

# GUEST LINEN & BEDDING CHECKLIST

GUEST ROOM: \_\_\_\_\_ DATE: \_\_\_\_\_

## STRIPPING & WASHING

| TASK DESCRIPTION | DONE | NOTES |
|------------------|------|-------|
|------------------|------|-------|

Remove used pillowcases, sheets, and duvet covers

Strip mattress protector (if soiled)

Wash linens in high temperature / sanitize cycle

Dry thoroughly with wool dryer balls (scent optional)

## BED PREPARATION

Vacuum/Rotate mattress if necessary

Fit clean mattress protector and bottom sheet

Apply top sheet (hospital corners) and duvet

Plump pillows and fit fresh pillowcases

## GUEST AMENITIES

Provide 2 fresh bath towels & 2 hand towels

Place clean washcloths in basket

Check/Replenish spare blankets in closet

**ADDITIONAL NOTES**

Write any maintenance issues or supply needs here...