

## Franchise Operations – Standard Operating Procedure

02. RMS Enterprise - Bedding Configuration Setup

SET – 009

### Overview

The Bedding Configuration is set up to allow the property to have the accurate linen numbers associated with the bedding type. The linen numbers are aligned to the best practise in ensuring the correct linen is ordered to service the room accordingly. This will assist in forecasting housekeeping requirements and linen ordering which allows the property to meet best practice targets in the control of cost of linen ordering.

### Standard

Ensuring all properties, and respective employees, are adhering to the expected guidelines to maintain data integrity throughout the network, whilst performing operational duties.

### Procedure

Properties are unable to create/edit Bedding Configurations. For any service requests please contact the revenue team at [revenue@questapartments.com.au](mailto:revenue@questapartments.com.au)

### Version Control

Version	Issue Date	Developer	Approval	SLT Meeting Review
01	08 April 2020	Quest Academy	David Valentine	