

# Technology and Livelihood Education - Housekeeping

## Quarter 1 – Module 6: Make Up Beds



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**Technology and Livelihood Education - Housekeeping Grade 9**  
**Quarter 1 – Module 6: Make Up Beds**

**First Edition, 2020**

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Published by the Department of Education

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**Printed in the Philippines by** \_\_\_\_\_

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## Technology and Livelihood Education - Housekeeping Quarter 1 – Module 6: Make Up Beds

## Introductory Message

### For the facilitator:

Welcome to the Subject Technology and Livelihood Education (TLE) - Housekeeping Grade 9 of the Alternative Delivery Mode (ADM) Module for lesson: **Make Up Beds**.

This module is collaboratively designed, developed, and evaluated by select secondary TLE teachers with the help of expert-teachers, school heads, and division program supervisor who specialize in EPP/TLE of the Schools Division of the Island Garden City of Samal. It will serve as your aid and guide in helping students achieve the standards set by the K to 12 Curriculum. Through this, students will be able to meet and overcome personal, social, and economic challenges in learning.

This course aims to guide and enable students to become independent learners in going through the various learning activities based on their abilities, speed, and time. It also targets to assist students achieve 21<sup>st</sup>-century skills with utmost consideration of their needs and living conditions.

As a facilitator, you are expected to provide students with an orientation or preliminary information on how they will use this module. You need to also monitor and record their progress while allowing them to manage their own learning. Aside from this, you are expected to further encourage and guide the students as they carry out the activities included in this module.

### For the learner:

Welcome to the Subject Technology and Livelihood Education (TLE) - Housekeeping Grade 9 of the Alternative Delivery Mode (ADM) Module for lesson: **Make Up Beds**.

This module is created to meet your educational needs. It aims to help you in your studies while you are not inside the classroom. Also, it seeks to give you meaningful work and opportunities to learn lessons.

This module has components and icons that you must go through to process your learning.



#### Let Us Learn

In this section, you will know the skills that you must learn in this module.



#### Let Us Try

This section will test your previous knowledge or skills of the lesson in the module through a preliminary assessment.



#### Let Us Study

There will be brief exercises to help you connect your previous knowledge to the current lesson. In this section, the new lesson will be introduced through a story, poem, play, introductory problem, task, or situation.



#### Let Us Practice

There will be a short discussion in this section. This aims to help you understand new concepts and skills.



#### Let Us Practice More

This section consists of guided activities and free practices that will further enhance your understanding and skills of the subject matter. You can check your answers in the practice activities using the answer key in the last section of this module.



#### Let Us Remember

This section contains questions or sentence or paragraph completion that will process what you have learned in the lesson.



#### Let Us Assess

This section contains activities that will help you translate new knowledge or skills into real situations or realities of life.



#### Let Us Enhance

In this section, you will be given additional activity to enhance your learning or skill in the lesson.



#### Let Us Reflect

This section is an activity that aims at assessing or measuring the level of learning in acquiring meaningful knowledge and skills through reflective questions.



#### Answer Key to Activities

This section contains the correct answers in all the activities in this module.



#### References

This is located on the last page of the module where it contains a record of the sources of data/authorship in the creation or writing of this module.

The following are important reminders in utilizing this module:

1. Handle this module with care. Do not write or put other marks in any part of this module. Use a separate sheet of paper in answering the practice activities.
2. Do not forget to answer the *Let Us Try* before proceeding to the other practice activities inside this module. Maintain honesty and integrity in doing or performing the practice activities and in checking the answers.
3. Read carefully the instructions before doing each practice activity.
4. Finish the current practice activity before going to the next ones.
5. Return this module to your teacher or facilitator after answering all the activities.

If ever you find it hard to answer the practice activities in this module, do not hesitate to refer to your teacher or facilitator. You can also ask for help from your mother or father, or from your older siblings, or from anyone else in the house who is older than you. Always remember that you are not alone.

We hope, through this module, that you will experience meaningful learning and will fully acquire your desired knowledge. You can do this!



