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## CU968 Collect Linen and Make Beds

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### Unit summary

This unit is about stripping and making beds, handling linen and bed coverings, as well as collecting bed coverings and moving them to the rooms.

### Evidence requirements

<b>Unit CU968</b>	<b>Collect Linen and Make Beds</b>
<b>Learning outcome 1</b>	<b>Be able to collect clean linen and bed coverings</b>
The assessor <u>must</u> assess assessment criteria 1.1 – 1.4 by directly observing the candidate's work.	
What you must <b>COVER</b> for Learning outcome 1	<p>There must be performance evidence, gathered through observing the candidate's work for:</p> <p>at least <b>five</b> from <b>linen and bed coverings</b></p> <ul style="list-style-type: none"><li>a) <b>sheets</b></li><li>b) <b>blankets/duvets</b></li><li>c) <b>bedspreads/throws</b></li><li>d) <b>pillow cases/sheet</b></li><li>e) <b>waterproof sheets</b></li><li>f) <b>valances</b></li><li>g) <b>mattress protectors</b></li><li>h) <b>duvets/pillows</b></li><li>i) <b>bathroom linen</b></li></ul> <p>Evidence for the remaining points under 'what you must cover' may be assessed through questioning or witness testimony.</p>

<b>Learning outcome 3</b>	<b>Be able to strip and make beds</b>
The assessor <u>must</u> assess assessment criteria 3.1-3.7 by directly observing the candidate's work.	
What you must <b>COVER</b> for Learning outcome 3	<p>There must be performance evidence, gathered through observing the candidate's work for:</p> <p>at least <b>five</b> from <b>linen and bed coverings</b></p> <ul style="list-style-type: none"> <li>a) <b>sheets</b></li> <li>b) <b>blankets/duvets</b></li> <li>c) <b>bedspreads/throws</b></li> <li>d) <b>waterproof sheets</b></li> <li>e) <b>valances</b></li> <li>f) <b>mattress protectors</b></li> <li>g) <b>duvets/pillows pillowcases/sheets</b></li> </ul> <p>at least <b>one</b> from <b>beds</b></p> <ul style="list-style-type: none"> <li>a) <b>double/single beds</b></li> <li>b) <b>cots/folding beds</b></li> <li>c) <b>zip and link</b></li> <li>d) <b>sofa beds</b></li> </ul> <p>at least one from <b>customers</b></p> <ul style="list-style-type: none"> <li>a) <b>new</b></li> <li>b) <b>stay over</b></li> </ul> <p>Evidence for the remaining points under 'what you must cover' may be assessed through questioning or witness testimony.</p>

**Description of evidence or activity**

**CU968      Collect Linen and Make Beds**

<b>Date</b>	<b>Description of evidence/activity</b>	<b>APP/Box number</b>	<b>Assessor signature</b>	<b>IV initial</b>

<b>Learning outcome 1: Be able to collect linen and bed coverings</b>					
<b>Assessment criteria</b>					
1.1 obs	Choose and collect the <b>linen and bed coverings</b> needed for work schedule				
1.2 obs	Make sure the <b>linen and bed coverings</b> meet organisational standards				
1.3 obs	Handle and move the <b>linen and bed coverings</b> safely				
1.4 obs	Keep linen store safe and secure				

<b>What you must cover for Learning outcome 1</b>					
<b>C1</b>	<b>Linen and bed coverings (obs at least 5)</b>				
	a sheets				
	b Blankets/duvets				
	c Bedspreads/throws				
	d Pillow cases/sheet				
	e Waterproof sheets				
	f Valances				
	g Mattress protectors				
	h Duvets/pillows				
	i Bathroom linen				

Evidence for the remaining points under 'what you must cover' may be assessed through questioning or witness testimony.

<b>Learning outcome 2: Understand how to collect clean linen and bed coverings</b>					
<b>Assessment criteria</b>					
2.1	Describe safe lifting and handling techniques and why they should always be used				
2.2	State organisational standards for collection of linen and bed coverings				
2.3	State why soiled linen should be kept separate from clean linen				
2.4	State why linen and linen store must be secure				
2.5	State why it is important to check linen to make sure it is clean and up to standard				
2.6	Outline the types of problems that may happen when choosing and collecting linen from the linen store and how to deal with them				

<b>Learning outcome 3: Be able to strip and make beds</b>					
<b>Assessment criteria</b>					
3.1 obs	Strip all <b>linen and bed coverings</b> from <b>beds</b>				
3.2 obs	Handle and store soiled <b>linen and bed coverings</b> correctly				
3.3 obs	Get <b>beds</b> ready for making				
3.4 obs	Make sure the bed base, bed head, <b>linen and bed coverings</b> are clean and not damaged				
3.5 obs	Make the bed to premises standards with the correct <b>linen and bed coverings</b>				
3.6 obs	Leave bed neat, smooth and ready for use				
3.7 obs	Deal with <b>customers'</b> personal property according to organisational procedures				

<b>What you must cover for Learning outcome 3</b>													
<b>C1</b>	<b>Linen and bed coverings</b>						<b>C2</b>	<b>Beds</b>					
	<b>(obs at least 5)</b>							<b>(obs at least 1)</b>					
	a	Sheets						a	Double/single beds				
	b	Blankets/duvets						b	Cots/folding beds				
	c	Bedspreads/throws						c	Zip and link				
	d	Waterproof sheets						d	Sofa beds				
	e	Valances											
	f	Mattress protectors											
<b>C3</b>	<b>Customers</b>												
	<b>(obs at least 1)</b>												
	a	new											
	b	Stay over											

Evidence for the remaining points under 'what you must cover' may be assessed through questioning or witness testimony.

<b>Learning outcome 4: Know how to strip and make beds</b>					
<b>Assessment criteria</b>					
4.1	State the correct way to deal with soiled linen				
4.2	State the right way to sort different fabrics				
4.3	State organisation's procedures for making and re-sheeting beds				
4.4	State why it is important to use the right sized linen				
4.5	Outline the types of unexpected situations – including customer incidents - that may happen when stripping and making beds and how to deal with them				
4.6	Describe how to spot and what procedures to use if encountering bedbugs or other infestations				