**QUANTITIES CALCULATION - TIPS AND TRICKS**

**Inputs**

To calculate the quantities of each **single-use** item you currently use, you’ll need the following inputs:

* Minimum night stay
* Duration which the item is typically replaced
* Number of rooms/lodges
* Occupancy rates in the high season
* Occupancy rates in the low season

*Example - A minimum 2 night stay, changing 1 x carton milk on average every 2 nights, with 12 lodges and a 60-70% occupancy rate in the high season (June-Oct) and 20-30% occupancy rate in the low season (all other months of the year).*

**Working**

* How many minimum night stays are there each week?
  + *7 days divided by 2 = 3.5 2x night stays per week*
* How many times is the item replaced in each room per week?
  + *1 x 3.5 = 3.5 milks per week*
* How many items are replaced in the entire hotel per week?
  + *3.5 milks x 12 lodges = 42 milks per week*
* How many weeks is the **high season**?
  + *4 weeks x 5 months = 20 weeks*
* How many items are replaced in the entire hotel during the high season?
  + *42 x 20 = 840 milks*
* If the hotel is only occupied up to 70% of the time during high season, what is the actual replacement?
  + *840 x 70/100 = 588 milks during the high season*

Don’t forget to include the **low season**, to provide an estimate for the entire financial year. This estimate can be cross checked to actual housekeeping orders for that financial year.

* How many 2 night stays are there each week?
  + *7 days divided by 2 = 3.5 2x night stays per week*
* How many times is the item replaced in each room per week?
  + *1 x 3.5 = 3.5 milks per week*
* How many items are replaced in the entire hotel per week?
  + *3.5 milks x 12 lodges = 42 milks per week*
* How many weeks is the **low season**?
  + *4 weeks x 7 months = 28 weeks*
* How many items are replaced in the entire hotel during the high season?
  + *42 x 28 = 1,176 milks*
* If the hotel is only occupied up to 70% of the time during high season, what is the actual replacement?
  + *840 x 30/100 = 352 milks during the high season*

*Therefore the* ***total estimate of milks*** *per financial year is 588 + 352 = 940.*