



KINGS LAUNDRY

The **DOs** and **DON'Ts** of HOUSEKEEPING

Please use linen for the purpose it is provided for



Make sure linen rooms are kept neat and tidy



DO NOT leave linen on the floor



Place all dirty linen from bedrooms directly into Kings Laundry bags



DO NOT leave dirty linen on floors or corridors



Make sure towelling rags are in use for drying floors, sinks and taps



DO NOT use our towels for cleaning. EVER



Use polishing cloths or glass napkins for mirrors etc



DO NOT use pillow cases for polishing



Use door stoppers



DO NOT use our towels as door stoppers



Use dusters or glass napkins for skirting boards and edges



DO NOT use face towels for dusting /cleaning



Use mops or rag towels to clean floors



DO NOT use our towels to clean floors



Use rags for spillages etc.



DO NOT use kings laundry linen for spillages etc.



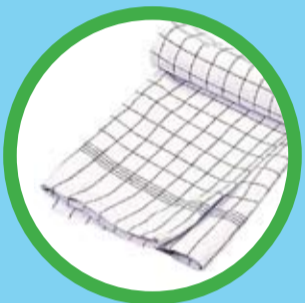
The **DOs** and **DON'Ts** of KITCHEN / BAR / BANQUETING



Make all staff aware of where to find cleaning cloths



Provide proper cloths for serving of beverages and food



Have kitchen cloths in place for chef's use



Make sure polishing cloths are in the correct areas for cutlery etc



Use towelling rags for floor spillages etc



Use rags for the underneath of sinks or bar trays



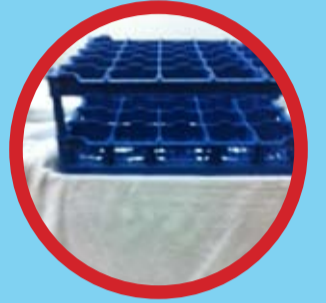
Store linen correct as this will keep the linen looking nice on tables



DO NOT pick up the nearest linen item to clean with



DO NOT use napkins/towels or table cloths for covering trays or trolleys



DO NOT use our linen for wiping down counters or floors. **EVER**



DO NOT use napkins for polishing



DO NOT use the linen or towels for cleaning floors.



DO NOT use our towels/napkins to cover areas or leakages



DO NOT leave linen rooms untidy as this causes creases



OVERALL THE LINEN WE PROVIDE IS FOR THE CUSTOMERS USE ONLY.
CLEANING CLOTHS ARE AVAILABLE FOR EVERYTHING ELSE