

Linen and Bed making provisions with effect from 1st October 2010

Linen

Corpus will supply “linen” which consists of a single duvet, a pillow, a mattress protector, a pillow protector, a duvet cover, two flat sheets and a pillowcase. Corpus is the owner of the duvet, protectors and pillow, the other linen items are on hire from a service provider.

Bedmaking/Cleaning services

Corpus does not provide a bed making service but does provide a weekly linen exchange and room cleaning. Public and shared areas are cleaned on a daily basis.

On a set day each week cleaners/bedders will carry out a combined room clean and an exchange of bed linen. Bedders/cleaners will on this set day collect dirty linen (sheets and pillowcase only) and exchange these items for clean linen. Each hostel/ staircase will be notified of their combined room clean /linen exchange day and rough time when cleaners/bedders will be undertaking this activity. The combined clean/linen exchange day will minimise unnecessary disruption to students and entry to rooms. The day will be set at the start of each year and it is intended that the day will remain unchanged throughout the year. Other linen items will periodically be cleaned and changed by the cleaners/bedders.

In order to make the linen exchange easy for all individuals it would be helpful if the following could be adhered to:-

On a weekly basis students are expected to remove the two sheets and pillowcase from their beds. The College operates a two sheet system (bottom sheet over the mattress and top sheet under the duvet). The two dirty sheets should be placed into the dirty pillowcase. At 9am of the set day the bedder/cleaners will start room cleans/linen exchanges and they will systematically work through hostels/areas as required.

The student should leave the dirty linen by the side of the bed, ready for exchange; the cleaner/bedder will place clean linen in the students rooms ready for the student to make up their bed later in the day. If dirty linen is not available for the bedder/cleaner to remove on the day of the linen exchange then no clean linen will be provided.

It must be emphasised that the weekly linen exchange is good practice, it is critical from a cleanliness, hygiene and health perspective. It is important for asthmatics, allergy sufferers and reduces the risk of dust mites, bed bugs and other nasties!

If dirty linen is badly soiled for whatever reason: vomit, blood etc. please leave a note on your dirty linen to advise the bedder/cleaner accordingly.

At the start of the lease period all beds will be made up with linen as appropriate. At the end of each lease period students are expected to have removed the linen in the same way in order that cleaners/bedders can deep clean the room accordingly.

This is the first year that this system is operational and we hope that there are no teething problems or issues. If you do experience a problem please do notify the Head Housekeeper as soon as possible.