

	<p style="text-align: center;">RESOURCE LIBRARY HOTEL OPERATIONS - HOUSEKEEPING Employee Uniform Record</p>	<i>CODE:</i> 03.05.036
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Policy & Procedure:

- On the starting day of a new team member, a record is filled out with the following information from HR:
 - Employee name
 - Department
 - Position
 - Employee Number
 - Uniform Number
 - Body Measurements
 - Amount and style of garments issued
 - Start date
- Records are kept by Department and then according to the uniform number.
- All uniforms should have the number clearly marked on the label.
- Uniforms should only be issued if they are in good repair and properly numbered.
- If there is no correctly fitting uniform, the Executive Housekeeper should be informed using a Uniform requisition with the appropriate details.