

Making a Bed SOP



1. Bring clean linen into guest room

Get clean linen from trolley/cupboard and place on chair or bench to avoid picking up dirt.

2, Spread out mattress protector

Spread out mattress protector over the mattress covering it from head to foot, smoothing out wrinkles or lumps. Check for any hair or dirt and remove, or if any marks or stains then replace and send dirty to wash.



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3. Secure sheet

Place sheet over mattress protector ensuring that it hangs even on all sides. At the base of the bed, tuck in the flat sheet under mattress.

Take one corner of the sheet, and pull it straight up onto the bed, forming a triangular fold. Tuck the hanging part of the sheet, under the mattress. Pull the triangular fold down and tuck under the mattress (hospital corner). Repeat on the other side of the bed. Neatly tuck the remaining sheet on both sides under mattress.

When doing this check sheet for any marks or holes, and if so reject this sheet and get fresh sheet.

4. Place duvet cover and duvet on the bed

Place the duvet cover on the bed ensure that it is spread evenly on the sides. Spread the duvet out on top of the sheet below cover (make sure duvet is right way with label at bottom). Tuck the duvet into the pocket of the duvet cover starting with one corner first, then folding over to keep in place whilst tucking other corner in. Make sure duvet is straight at top within cover and there are no lumps.



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Once duvet is in cover and pulled straight with it hanging evenly on both sides of the bed, fold the duvet down a quarter of the bed's length (or 1 square of duvet). When doing this check duvet for any marks/damage and replace for fresh if needed and send dirty to wash/for repair. Check duvet cover for any marks or holes and if so reject this duvet cover and get fresh duvet cover.

5. Prop and arrange pillows and cushions on the bed

Insert standard pillows inside clean pillowcases. Do not place under chin or in mouth. Place pillow on bed and open pillow case and place pillow in the pocket. Make sure pillow is in the inside fold (so no pillow showing). Stack pillows on top of each other (2 total stacks), making sure opening is facing center of bed.

Place third pillow for each side stood up in front of the flat pillows.

When doing this check pillow protector for any marks and replace with clean one if needed. Check pillow and if damaged replace. Check pillow cases for marks/holes and if so reject these pillow cases and replace with fresh.



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Place decorative cushions in front of all pillows. Check for any marks and either clean or remove and send for further treatment.

Smooth wrinkles out of the pillowcases with your hand and straighten pillow tucks.

Pull duvet cover tight from the bottom of bed and tuck duvet cover under mattress. Start in the middle and work towards both sides creating a triangle shape to make hospital corners on both sides the same as sheet.

Note: Use correct linen depending on bed size with same process as above

*King bed requires super king duvet cover and sheet (green label/stitching)

*Queen bed or Double bed requires king duvet (yellow label/stitching) and king sheet (green label/stitching)

*Single bed requires single duvet cover and sheet (blue label/stitching)

