

RESOURCE LIBRARY HOTEL OPERATIONS - HOUSEKEEPING Linen Consumption Record

CODE:

PAGE

EDITION:

Description:

OBJECTIVES

• To provide an easy reference and information on the annual linen losses.

STATEMENT OF POLICY & PROCEDURE

- 1. After each Inventory, the linen Room Attendant will extract from column 14, Form L-1, Rooms Linen Inventory and Form L-4, 'Food and Beverage Linen Inventory', the loss figures.
- 2. The loss figures are transferred to linen Consumption Record. Form L-6
- 3. At the end of calendar year, the 12 months losses are calculated.

LINEN CONSUMPTION FORM L – 6

HOTEL: _____

ITEM	Inventory date:	Inventory date:	Inventory date:	Inventory date:
SHEETS SINGLE				
SHEETS DOUBLE				
SHEETS KING				
PILLOW CASES				
PILLOW PROTECTORS				
PILLOWS				
BLANKETS				
POOL TOWELS				
BATH TOWELS				
HAND TOWELS				
BATH MATS				
MATTRESS PROTECTORS				
BATH ROBES				
ETC				

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