

	RESOURCE LIBRARY HOTEL OPERATIONS - HOUSEKEEPING Discard Policy – Rooms Linen	<i>CODE:</i> 03.05.093
		<i>EDITION:</i> 1
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OBJECTIVE

1. To keep an accurate record of the quantity discarded and for what reason.

STATEMENT OF POLICY & PROCEDURE

1. One person and one person only should be responsible for deciding if an item should be discarded. The same person is responsible for recording the discards. The most logical person is the Linen Room Supervisor.
2. The reason for the discard should be noted and the quantity recorded immediately in the appropriate column.
3. A separate sheet is required for each item – i.e. single sheets. Double sheets, bat towels, etc.
4. At the end of each period, the amounts in each ‘quantity’ column are totaled and entered in the ‘total’ column.
5. These totals are added to give the number of discards during this inventory period.
6. The discard Record should be reviewed periodically to see if
7. A problem exists. (see page 2)



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DISCARD RECORD

Item: _____

Inventory Period: _____

Reason	Quantity	Total
ABUSE		
STAIN		
WEAR & TEAR		
OTHER		

TOTAL: _____