

Linen inventory sheet

Count linen by item and location, separating clean stock, items in use, laundry stock and damaged items, with discrepancies and follow-up.

Complete the applicable sections. An asterisk marks a required field when that section applies. Copy repeat sections as needed and attach photographs separately.

Count scope

Project or site *

Record reference *

Record date *

Prepared by *

Premises or department *

Count cutoff time *

Stock movement controls during count *

Linen counts

Linen items

Repeat for each entry.

Linen item and size *

Counting unit *

Clean stock *

In use *

At laundry *

Damaged or quarantined *

Expected total *

Reconciliation and discrepancy explanation *

Counts are entered figures. Totals and discrepancies are not calculated automatically. Keep damaged stock separate and explain adjustments.

Reconciliation

Record status *

☐ Open ☐ Complete

Next action or reason none is needed *

Responsible person *

Reviewed by

Reviewer acknowledgement

Signature: _____