

	<b>RESOURCE LIBRARY</b> <b>HOTEL OPERATIONS - HOUSEKEEPING</b> <b>Linen Requisition</b>	<i>CODE:</i> 03.05.083
		<i>EDITION:</i> 1
		<i>PAGE</i> 1 OF 2

**Description:**

---

**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.

