

Policy: Linen Chute Room and Linen Sorter Policy and Procedures

Section:	Linen Chute Room and Linen Sorter	Issue Date:	5/21/2020
Updated by:	Debi Streeter – Executive Housekeeper	Last Updated:	5/21/2020
Target Audience:	Housekeeping Department		

Policy brief & purpose:

To ensure the safety and wellbeing of the employees in the Linen Chute Room and to create a uniform standard of linen sorting and accountability.

Scope:

This policy pertains to the employees of the Housekeeping Department

Process:

1. Mandatory use of the following PPE during each work shift: (mask, safety glasses, gloves, gown)
2. Currently the linen chute is not being utilized, but always be alert and ensure sure not to stand within the marked dropped area of the linen chute.
3. Place the linen on the floor in the linen chute room against the wall and not under the linen chute.
4. At start of shift, set up empty laundry bins in the area for sorting.
5. Sort bed linen from the terry towels.
6. Place items in the laundry bins.
7. Keep total counts and notate the count on the side of the laundry bins.
8. Fill out Daily Linen Status form and make one copy for cleaners when they pick-up the soiled linen.
9. Only send out bed sheets, pillow slips, bath towels (as instructed) and bath mats to cleaners, unless otherwise advised by the Housekeeping Management.
10. Cover and tie off the top of the bin, containing the dirty linen, with a sheet.
11. Bring the covered bin containing all other linen, wash cloths, rags, hand towels and bath towels (as instructed) to Valet Shop laundry for washing and prepped for the guest rooms and employee use.



Linen Chute Room and Linen Sorter Policy and Procedure

I have received and read the Linen Chute Room and Linen Sorter Policy and Procedure and agree to comply with it. I understand that if I do not comprehend any aspect of this policy, it is my responsibility to seek clarification. I understand that non-compliance with this policy may result in progressive disciplinary action, up to and including termination of employment.

_____	/	_____	/	_____
PRINT Name		Signature		Date

Department

