

LINEN INVENTORY

- Kellie Grate is the author and expert of the linen inventory. Should you need a copy, contact Kelli directly.
- Linen inventories are due the first of each month. However, you can plan and count ahead a day or two if you have received all orders.
- On the linen inventory tabs, there is an 'instruction' tab which provides good information on how to conduct and complete the linen inventory.
- Select the month you are conducting the count for, fill out as needed, then send the completed file to Kelli Grate.
- For more information see Linen Inventory Power point slides

The background of the image is a complex, abstract pattern of wavy, parallel lines. The lines are primarily a vibrant blue color, with some sections appearing as solid black. The overall effect is a dense, textured, and somewhat hypnotic visual that resembles a close-up of a woven fabric or a stylized, organic pattern. The lines flow and curve across the frame, creating a sense of movement and depth.

LINEN INVENTORIES

LINEN INVENTORY INSTRUCTIONS

What has changed since the 2020 inventory?

Pricing has been updated, as well as the "month ending" dates in the lower-right corner.

Because of COVID, we stopped doubling up our flat sheets.

General Notes

Certain cells are **protected** in the spreadsheet -- protecting you from accidental mischief. You won't be able to click on a cell if you're not supposed to enter information there. So if you believe you're having trouble with the document because it won't let you enter information, try clicking a different cell.

On each monthly tab, the information you're supposed to provide is highlighted in yellow. Please be sure to **enter data for all highlighted items**.

What should you do with this document today? (Usually that means mid-January.)

Save the file to your computer. You can put it on your desktop, or in any logical place that makes sense to you. But when you save it, give it a property-specific name. I suggest simply using your property number and the word Linen. So, for example, Buffalo's file would be called **155 Linen**. This simplifies things for us in Wichita when you email the updated file to us each month.

Go to the **"Counts" tab** along the bottom of the document. On this page, find your hotel brand and enter the quantity of each room type. Make sure your total rooms number is correct, and then let the document do the work for you. It will magically tell you the correct quantities you'll need for Column 6 of your PREP tab. (Remember to add on for sleeper sofas, as noted at the top of that tab.)

Go to the **"PREP" tab** along the bottom of the document. On this page, do the following:

At the bottom left of the page, in Cell A45 (highlighted in yellow), type in your **city**. Then in Cell C45 (also highlighted in yellow), type in your **property number**. You only have to enter this information on the PREP tab; it will automatically populate on the other tabs.

In **Column 6** (highlighted in yellow), fill in the numbers that apply to your property. The numbers in this column remain the same all year, and so this is the only place you'll need to fill them in. They automatically carry forward to the other pages.

The Column 6 numbers are based on what you would have in the guest rooms if all the rooms were ready and the beds were made. This is an imaginary number, we know, but it's very close to reality. Don't worry about how many beds are actually made on the day you do the inventory.

You will need to calculate your Column 6 numbers based on brand standards and how many of each bed type you have in your hotel. **You can use the "Counts" tab to help you figure out the correct numbers for your property.** All the brands count terry in sets, so if you need two bath towels, you also need two hand towels and two wash cloths. However, all brands require only one bath mat in each room. **If you have a sofa-sleeper in the room, add one full set of terry for each room of that type.**

Travelodge requires two sets of terry in each room that has one bed, and three sets of terry in each room that has two beds.

Instructions

Counts

PREP

Jan

Feb

Mar

Apr

May

Jun

Jul

Aug

Sep

Oct

Nov

Dec

IF ALL ELSE FAILS...

