

Bedding and Bed Linens Site Readiness Checklist

Review sheet 1 of 4 | Property: _____ Room / bed code: _____

Revision: _____ Review date: _____ Lead reviewer: _____

Ready = evidence recorded. Conditional = noncritical open action with owner, due date, and restriction. Hold = unresolved critical issue. N/A = reason recorded. Blank = unreviewed. Record each reviewer in the site record.

ID / Group	Check and acceptance evidence	Suggested reviewer	Site record
R01 Room	Finished room geometry Record finished dimensions, obstructions, and layout revision for each distinct configuration.	Design / site team	Status: Evidence / reviewer: Action owner / due:
R02 Room	Full bed footprint Verify frame overhang, headboard projection, and furniture positions in the furnished room.	Design / operations	Status: Evidence / reviewer: Action owner / due:
R03 Room	Circulation and openings Check each bedside and foot clearance with doors and drawers open against the approved layout.	Design / operations	Status: Evidence / reviewer: Action owner / due:
R04 Room	Accessible configuration Obtain the responsible reviewer's acceptance of affected clear spaces, turning space, and controls; record N/A reason if inapplicable.	Accessibility reviewer	Status: Evidence / reviewer: Action owner / due:
R05 Delivery	Package and handling data Obtain actual shipping dimensions, weight, and manufacturer handling or recovery restrictions.	Supplier / logistics	Status: Evidence / reviewer: Action owner / due:
R06 Delivery	Complete delivery route Verify unloading, door openings, elevator capacity and geometry, corridor turns, and room entry for the proposed load.	Logistics / site team	Status: Evidence / reviewer: Action owner / due:

Release decision / restrictions: _____

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ID / Group	Check and acceptance evidence	Suggested reviewer	Site record
R07 Delivery	Staging and responsibilities Approve clean dry staging, receiving sequence, waste removal, and unloading or assembly responsibilities.	Operations / logistics	Status: Evidence / reviewer: Action owner / due:
R08 Bed fit	Bed and linen schedule Link each room type to exact mattress, topper, protector, sheet, duvet, and pillow item codes.	Procurement	Status: Evidence / reviewer: Action owner / due:
R09 Bed fit	Covered mattress dimensions Measure width, length, and depth including the protector and topper used in service.	Housekeeping / supplier	Status: Evidence / reviewer: Action owner / due:
R10 Bed fit	Sheet construction and coverage Verify fitted-pocket meaning, corner retention, flat-sheet tuck, and skirt clearance on the selected bed.	Housekeeping	Status: Evidence / reviewer: Action owner / due:
R11 Bed fit	Duvet and pillow compatibility Check insert and cover dimensions, closures, ties where provided, and pillowcase allowance.	Housekeeping / supplier	Status: Evidence / reviewer: Action owner / due:
R12 Bed fit	Processed sample acceptance Record the agreed laundry trial, dimensional results, tolerance, and successful bed-making trial.	Laundry / housekeeping	Status: Evidence / reviewer: Action owner / due:

Release decision / restrictions: _____

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Review sheet 3 of 4 | Property: _____ Room / bed code: _____

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ID / Group	Check and acceptance evidence	Suggested reviewer	Site record
R13 Bed fit	Finished sleeping height Measure the complete arrangement and obtain review of affected transfer conditions, bedside furniture, and controls.	Design / operations	Status: Evidence / reviewer: Action owner / due:
R14 Equipment	Conditional scope Identify powered bases, fixed headboards, and other associated equipment; document genuine N/A items.	Procurement / engineering	Status: Evidence / reviewer: Action owner / due:
R15 Equipment	Electrical compatibility For powered items, verify supply, connection, protection, and outlet position against approved product instructions.	Electrical professional	Status: Evidence / reviewer: Action owner / due:
R16 Equipment	Cable and service access For powered items, check movement, pinch points, isolation, maintenance access, and removal route.	Engineering / installer	Status: Evidence / reviewer: Action owner / due:
R17 Mounting	Substrate and fixing detail For fixed items, verify wall build-up, backing, brackets, concealed services, and approved fixing detail.	Installer / design	Status: Evidence / reviewer: Action owner / due:
R18 Mounting	Installation responsibilities Assign brackets, backing, alignment, installation, and finish repair; record the controlling revision.	Contractor / procurement	Status: Evidence / reviewer: Action owner / due:

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ID / Group	Check and acceptance evidence	Suggested reviewer	Site record
R19 Housekeeping	Complete linen change Trial stripping and remaking; resolve difficult reach, forceful pulling, and improvised furniture movement.	Housekeeping / safety lead	Status: Evidence / reviewer: Action owner / due:
R20 Housekeeping	Cleaning tool access Verify the approved tools and bed movement method can reach required cleaning areas.	Housekeeping / engineering	Status: Evidence / reviewer: Action owner / due:
R21 Laundry	Process and capacity Confirm product compatibility, peak processing needs, turnaround, and any separate new-equipment utility review.	Laundry / operations	Status: Evidence / reviewer: Action owner / due:
R22 Storage	Clean and used linen handling Approve clean dry storage, trolley route, and separate handling arrangements for used linen.	Housekeeping / laundry	Status: Evidence / reviewer: Action owner / due:
R23 Release	Open actions and approval Record evidence, reviewer, status, owner, deadline, and restriction; hold affected scope for unresolved critical issues.	Project manager	Status: Evidence / reviewer: Action owner / due:
R24 Receiving	Order and change control Carry approved codes, dimensions, samples, and revisions into receiving; reopen checks affected by a substitution or change.	Procurement / receiving	Status: Evidence / reviewer: Action owner / due:

Release decision / restrictions: _____