multiplied by 110 percent. The formula for calculating the napkin and placement par is column 2c, multiplied by column 3d, multiplied by 110 percent. The extra 10% is an allowance for soiled or damaged linen.

Column 5a. 6 Day Laundry Percentage:

These percentages are to be used to determine the amount of linen required in-circulation for a hotel whose laundry operates 6 days per week.

Column 6. In-Circulation formula:


This column is allowed for the calculation necessary to determine the quantity of linen required in-circulation. The formula for the calculation is the quantity of each item in column 4 multiplied by either the percentage in column 5a.

Column 7. Required:

This column is for the result of the formula calculation of column 6. This figure shows the in-circulation of column 6. This figure shows the in-circulation requirements for each time. This is the quantity, which must be maintained to meet the restaurant requirements.

b. Banqueting – FORM (L-3)

This form is to be used for banqueting and all function rooms. This form is to be used for determining the information for all function rooms necessary to calculate their linen requirements for a 24-hour period. The calculation is based on the number and sizes of

	RESOURCE LIBRARY HOTEL OPERATIONS - HOUSEKEEPING F&B Linen Inventory	<i>CODE:</i> 03.05.087
		<i>EDITION:</i> 1
		<i>PAGE</i> 3 OF 6

function room tables and highest average daily covers. Use a separate line on Form (L – 3) for each color, size and fabric type of Food and Beverage linen used in the function rooms of your hotel. For the purpose of the form, the ‘primary color’ is defined as the most frequently used color of linen used in function rooms.

Note: If a restaurant is also used as a function room, the relevant details of the number of table and linens should be included on both Forms (L-2) and (L-3)

FORM (L -3) _ Column Description

Column 2a. Size:

Size of each type of table used in the function room, including restaurant used as a function room.

Column 2b. Number:

The Total number of each size of table used in all the function rooms.

Column 2c. Seats:

The number of places set at each table.

Column 3a. Color:

The colors of the tablecloths used in the function rooms.

Column 3b. Size:

The size of the tablecloth used for each size of banquet table.

Column 3c. Fabric:

Fabric type of the tablecloths used in the function rooms.


Column 3d. Factor:

Fabric type of the tablecloth used in the function rooms.

$$\text{Factor} = \frac{\text{Highest Average Daily Cover}}{\text{Total Seating Capacity}}$$

Note:

- To obtain the figure of highest Average Daily Covers reviewed historical statistics reveal volume of business on normal busy days. This figure must not equal the highest number of covers served in one 24-hour period.

	RESOURCE LIBRARY HOTEL OPERATIONS - HOUSEKEEPING F&B Linen Inventory	<i>CODE:</i> 03.05.087
		<i>EDITION:</i> 1
		<i>PAGE</i> 4 OF 6

- To obtain the figure of ‘total seating capacity’, total the number of seats in column 2c for primary colors.
- Table cloth is obtained by multiplying column 2b by the value of the factor.
- Napkins, is obtained by multiplying column 2c by the calculated value of the factor.

Column 4. 24-Hour Linen Par:

One par is 100 percent of the sum of the linen requirements for each function room. The formula is the quantity of each item in column 3D multiplied by 110 percent. The extra 10 percent is an allowed for soiled or damaged linen.

Column 5a. 6-Day Laundry Percentage:

These percentages are to be used to determine the amount of linen required in-circulation for a hotel whose laundry operates 6 days per week.

Column 6. In-Circulation Formula:

This column is allowed for the formula necessary to determine the quantity of linens required in-circulation. The formula is the quantity of each item in column 4 multiplied by either the percentage in column 5a or 5b.

Column 7. Required:

This column id for the result of the formula calculation of column 6. This shows the in circulation requirement for each item. This is the quantity, which must be maintained to meet the function rooms requirement.

c. Food and Beverage Linen Inventory Sheet – Form (L-4)

Form (L-4) provides a summary sheet where the information for Food and Beverage linen of like size, fabric type and color is totaled and analyzed to determine whether sufficient linen is available to maintain the required level of linen on circulation.

