

## Housekeeping Linen Inventory

Date : \_\_\_\_\_

<b>Housekeeping Linen</b>								
Detail	Bed Sheet		Pillow Case	Bath Towel	Hand Towel	Face Towel	Bath Mat	Bath Robe
	(K)	(T)						
Room Set Up								
Floor Store								
Linen Room								
<b>Total</b>								
<b>Store</b>								
<b>Grand Total</b>								
<b>Spoil</b>								
Lost From Guest Room								
<b>Sale</b>								
<b>Gross Total</b>								
<b>Last Inventory</b>								
Balance								

Prepare By:

Acknowledge By:

.....

.....

Laundry Supervisor

(Executive Housekeeper)

Cc.  
Executive Assistant Manager  
Chief Accountant  
Cost Controller