

Standard Operating Procedure (SOP)

Organizing Table Linens, Placemats, and Covers

This SOP details the process for **organizing table linens, placemats, and covers**, including sorting by type and size, inspecting for cleanliness and damages, proper folding and stacking techniques, designated storage methods to maintain fabric quality, and routine inventory checks. The objective is to ensure efficient management, easy accessibility, and prolong the lifespan of all table linens and related items used in dining settings.

1. Scope

This SOP applies to all staff responsible for the maintenance, organization, and storage of table linens, placemats, and table covers in dining service areas.

2. Materials Needed

- Clean storage shelves/containers
- Lint roller
- Fabric-safe cleaning supplies
- Labeling materials (tags, markers, labels)
- Inventory log (digital or printed)

3. Procedure

- 1. Sorting**
 - Separate all items by their type: tablecloths, napkins, placemats, runners, and covers.
 - Group items by size (e.g., round, square, rectangular, large, medium, small).
 - Further sort by color or pattern as needed for easy identification.
- 2. Inspection**
 - Check each item for stains, discoloration, rips, or damage.
 - Set aside any items that need cleaning or repairs. Document issues in the inventory log.
- 3. Folding & Stacking**
 - Neatly fold each item per standard folding technique for the fabric type.
 - Stack similar items together-do not overstack to avoid creasing.
- 4. Designated Storage**
 - Place folded items in labeled shelves, bins, or drawers dedicated to each category and size.
 - Store delicate and seldom-used items in protective covers or sealed containers to minimize dust and sunlight exposure.
 - Ensure storage area is dry, clean, and away from direct heat or moisture.
- 5. Inventory Management**
 - Record all items in the inventory log, including quantities, sizes, colors, and condition status.
 - Conduct inventory checks at least monthly to assess needs for replacements, cleaning, or repairs.

4. Responsibilities

- Assigned staff are responsible for carrying out procedures as outlined and reporting discrepancies or shortages to the supervisor.
- Supervisors must review logs and address maintenance requests promptly.

5. Records

Date	Staff Initials	Action Taken	Notes
____/____/____	_____	Inventory Checked / Item Cleaned / Item Repaired	_____

____/____/____	_____	Inventory Checked / Item Cleaned / Item Repaired	_____
----------------	-------	--	-------

6. Review

This SOP must be reviewed annually and updated as necessary to maintain best practices for linen and tableware management.