- Everything I'm about to tell you is included on the INSTRUCTIONS tab

LINEN INVENTORY

ITEM	PURCHASES based on Invoices for Month				ACTUAL PHYSICAL COUNT				Cost per Item (9 x 10)	Inventory Value (9 x 10)	USAGE including waste (9 - 5)	Cost of Items Lost (10 x 12)	PAR			Inventory Compared to Par (9 - 15)
	Total On Hand Last Inventory	Bought		Returned (2 x 3 - 4)	TOTAL (6 x 7 + 8)	In Use in Rooms	Available to Hskpr's	In Locked Storage					Level (6 x 14)	Qty (10 x 15)	Value (10 x 15)	
		#2	#3													
8 Sheets - Full XL Flat	0			0	0	0	0	0	8.00	\$0	0	\$0	2.5	0	\$0	0
9 Sheets - Full XL Fitted	0			0	0	0	0	0	7.00	\$0	0	\$0	2.5	0	\$0	0
10 Sheets - Queen Flat	100			100	42	13	42	97	8.75	\$849	-3	-\$26	2.5	105	\$919	-8
11 Sheets - Queen Fitted	87			87	42	13	36	91	7.50	\$683	4	\$30	2.5	105	\$788	-14
12 Sheets - King Flat	10			10	3	3	3	9	10.00	\$90	-1	-\$10	2.5	7.5	\$75	2
13 Sheets - King Fitted	7			7	3	3	3	9	9.00	\$81	2	\$18	2.5	7.5	\$68	2
14 Sheets - Rollaway or Twin	0			0	0	0	0	0	6.00	\$0	0	\$0	2.5	0	\$0	0
15 Pillowcases	261			261	126	74	72	272	1.50	\$408	11	\$17	2.5	315	\$473	-43
16 Bath Towels	155			155	86	29	36	151	7.50	\$1,133	-4	-\$30	2.5	215	\$1,613	-64
17 Hand Towels	261			261	86	57	72	215	2.00	\$430	-46	-\$92	2.5	215	\$430	0
18 Wash Cloths	241			241	86	38	120	244	0.75	\$183	3	\$2	2.5	215	\$161	29
19 Bath Mats	164			164	41	22	96	159	2.50	\$398	-5	-\$13	2.5	102.5	\$256	57
20 Black Cloths	128			128	41	87	0	128	0.50	\$64	0	\$0	1.5	61.5	\$31	67
21 Pool Towels	0			0	0	0	0	0	5.00	\$0	0	\$0	1.5	0	\$0	0
22 Mattress Pads - Full XL	0			0	0	0	0	0	23.00	\$0	0	\$0	1.5	0	\$0	0
23 Mattress Pads - Queen	51			51	42	5	4	51	24.00	\$1,224	0	\$0	1.5	63	\$1,512	-12
24 Mattress Pads - King	8			8	3	4	1	8	30.00	\$240	0	\$0	1.5	4.5	\$135	4
25 Mattress Pads - Rollaway	0			0	0			0	20.00	\$0	0	\$0	1.5	0	\$0	0
26 Blankets - Full XL	4			4	0	4		4	24.00	\$96	0	\$0	1.5	0	\$0	4
27 Blankets - Queen	54			54	42	2	10	54	26.00	\$1,404	0	\$0	1.5	63	\$1,638	-9
28 Blankets - King	9			9	3	5	1	9	30.00	\$270	0	\$0	1.5	4.5	\$135	5
29 Blankets - Rollaway	0			0	0	0		0	15.00	\$0	0	\$0	1.5	0	\$0	0
30 Crib Set (sheet, blanket)	3			3	0	3		3	10.00	\$30	0	\$0	1.5	0	\$0	3
31 Pillows	178	48		226	126	5	60	191	6.50	\$1,242	-35	-\$228	1.5	189	\$1,229	2
32 Pillow Protectors	230			230	126	60	44	230	1.50	\$345	0	\$0	1.5	189	\$284	41
33 Bed Skirts - Full XL	0			0	0			0	45.00	\$0	0	\$0	1.5	0	\$0	0
34 Bed Skirts - Queen	60			60	42	8	10	60	45.00	\$2,700	0	\$0	1.5	63	\$2,835	-3
35 Bed Skirts - King	15			15	3	4	8	15	50.00	\$750	0	\$0	1.5	4.5	\$225	11
36 Bed Scarves - Full XL	0			0	0	0		0	30.00	\$0	0	\$0	1.5	0	\$0	0
37 Bed Scarves - Queen	21			21	0	13	8	21	30.00	\$630	0	\$0	1.5	0	\$0	21
38 Bed Scarves - King	12			12	0	6	6	12	40.00	\$480	0	\$0	1.5	0	\$0	12
39 Top Sheets - Full XL	0			0	0	0		0	30.00	\$0	0	\$0	1.5	0	\$0	0
40 Top Sheets - Queen	0			0	0	0		0	30.00	\$0	0	\$0	1.5	0	\$0	0
41 Top Sheets - King	0			0	0	0		0	40.00	\$0	0	\$0	1.5	0	\$0	0
42 Shower Curtains	69			69	41	16	12	69	18.00	\$1,242	0	\$0	1.5	61.5	\$1,107	8
									\$14,870		-\$392					\$13,311

44	Property Location	Property Number	Rooms Sold This Month	666	For items requiring 2.5, average turns on hand:	
45	Missouri Valley	30167			2.4	
46	Completed By	Completion Date	Cost Per Occupied Room	-0.50		For Month Ending
47	Becca	06/30/21				June 30, 2021

HERE'S THE LOGIC

- Columns 2-3-4-5 show what you OUGHT to have on hand, in a perfect world
- *Side note: The world is not perfect.*
- Columns 6-7-8-9 show what you REALLY have on hand
- Column 10 is a rounded value, including approximate freight and tax
- Column 11 is your total value
- (continued on next page...)