Form (L-4) it is filled out by the linen Room Attendant conducting the inventory Accounts department after the inventory and checked by the Executive Housekeeper. The information for the first four (4) columns, plus column 7, should be typed onto the form using information from form (L-2) and (L-3).

FORM (L-4) – Column Description

Column 7. This column is developed by consolidating the information in column 7, from form (l-2) and (L-3), according to size, color and fabric type of Food and Beverage linen. This is the quantity of each item, which must be maintained to meet the hotels in-circulation requirement.

	RESOURCE LIBRARY HOTEL OPERATIONS - HOUSEKEEPING F&B Linen Inventory	<i>CODE:</i> 03.05.087
		<i>EDITION:</i> 1
		<i>PAGE</i> 5 OF 6

Column 8. Actual Inventory:

When the physical Inventory of linen in-circulation is taken, the in-circulation figures only should be recorded in this column for the corresponding linen item.

Column 9. Storeroom Inventory:

The quantity of linen (new, not issued) in the storeroom at the time that the physical inventory is taken. His column will decrease each month as linens are issued.

Column 10. Total on Hand- (Current Period):

Total of column 8 plus column 9.

Column 11. Opening Inventory – (Prior Period):

Transfer column 10 from prior inventory summary.

Column 12. Purchased Received:

Record quantity of each item received during prior period.

Column 13. Total on Hand (Prior Period):

Total of column 11 column 12.

Column 14 Actual Loss:


The difference of column 13 minus column 10.

Note:

- Loss Experience – If it is discovered that the loss rate is substantially higher that expected, you must reflect the actual losses accordingly. Care must be taken not to try to control linen security be an arbitrary reduction in the linen purchased for your operation.
- Interim inventories can be taken and used to adjust the quantities of linen in-circulation.
- For example: If a quantity in column 8 exceeds the quantity in column 7, no issues should be made from the storeroom for that item until the quantities in both columns are back in balance. If column 7, linen should be put into circulation from reserve immediately unless there are extenuating circumstances such as very low occupancy.

Column 14a. Official Discards:

The official discard records are totaled for each item and the totals entered into this column. This serves for comparison purposes only by shoeing what percentage of losses as a result of official discards. In the perfect situation, column 14 and column 14A will be equal. Large discrepancies indicate pilferage, abuse, etc. and should be investigated.

	RESOURCE LIBRARY HOTEL OPERATIONS - HOUSEKEEPING F&B Linen Inventory	<i>CODE:</i> 03.05.087
		<i>EDITION:</i> 1
		<i>PAGE</i> 6 OF 6

- Column 15. In Transit:
Is the amount of linen, which has been ordered but has not been received, should be recorded for each appropriate linen item.
- Column 16. Total Required:
Is the sum of column 7 and column 14, and used for budget preparation
- Column 17. Total Actual:
Is the sum of column 10 and column 15
- Column 18. Purchases:
The difference of column 16 minus column 17. (if column 17 is larger than column 16, enter a zero (0) in column 18)
- Column 19. Unit Prices:
Current unit price to be obtained from purveyor.
- Column 20. Total Cost:
Multiply column 18 by column 19.
- Note: Items sewn in-house, such as napkins and tablecloths, should be recorded in column 12, purchases Received.

FOOD AND BEVERAGE LINEN INFORMATION RESTAURANTS
FORM L - 2

HOTEL		DATE:			PREPARED BY:					
2A	2B	2C	3A	3B	3C	3D	4	5	6	7
SIZE	NO.	SEATS	COLOR	SIZE	FABRIC	TURNS	100% PAR 2BX3DX110%	6-DAY %	CIRCULATION FORMULA 4X5	REQUIRED
RESTAURANT:										
								300%		
								300%		
								300%		
								300%		
								300%		
NAPKINS										
								300%		
								300%		
								300%		
RESTAURANT:										
								300%		
								300%		
								300%		
								300%		
								300%		
NAPKINS										
								300%		
								300%		
								300%		
								300%		
								300%		
RESTAURANT:										
								300%		
								300%		
								300%		
								300%		
								300%		
NAPKINS										
								300%		
								300%		
								300%		
								300%		
								300%		

