

# Inventory Par-Level Tracking Template

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## Purpose

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A "par level" is the target on-hand quantity of an item that keeps operations running smoothly between deliveries. Set it too low and you run out mid-service. Set it too high and you tie up cash and storage in stock that ages on a shelf. This template describes a generic, defensible method for setting and tracking par levels for any consumable in a hotel.

The formula and structure below are generic. Fill in your own items and numbers; nothing here is property-specific.

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## The Par-Level Formula

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$$\text{Par Level} = (\text{Average Daily Usage} \times \text{Days Between Deliveries}) + \text{Safety Stock}$$

- **Average Daily Usage** — how much of the item is consumed on a typical day. Measure it over a representative period, not a single day.
- **Days Between Deliveries** — the lead time of your supply cycle.
- **Safety Stock** — a buffer for demand spikes and late deliveries. A common starting point is 20–30% of the cycle quantity.

## Worked Example (illustrative numbers)

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Field	Example value
Average daily usage	40 units/day
Days between deliveries	7 days
Cycle quantity (40 x 7)	280 units
Safety stock (25%)	70 units
<b>Par level</b>	<b>350 units</b>

When on-hand stock drops below the par level, reorder back up to par. The numbers above are illustrative only.

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## Tracking Table (copy this structure)

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Item	Unit	Par Level	On Hand	Reorder?	Notes
(item name)	(each / case)	(number)	(count)	Y / N	

Recommended cadence:

- **Daily:** spot-check high-velocity items.
- **Weekly:** full count against par, place orders.
- **Quarterly:** recalculate par levels from updated usage data.

## Aggregate Reporting

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Roll item-level data up into category totals (linens, terry, amenities, cleaning) for a one-page operations view. Report on:

- Number of items below par (the shortage list).
- Items consistently over par (candidates for a lower par).
- Stock-out events since last review (the failure list — drive this to zero).

Aggregate reporting keeps the conversation at the level of "are we covered?" instead of "how many of item X exactly?"

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## Review Loop

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1. Set initial par levels from the formula.
2. Track on-hand vs. par each week.
3. Note every stock-out and every aging-stock event.
4. Recalculate par quarterly from real usage.

Par levels are living numbers. They drift as occupancy and seasons change, so revisit them on a schedule rather than treating them as fixed.

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*This document is a generic operations template. All numbers are illustrative. It contains no property-specific data and no proprietary information. Adapt freely to your own property.*

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