
	<b>RESOURCE LIBRARY</b> <b>HOTEL OPERATIONS - HOUSEKEEPING</b> <b>Storage of New Linen</b>	<i>CODE:</i> 03.05.095
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## **OBJECTIVE**

- To specify the proper procedures for handling and storing new linen.

## **STATEMENT OF POLICY & PROCEDURE**

1. The quantity of new linen kept in reserve will constantly fluctuate since it will be used to replenish the amount of linen in-circulation.
2. The quantities of linen required in reserve will is determines by the purchase cycle: the longer the cycle, the more linen will be kept in reserve. Ideally the reserve would be built-up to a level which would be completely depleted by the time the next linen order is received and still be sufficient to maintain adequate 'linen in-circulation' levels. However, practically some linen will be over-ordered since the discard or loss rates vary.
3. The linen in the reserve and especially that remaining over two subsequently purchase periods are subject to damage from several causes. In light of the price of textiles today, it is essential that preventive steps be taken to eliminate this loss before it can occur.
4. Careless linen storage and / or handling practices are extremely expensive. There are five sources of damage, which are potential hazards to stored textiles:
  - Atmosphere
  - Insects
  - Microbiological
  - Security
  - Contact
5. The danger of linen damage from these sources is magnified if the linen storeroom is not operated on a first-in, first-out basis. Failure to rotate linen and assure the use of the oldest linens first can result in age deterioration such as discoloration, deterioration, and dye transfer.
  - a. Atmospheric damage- Refers to relative humidity, temperature, and air circulation. The criterion used in the past was simply that linen should be stored in a dry cool area. Because of longer storage times, which result from larger inventories, a more scientific approach must be adopted. The ideal conditions are more scientific humidity of not more that 40 to 50 percent and temperature not in excess of 25 Celsius.
  - b. Microbiological Damage – Microbiological tendering, such as caused by mildew can be minimized by strictly adhering to the first in, first out issuing procedure and the use of atmospheric controls. If all cotton items are to be stored for a long period, they should be laundered to remove starch and

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finishing chemicals, which may serve as nutritive for growth. Unpacked items should be covered to prevent contamination by dust.

- c. Security damage – This type of damage is symptomatic of a poorly controlled linen storage system and inadequate storage facilities.

Linens in inventory are an asset and must be treated the same as any other asset, be it cash, food or liquor. It must be controlled and issued against requisition by person who is directly responsible to the hotel Controller / Accountant, according to company policy.

- d. Contact Damage – Contact damage occurs from direct contact with a surface or substance, which will directly stain the stores fabric.
- e. Metal shelves, which rust, wood shelves which support biological growth or shelf placement close to walls or floor are all sources of damage.

6. The best type of storage shelving is non-corrosive (rust-proof) metal shelf with sufficient perforation to allow good air circulation. Stainless steel or chrome plated wire shelving is ideal. The shelving should be kept at least 12” from walls and 6” above the floor. It is preferred that walls are painted and floors tiled.

7. The items listed do not pretend to be an all-inclusive list of the damages, which can occur in storage. Sunlight, color transfer, ink transfer from packages, and water damage happen all too frequently.