

	RESOURCE LIBRARY - LAUNDRY Task: Placing Items in the Room	CODE: 03.06.014 EDITI ON: 1 PAGE 1 of 1
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OBJECTIVE: For all items to be placed to the same standard, using the correct procedures and in the most efficient way.

PROCEDURE:

What	How	Why
1. Place Hanging items in the wardrobe	Open the wardrobe door at the hanging area - with your left hand place items in a neat & tidy way inside the wardrobe. Leave enough space to prevent creasing.	For presentation
2. The wrapped items on the bed	Folded items should be placed on the right side of the bed	
3. Keep the door half open	The wardrobe door should be left slightly open where the laundry has been placed.	So the guest knows his laundry is in the wardrobe
4. Place Laundry delivery card	The Laundry delivery card should be placed on the right hand corner of the bed in plain view of the guest.	To inform the guest the laundry has been delivered