

Econo Lodge *Refreshingly Easy* Bedding Program



Coverlet Arrangement **Guide**

IMPORTANT NOTE

The images used to create this guide are for illustration purposes only.

The approved decorative coverlet selections for the Econo Lodge® *Refreshingly Easy* bedding program are different from what is pictured here.

This guide illustrates the recommended steps to make the Econo Lodge bedding using the **Coverlet** arrangement.

INTRODUCTION

The *Refreshingly Easy* bedding package for Econo Lodge was developed in response to what guests expect... bedding that is clean, fresh and comfortable.

This guide outlines the recommended step-by-step instructions on how to make the bed using the **Coverlet** arrangement. It is important to note that the color of the decorative coverlet in this guide may look different from the colors your hotel has selected. This is okay, as the steps for making the bed remain the same.

DEFINITIONS

The bedding includes the terms bed frame, **bed base, long bed skirt, short bed skirt, decorative coverlet, top fold, bottom fold, hospital-corner fold** and **envelope-style fold**. In order to understand the new arrangement requirements, understanding the proper definitions of these terms is critical.

BED FRAME: This refers to a non-solid frame that supports the mattress and box spring. These are metal and have “legs” at the 4 corners of the bed.

BED BASE: This refers to a solid frame that supports the mattress and box spring. Although typically metal, they are usually painted to have a wood-like appearance. They do not have 4 individual “legs.”

LONG BED SKIRT: This refers to a tight-fitted bed skirt that must be on beds with bed frames and, once in place, is about 1 inch off of the floor.

SHORT BED SKIRT: This refers to a tight-fitted bed skirt that must be on beds with bed bases and, once in place, is about 4 inches off of the floor.

DECORATIVE COVERLET: This refers to the textured, colored cover that is placed on the top of the bed.

TOP FOLD: This refers to the fold that is closest to the top of the bed/headboard.

BOTTOM FOLD: This refers to the fold that is closest to the bottom of the bed.

HOSPITAL-CORNER FOLD: This refers to folding the blanket corners at the bottom of the bed.

ENVELOPE-STYLE FOLD: This refers to tucking the openings inside the pillowcase.

MAKING THE BED

To make a crisply, well-made bed, make sure you start with clean bedding in excellent condition. Inspect the sheets and pillowcases to ensure they are clean and stain free. They should not appear worn out, or ripped. The same applies for the blanket.

Refer to the [Room Condition Program](#) website for complete details on the 36 elements of great room condition and the solutions on how to address common issues.

STEP 1 On top of the box spring, one of the following new bed skirts must be in place:

- A long bed skirt for beds with a bed frame.
- A short bed skirt for beds with bed base.

STEP 2 The mattress pad is installed on top of the mattress

STEP 3 The fitted sheet is installed on top of the mattress pad

STEP 4 The flat sheet is placed on top of the fitted sheet

- Lay the flat sheet on top of the fitted sheet, ensuring it is hanging evenly on both sides.
- Position the top edge of the sheet to the top edge of the mattress at the headboard.
- **Important Note:** DO NOT tuck the sheet yet.

STEP 5 The blanket is installed on top of the flat sheet

- Lay the blanket on top of the flat sheet, ensuring it is hanging evenly on both sides.
 - Position the top edge of the blanket 6 inches below the top edge of the flat sheet.*
 - Tuck the blanket and flat sheet together at the bottom of the bed and on each side, up until you reach approximately half-way up the sides of the bed. Complete a hospital-corner fold at the bottom corners of the bed. By partially tucking the blanket and flat sheet on the sides, this will help prevent the blanket and flat sheet from being visible once the coverlet is placed on top.
- *Important Note:** This will allow for proper folds later.

STEP 6 The decorative coverlet is installed on top of the blanket

- Lay the coverlet on top of blanket and position it to the top edge of the mattress (lined up with the flat sheet). Ensure the coverlet is hanging evenly on both sides.
- To create the first fold, while holding the flat sheet and coverlet together, fold both items back approximately 6 inches. This fold will encase the blanket between the flat sheet and the coverlet.
- Take hold of the top edge of the first fold and begin pulling folded sheet/blanket/coverlet toward the bottom of the bed. Stop pulling when the top fold reaches approximately 27 - 30 inches below the headboard. The fold itself should be approximately 20 inches wide.
- Verify the edges of the blanket and flat sheet are not visibly hanging below the coverlet (see STEP 5).