## Let Us Learn!

This module was designed and written for you. The purpose is to help the learners to understand the field of Technology and Livelihood Education- Housekeeping 9. This is to assist the teachers and facilitators in imparting the knowledge and skills to our learners. The scope of this module permits it to be used in many different learning situations. The lessons are arranged in accordance to the Learning Outcomes found from the MELCs.

### LO 1: Make Up Beds (**TLE\_HEHK9-12RG-Ih-j-5**)

This lesson in Housekeeping aims the students in Grade 9 TLE class to:

- identify different types and sizes of linens, pillows, and bed sheets;
- correctly follow proper procedures in conducting room check, turn down and make up beds and cots; and
- replace bed linen in accordance with establishment's standards and procedures.



## Let Us Try!

Direction Multiple Choice. Read the following statement carefully and choose the letter of the correct answer. Write your answer on your activity notebook.

\_\_\_\_ 1. This is the last step in cleaning a guest room.

- A. Check all fixtures if it is working.
- B. Set the air conditioner temperature.
- C. Turn off lights except for night lamp or passage.
- D. Give a final look to make sure everything is done perfectly according to the hotel standard.

\_\_\_\_ 2. This is the last step in preparation for turndown service.

- A. Finish all turndown by 10:00 pm.
- B. Take out trolley with linen and amenities.
- C. Clear departure room as per hotel requirements.
- D. Take the status report of the floor from the desk

\_\_\_\_ 3. The standard size of a queen pillow is \_\_\_\_.

- A. 20 x 26 inches
- B. 20 x 36 inches
- C. 20 x 30 inches
- D. 20 x 20 inches

- \_\_\_\_\_ 4. Evening service or turndown is needed when:
- A. There are morning arrivals by international flights
  - B. Rooms are occupied by late night guests
  - C. A room is with DND sign
  - D. All of the above
- \_\_\_\_\_ 5. It is removable bedding that sits on top of a mattress to protect it.
- A. Towel
  - B. Blanket
  - C. Bed sheet
  - D. Mattress Protector
- \_\_\_\_\_ 6. This is the first step in preparation for bed making.
- A. Lay the fresh pad on the pad.
  - B. Remove soiled bed linen from the bed.
  - C. Pull away the bed from the headboard.
  - D. Greet the guest if the guest is inside the room.
- \_\_\_\_\_ 7. This provides warmth to the body and in order to be comfortable, it should be smooth, soft and resilient and not too heavy.
- A. Towel
  - B. Curtain
  - C. Blanket
  - D. Bed Sheet
- \_\_\_\_\_ 8. What is the mattress size of a twin-size bed?
- A. 39" x 75"
  - B. 54" x 75"
  - C. 68" x 86"
  - D. 96" x 110"
- \_\_\_\_\_ 9. Why is there a need to have a room check?
- A. To ensure safety
  - B. To catch any problem that may result to dissatisfaction of the guest
  - C. To make sure that everything in the room is clean and in proper condition
  - D. All of the above



\_\_\_\_10. The first thing to do in entering a guest room

- A. Follow the two-knock, three- announcement rule. Knock at the door and check if the guest is inside the room. Say “housekeeping” before entering.
- B. Greet the guest if the guest is inside the room and say “I am from housekeeping. Sorry to disturb you, may I turn down your bed?”
- C. Immediately enter the room and say “I am from housekeeping. Sorry to disturb you, may I turn down your bed?”
- D. Follow the one- knock, one- announcement rule. Knock at the door and check if the guest is inside the room. Say “housekeeping” before entering.

