

	RESOURCE LIBRARY HOTEL OPERATIONS - HOUSEKEEPING Official Discard	<i>CODE:</i> 03.05.092
		<i>EDITION:</i> 1
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Description:

OBJECTIVE

- To clarify, it is necessary for every Housekeeping department to make official discards of rooms, food and beverage linen, and uniforms.
- To ensure discards are put to good use.

STATEMENT OF POLICY & PROCEDURE

1. An item be discarded for any of the following reasons:
 - Worn, torn, stained, shrunk, burnt, abused.
2. An official record of discard must be kept and the total entered in column 14, a Form (L -1 -2 -3), Rooms Linen Inventory and Food and Beverage Information, at the time a physical inventory is taken.
3. Official discard are very useful for other purpose such as:
 - a. 50 / 50 percent polyester / cotton sheets and pillow cases may be made into the following:
 - Sheets into pillow cases or inner slips
 - Pillow cases into inner slips
 - Sheets into crib sheets and pillowcases
 - b. Bath towels and hand towels, make the best cleaning rags.
 - c. Mattress pads can be made into cooks' pot-holders, pads for silver burnishing, or moutons.
 - d. Tablecloths can be made into napkins, place mats, service cart liners, or cloths used by chefs to decorate trays.
 - e. 100 percent cotton Food and Beverage linen makes good cleaning rags.
 - f. Blankets can be cut down to smaller size, for example, bay cribs.
4. The most important thing to remember is that all official discards set aside for use as cleaning rags must be clearly identified as discards. Dyeing, identifying with a different colored thread, or stamping can help do this.