

	RESOURCE LIBRARY HOTEL OPERATIONS - HOUSEKEEPING Reserved Linen Stock	<i>CODE:</i> 03.05.082
		<i>EDITION:</i> 1
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Description:

OBJECTIVE

- To ensure Housekeeping maintains an independent record of new linen received and linen issued from the General Store, which shows at any time the quantity of new linen available.

STATEMENT OF POLICY & PROCEDURE

1. The General Store Clerk should issue once per month a computer generated print out, indicating the stock of new linen available in the General Store.
2. Each time a purchase is received, it is recorded in the General Store and a new balance sent to the Executive Housekeeper.
3. Each time linen is issued from the General Store, it is recorded and subtracted from the quantity in the 'balance column.
4. When a physical inventory is taken, the quantity in the 'balance' column is verified against the actual physical count of reserve linen available in the General Store.