

	RESOURCE LIBRARY HOTEL OPERATIONS - HOUSEKEEPING Employee Towels	<i>CODE:</i> 03.05.072
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Policy & Procedure:

In order to maintain a high level of Personal Hygiene amongst our Team Members, towels are available for Team Members to use for taking a shower at the hotel.

The towels will be available from the Uniform Room located on the B2A level during opening hours and from the Housekeeping Department when the uniform room is closed.

- Each Team Member will be required to sign for the towel on issue and on return of the dirty towel.
- Towels should be returned after use and not kept in lockers or left lying in the locker room.
- Any team member not returning the towel will be charged for the towel and a warning issued.

Any towels not returned will be followed up on a daily basis to avoid losses.

A stock take of all towels will be done on a monthly basis.