

Linen control procedures ensure that proper guidelines are in place to highlight losses early-on.

STATEMENT OF POLICY & PROCEDURE

1. Linen Pantries and Closets

- a. Each floor linen pantry or closet should hold a 24-hour linen requirement.
- b. Linen shelves cupboard should be clearly marked with the 24-hour par requirements for each item.
- c. When distributing clean linen to the pantries, the Linen Runner will make sure that the required amount of linen is delivered.

2. Linen Inventories and Consumption Records

- a. For hotels for an in-house laundry, the Rooms and Food and Beverage linen inventories to be conducted every three months (four times a year).
- b. While hotels using a contract laundry are to conduct inventories monthly.

3. Internal Linen Control Procedures

- a. For the hotels using a contract laundry, it is vital to introduce a control system and count each piece of dirty linen going out of the hotel and each piece of clean linen being returned to the hotel.
- b. After each Linen inventory, the Executive Housekeeper is to analyze the loss column and take appropriate action to reduce the losses.