

	RESOURCE LIBRARY HOTEL OPERATIONS - HOUSEKEEPING Discard Policy – F&B Linen	<i>CODE:</i> 03.05.094
		<i>EDITION:</i> 1
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OBJECTIVE

- To keep an accurate record of the quantity discarded and for what reason.

STATEMENT OF POLICY & PROCEDURE

1. The procedure is the same for room's linen with separates sheets provided for the different colors of the table linen and napkin, but not the different sizes.

Note: A summary of discards should be sent at the beginning of each month to the Food and Beverage Manager. This summary should highlight those discarded because of abuse.