

	<b>RESOURCE LIBRARY</b> <b>HOTEL OPERATIONS - HOUSEKEEPING</b> <b>Linen Control Procedures</b>	<i>CODE:</i> 03.05.081
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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.