## Lesson 6

# Make Up Beds

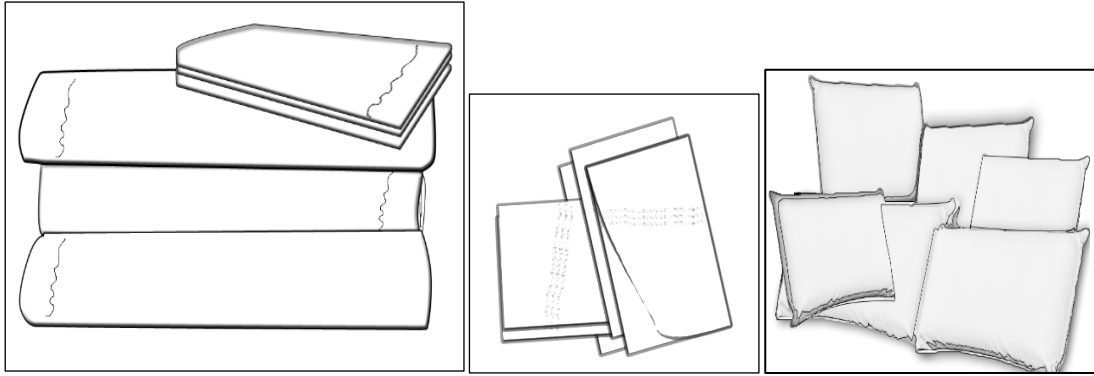


### Let Us Study!

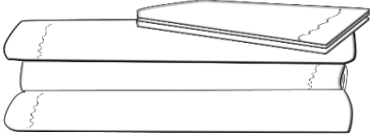

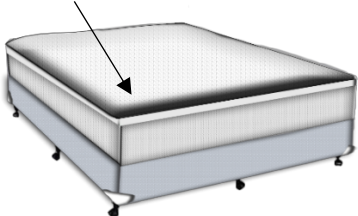

Read and familiarize the different types and sizes of linens, pillows, and bed sheets.


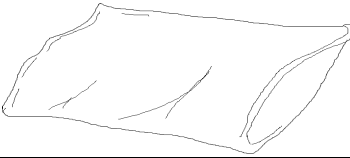




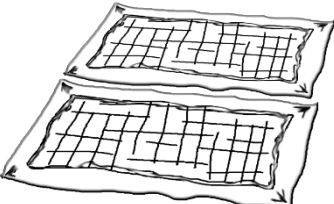
The lesson focuses on the different types and sizes of linens, pillows and bedsheets, procedures in conducting turndown and procedures in making beds and cots.

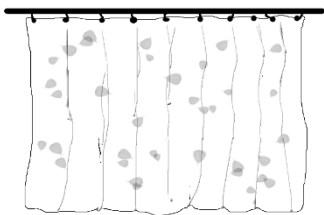
The sheets, blankets, pillowcases, and bath items come in different sizes according to the sizes of the mattresses and their use. Other items are chosen because of their appearance and price.



Careful selection according to standard size and color is considered in purchasing these items because the labor cost to sort them will be high. The careful selection of standard size makes purchasing, counting, storing, and maintaining inventories easier. Sizes can be color-coded for easier sorting. Sheets are usually available in different sizes and with color-coded hem threads.

Types of Linen	Description/ Usage
<b>Bed Linen</b> 1. Bed Sheet 	A bed sheet is a piece of linen or cloth that is used to cover the mattress. For comfort, the texture should be soft and smooth, absorbent and free from state. Bed sheet should be large enough to be tucked in securely all around the mattress.
2. Bed Spread 	It is a single -layer bedding that covers the entire bed right down to the floor and often cover the pillows as well. It is lightweight, so are best for summer-use, or used over a blanket in cooler weather.
3. Mattress Protector 	It is an item of removable bedding that sits on top of, or encases, a mattress to protect it. Some mattress protectors also provide protection to the person sleeping on the mattress from allergens and irritants such as dust mites, bed bugs, mold, and dead skin
4. Blanket 	It is a piece of soft cloth large enough either to cover or to enfold a great portion of the user's body. These need to adhere to the body to provide warmth. In order to be comfortable,

