SITE survey. APP

SITE SURVEY REPORT

Linen inventory sheet

Prepared for	Linen inventory sheet (fictional example) (fictional)
Date	9 Oct 2026
Site	Linen inventory sheet (fictional example)
Prepared by	Example coordinator

FORM

Linen inventory sheet

1. Count scope

Project or site	Example Site
Record reference	LIN-001
Record date	9 Oct 2026
Prepared by	Example coordinator
Premises or department	Example Hotel
Count cutoff time	10:00
Stock movement controls during count	Linen movements paused during count.

2. Linen counts

Linen items 1: Double flat sheet

Linen item and size	Double flat sheet
Counting unit	pieces
Clean stock	40
In use	30
At laundry	25
Damaged or quarantined	2
Expected total	100
Counted total	97
Variance against expected	-3
Reconciliation and discrepancy explanation	Counted 97 across the four states; 3 unaccounted for. Laundry dispatch record to be checked.

> Counts are entered figures. The total and the variance against the expected figure are worked out for each item. Keep damaged stock separate and explain adjustments.

Linen items counted	1
Clean stock	40

In use	30
At laundry	25
Damaged or quarantined	2
Items with a variance	1

3. Reconciliation

Record status	Open
Next action or reason none is needed	Review the recorded exception and retain the evidence.
Responsible person	Example supervisor
Reviewed by	Example reviewer
Reviewer acknowledgement	Example reviewer