LINEN INVENTORY																	
ITEM	PURCHASES based on Invoices for Month				ACTUAL PHYSICAL COUNT					Cost per Item	Inventory Value (\$9 x 10)	USAGE including waste (\$9 - 5)	Cost of Items Lost (10 x 12)	PAR			Inventory Compared to Par (\$9 - 15)
	Total On-Hand Last Inventory	Bought	Returned	TOTAL (2 + 3 - 4)	In Use in Rooms	Available to Hstprz	In Locked Storage	TOTAL (6 + 7 + 8)	Level					Qty (6 x 14)	Value (10 x 15)		
	#2	#3	#4	#5	#6	#7	#8	#9	#10					#11	#12	#13	
Sheets - Full XL Flat	0			0	0	0	0	0	8.00	\$0	0	\$0	2.5	0	\$0	0	
Sheets - Full XL Fitted	0			0	0	0	0	0	7.00	\$0	0	\$0	2.5	0	\$0	0	
Sheets - Queen Flat	100			100	42	13	42	97	8.75	\$849	-3	-\$26	2.5	105	\$919	-8	
Sheets - Queen Fitted	87			87	42	13	36	91	7.50	\$683	4	\$30	2.5	105	\$788	-14	
Sheets - King Flat	10			10	3	3	3	9	10.00	\$90	-1	-\$10	2.5	7.5	\$75	2	
Sheets - King Fitted	7			7	3	3	3	9	9.00	\$81	2	\$18	2.5	7.5	\$68	2	
Sheets - Rollaway or Twin	0			0	0	0	0	0	6.00	\$0	0	\$0	2.5	0	\$0	0	
Pillowcases	261			261	126	74	72	272	1.50	\$408	11	\$17	2.5	315	\$473	-43	
Bath Towels	155			155	86	29	36	151	7.50	\$1,133	-4	-\$30	2.5	215	\$1,613	-64	
Hand Towels	261			261	86	57	72	215	2.00	\$430	-46	-\$92	2.5	215	\$430	0	
Wash Cloths	241			241	86	38	120	244	0.75	\$183	3	\$2	2.5	215	\$161	29	
Bath Mats	164			164	41	22	96	159	2.50	\$398	-5	-\$13	2.5	102.5	\$256	57	
Black Cloths	128			128	41	87	0	128	0.50	\$64	0	\$0	1.5	61.5	\$31	67	
Pool Towels	0			0	0	0	0	0	5.00	\$0	0	\$0	1.5	0	\$0	0	
Mattress Pads - Full XL	0			0	0	0	0	0	23.00	\$0	0	\$0	1.5	0	\$0	0	
Mattress Pads - Queen	51			51	42	5	4	51	24.00	\$1,224	0	\$0	1.5	63	\$1,512	-12	
Mattress Pads - King	8			8	3	4	1	8	30.00	\$240	0	\$0	1.5	4.5	\$135	4	
Mattress Pads - Rollaway	0			0	0			0	20.00	\$0	0	\$0	1.5	0	\$0	0	
Blankets - Full XL	4			4	0	4		4	24.00	\$96	0	\$0	1.5	0	\$0	4	
Blankets - Queen	54			54	42	2	10	54	26.00	\$1,404	0	\$0	1.5	63	\$1,638	-9	
Blankets - King	9			9	3	5	1	9	30.00	\$270	0	\$0	1.5	4.5	\$135	5	
Blankets - Rollaway	0			0	0	0		0	15.00	\$0	0	\$0	1.5	0	\$0	0	
Crib Set (sheet, blanket)	3			3	0	3		3	10.00	\$30	0	\$0	1.5	0	\$0	3	
Pillows	178	48		226	126	5	60	191	6.50	\$1,242	-35	-\$228	1.5	189	\$1,229	2	
Pillow Protectors	230			230	126	60	44	230	1.50	\$345	0	\$0	1.5	189	\$284	41	
Bed Skirts - Full XL	0			0	0			0	45.00	\$0	0	\$0	1.5	0	\$0	0	
Bed Skirts - Queen	60			60	42	8	10	60	45.00	\$2,700	0	\$0	1.5	63	\$2,835	-3	
Bed Skirts - King	15			15	3	4	8	15	50.00	\$750	0	\$0	1.5	4.5	\$225	11	
Bed Scarves - Full XL	0			0	0	0		0	30.00	\$0	0	\$0	1.5	0	\$0	0	
Bed Scarves - Queen	21			21	0	13	8	21	30.00	\$630	0	\$0	1.5	0	\$0	21	
Bed Scarves - King	12			12	0	6	6	12	40.00	\$480	0	\$0	1.5	0	\$0	12	
Top Sheets - Full XL	0			0	0	0		0	30.00	\$0	0	\$0	1.5	0	\$0	0	
Top Sheets - Queen	0			0	0	0		0	30.00	\$0	0	\$0	1.5	0	\$0	0	
Top Sheets - King	0			0	0	0		0	40.00	\$0	0	\$0	1.5	0	\$0	0	
Shower Curtains	69			69	41	16	12	69	18.00	\$1,242	0	\$0	1.5	61.5	\$1,107	8	
									\$14,970			-\$332				\$13,911	

HERE'S THE LOGIC

- (continued)
- Column 12 compares your OUGHT numbers with your REALLY numbers
- This is where you'll see red flags – Did we really go through all those wash cloths? Did I forget to count one of the storage rooms? Is someone stealing from me?
- (continued on next page...)

Property Location	Property Number	Rooms Sold This Month	666	For items requiring 2.5, average turns on hand:	
Missouri Valley	30167	Cost Per Occupied Room	-0.50	2.4	For Month Ending June 30, 2021
Completed By	Completion Date				
Becca	06/30/21				