	they should be smooth, soft and resilient and not too heavy.
5. Pillow 	It is a rectangular cloth bag stuffed with feathers, foam rubber, or other soft materials, used to support the head when lying down.
6. Pillow Case 	Pillowcases are generally made from the same fabric as that of the bed linen. It is used to protect pillows from dust mites and stains. They usually have zippered closure.
<b>Bathroom Linen</b>	
1. Towels a. Bath towel 	The standard bath towel is ideal for most drying duties, from drying off after a shower to wrapping up wet hair and drying off children after bath time.
b. Hand Towel 	Hand towel is significantly smaller than a bath towel and is used for drying the hands after washing them.
c. Face Towel 	Face Towel is smaller than a bath towel, is often of smooth-surfaced material (as linen), and is used especially for drying the face.
d. Wash cloth 	Wash cloth are tiny towels that are the quintessential in - shower for washing your skin. It is also great for washing the face over the sink or for cleaning up small spills on the bathroom counter.
2. Bath Rugs 	It helps absorb water from the body when you are stepping out of the shower or bath- it keeps excess water off the floor and prevents slipping on wet tiles. A 100% cotton bath rug is the best alternative, as cotton absorbs many times its weight in water and dries fast.
	Shower curtains in hotels are waterproof these include nylon, vinyl, fiber glass or PVC coated materials. It goes inside the tub to prevent

3. Shower Curtains 	water from splashing all over the floor. It is usually transparent and thin so one can easily see through it from the outside the tub.
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## Bedding Sizes

Bed Size	Mattress Size	Bedsread Size	Comforter size	Blanket Size
Twin	39" x 75"	80" x 110"	68" x 86"	66" x 90"
Twin XL	39" x 80"	N/A use Twin	68" x 90"	N/A use Twin
Full or Double	54" x 75"	96" x 110"	78" x 86" to 86" x 86"	80" x 90"
Queen	60" x 80"	102" x 116"	86" x 86" x 86" x 94"	90" x 90"
California or Western King	72" x 84"	114" x 120"	102" x 86" to 102" x 94"	108" x 90"
Dual or Eastern King	78" x 80"	120" x 120"	102" x 86" to 102" x 94"	108" x 90"
Daybed or Trundle	39" x 75"	84" x 117"	66" x 92"	66" x 90"
Waterbed Super Single	48" x 84"	N/A	68" x 86" to 66" x 92"	66" x 90"
Waterbed Queen	60" x 84"	84" x 108"	68" x 86" to 86" x 86"	80" x 90" or 90" x 90"
Waterbed King	72" x 84"	84" x 108"	86" x 86" to 102" x 86"	90" x 90" or 108" x 90"

## Other Linen Sizes

<b>Bath Rugs</b> 24" x 42"	<b>Bath Towel</b> 25" x 45"	<b>Pillow Case</b> Standard-20" x 26"  Queen- 20" x 30"  King- 20" x 36"
<b>Face Towel</b> 9 ½" x 10 ½"	<b>Hand Towel</b> 6" x 7 ½"	

## **Procedures in Conducting Room Check, Turndown, and Make up Beds and Cots**

There are a set of standards that housekeeping will need to follow for cleaning, refreshing, and stocking rooms. It's important to maintain these because it will help keep guest satisfaction high. We want to make sure that our guests are kept happy, and one way we can do that is to maintain our standards of good service.

The guest room check or inspection ensures that the desired results of an established cleaning system are consistently achieved by the housekeeping department. The main purpose of a room check is to catch any problems that may have been overlooked during the cleaning before it is found by the guest and become dissatisfaction and complaints.

### **Conducting a Room Check:**

1. Check for 'DO NOT DISTURB' sign on inside knob of the door.
2. Check proper operation of locks, chains and door stops.
3. Check condition and cleanliness of light switches and surrounding wall area
4. Check window sills for cleanliness, make sure windows are locked and that locks work properly.
5. Make sure heating and air-conditioning unit is free from dirt and dust, operates correctly and the temperature is set according to property standards.
6. Make sure telephone is clean and works properly.
7. Check the bed
8. Check lamps for starches and dust. Make sure light bulbs are of proper voltage. Turn on television set to check for proper operation, turn-off and check for a scratch damage and dust.
9. Check that bedroom amenities such as stationary and match-boxes are properly stacked.
10. Make a final check around the room to make sure that all items are well positioned and that all areas ceiling to the floor are cleaned and well maintained.
11. Complete a work order request and/or notifying the appropriated department for any item needing attention or repair.

