

RESOURCE LIBRARY HOTEL OPERATIONS - HOUSEKEEPING Linen Requisition

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OBJECTIVE

To ensure and Beverage linen is issued on a strict soiled for clean exchange.

STATEMENT OF POLICY & PROCEDURE

- 1. Each restaurant should be equipped with a lockable linen closet, which holds the par of linen required for the operation.
- 2. At the conclusion of the meal period or at the specified hours, a requisition is completed by the member of Food and Beverage staff, showing a count of the soiled linen. (See page 2).
- 3. The soiled linen is returned directly to the Linen Room and the restaurant count is double-checked by the Linen Room Attendant, and the requisition countersigned.
- 4. The requisition is represented to the Linen Room Attendant who issues the clean linen and records the amount of linen issued.



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FOOD & BEVERAGE LINEN REQUISITION

TO:	LINEN ROOM		DATE:					
FRON	Л: RESTAURAN	т	TIME:					
		Dirty	Linen Room Confirmation	Request	Issued			
Na	apkins							
(si	iblecloth ize) iblecloth ize)							
	able mats							
O	ven cloth							
GI	ass towels							
Captain's Signature:								
Linen Room Confirmation Signature:								
Issuer's Signature:								
Rece	Receiver's Signature:							