	<b>RESOURCE LIBRARY</b> <b>HOTEL OPERATIONS - HOUSEKEEPING</b> <b>Discarded Items</b>	<i>CODE:</i> 03.05.025
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**Policy & Procedure:**

Control of Linen & Uniforms begins with their purchase and terminates when they are discarded, unless they disappear before that time.

All linen and uniforms that are beyond repair are identified. This should be done bearing in mind the specifications laid down for the standard of linen and uniforms in circulation.

Linen and uniforms which are torn, damaged and stained are identified daily at four points:

- Laundry
- Guest Rooms
- F&B Outlets
- Linen & Uniform Room

From these areas they are then forwarded to the Linen & Uniform Room, where they are separated and identified as discards or fit for reuse after mending/removal of stains.

Discards should be done on a twice weekly/monthly basis on designated days. The items to be sorted out per area, then checked off, counted and marked as discards in the presence of the Executive Housekeeper, Laundry Manager, Linen & Uniform Room representative and a representative from accounts.

A register to be maintained which needs to be signed after each discard session by the Executive Housekeeper and the representative from the accounts department.

Each item of linen and uniform must be replaced after each discard to maintain operating efficiency.


Accurate records must be kept in order to maintain stock levels accurately and to prepare budgets and purchasing plans.

**To reduce discards:**

- Misuse of linen and uniforms should be controlled, cost awareness
- Par stock levels to be maintained
- Laundry Equipment to be well maintained
- Suitable detergents/chemicals to be used
- Training and team work to be employed to achieve cost control

**Reuse of discarded items**

Recycling of discarded items is done, wherever possible to reduce costs.

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Items Discarded	Reused as
Bath Towels	Towelling dusters for drying bath tubs & washbasins
Pool Towels	Team Members Towels
Hand Towels/Face Cloths	Dusters, cleaning cloths
Bed Sheets	Dusters, Dustsheets for protecting furniture & carpets
Table Cloths	Tray Covers, Polishing Cloths
Napkins	Dusters, Polishing Cloths

Non-reusable items, including discarded uniforms are donated to charity if in an acceptable condition otherwise they are thrown away with consent of the Executive Housekeeper and Financial Controller.