

	RESOURCE LIBRARY HOTEL OPERATIONS - HOUSEKEEPING Rooms Linen Inventory	CODE: 03.05.086
		EDITION: 1
		PAGE 1 OF 3

OBJECTIVE

- To provide a description of and explain each of the 20 columns contained on the Rooms Linen Inventory form (L-1) as shown on page 5.

STATEMENT OF POLICY & PROCEDURE

- Columns 1 – 7, as well as the units headings on this information sheet need only be filled out once for each individual hotel, using its own specific data.
- This form is designed so that all of the basic information can be recorded on it, leaving only columns 8 – 20 to be completed at the time of each physical inventory.
- The calculation after the mid year 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. 22month losses are required because sufficient linen has to be in the inventory year, the 12 months of the budget, since linen deliveries are seldom received before April in any given year.
- Variables – Units: Units is a summary of the basic factors, which are used to determine the linen requirements for a given property. These factors are unique and are only applicable to the specific property being analyzed. Initially some modifications to the units listed maybe necessary; for example, turn down service increases the face, bath and hand towel usage (by one) over and above the hotels standard bathroom set-up. Once the units are correctly developed they will become constants until a basic (units) change occurs.
- Rooms Line Inventory Sheet – Description of the Columns:

FORM (L-1)

Column 1. Size:

Includes the sizes of each room linen item used by the hotel.

Column 2. Color:

Is for the color of each individual item.

Column 3. Item:

It is description of the major linens used in each room.

Column 4. 110% per Unit:

Include the standard unit requirements for each item listed. The additional 10% are an allowance for late check-outs, unacceptable line reaching the floors and emergency linen needs.

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Column 5. Six (6) Day Circulation Percentage:

This percentage figure is the number of par's (110% per unit) as shown on the laundry's operating six (6) days per week at 100% occupancy.

Column 6. Circulation Formula:

The circulation formula is developed by multiplying units in column 4, by the specified unit factor column 4a, by column 5 as applicable. Note that the percentage figure in column 5 has been converted to decimal factors for calculation purposes.

Circulation Formula Example: Single Sheets

Form: $SB \times 3.3 \times 300\% + \text{extras} = \text{quantity required}$

Where: SB - Number of single beds
3.3 - 3 sheets per bed x 110% (if 3 sheets are used
Per bed, it would be 3.3)
300% - 6 day laundry operation

Quantity Required - The amount of this item, which must be
Maintained in-circulation to ensure efficient
Operation.

Column 7. Circulation Required:

This column is developed by completing the arithmetic specified in column 6, but be sure to include the quantities from 'idle Items' or 'Extra Bathrooms'. This is the level at which each item must be maintained.

Column 8. Actual Inventory:

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

Column 9. Storeroom Inventory:

The quantity of linen (new unused) in the Storeroom at the time that the physical inventory is taken. This column will decrease each time as linen is 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 Linen Inventory.

Column 12. Purchased Received:

(Prior Period): Transfer column 10 from prior Linen Inventory.

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Column 13. Total on Hand:
(Prior Period): Total of column 11 plus column 12

Column 14. Actual Loss:
The difference of column 13 minus column 10.

Notes:

- Loss experience – If it is discovered that the loss rate is substantially higher than expected, you must reflect the actual losses accordingly. Care must be taken not to try control linen security by an arbitrary reduction in the linen purchased for your operation.
- If column 8 substantially exceeds column 7, then no issue should be made for that item until these two columns (7 and 8) are back in balance. If column 8 is substantially lower than column 7, linen should be put into circulation from reserve immediately unless there are extenuating circumstances such as very low occupancy.

Column 14. Official Discards:
The official discards are totaled for each item and the totals entered into this column. This serves for comparison purposes only, showing what percentage of losses was through official discard. In the perfect situation, column 14 and column 14A will be equal. Large discrepancies indicate pilferage, abuse etc. and should be investigated.

Column 15. In Transit:
The amount of linen, which has been ordered but has not been received, should be recorded for each appropriate line item.

Column 16. Totals Required:
Is the sum of column 7 and column 14.

Column 17. Total Actual:
Is the sum of column 10 and column 15.

Column 18. Purchase:
The difference of column 16 minus column 17.
(If column 17 is larger than the column 16, enter a zero (0) in column 18).

Column 19. Unit Price:
Current unit prices of each item.

