



Vacation Rental Linen Inventory Planner

Count usable linens, compare them with your target, and record what needs replacing.

Start with **three rotations: one in use, one in laundry, and one clean reserve**. Add more when your laundry timing or guest-accessible extras require it.

PROPERTY		DATE	
GUEST CAPACITY		BATHROOM SINKS	BATHROOMS
COUNT COMPLETED BY		ROTATIONS PLANNED	

1 Sheets by bed size

Target = beds × sets per bed. Count complete sets only, including enough pillowcases. Include sleeper sofas and bunks. Usable total includes clean sets, sets in use, and recoverable sets in laundry; exclude retired or missing pieces.

BED SIZE	BEDS	SETS PER BED	TARGET SETS	USABLE SETS	SHORTFALL
King		3			
Queen		3			
Full		3			
Twin		3			
Other		3			

Shortfall = target minus usable stock, with zero when stock meets the target.

2 Separate bedding inventory

Set targets with your cleaning team according to which items change at each turnover. **Keep at least one clean spare protector per bed.**

ITEM AND SIZE	TARGET	USABLE	ORDER
Duvet covers			
Mattress protectors			
Pillow protectors			

3 Check the laundry timing

LAUNDRY LOCATION	RETURN TIME
CAN CLEAN RESERVES COVER THE NEXT ARRIVAL BEFORE LAUNDRY RETURNS?	
If not, revise the rotation count or laundry plan before placing orders.	



Towels and replacement plan

4 Towels

Target = one arrival allocation × rotations, plus additional guest-accessible extras. Defaults below are starting recommendations. Adjust them to match what you provide and your property layout.

ITEM	ONE ARRIVAL ALLOCATION	ROTATIONS	EXTRA SPARES	TARGET	USABLE	ORDER
Bath towels	Guests × 2					
Washcloths	Guests × 2					
Hand towels	Sinks × 1					
Bath mats	Bathrooms × 1					
Kitchen towels	Choose: _____					

Order quantity = target minus usable stock, with a minimum of zero.

WORKED EXAMPLE

Six guests, two sinks, two bathrooms, three rotations, and no additional extras = **36 bath towels, 36 washcloths, six hand towels, and six bath mats.** Kitchen towels are additional.

5 Review before you count

- ☐ Count linens in use, in storage, and at the laundry without double-counting.
- ☐ Check for holes, worn fabric, persistent stains, odors, and poor fit.
- ☐ Remove retired pieces from usable totals.
- ☐ Keep guest-accessible extras separate from protected turnover reserves.
- ☐ Store fully dry linens in a clean, dry space labeled by size and type.

6 Record the next steps

CLEAN RESERVE LOCATION

GUEST EXTRAS LOCATION

LAUNDRY STOCK TO RECONCILE

REPLACEMENT ITEMS AND SIZES

ORDER OWNER

ORDER DATE

NEXT INVENTORY CHECK

Review stock when it falls below your target rotations, after repeated shortages, or when beds or guest capacity change.