### **Turndown Service**

A turndown service or evening service is one amenity that can be availed by a guest. Turndown service means the room of a guest is prepared ready for

sleeping. It includes the following: cleaning the room, having one corner of the blanket folded for easy sliding, chocolate or fresh fruits placed on the bedside, the room lights dimmed, and heavy drapes or night curtain was closed. Below are the steps on how to conduct turndown service

### **Preparation for Turndown Service**

1. Take the status report of the floor from the desk.
2. Get the floor key or card and sign the logbook.
3. Check the floor corridor for tidiness.
4. Take out the trolley with linen and amenities.
5. Clean vacant rooms at 6:00 in the evening onwards.
6. Finished all turndown service by 10:00 pm.
7. Clear departure rooms as per hotel requirements.

### **Entering into Guest Room**

1. Follow the two-knock, three- announcement rule. Knock at the door and check if the guest is inside the room. Say “housekeeping” before entering.
2. If the guest wants you to come back later, politely go out and position the maid’s cart in front of the guest room.



## **Procedure for Turndown Service**

1. Greet the guest if the guest is inside the room and say “I am from housekeeping. Sorry to disturb you, may I turn down your bed?”
2. Remove the bed cover, fold it neatly, and place it in the wardrobe cabinet either at the topmost shelves or in the lowermost shelf.
3. Set aside the pillows. Smooth the top sheet blanket.
4. Grasp the top sheet and second sheet. Fold the corner back and pull them down to the center of the bed.
5. Make a folded corner a neat 45- degree angle.
6. Tuck in the sides under the mattress
7. Straighten the pillow and place it neatly on the bed making sure that the pillow case opening is facing inwards
8. Following the hotel procedure, place the turn down amenities on top of the pillow. This is usually any of the following: flowers, a chocolate, candies, cookies, and the like.
9. Place the breakfast menu card on the folded quilt at an angle.
10. Place the foot mat in front of the bed with a pair of slippers.
11. Turn on the bedside lamp or night lamp.

## **Procedures in Making up Beds and Cots**

The best way to welcome your guest is to provide them with a good quality and clean bed and linens. Making the bed properly is an extremely important part of servicing any room because the bed is often the focal point of the room. It is one of the first things in the room that the guest looks at. The final appearance of the made bed must therefore make the right impression – neat, tidy, balanced, crisp, clean, attractive and inviting



## **Preparing for Bed making**

- Remove soiled bed linen from the bed.
- Look at the mattress pad or mattress protector to see if it is stained, torn, or damaged. If it is not, straighten it make sure the mattress and box spring are even.
- Always adjust the mattress with your leg and not with your back to avoid any injuries.
- If the mattress pad is stained, remove it.
- Get a clean mattress pad and place it on the mattress.
- Lay the fresh pad on the pad.
- Unfold the pad right side up and spread it evenly over the center of the bed.
- Smooth out any wrinkles.
- Mattress pad or mattress protector comes in different sizes, be sure to use the correct size.
- Make sure you have the correct size of bed sheets.
- Do not use a stained or torn sheet. Place them immediately in your soiled linen bag.
- Take three fresh sheets and pillow cover or slips according to the size of the bed

## **Procedure in Making up beds**

1. Pull away the bed from the headboard. This is done by pulling the bed with a quick forceful movement. All beds in hotels are designed with wheels for easy maneuvering.
2. Remove all soiled line. Shake them for any articles that may be left behind by the guest.
3. Place the soiled linen in the linen hamper of the maid's cart.
4. Check the mattress side-to-side and end-to-end to even it out. Adjust the skirting if there is a skirting.
5. Shake the mattress protector and change it if soiled.
6. Clean the headboard with a feather duster.
7. Open and spread out a clean cover sheet and tuck it securely at the head, sides, and foot.
8. Miter the corners.
9. Open a clean top sheet and spread it evenly on the cover sheet. Make sure that the laundry crease is in the same line as the cover sheet. The sheet's hem must be evenly pulled up to the headboard. Tuck the top sheet to the footboard.
10. Open the blanket and spread it out evenly on the top sheet. Make sure that the laundry crease is in the same line as the top sheet. The