Column 20. Total Cost:
Multiply column 18 by column

ROOMS INVENTORY

Form L -1

Hotel: _____

SIZES	COLOR	ITEM	110% PER UNIT		6-DAY PERCENT	CIRCULATION		CURRENT PERIOD DATE:			PRIOR PERIOD FROM:			13-10 ACTUAL LOSS	DISCARD MEMO INFO.	IN TRANS IT	TOTAL		Unit price
			FORMULA	REQUIRED		ACTUAL INVENTORY	STORE ROOM INVENTORY	TOTAL ON HAND	OPENING INVENTORY	PURCHASES RECEIVED	TOTAL ON HAND								
225X290	WHITE	SHEETS: SINGLE	SB	3.3	300%	0	0			0			0	0			0	0	
275X290	WHITE	DOUBLE	DB	3.3	300%	0	0			0			0	0			0	0	
55X80X20	WHITE	PILLOW CASES	POS	1.1	300%	0	0			0			0	0			0	0	
50X75	WHITE	INNER SLIPS	POS	1.1	150%	0	0			0			0	0			0	0	
48X74	WHITE	PILLOWS	POS	1.1	100%	0	0			0			0	0			0	0	
80X140	WHITE	BATH TOWELS	BR	3.3	300%	0	0			0			0	0			0	0	
50X80	WHITE	HAND TOWELS	BR	3.3	300%	0	0			0			0	0			0	0	
33X33	WHITE	FACE TOWELS	BR	4.4	400%	0	0			0			0	0			0	0	
56X80	WHITE	BATH MATS	BR	2.2	300%	0	0			0			0	0			0	0	
50X70	WHITE	BATH RUGS	BR	1.1	200%	0	0			0			0	0			0	0	
90X185	WHITE	BATH SHEETS				0	0			0			0	0			0	0	
	WHITE	BATH ROBES	BR	1.1	200%	0	0			0			0	0			0	0	
54X94	WHITE	BED SIDE FOOT MAT	BF	2.2	300%	0	0			0			0	0			0	0	
275X290	WHITE	KING TOP SHEET	KT	1.1	300%	0	0			0			0	0			0	0	
225X290	WHITE	SINGLE TOP SHEET	ST	1.1	300%	0	0			0			0	0			0	0	
180X200	STRIPE	SHOWER CURTAINS	BR	1.1	110%	0	0			0			0	0			0	0	
230X270	CAMEL	BLANKETS: SINGLE	SB	1.1	110%	0	0			0			0	0			0	0	
120X200	CAMEL	DOUBLE	DB	1.1	110%	0	0			0			0	0			0	0	
180X200	WHITE	MATTRESS PADS: SINGLE	SB	1.1	120%	0	0			0			0	0			0	0	
	WHITE	DOUBLE	DB	1.1	120%	0	0			0			0	0			0	0	
		BED COVERS: SINGLE	SB	1.1		0	0			0			0	0			0	0	
		DOUBLE	DB	1.1		0	0			0			0	0			0	0	
		BABY COT LINEN: PILLOWS				0	0			0			0	0			0	0	
		QUILTS				0	0			0			0	0			0	0	
		PILLOW CASES								0			0	0			0	0	
		QUILT COVERS								0			0	0			0	0	
		COT SHEETS								0			0	0			0	0	
80X140	STRIPE	POOL TOWELS	PT	1.1	300%	0	0			0			0	0			0	0	
		PUBLIC AREA FACE CLOTHS								0			0	0			0	0	
										0			0	0			0	0	
		IDLE ITEMS: A																	
		PILLOWS	GR	1.1	100%	0	0												
		PILLOW CASES	GR	1.1	100%	0	0												
		INNER SLIPS	GR	1.1	100%	0	0												
		BLANKETS: SINGLE	GR	1.1	100%	0	0												
		DOUBLE	GR	1.1	100%	0	0												
		EXTRA BATHROOMS: (B)																	
		BATH TOWELS	BR-X		300%														
		HAND TOWELS	BR-X		300%														
		FACE CLOTHS	BR-X		400%														
		BATH MATS	BR-X		300%														
		SHOWER CURTAINS	BR-X		110%														

NOTES:

IDLE ITEMS: Are items in room drawers and closets. Add to corresponding line above to develop total purchase quantity. Identify by use of (A).

EXTRA BATHROOMS: Are items in bathrooms which are not typical (such as suites). If there is no more than one non-typical bathroom set-up. Combine and include all in the quantity required – column 7. identify by use of (B)

POSITIONS: Are the number of pillows in all beds and cots.

INVENTORY PERIODS: Must include time lapse (in months) from placement of first linen order to the receipt of the second linen order. When linen purchase Order is to be obtained.

Units calculation column 4 GR – GUEST ROOMS SB – SINGLE BEDS DB – DOUBLE BEDS POS - POSITION	IDLE ROOMS: Pillows Blankets - Single - Double PT – POOL TOWELS (MAX 24HRS) ST – SAUNA TOWELS (MAX 24HRS) BR-BATHROOM UNITS + BR-X (TOTAL)	TYPICAL BATHROOM SET-UP –BR TOTAL <table border="1"> <tr> <th>STANDARD</th> <th>TURNDOWN</th> <th>TOTAL</th> </tr> <tr><td>2+</td><td>1=</td><td></td></tr> <tr><td>2+</td><td>1=</td><td></td></tr> <tr><td>2+</td><td>2=</td><td></td></tr> <tr><td>1+</td><td>1=</td><td></td></tr> <tr><td>Na</td><td>Na</td><td></td></tr> <tr><td>Na</td><td>Na</td><td></td></tr> <tr><td>1+</td><td>Nil =</td><td></td></tr> </table>	STANDARD	TURNDOWN	TOTAL	2+	1=		2+	1=		2+	2=		1+	1=		Na	Na		Na	Na		1+	Nil =		SUITE OR OTHER BATHROOM SET-UP <table border="1"> <tr><td>BATH TOWELS</td><td></td></tr> <tr><td>HAND TOWELS</td><td></td></tr> <tr><td>FACE TOWELS</td><td></td></tr> <tr><td>BATH MATS</td><td></td></tr> <tr><td>BATH RUGS</td><td></td></tr> <tr><td>BATH ROBES</td><td></td></tr> <tr><td>SHOWER CURT</td><td></td></tr> </table>	BATH TOWELS		HAND TOWELS		FACE TOWELS		BATH MATS		BATH RUGS		BATH ROBES		SHOWER CURT	
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