LINEN INVENTORY																	
ITEM	PURCHASES based on Invoices for Month				ACTUAL PHYSICAL COUNT					Cost per Item	Inventory Value (\$9 x 10)	USAGE including waste (\$9 - 5)	Cost of Items Lost (10 x 12)	PAR			Inventory Compared to Par (\$9 - 15)
	Total On-Hand Last Inventory	Bought	Returned	TOTAL (2 + 3 - 4)	In Use in Rooms	Available to Histprz	In Locked Storage	TOTAL (6 + 7 + 8)	Level					Qty (6 x 14)	Value (10 x 15)		
8 Sheets - Full XL Flat	0			0	0	0	0	0	8.00	\$0	0	\$0	2.5	0	\$0	0	
9 Sheets - Full XL Fitted	0			0	0	0	0	0	7.00	\$0	0	\$0	2.5	0	\$0	0	
10 Sheets - Queen Flat	100			100	42	13	42	97	8.75	\$849	-3	-\$26	2.5	105	\$919	-8	
11 Sheets - Queen Fitted	87			87	42	13	36	91	7.50	\$683	4	\$30	2.5	105	\$788	-14	
12 Sheets - King Flat	10			10	3	3	3	9	10.00	\$90	-1	-\$10	2.5	7.5	\$75	2	
13 Sheets - King Fitted	7			7	3	3	3	9	9.00	\$81	2	\$18	2.5	7.5	\$68	2	
14 Sheets - Rollaway or Twin	0			0	0	0	0	0	6.00	\$0	0	\$0	2.5	0	\$0	0	
15 Pillowcases	261			261	126	74	72	272	1.50	\$408	11	\$17	2.5	315	\$473	-43	
16 Bath Towels	155			155	86	29	36	151	7.50	\$1,133	-4	-\$30	2.5	215	\$1,613	-64	
17 Hand Towels	261			261	86	57	72	215	2.00	\$430	-46	-\$92	2.5	215	\$430	0	
18 Wash Cloths	241			241	86	38	120	244	0.75	\$183	3	\$2	2.5	215	\$161	29	
19 Bath Mats	164			164	41	22	96	159	2.50	\$398	-5	-\$13	2.5	102.5	\$256	57	
20 Black Cloths	128			128	41	87	0	128	0.50	\$64	0	\$0	1.5	61.5	\$31	67	
21 Pool Towels	0			0	0	0	0	0	5.00	\$0	0	\$0	1.5	0	\$0	0	
22 Mattress Pads - Full XL	0			0	0	0	0	0	23.00	\$0	0	\$0	1.5	0	\$0	0	
23 Mattress Pads - Queen	51			51	42	5	4	51	24.00	\$1,224	0	\$0	1.5	63	\$1,512	-12	
24 Mattress Pads - King	8			8	3	4	1	8	30.00	\$240	0	\$0	1.5	4.5	\$135	4	
25 Mattress Pads - Rollaway	0			0	0			0	20.00	\$0	0	\$0	1.5	0	\$0	0	
26 Blankets - Full XL	4			4	0	4		4	24.00	\$96	0	\$0	1.5	0	\$0	4	
27 Blankets - Queen	54			54	42	2	10	54	26.00	\$1,404	0	\$0	1.5	63	\$1,638	-9	
28 Blankets - King	9			9	3	5	1	9	30.00	\$270	0	\$0	1.5	4.5	\$135	5	
29 Blankets - Rollaway	0			0	0	0		0	15.00	\$0	0	\$0	1.5	0	\$0	0	
30 Crib Set (sheet, blanket)	3			3	0	3		3	10.00	\$30	0	\$0	1.5	0	\$0	3	
31 Pillows	178	48		226	126	5	60	191	6.50	\$1,242	-35	-\$228	1.5	189	\$1,229	2	
32 Pillow Protectors	230			230	126	60	44	230	1.50	\$345	0	\$0	1.5	189	\$284	41	
33 Bed Skirts - Full XL	0			0	0			0	45.00	\$0	0	\$0	1.5	0	\$0	0	
34 Bed Skirts - Queen	60			60	42	8	10	60	45.00	\$2,700	0	\$0	1.5	63	\$2,835	-3	
35 Bed Skirts - King	15			15	3	4	8	15	50.00	\$750	0	\$0	1.5	4.5	\$225	11	
36 Bed Scarves - Full XL	0			0	0	0		0	30.00	\$0	0	\$0	1.5	0	\$0	0	
37 Bed Scarves - Queen	21			21	0	13	8	21	30.00	\$630	0	\$0	1.5	0	\$0	21	
38 Bed Scarves - King	12			12	0	6	6	12	40.00	\$480	0	\$0	1.5	0	\$0	12	
39 Top Sheets - Full XL	0			0	0	0		0	30.00	\$0	0	\$0	1.5	0	\$0	0	
40 Top Sheets - Queen	0			0	0	0		0	30.00	\$0	0	\$0	1.5	0	\$0	0	
41 Top Sheets - King	0			0	0	0		0	40.00	\$0	0	\$0	1.5	0	\$0	0	
42 Shower Curtains	69			69	41	16	12	69	18.00	\$1,242	0	\$0	1.5	61.5	\$1,107	8	
43																\$13,911	
44	Property Location	Property Number			Rooms Sold This Month	666			For items requiring 2.5, average turns on hand:								
45	Missouri Valley	30167							2.4								For Month Ending June 30, 2021
46	Completed By	Completion Date			Cost Per Occupied Room	-0.50											
47	Becca	06/30/21															

HERE'S THE LOGIC

- (continued)
- We keep 2.5 par for items that are washed after each use
- We keep 1.5 par on other items (as long as we have room for them)
- The red numbers in the far-right column are to help you plan your orders
- The average of all 2.5-par items will be shown in the box at the bottom

LINEN ITEM COUNTS

This tab is intended to help you calculate quantities to use in Column 6 of the PREP tab.
 Scroll down to your brand (Travelodge, Baymont, Super 8 or Days Inn).

