

	<p style="text-align: center;">RESOURCE LIBRARY HOTEL OPERATIONS - HOUSEKEEPING Shoe Shine</p>	<i>CODE:</i> 03.05.050
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Policy & Procedure:

- Complimentary shoeshine service will be offered to all hotel guests.
- Shoes will be properly cleaned and nearly broken shoelaces to be automatically replaced free of charge.
- Correct colour of shoe polish will be used and proper cleaning materials for different types of leather to be used.
- Shoes will be returned to the correct room and placed in the closet.