

FOLLIFOOT WING BEDROOM LAYOUT GUIDE

1<sup>ST</sup> EDITION MAY 2023

(For review Nov 2023)

# Bathroom

## **BATH**

Tap to be straight and facing down,  
head to be straight and sitting square  
to the wall.

## **BATHMAT**

Bathmat to be positioned  
on the edge of the bathtub.

Seams to be folded under



### **HAND TOWELS**

To be folded without seams showing and placed side by side on the top of the towel rail.

### **BATH TOWELS**

2 large bath towels  
to be folded neatly without seams  
showing and placed central  
on the towel rack  
(See picture for reference)



### **TISSUE BOX**

Tissue box to be placed on shelf above toilet.

Single tissue only to be showing from the top

(see picture for reference),

Ensure tissue box has sufficient supply.

Tissue box to be placed square to the wall (not on an angle) and sitting slightly off the wall.

### **SHAVING MIRROR**

Shaving mirror to sit beside the tissue box on shelf

(see picture for reference).

Mirror to be sitting square to the wall



### **FACE TOWELS**

To be folded without seams showing and placed on top of each other. Face towels to be square to the wall.

### **BATHROOM GLASSES**

Bathroom glasses to be placed upright and side by side on the shelf above the sink.

Glasses to be placed square to the wall.  
(See picture for reference)



## **BATHROOM AMENITIES**

Bathroom amenities to be placed on tray, on shelf above sink. Tray to be sitting square to and away from to the wall.

Hand soap to be placed on tray and tray to be sitting square to and away from to the wall.

## **AMENITIES LIST AND ORDER**

- 1 Molton Brown shower cap
- 2 Molton Brown soap bar
- 1 Molton Brown shampoo
- 1 Molton Brown conditioner
- 1 Molton Brown bath & shower Gel
- 1 Molton Brown body Lotion



### **TOILET PAPER**

Toilet paper to be placed  
on holder beside toilet.  
Torn edge to be folded under.  
(See picture for reference)

### **EXTRA ROLL**

1 full extra roll of toilet paper  
to be placed on the spare roll  
holder beside toilet.



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# Wardrobe



## WARDROBE OVERVIEW

Contents:

2 x Bath robes

2 x Slippers

1 x Iron

1 x Ironing Board

1 x Hair dryer

1 x Hair dryer bag

4 x Wooden hangers

2 x Black Satin hangers

1 x Personal Items Safe

Please ensure wardrobe door is closed  
Prior to guest arrival.

If any items are missing, please report to  
Housekeeping Manager.



## **BATHROBES**

Bathrobes to be folded as shown in picture.

## **INSTRUCTIONS**

- Place hanger in the centre of the neck.
- Roll collar out and press flat with hand.
- Fold arms across the back, placing one over the other.
- Wrap the tie around the waist twice and pull to cinch in.
- Tie neatly



PLACE IN WARDROBE AND FACING THE SAME DIRECTION

## SLIPPERS

Slippers to be placed side by side on the bottom of the wardrobe directly below the bathrobes.

Toes to be facing towards the back of the wardrobe.  
(See picture for reference)



### **IRON**

Iron to be placed on the bottom of the wardrobe. Cord to be wrapped neatly around the base and handle to the facing the corner.  
Iron Plate to be facing out.

(See picture for reference)

### **IRONING BOARD**

Ironing board to be placed on housing using provided inside wardrobe.  
Board to be facing out.



## HAIRDRYER

Hairdryer to be placed inside bag provided with cord neatly wrapped around the handle.

Bag to be laid flat on top of personal safe with draw string pulled closed and facing the rear of the wardrobe.

(see picture for reference)



## **HANGERS**

All wooden hangers to be placed on the right-hand side of the wardrobe with hanger hooks all facing the rear of the wardrobe.

Hangers with trouser clips to be placed at the back (closest to the wall) with all clip openings facing down.

(See picture for reference)

## **SATIN HANGERS**

The 2 satin hangers are to be placed on the left-hand side of the wardrobe behind the bathrobes. (Picture to follow)

## **PERSONAL SAFE**

Door to be left slightly open.

Any faults or damage report to Housekeeping Manager.



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# Bedroom

## **BED AREA**

Bed to be made with hospitality corners.  
Duvet to be lined at the top of the cover, ensure no gap left. Both sides of duvet to be tucked in and pulled tight.

Bed base to be pushed together and lined up with headboard. Where appropriate ensure bed base is latched together.

Headboard top to be wipe dusted and pile to be smoothed down.

Pillows to be 20cm in from edge of the mattress (wrist to tip of middle finger)

Bedside lights to be folded under with light facing the wall  
(See picture for reference)

Bed cushions to be placed in the centre of the white pillows. Cushions to be plumped but not chopped in the centre.

Bed throw to be placed at the foot of the bed, with 3 sides of the edging to be visible (See picture for reference). Pillow menu to be placed in the middle of the throw.





## CURTAINS

Voiles (sheer curtains) to be pushed behind the curtain so not visible.  
Curtains to be open and in line with the window reveal.

Curtain pleats to be spaced evenly.  
Lift and drop curtains to straighten edging.

## TABLE AND ARMCHAIR

Table to be place away from the window. Frame to be wipe dusted.

Armchair to be place on a 45-degree angle from the table and sitting away from the tabletop.  
(See picture for reference).



## ROOM LAMP

Lamp base to be central between curtains and drawers. Cords to be tied neatly with on/off button facing up.

Lamp Shade to be tightened, seam facing the wall and sitting away from the curtains

(See picture for reference).



**SOFA, STOOL, LUGGAGE RACK AND TV**

Sofa to be vacuumed daily. Remove seat pads to ensure all dust and crumbs are picked up. Replace pads and ensure pads meet in the middle with no gap.

sofa not to be pushed against the wall, allow space for a hand to pass between the couch and the wall.

Stool to be placed to the left of the couch and sitting away from the wall.

TV to be switched on and on the welcome screen. Remote to be placed on the centre of the stool.

Luggage rack to be closed and leant against wall to right of couch.

(See picture for reference).



**BIN**

Bin to be placed under the desk on the right-hand side and sitting off the wall.

(See picture for reference).



### **DESK AND DESK CHAIR**

Desk mat to be placed in the centre of the desk. Mat to be wiped daily to remove any stains or makeup.

Mirror to be placed in centre of top shelf.

Desk Lamp to be placed on the right-hand side with the head pointing down. Lamp to sit at a 45-degree angle.

(See picture for reference).

Desk chair to be facing straight and sitting away from desk edge.

### **NOTEPAD AND PENCIL TBC.**

