

Linen Inventory Tracking Sheet

Date		Room / Floor	
Staff Name		Supervisor	

Linen Item	Quantity		Damaged	Lost / Missing	Remarks
	Available	Issued			
Bed Sheet					
Pillow Case					
Duvet Cover					
Bath Towel					
Hand Towel					
Face Towel					
Bath Mat					
Others					

Notes:

Housekeeping Staff
Signature

Supervisor
Signature

For internal use only. Please review and submit the completed sheet to the housekeeping supervisor at the end of each shift.