

Chapter 5 Outline

Par Levels

Linens

Types of Linen

Establishing Par Levels for Linens

Six Steps to Perfect Linens

Determining When to Change Linens

Inventory Control of Linens

Taking a Physical Inventory of Linens

Uniforms

Establishing Par Levels for Uniforms

Inventory Control of Uniforms

Uniform Challenges

Guest Loan Items

Types of Guest Loan Items

Establishing Par Levels for Guest Loan
Items

Inventory Control of Guest Loan Items

Machines and Equipment

Types of Machines and Equipment

Establishing Par Levels for Machines
and Equipment

Inventory Control of Machines and
Equipment

Cleaning Supplies

Types of Cleaning Supplies

Establishing Inventory Levels for
Cleaning Supplies

Inventory Control of Cleaning Supplies

Guest Supplies

Types of Guest Supplies

Establishing Inventory Levels for
Guest Supplies

Inventory Control of Guest Supplies

Printed Materials and Stationery

Competencies

1. Define par, par levels, and par number. (p. 165)
2. Identify the challenges to inventory control for linens in a housekeeping operation. (pp. 165–184)
3. Describe how to establish par levels and inventory control for uniforms. (pp. 184–192)
4. Describe how to establish par levels and inventory control for guest loan items. (pp. 192–194)
5. Describe how to establish par levels and inventory control for machines and equipment. (pp. 194–196)
6. Describe how to establish par levels and inventory control for cleaning supplies. (pp. 196–199)
7. Describe how to establish par levels and inventory control for guest supplies. (pp. 199–207)