Fill in the number of each room type that you have. Calculations will be made based on brand requirements.
 Your Total Rooms should match up with your property's room count.

- > Suites and ADA rooms should be included with the room type that has the same bed size.
- > Because of triple-sheeting, remember to double up your count of flat sheets on the PREP tab.
- > If you have sleeper sofas, add that quantity (in the appropriate size) in Column 6 on the PREP tab.

TRAVELODGE		BEDDING			PILLOWS	TERRY
Qty		Full	Queen	King	cases, etc.	SETS
Full		0			0	0
Full + Full		0			0	0
Queen			0		0	0
Queen + Queen			0		0	0
King				0	0	0
King + Full + Full		0		0	0	0
King + Queen			0	0	0	0
TOTAL ROOMS	0	0	0	0	0	0

BAYMONT		BEDDING			PILLOWS	TERRY
Qty		Full	Queen	King	cases, etc.	SETS
Full		0			0	0
Full + Full	1	2			6	4
Queen	37		37		111	111
Queen + Queen	9		18		54	36
King	9			9	36	27
TOTAL ROOMS	56	2	55	9	207	178

SUPER 8		BEDDING			PILLOWS	TERRY
Qty		Full	Queen	King	cases, etc.	SETS
Full		0			0	0
Full + Full		0			0	0
Queen			0		0	0
Queen + Queen			0		0	0
King				0	0	0
King + Queen			0	0	0	0
Full + Full + Full		0			0	0
TOTAL ROOMS	0	0	0	0	0	0

DAYS INN		BEDDING			PILLOWS	TERRY
Qty		Full	Queen	King	cases, etc.	SETS
Full		0			0	0
Full + Full		0			0	0
Queen			0		0	0
Queen + Queen			0		0	0
King				0	0	0
TOTAL ROOMS	0	0	0	0	0	0

BRAND STANDARDS ▼

Travelodge requires two sets of terry in each room that has one bed, and three sets of terry in each room that has two beds.

Travelodge requires three pillows on each bed if there is only one bed in the room. But if there are two beds in a room, you only need two pillows per bed. That being said, it's much easier to just put three on each bed.

Baymont requires three sets of terry in each room that has one bed, and four sets of terry in each room that has two beds.

Baymont requires three pillows on each full or queen bed, and four pillows on each king bed.

Super 8 requires two sets of terry in each room that has one bed, and three sets of terry in each room that has two beds.

Super 8 requires three pillows on each full or queen bed, and four pillows on each king bed.

Days Inn requires two sets of terry in each room that has one bed, and three sets of terry in each room that has two beds.

Days Inn requires three pillows on each bed if there are two beds in the room (so six in a QQ). In a single queen, they require four pillows. In a king, they require five pillows.

HOW MANY ITEMS MAKE UP PAR?

- Go to the COUNTS tab
- Find your brand
- Fill in how many of each room type you have
- The form will do the math for you, based on your particular brand standards (or our simplification thereof)

