

	RESOURCE LIBRARY HOTEL OPERATIONS - HOUSEKEEPING Mattress and Box Spring Inspection	<i>CODE:</i> 03.05.023
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Policy & Procedure:

To ensure timely replacement of mattresses and box springs in poor condition, all mattresses and box springs are to be inspected prior to preparing the annual budget.

The Supervisor responsible for the inspection uses an inspection form per bed.

The Executive Housekeeper maintains an up-to-date file.

Any mattresses receiving one “bad” check in the area of general break down or sagging should be replaced.

Any box spring receiving one “bad” check should be repaired or replaced.

Any box spring or mattress receiving “fair” checks should be inspected periodically and scheduled to be replaced at a later stage.

The attached form is the one to be used when checking the mattresses and box springs.