

ROOM SERVICE

FORMS & FORMATS

SESSION OBJECTIVES

After the end of the session one should be able to know different forms & Formats used in room service.

Contents

- KOT/BOT
- Linen exchange register
- Room service control sheet

Incredible Heritage**Linen Exchange Register****Date & Day--**

S no	Linen items	Balance brought forward	Dirty given	Total	Issued	balance	remarks
1	Table napkin						
2	Table cloth square						
3	Naprons						
4	frills						
5	Wiping cloths						
6	Chair covers						
7	Chair ribbons						
8	Waiters cloth						
9	Salver covers						
10	Tray covers						
	SIGNATURE- STEWARD						SIGNATURE – LINEN KEEPER

Review

After the end of the session one should be able to know that different Kot/bot & other forms.

BIBLIOGRAPHY

- Food & Beverage service (Dennis Lillicrap/7th edition/Pg. 405)