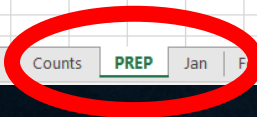
LINEN INVENTORY

ITEM	PURCHASES based on Invoices for Month			ACTUAL PHYSICAL COUNT				Cost per Item (w/est. tax/frt)	Inventory Value (\$ x 10)	USAGE including waste (\$ - 5)	Cost of Items Lost (10 x 12)	PAR			Inventory Compared to Par (\$ - 15)	
	Total On Hand Last Inventory	Bought	Returned	TOTAL (2 + 3 - 4)	In Use in Rooms	Available to Hskpts	In Locked Storage					TOTAL (6 + 7 + 8)	Level	Qty (6 x 14)		Value (10 x 15)
8 Sheets - Full XL Flat				0	2			2	8.00	\$16	2	\$16	2.5	5	\$40	-3
9 Sheets - Full XL Fitted				0	2			2	7.00	\$14	2	\$14	2.5	5	\$35	-3
10 Sheets - Queen Flat				0	55			55	8.75	\$481	55	\$481	2.5	137.5	\$1,203	-83
11 Sheets - Queen Fitted				0	55			55	7.50	\$413	55	\$413	2.5	137.5	\$1,031	-83
12 Sheets - King Flat				0	9			9	10.00	\$90	9	\$90	2.5	22.5	\$225	-14
13 Sheets - King Fitted				0	9			9	9.00	\$81	9	\$81	2.5	22.5	\$203	-14
14 Sheets - Rollaway or Twin				0	0			0	6.00	\$0	0	\$0	2.5	0	\$0	0
15 Pillowcases				0	207			207	1.50	\$311	207	\$311	2.5	517.5	\$776	-311
16 Bath Towels				0	178			178	7.50	\$1,335	178	\$1,335	2.5	445	\$3,338	-267
17 Hand Towels				0	178			178	2.00	\$356	178	\$356	2.5	445	\$890	-267
18 Wash Cloths				0	178			178	0.75	\$134	178	\$134	2.5	445	\$334	-267
19 Bath Mats				0	56			56	2.50	\$140	56	\$140	2.5	140	\$350	-84
20 Black Cloths				0	0			0	0.50	\$0	0	\$0	1.5	0	\$0	0
21 Pool Towels				0	0			0	5.00	\$0	0	\$0	1.5	0	\$0	0
22 Mattress Pads - Full XL				0	2			2	23.00	\$46	2	\$46	1.5	3	\$69	-1
23 Mattress Pads - Queen				0	55			55	24.00	\$1,320	55	\$1,320	1.5	82.5	\$1,980	-28
24 Mattress Pads - King				0	9			9	30.00	\$270	9	\$270	1.5	13.5	\$405	-5
25 Mattress Pads - Rollaway				0	0			0	20.00	\$0	0	\$0	1.5	0	\$0	0
26 Blankets - Full XL				0	2			2	24.00	\$48	2	\$48	1.5	3	\$72	-1
27 Blankets - Queen				0	110			110	26.00	\$2,860	110	\$2,860	1.5	165	\$4,290	-55
28 Blankets - King				0	36			36	30.00	\$1,080	36	\$1,080	1.5	54	\$1,620	-18
29 Blankets - Rollaway				0	0			0	15.00	\$0	0	\$0	1.5	0	\$0	0
30 Crib Set (sheet, blanket)				0	0			0	10.00	\$0	0	\$0	1.5	0	\$0	0
31 Pillows				0	207			207	6.50	\$1,346	207	\$1,346	1.5	310.5	\$2,018	-104
32 Pillow Protectors				0	207			207	1.50	\$311	207	\$311	1.5	310.5	\$466	-104
33 Bed Skirts - Full XL				0	2			2	45.00	\$90	2	\$90	1.5	3	\$135	-1
34 Bed Skirts - Queen				0	55			55	45.00	\$2,475	55	\$2,475	1.5	82.5	\$3,713	-28
35 Bed Skirts - King				0	9			9	50.00	\$450	9	\$450	1.5	13.5	\$675	-5
36 Bed Scarves - Full XL				0	0			0	30.00	\$0	0	\$0	1.5	0	\$0	0
37 Bed Scarves - Queen				0	0			0	30.00	\$0	0	\$0	1.5	0	\$0	0
38 Bed Scarves - King				0	0			0	40.00	\$0	0	\$0	1.5	0	\$0	0
39 Top Sheets - Full XL				0	0			0	30.00	\$0	0	\$0	1.5	0	\$0	0
40 Top Sheets - Queen				0	10			10	30.00	\$300	10	\$300	1.5	15	\$450	-5
41 Top Sheets - King				0	0			0	40.00	\$0	0	\$0	1.5	0	\$0	0
42 Shower Curtains				0	56			56	18.00	\$1,008	56	\$1,008	1.5	84	\$1,512	-28
43									\$14,973			\$14,973			\$25,829	

WHERE DO I PUT THOSE PAR NUMBERS?

- Go to the PREP tab
- Fill in the numbers from the Counts tab in Column #6 (H), which will be highlighted in yellow
- You will not have to fill in those numbers for the rest of the year, as they'll populate automatically
- Fill in your property location and property number

