

	RESOURCE LIBRARY - LAUNDRY Task: Equipment Required for a Valet	CODE: 03.06.008
		EDIT/ON: 1
		PAGE 1 of 1

OBJECTIVE: To ensure valet time is used efficiently and the correct procedures and standards will be achieved.

PROCEDURE:

The following equipment is required on a daily basis before commencing work.	A valet desk should be stocked with the following items.
<ul style="list-style-type: none"> ○ Grooming is a must ○ Prepare the desk for today's work ○ Check VIP list ○ Check Fidelio system ○ A clear sheet of paper to write remarks on ○ Call log register 	<ul style="list-style-type: none"> ○ Clean table. ○ Printing and Stationary ○ A call record ○ Marking pen ○ Marking paper ○ Laundry Bags ○ All laundry forms ○ Clean trolley ○ Clean laundry baskets ○ Safety pins ○ Neat, clean filing cabinet