	RESOURCE LIBRARY HOTEL OPERATIONS - HOUSEKEEPING Linen Quantity	CODE: 03.05.085
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Description:

OBJECTIVE

- To ensure the amount of linen in circulation and held in reserve facilitates good guest service, efficient laundry and housekeeping operations and containment of utility costs.

STATEMENT OF POLICY & PROCEDURE

- Low linen quantities in-circulation is one of the major factors, which lead to inefficient linen service in hotels. Excessively high linen quantities, encourage abuse, and may have a negative effect on Laundry productivity.
 - In circulation – this is the amount of linen that is necessary to meet the hotels needs at 100% occupancy, subject to the laundry's workweek. Under the circumstances should the in-circulation linen be allowed to drop below the figure in column 7 on the inventory Schedule in this section. The inventory will have to be increased as the number of days that the Laundry operates decreases.
 - In reserve – the quantity of linen to be purchased for initial reserve levels is based upon anticipated losses for the time between linen deliveries. When new linen order or received, the reserve levels should be approaching zero, but never reaching it.
 - When doing the budget calculation after the mid year inventory, the anticipated future losses must be taken into consideration. The amount to be purchased depends on the total actual (column 17). The losses expected from the time of inventory (e.g. June 2006) until the end of that year, the whole of the budget year (e.g. 2006) and the time in 2007 order can be expected to be received in January 2008, 18 months losses will be used in the budget calculation. But if the delivery cannot be expected before April 2008 then the calculation is based on 22 months (June – December 2006, 12 months 2007 and 4 months 2008).
- Insertion of reserve linen into circulation – linen must be periodically added to the circulation quantities from reserve to maintain adequate levels. The withdrawal of linen from the reserve must be based upon three factors; Consumption History, Physical Inventories, and Occupancy:
 - Consumption History:
Monthly linen should be withdrawn from the reserves and added to the in-circulation linen based upon the consumption history – column 14 divided by the number of months in the prior period.
 - Physical Inventories:
Quarterly Inventories can be used to verify the amount of linen in circulation. Accurate adjustment can be made semi-annually when the official physical linen inventory is taken.

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c. Occupancy:

If a hotel experiences dramatic changes in occupancy from one season to the next, the withdrawals will vary accordingly. However, it must be stressed that the actual in-circulation quantity must never fall below the requirement.