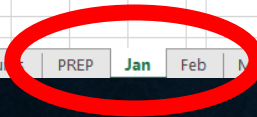
44	Property Location	Property Number	Rooms Sold This Month	For items requiring 2.5, average turns on hand:
45	Buffalo, NY	155		
46	Completed By	Completion Date	Cost Per Occupied Room	For Month Ending N/A
47				
48				
49				
50				
51				
52				
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LINEN INVENTORY																	
ITEM	PURCHASES based on Invoices for Month			ACTUAL PHYSICAL COUNT					Cost per Item	Inventory Value (9 x 10)	USAGE including waste (9 - 5)	Cost of Items Lost (10 x 12)	PAR			Inventory Compared to Par (9 - 15)	
	Total On-Hand Last Inventory	Bought	Returned	TOTAL (2 + 3 - 4)	In Use in Rooms	Available to Histkprs	In Locked Storage	TOTAL (6 + 7 + 8)					Level	Qty (6 x 14)	Value (10 x 15)		
8 Sheets - Full XL Flat	26			26	2	3	14	19	8.00	\$152	-7	-\$56	2.5	5	\$40	14	
9 Sheets - Full XL Fitted	36			36	2	5	29	36	7.00	\$252	0	\$0	2.5	5	\$35	31	
10 Sheets - Queen Flat	115			115	55	14	24	93	8.75	\$814	-22	-\$193	2.5	137.5	\$1,203	-45	
11 Sheets - Queen Fitted	110			110	55	24	64	143	7.50	\$1,073	33	\$248	2.5	137.5	\$1,031	6	
12 Sheets - King Flat	30			30	9	3	15	27	10.00	\$270	-3	-\$30	2.5	22.5	\$225	5	
13 Sheets - King Fitted	48			48	9	5	32	46	9.00	\$414	-2	-\$18	2.5	22.5	\$203	24	
14 Sheets - Rollaway or Twin	0			0	0		0	0	6.00	\$0	0	\$0	2.5	0	\$0	0	
15 Pillowcases	498			498	207	27	120	354	1.50	\$531	-144	-\$216	2.5	517.5	\$776	-164	
16 Bath Towels	422			422	178	30	180	388	7.50	\$2,910	-34	-\$255	2.5	445	\$3,338	-57	
17 Hand Towels	431			431	178	20	192	390	2.00	\$780	-41	-\$82	2.5	445	\$890	-55	
18 Wash Cloths	357			357	178	15	469	662	0.75	\$497	305	\$229	2.5	445	\$334	217	
19 Bath Mats	131			131	56	20	60	136	2.50	\$340	5	\$13	2.5	140	\$350	-4	
20 Black Cloths	0			0	0			0	0.50	\$0	0	\$0	1.5	0	\$0	0	
21 Pool Towels	0			0	0			0	5.00	\$0	0	\$0	1.5	0	\$0	0	
22 Mattress Pads - Full XL	7			7	2			2	23.00	\$46	-5	-\$115	1.5	3	\$69	-1	
23 Mattress Pads - Queen	114			114	55	4	35	94	24.00	\$2,256	-20	-\$480	1.5	82.5	\$1,980	12	
24 Mattress Pads - King	19			19	9	1	0	10	30.00	\$300	-9	-\$270	1.5	13.5	\$405	-4	
25 Mattress Pads - Rollaway	0			0	0			0	20.00	\$0	0	\$0	1.5	0	\$0	0	
26 Blankets - Full XL	4			4	2			2	24.00	\$48	-2	-\$48	1.5	3	\$72	-1	
27 Blankets - Queen	126			126	110	35		145	26.00	\$3,770	19	\$494	1.5	165	\$4,290	-20	
28 Blankets - King	38			38	36	4		40	30.00	\$1,200	2	\$60	1.5	54	\$1,620	-14	
29 Blankets - Rollaway	0			0	0			0	15.00	\$0	0	\$0	1.5	0	\$0	0	
30 Crib Set (sheet, blanket)	0			0	0			0	10.00	\$0	0	\$0	1.5	0	\$0	0	
31 Pillows	295			295	207	2	39	248	6.50	\$1,612	-47	-\$306	1.5	310.5	\$2,018	-63	
32 Pillow Protectors	344			344	207	54	92	353	1.50	\$530	9	\$14	1.5	310.5	\$466	43	
33 Bed Skirts - Full XL	2			2	2			2	45.00	\$90	0	\$0	1.5	3	\$135	-1	
34 Bed Skirts - Queen	80			80	55		29	84	45.00	\$3,780	-4	\$180	1.5	82.5	\$3,713	2	
35 Bed Skirts - King	9			9	9		3	12	50.00	\$600	3	\$150	1.5	13.5	\$675	-2	
36 Bed Scarves - Full XL	0			0	0			0	30.00	\$0	0	\$0	1.5	0	\$0	0	
37 Bed Scarves - Queen	0			0	0			0	30.00	\$0	0	\$0	1.5	0	\$0	0	
38 Bed Scarves - King	0			0	0			0	40.00	\$0	0	\$0	1.5	0	\$0	0	
39 Top Sheets - Full XL	0			0	0			0	30.00	\$0	0	\$0	1.5	0	\$0	0	
40 Top Sheets - Queen	0			0	0		10	10	30.00	\$300	10	\$300	1.5	15	\$450	-5	
41 Top Sheets - King	0			0	0			0	40.00	\$0	0	\$0	1.5	0	\$0	0	
42 Shower Curtains	92			92	56	9	24	89	18.00	\$1,602	-3	-\$54	1.5	84	\$1,512	5	
									\$24,165			-\$436			\$25,829		
44	Property Location	Property Number	Rooms Sold This Month	1355	For items requiring 2.5, average turns on hand:												
45	Buffalo, NY	155	Cost Per Occupied Room	-0.32	2.5												
46	Completed By	Completion Date	For Month Ending														
47	David Zeplovitz & Hoover Willis	01/27/21	January 31, 2021														

FOR JANUARY...

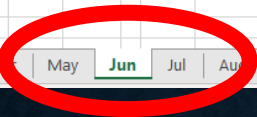
- January is the only month where you'll have to manually fill in Column #2 (C), because the rest of the year it will pull automatically from the month before
- So for January – done at the END of January – take the Column #9 numbers from December of the previous year, which will give you a starting point