- blanket labels should be at the foot of the bed. Pull the blanket eight inches from the headboard and make a fold for the guest to slide in.
11. Fold the top sheet at the head of the bed over the blanket and fold the blanket and top sheet once again.
  12. Ensure that the blanket and the top sheet are tucked uniformly under the mattress on both sides and the corners at the foot of the bed are mitered.
  13. Fold the corner of the blanket and top sheet.
  14. Replace pillowcases with clean ones. Even out the pillowcases to look full, neat, and tidy. The side of the pillow with a fold should be on the inside. For turndown service, the breakfast menu knob is placed on the pillow.
  15. Cover the bed with a bedspread. Make sure it falls evenly all around the bed.
  16. Tuck the bedspread under the pillows.
  17. Push the bed back towards the headboard making sure that it is aligned.

### **Before leaving the Room**

- Empty dustbin and ashtrays.
- Check all light fixture if it is working.
- Make sure to draw the heavy curtains.
- Guest clothes that are lying around should be hanged.
- Replace soiled linens if necessary.
- Replenish supplies like shampoo, toilet paper, etc.
- Tidy up the bathroom by folding used towels. Wipe the vanity area if required.
- Set the aircon temperature.
- Turn off the lights except for night lamp or passage light.
- Give a final look to make sure everything is done according to the hotel standard. Then lock the door.
- Update the status and report immediately any maintenance problem found while cleaning.



## Let Us Practice!

One Act Play. Create a video demonstration on how to prepare room for guest. The video must contain one set of procedure in 'Turn Down Service' or 'Make up Beds and Cots'. It must be at least a 3-5 minutes presentation. The output must be submitted to your teacher through messenger with your full name and grade level.

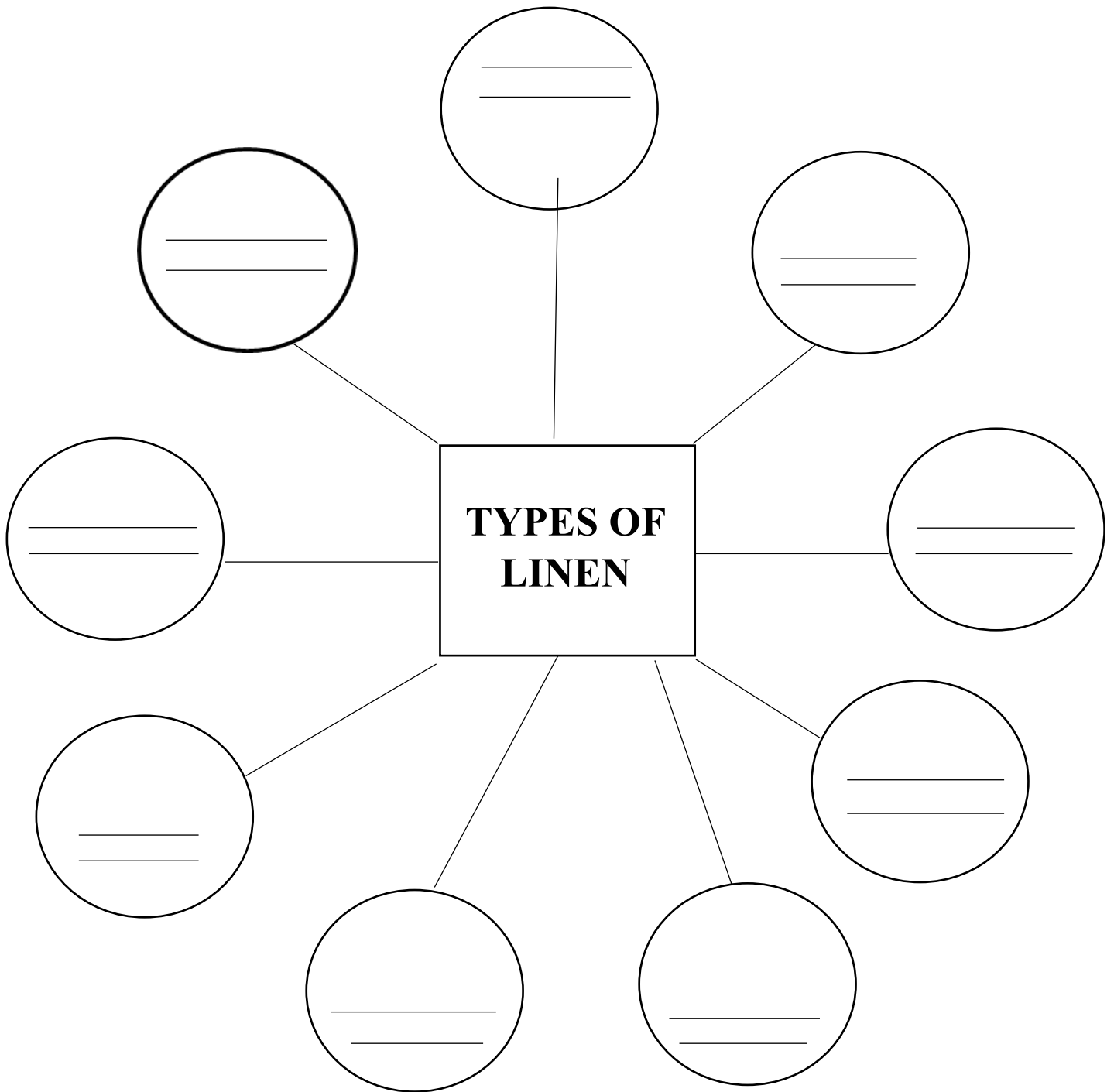
Rubric for One-Act Play:

