

Hotel Bed Making Procedure & Checklist

By Checklist.com

- ☐ **Confirm the room and the required bed service**
Follow the property's room-entry and privacy procedure before starting. Confirm whether this is a full linen change or an occupied-room refresh and respect approved guest linen preferences.
- ☐ **Check the bed setup and select matching linen**
Confirm bed size, bedding style and any documented guest requirements. Gather the correct linen and pillow covers; do not assume every room uses the same layers or number of pillows.
- ☐ **Prepare a clean linen surface and safe working space**
Keep clean bedding off the floor and away from used linen. Clear only the working space you are authorized to move; do not relocate guest possessions without following property procedure.
- ☐ **Remove decorative items and inspect the bed**
Place reusable items in the designated clean location. Check for guest belongings or hazards before stripping. Follow lost-property or hazard procedures if something is found; never reach blindly into bedding.
- ☐ **Remove the linen that is due for changing**
Handle used linen with minimal disturbance and put it directly in the designated linen bag. Do not shake it out, leave it on the floor or mix it with clean stock. Do not replace approved retained linen unnecessarily.
- ☐ **Check the mattress, protector, pillows and bedding**
Look for visible stains, dampness, damage or signs of a problem that needs specialist attention. Replace unsuitable removable items and report mattress or bed defects before covering them. Do not carry out untrained treatment or repairs.
- ☐ **Prepare to handle clean bedding**
Follow the property's hand-hygiene and glove-change procedure after handling used linen. Check fresh linen for visible stains, tears or dampness and set unsuitable pieces aside for the correct return route.
- ☐ **Check or fit the mattress protector**
For a linen change, fit a clean, serviceable protector of the correct size where replacement is required. Align and secure it according to its design. For a refresh, check and smooth a suitable retained protector without hiding a defect.
- ☐ **Check or fit and smooth the bottom sheet**
Check and smooth a suitable retained sheet on a refresh. Where replacement is due, centre a flat sheet or fit the corners of a fitted sheet as appropriate. Work around the bed rather than stretching across it. Use the trained technique and approved aids; get help for a lift or movement you cannot perform safely.
- ☐ **Arrange the upper bedding in the property's sequence**
Keep suitable retained bedding for an approved refresh; replace layers due for changing. Position the top sheet, blanket or duvet used by this property. Centre the layers and smooth the sleeping surface. When fitting a duvet cover, use the approved method and avoid twists or bunched filling.
- ☐ **Finish the sides, foot and turn-back**
Align the layers and use the property's tuck or fold style. Do not force a tight tuck where the approved setup leaves bedding loose. Keep the finish consistent on both sides.
- ☐ **Check pillow covers and arrange the pillows**
Check retained covers on a refresh; fit clean covers of the correct size where replacement is due. Position fastenings or openings to the property standard. Arrange the required pillows without adding unrequested extras.
- ☐ **Replace approved decorative bedding**
Return only clean, serviceable throws, cushions or runners used for this room type. Check alignment and remove anything stained or damaged rather than hiding it underneath another item.
- ☐ **Inspect the finished bed from both sides**
Check for wrinkles, uneven layers, exposed soiling, trailing bedding and missing items. Confirm the setup matches the room and guest requirements, and that tools or belongings have not been left in the bed.
- ☐ **Record the bed check outcome**
This result covers the bed only, not release of the whole room. Record a defect or follow-up on its task and inform the responsible colleague before the room is offered as ready.