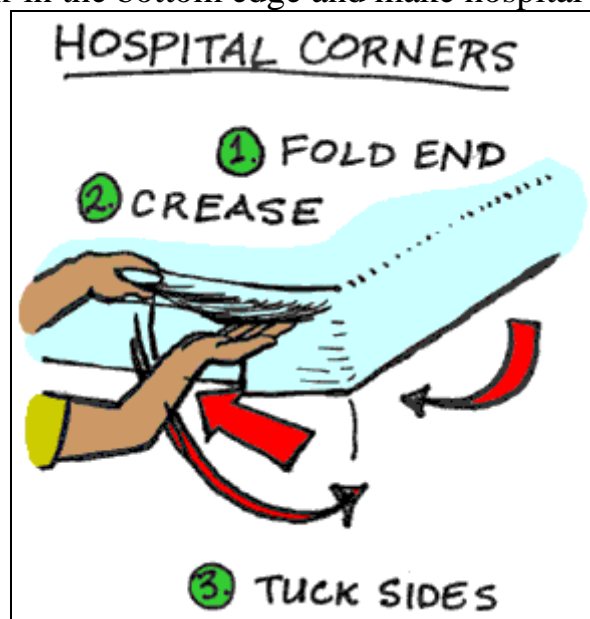


HOUSEKEEPING PROCEDURES

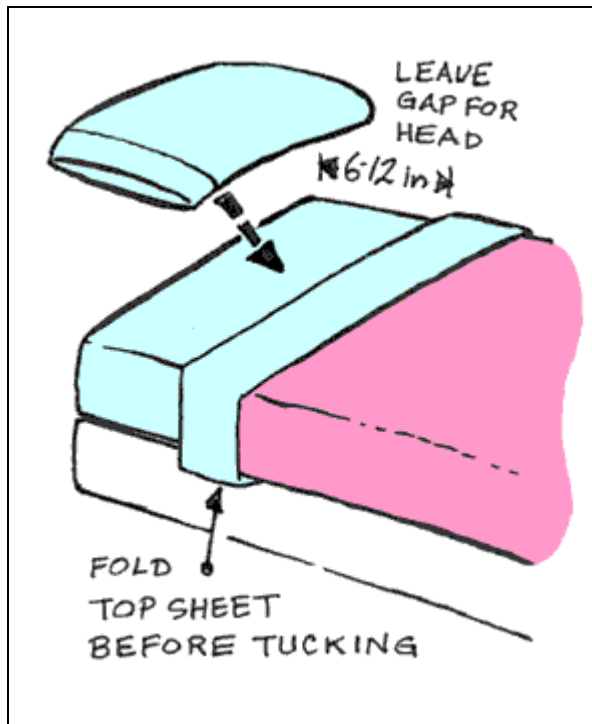
HOW TO MAKE A BED

There are many ways to make a bed, but some are better than others. Experienced accommodation managers have simplified the process by designing a few steps so that bed making can be simple, efficient and well done.

- Pull the bed away from the wall or use the pedal to lift up the bed
- Remove all bed coverings such as the bedspread, the pillows and the blanket or duvet and place them on a chair, desk or couch nearby
- Remove all dirty pieces of linen such as sheets and pillow cases and put them in the laundry bag
- Also remove all towels from the bathroom and place them in the laundry bag
- Stand at the foot of the bed, spread a clean bottom sheet across the mattress and tuck-in the bottom edge and make hospital corners



- Place the top sheet face down on the bed and tuck-in the edges in the same way as the bottom sheet
- Leave a length of about 30 cm or one foot of extra sheet and fold the extra material over the blanket
- Tuck both sheet and blanket under the mattress and make hospital corners
- Put clean pillow cases on the pillows
- Put the bedspread back in place and place the pillows on the bed and put the bed back in its place



DON'T FORGET

- ⇒ Make sure the under sheet is clean before you make the bed
- ⇒ Make sure the sheets are clean before you make the bed
- ⇒ Make sure the bedspread and blanket are clean before you make the bed

You may also use different methods such as:

1. Making the bed from the head. This procedure is largely the same as the previous one except that you begin standing at the head of the bed rather than the foot
2. Making the bed from the side. This method often produces the best results with larger beds. The method is also the same as the other two except that you begin by standing beside the bed
3. The two-person method. Some hotels (mostly upper scale) due to the large number of guests that they serve assign two people to clean each room for greater efficiency. They split the work in this manner :
 - One person cleans the bathroom while the other removes the dirty linens and cleans the bedroom
 - Both chambermaids make the bed together with one person standing on either side

Vocabulary

Laundry bag: sac à linge

Housekeeping cart: chariot de la femme de chambre

Hospital corners: coins au carré

Under sheet: alèze

Bottom sheet: drap du dessous

Top sheet: drap du dessus

Flat sheet: drap plat

Fitted sheet: drap housse

bedspread: dessus de lit

Duvet : couette

Duvet cover: housse de couette