Criteria	10	7	5
Concentration	Maintained character through whole play even when not speaking	Maintained character through most of play even when not speaking	Maintained character through some of play even when not speaking
Presentation	Showed confidence and appropriate use of body language throughout the whole play.	Showed confidence and appropriate use of body language most of the whole play.	Showed a little confidence and inappropriate use of body language throughout the whole play.
Understanding of the Performance/Task	Showed total & clear understanding of the task presented.	Showed only good understanding of the task presented.	Showed only fair understanding of the task presented.



## Let Us Practice More!

Direction: In your activity notebook, copy and fill up the circles by writing the different types of linen and its use.





## Let Us Remember!

Sequencing. Arrange the following bed making procedures by using the numeric value accordingly, 1 as first step, 2 as second and so forth. Write your answer on your activity notebook.

### Conducting Turn Down Service

- \_\_\_ Turn on the bedside lamp or night lamp. -
- \_\_\_ Place the turn down amenities on top of the pillow.
- \_\_\_ Tuck in the sides under the mattress-
- \_\_\_ Remove the bed cover and fold it neatly-
- \_\_\_ Place the breakfast menu card on the folded quilt at an angle.
- \_\_\_ Set aside the pillows
- \_\_\_ Greet the guest if the guest is inside
- \_\_\_ Grasp the top sheet and second sheet. Fold the corner back and pull them down to the center of the bed
- \_\_\_ Make a folded corner a neat 45- degree angle
- \_\_\_ Straighten the pillow and place it neatly on the bed, make sure that the pillow case opening is facing inwards
- \_\_\_ Place the foot mat in front of the bed with a pair of slippers

### Procedures in Making up Beds

- \_\_\_ Clean the headboard with a feather duster.
- \_\_\_ Pull away the bed from the headboard.
- \_\_\_ Cover the bed with a bedspread.
- \_\_\_ Replace pillowcases with clean ones.
- \_\_\_ Open the blanket and spread it out evenly on the top sheet.
- \_\_\_ Miter the corners.
- \_\_\_ Remove all soiled line.
- \_\_\_ Fold the corner of the blanket and top sheet.
- \_\_\_ Push the bed back towards the headboard making sure that it is aligned.
- \_\_\_ Place the soiled linen in the linen hamper of the maid's cart.
- \_\_\_ Shake the mattress protector and change it if soiled.
- \_\_\_ Check the mattress side-to-side and end-to-end to even it out.
- \_\_\_ Ensure that the blanket and the top sheet are tucked uniformly under the mattress on both sides and the corners at the foot of the bed are mitered.
- \_\_\_ Open and spread out a clean cover sheet and tuck it securely at the head, sides, and foot.
- \_\_\_ Tuck the bedspread under the pillows
- \_\_\_ Open a clean top sheet and spread it evenly on the cover sheet
- \_\_\_ Fold the top sheet at the head of the bed over the blanket and fold the blanket and top sheet once



