

	RESOURCE LIBRARY HOTEL OPERATIONS - HOUSEKEEPING 6-month Room Linen Loss and Discard Analysis	<i>CODE:</i> 03.05.091
		<i>EDITION:</i> 1
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OBJECTIVES

- To compare actual losses with official to identify source of losses.
- To calculate average monthly losses so the correct amount of linen can be put into circulation to ensure requirements are maintained at the correct level.

STATEMENT OF POLICY & PROCEDURE

1. Procedure: Column Description

FORM L -7 (see page)

- Column 1 Item:
The seven major items.

- Column 2 Anticipated Losses:
Enter the figure from column 5, 6-Month Linen Consumption Analysis. (L -5)

- Column 3 Actual Losses 6 months:
Enter the figure from column 14A, Form L -1, Rooms Linen Inventory Information.

- Column 4 Official Discards 6 months:
Enter the figure from column 14A, Form L-1, Rooms Linen Inventory Information.

- Column 5 % Discards 6 months:
Multiply column 4 by 100 and divide by column 3.

- Column 6 Average Monthly Losses:
Divide column 3 by 6 (months).

- Column 7 Local Prices / Piece
Obtain price information from Purchase Order.

6 – MONTH ROOM LINEN LOSS AND DISCARD COMPARISON
FORM L – 7

1	2	3	4	5		
ITEM	ANTICIPATED LOSSES	ACTUAL LOSSES IN 6 MONTHS	OFFICIAL DISCARDS IN 6 MONTHS	5 DISCARDS IN 6 MONTHS	AVERAGE MONTHLY LOSSES	PRICE
SHEETS SINGLE						
SHEETS DOUBLE						
SHEETS KING						
PILLOW CASES						
BATH TOWELS						
HAND TOWELS						
BATH MATS						
FACE TOWELS						
POOL TOWELS						

Percentage Occupancy: _____
 No of Occupied Rooms: _____
 Comments: _____