LINEN INVENTORY																	
ITEM	Total On Hand Last Inventory	PURCHASES based on Invoices for Month			TOTAL (2 + 3 - 4)	ACTUAL PHYSICAL COUNT				Cost per Item	Inventory Value (9 x 10)	USAGE including waste (9 - 5)	Cost of Items Lost (10 x 12)	PAR			Inventory Compared to Par (9 - 15)
		Bought	Returned			In Use in Rooms	Available to Hskprs	In Locked Storage	TOTAL (6 + 7 + 8)					Level	Qty (6 x 14)	Value (10 x 15)	
8 Sheets - Full XL Flat	0			0	0	0	0	0	8.00	\$0	0	\$0	2.5	0	\$0	0	
9 Sheets - Full XL Fitted	0			0	0	0	0	0	7.00	\$0	0	\$0	2.5	0	\$0	0	
10 Sheets - Queen Flat	100			100	42	13	42	97	8.75	\$849	-3	-\$26	2.5	105	\$919	-8	
11 Sheets - Queen Fitted	87			87	42	13	36	91	7.50	\$683	4	\$30	2.5	105	\$788	-14	
12 Sheets - King Flat	10			10	3	3	3	9	10.00	\$90	-1	-\$10	2.5	7.5	\$75	2	
13 Sheets - King Fitted	7			7	3	3	3	9	9.00	\$81	2	\$18	2.5	7.5	\$68	2	
14 Sheets - Rollaway or Twin	0			0	0	0	0	0	6.00	\$0	0	\$0	2.5	0	\$0	0	
15 Pillowcases	261			261	126	74	72	272	1.50	\$408	11	\$17	2.5	315	\$473	-43	
16 Bath Towels	155			155	86	29	36	151	7.50	\$1,133	-4	-\$30	2.5	215	\$1,613	-64	
17 Hand Towels	261			261	86	57	72	215	2.00	\$430	-46	-\$92	2.5	215	\$430	0	
18 Wash Cloths	241			241	86	38	120	244	0.75	\$183	3	\$2	2.5	215	\$161	29	
19 Bath Mats	164			164	41	22	96	159	2.50	\$398	-5	-\$13	2.5	102.5	\$256	57	
20 Black Cloths	128			128	41	87	0	128	0.50	\$64	0	\$0	1.5	61.5	\$31	67	
21 Pool Towels	0			0	0	0	0	0	5.00	\$0	0	\$0	1.5	0	\$0	0	
22 Mattress Pads - Full XL	0			0	0	0	0	0	23.00	\$0	0	\$0	1.5	0	\$0	0	
23 Mattress Pads - Queen	51			51	42	5	4	51	24.00	\$1,224	0	\$0	1.5	63	\$1,512	-12	
24 Mattress Pads - King	8			8	3	4	1	8	30.00	\$240	0	\$0	1.5	4.5	\$135	4	
25 Mattress Pads - Rollaway	0			0	0	0	0	0	20.00	\$0	0	\$0	1.5	0	\$0	0	
26 Blankets - Full XL	4			4	0	4	0	4	24.00	\$96	0	\$0	1.5	0	\$0	4	
27 Blankets - Queen	54			54	42	2	10	54	26.00	\$1,404	0	\$0	1.5	63	\$1,638	-9	
28 Blankets - King	9			9	3	5	1	9	30.00	\$270	0	\$0	1.5	4.5	\$135	5	
29 Blankets - Rollaway	0			0	0	0	0	0	15.00	\$0	0	\$0	1.5	0	\$0	0	
30 Crib Set (sheet, blanket)	3			3	0	3	0	3	10.00	\$30	0	\$0	1.5	0	\$0	3	
31 Pillows	178	48		226	126	5	60	191	6.50	\$1,242	-35	-\$228	1.5	189	\$1,229	2	
32 Pillow Protectors	230			230	126	60	44	230	1.50	\$345	0	\$0	1.5	189	\$284	41	
33 Bed Skirts - Full XL	0			0	0	0	0	0	45.00	\$0	0	\$0	1.5	0	\$0	0	
34 Bed Skirts - Queen	60			60	42	8	10	60	45.00	\$2,700	0	\$0	1.5	63	\$2,835	-3	
35 Bed Skirts - King	15			15	3	4	8	15	50.00	\$750	0	\$0	1.5	4.5	\$225	11	
36 Bed Scarves - Full XL	0			0	0	0	0	0	30.00	\$0	0	\$0	1.5	0	\$0	0	
37 Bed Scarves - Queen	21			21	0	13	8	21	30.00	\$630	0	\$0	1.5	0	\$0	21	
38 Bed Scarves - King	12			12	0	6	6	12	40.00	\$480	0	\$0	1.5	0	\$0	12	
39 Top Sheets - Full XL	0			0	0	0	0	0	30.00	\$0	0	\$0	1.5	0	\$0	0	
40 Top Sheets - Queen	0			0	0	0	0	0	30.00	\$0	0	\$0	1.5	0	\$0	0	
41 Top Sheets - King	0			0	0	0	0	0	40.00	\$0	0	\$0	1.5	0	\$0	0	
42 Shower Curtains	69			69	41	16	12	69	18.00	\$1,242	0	\$0	1.5	61.5	\$1,107	8	
									\$14,970			-\$332				\$13,911	
44	Property Location	Property Number			Rooms Sold This Month	666			For items requiring 2.5, average turns on hand:							For Month Ending	
45	Missouri Valley	30167			Cost Per Occupied Room	-0.50			2.4							June 30, 2021	
46	Completed By	Completion Date															
47	Becca	06/30/21															

FOR THE END OF THE MONTH...

- Go to the tab for the month that's ending
- Fill in any purchases made in Column 3
- Fill in what's available to housekeepers, whether in laundry, on carts, or in storage rooms
- Fill in what's locked away
- Fill in your name, the exact date, and your rooms sold
- Save, and then email the whole document to Kelli



MISCELLANEOUS NOTES

- If you can't type in a particular cell, it's because it's protected. (You're in the wrong cell.)
- Column #6 and Column #7 should be close in count, because each should represent one par. But if they're identical, we know you're faking it.
- Column #8 should be about half of Column #6, because it would be half a par in locked storage. However...
- Keep full cartons for most items, to make them easier to count. If you need 15 sheets, just put all 24 into use.
- You probably won't have a half turn of pillows in storage – no space!
- If you fall below 2.0 on your average par, you definitely need to place an order.
- You should only save **ONE VERSION** of the linen inventory for the **ENTIRE YEAR**. Just keep moving to the next tab each month, and re-save.



**CALL KELLI IF YOU
HAVE QUESTIONS**