STEP 7 The pillows are placed next on the bed

- Loose ends of the pillowcases should be tucked in, “envelope-style.”
- Place pillows in appropriate numbers on the bed.

MAKING THE BED

Step 1: Place the appropriate bed skirt on top of the box spring. The corners and edges should fit securely.



Step 2: Place your existing mattress pad on the mattress. Make sure it is secure.



Step 3: Place your existing fitted sheet over the mattress pad, as usual.



Step 4: Next, add your existing flat sheet on top of the fitted sheet. The top of the flat sheet should be pulled up to the top edge of the mattress, closest to the headboard.



Note: Make sure the flat sheet is hanging evenly on both sides of the bed.

Step 5: Place the blanket on top of the flat sheet. The top edge of the blanket should be 6 inches from the top edge of the mattress. Approximately 6 inches of the top of the flat sheet should be showing.



Next, tuck the blanket and flat sheet together at the bottom of the bed and on each side, up until you reach approximately half-way up the sides of the bed. Complete a hospital-corner fold at the bottom corners of the bed.

By partially tucking the blanket and flat sheet on the sides, this will help prevent the blanket and flat sheet from being visible once the coverlet is placed on top.



Note: The tucking on the side of the bed is not shown in this picture.

Step 6: Place the decorative coverlet over the blanket, pulling the top edge of the decorative coverlet to the same position as the flat sheet.

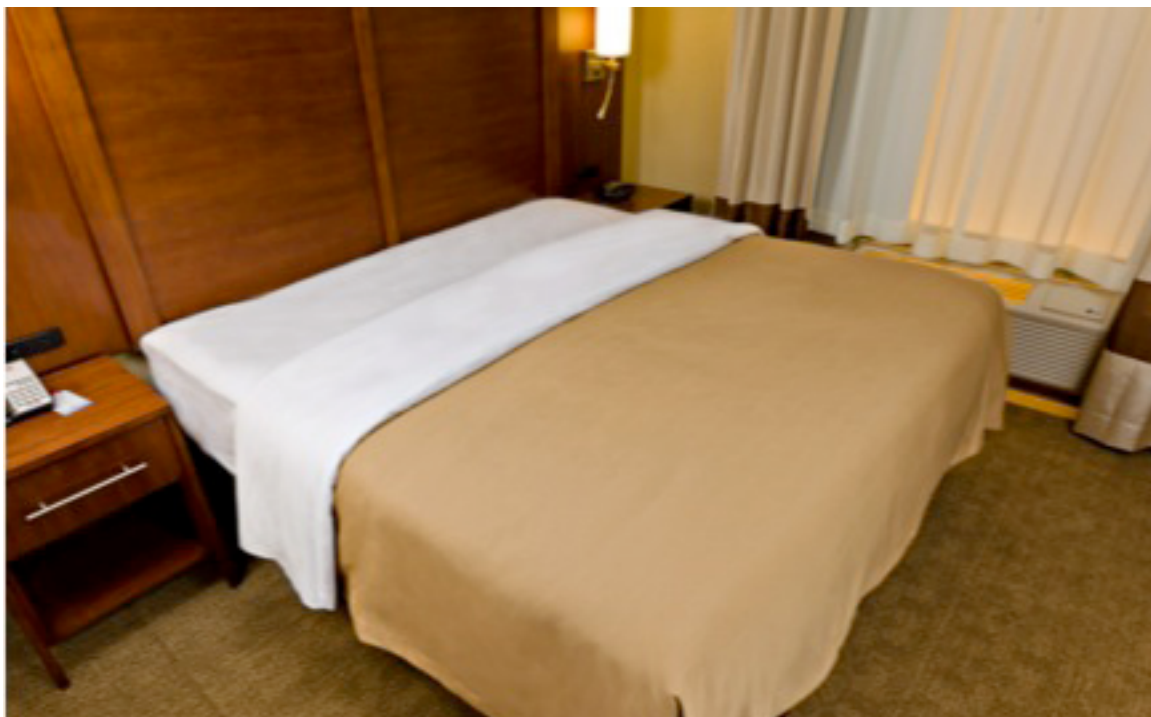


Note: Make sure the decorative coverlet is hanging evenly on both sides of the bed.

Next, take the exposed top edge of the flat sheet and decorative coverlet and fold it over to cover the blanket. This will create the first fold, which encases the filled blanket between the flat sheet and decorative coverlet.



Grab the first fold and fold it over in the direction of the foot of the bed. The exposed Fold #2 should be approximately 20 inches wide.



Step 7: Place the pillows on the bed.





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