

	RESOURCE LIBRARY HOTEL OPERATIONS - HOUSEKEEPING 6-month Linen Consumption Analysis	<i>CODE:</i> 03.05.090
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OBJECTIVES

- To compare actual losses in units as percentage of in-circulation requirements to anticipated loss standards.

STATEMENT OF POLICY & PROCEDURE

1. Procedure – To complete Monthly Linen Consumption Analysis Form (L-5) (see format on page 3). This form is to be completed by the designated Linen Room Attendant checked by the Executive Housekeeper.

FORM L-5 – Column description

Column 1 Item:
Loss analysis for room linen is felt necessary only for the major items that are sheets, pillow cases, bath towels, hand towels, bath mats, face cloths and pool towels.

Column 2 Requirement:
Enter your hotel’s requirement for each item by copying the figure calculated in column 7, Form (L-1), Rooms Linen Inventory Information.

Column 3 Loss Percentage:
Enter the anticipated loss percentage for each item from the chart at the bottom of the form.

- Note: If anticipated losses have already been tailored to your operation enter your own figures.

Column 4 Units:
Multiply column 2 by the loss percentage and divide by 100.

Column 5 6 Month Actual Losses:
Enter your 6 month actual loss figure for each item by copying the Figure calculated in column 14, Form (L-1), Rooms Linen Inventory information.

Column 6 Requirement:
Enter the in-circulation requirement from column 2.

Column 7 Losses in %:
Multiply column 5 by 100 and divide by column 6.

Column 8 Anticipated Loss Units:
Enter figure from column 4.



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- Column 9 Actual Loss Units:
Enter figure from column 5.
- Column 10 Difference:
Subtract column 8 from column 9.
- Column 11 Anticipated Loss %:
Enter figure in column 3.
- Column 12 Actual Loss %
Enter figure from column 7.
- Column 13 Difference:
Subtract column 11 from column 12.

6 – MONTH LINEN CONSUMPTION ANALYSIS
FORM L – 5

Normal Anticipated losses				Anticipated Loss in Circulation Linen Req.			Consumption Analysis					
1	2	3	4	5	6	7	8	9	10	11	12	13
Item	Requirement	Loss%	Units	6 month actual losses	Requirement	Losses in	Anticipated Loss Units	Actual loss Units	Difference	Anticipated Losses%	Actual Losses %	Difference
SHEETS SINGLE		15	0			#DIV/0!	0	0	0	15	#DIV/0!	#DIV/0!
SHEETS DOUBLE		15	0			#DIV/0!	0	0	0	15	#DIV/0!	#DIV/0!
SHEETS KING		15	0			#DIV/0!	0	0	0	15	#DIV/0!	#DIV/0!
PILLOW CASES		15	0			#DIV/0!	0	0	0	15	#DIV/0!	#DIV/0!
BATH TOWELS		15	0			#DIV/0!	0	0	0	15	#DIV/0!	#DIV/0!
HAND TOWELS		15	0			#DIV/0!	0	0	0	15	#DIV/0!	#DIV/0!
BATH MATS		15	0			#DIV/0!	0	0	0	15	#DIV/0!	#DIV/0!
FACE TOWELS		15	0			#DIV/0!	0	0	0	15	#DIV/0!	#DIV/0!
POOL TOWELS		15	0			#DIV/0!	0	0	0	15	#DIV/0!	#DIV/0!
		15	0			#DIV/0!	0	0	0	15	#DIV/0!	#DIV/0!

Anticipated Loss Standards

SHEETS	15 – 20%
PILLOW CASES	15 – 20%
BATH TOWELS	25 – 30%
HAND TOWELS	25 – 30%
BATH MATS	25 – 30%
FACE TOWELS	65 – 85%
POOL TOWELS	50 – 65%