## Let Us Assess!

Role Play. Make your own video presenting a 'Room Check' in a hotel situation. Your video must contain at least 3-5 minutes presentation. You can ask an assistance from your brothers or sisters or anybody from the family. Just send your video through messenger with your full name and grade level. Use the rubric below as your guide in doing the output.

Rubrics for the role play:

<b>CRITERIA</b>	<b>10</b>	<b>7</b>	<b>5</b>
<b>PRESENTATION</b>	Showed confidence and appropriate use of body language throughout the whole play.	Showed confidence and appropriate use of body language most of the whole play.	Showed a little confidence and inappropriate use of body language throughout the whole play.
<b>ACHIEVEMENT OF PURPOSE</b>	Purpose is clearly established and effectively sustained.	Purpose is established but may not be sustained.	Purpose is not clearly established and may not be sustained.
<b>CONCENTRATION</b>	Maintained character through whole play even when not speaking	Maintained character through most of play even when not speaking	Maintained character through some of play even when not speaking



## Let Us Enhance!

Matching type. Match the item in Column A with column B. Write the letter of your correct answer on your activity notebook.

### COLUMN A

- \_\_\_ 1. Twin- Mattress size
- \_\_\_ 2. Full or Double- Comforter size
- \_\_\_ 3. Waterbed King- Blanket size
- \_\_\_ 4. Daybed- Comforter size
- \_\_\_ 5. Queen - Bedspread size
- \_\_\_ 6. Dual or Eastern King- Blanket size
- \_\_\_ 7. Twin XL – Bedspread size
- \_\_\_ 8. Waterbed Super single- Mattress size
- \_\_\_ 9. Waterbed Queen- Comforter size
- \_\_\_ 10. California or Western King- Bedspread size

### COLUMN B

- a. 90" x 90" or 108" x 90"
- b. 48" x 84"
- c. 102" x 116"
- d. 39" x 75"
- e. 114" x 120"
- f. 78" x 86" to 86" x 86"
- g. 108" x 90"
- h. 66" x 92"
- i. N/A use Twin
- j. 68" x 86" to 86" x 86"

- |  |              |
|--|--------------|
| ___ 11. Hand Towel                       | k. 20" x 36" |
| ___ 12. Bath Rugs                        | l. 25" x 45" |
| ___ 13. Bath Towel                       | m. 24" x 42" |
| ___ 14. Pillow case- Queen size          | n. 6" x 7 ½" |
| ___ 15. Pillow case- King size 20" x 36" | o. 20" x 30" |



### **Let Us Reflect!**

Congratulations! You did a great job in finishing the lesson in Housekeeping 9 quarter 1-module 6: Make Up Beds. Now that you have learned the proper procedures in conducting room check, turn down and make up beds and cots , so you may apply your learnings in your daily housekeeping activities.



Answer key to Activities

LET US  
ENHANCE

1. D  
2. F  
3. A  
4. H  
5. C  
6. G  
7. I  
8. B  
9. J  
10. E  
11. N  
12. M  
13. L  
14. O  
15. K

LET US REMEMBER

A. 1. 11    B. 1. 6    11. 5  
2. 8    2. 1  
12. 4  
3. 6    3. 15    13. 12  
4. 2    4. 14    14. 7  
5. 9    5. 10    15. 16  
6. 3    6. 8    16. 9  
7. 1    7. 2    17. 11  
8. 4    8. 13  
9. 5    9. 17  
10. 7    10. 3  
11. 10

LET US TRY

1. D  
2. C  
3. C  
4. D  
5. D  
6. B  
7. C  
8. A  
9. D  
10. A



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