

Making an Unoccupied Bed

Purpose	The purpose of this procedure is to provide the resident who is able to get out of bed with a clean, comfortable bed.
Preparation	<ol style="list-style-type: none">1. Assemble the linen supplies that will be needed.
Equipment and Supplies	<p>The following equipment and supplies will be necessary when performing this procedure.</p> <ol style="list-style-type: none">1. One (1) pillowcase;2. Two (2) sheets;3. One (1) blanket, if necessary;4. One (1) bedspread, if necessary;5. One (1) plastic draw sheet, per facility policy;6. One (1) cotton draw sheet, if necessary;7. Disposable bed liners, if necessary;8. Laundry bag or container for soiled laundry/linen;9. Soap and water;10. Paper towels; and11. Personal protective equipment (e.g., gowns, gloves, mask, etc., as needed).
General Guidelines	<ol style="list-style-type: none">1. Take only the linen supplies that you need. Do not take extra supplies with you. Once they are taken into the room they become contaminated (dirty) and cannot be used elsewhere.2. Do not shake the bed linen. Shaking the linen will spread germs throughout the room.3. Do not allow soiled linen to come into contact with your clothing.4. Do not put soiled linen on the floor. As you remove it, place it into the container you are using for soiled laundry/linen.5. Be sure the bottom sheet is smooth, tight and wrinkle-free. Wrinkles left in the bottom sheet cause skin irritation, which results in skin breakdown.6. If plastic drawsheets/protectors are used, do not let the plastic touch the resident's skin. Cover it with a cotton sheet.7. When using a bed sheet for a draw sheet, fold the sheet in half by putting the small and large hems together. Turn the fold toward the HEAD of the bed and place the hems toward the FOOT of the bed.8. Do not use torn linen. Place it in the torn linen box inside the linen closet or in areas designated per facility policy.9. Use bed linen only for the purpose for which it was intended.10. Do not use pins of any type on the linen.
Steps in the Procedure	<ol style="list-style-type: none">1. Wash and dry your hands thoroughly.2. Wear clean gloves.3. Place clean linen on a chair in the order in which the linens will be used.4. Put the bed in a flat position.5. Remove the pillow from the bed. Remove the soiled case and put the pillow on the chair. (Note: The soiled pillowcase may be used to put your soiled linen in.)6. Raise the bed to a comfortable working height and lock in place. Maintain good body mechanics.

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**Steps in the
Procedure
(continued)**

7. Loosen all bedding from underneath the mattress. Leave the bedding hanging loose on all sides.
8. If the bedspread is to be put back on the bed, fold the bedspread toward the foot of the bed. Fold again (quarter-fold). Remove the bedspread and place it on the back of the chair. (**Note:** If the bedspread is being replaced, roll it up and put it in the soiled laundry container.)
9. If the blanket is to be put back on the bed, fold the blanket toward the foot of the bed. Fold again (quarter-fold). Remove the blanket and place it on the back of the chair. (**Note:** If the blanket is being replaced, roll it up and put it in the soiled laundry container.)
10. Remove the soiled linen. Roll it up without touching your clothing. Do not let the soiled linen touch the floor. Discard it in the soiled laundry container. (**Note:** Laundry/linen soiled with visible blood should be discarded in a biohazard container [e.g., red bags].)
11. If the mattress has slipped out of place, move it back until the top of the mattress touches the head of the bed.
12. Should the mattress be soiled or wet, wash and dry it with a paper towel. Discard the paper towel into the appropriate container located next to the bed.
13. Remove gloves and discard into designated container.
14. Wash and dry your hands thoroughly.
15. Take one of the clean sheets and fold it in half lengthwise. Be sure the hem seams are turned toward the mattress (facing you). (**Note:** Do not let the sheet touch your clothing or the floor.)
16. Place the clean sheet on the mattress with the fold running along the middle of the mattress. (**Note:** The small hem end should be at the foot of the mattress.)
17. Fold open the sheet. It should now hang evenly over each side of the bed.
18. Miter the corners at the head and foot of the bed. Tuck in the clean bottom sheet on your side from the head to the foot of the mattress.
19. Move to the other side of the bed. Pull the sheet tight. Miter the corners and tuck the sheet under the mattress. Be sure the sheet is free of wrinkles to prevent skin irritation.
20. If a plastic draw sheet is used, pull it tightly over the clean bottom sheet. Tuck it under the mattress.
21. Place a clean cotton draw sheet over the plastic draw sheet (if used). Pull it tight. Tuck it under the mattress. Be sure the fold of the draw sheet is facing the head of the bed.
22. Take the remaining sheet and fold it in half lengthwise. Be sure the hem seams are turned toward the mattress (facing you). (**Note:** Do not let the sheet touch your clothing or the floor.)
23. Place the clean sheet on the mattress with the fold running along the middle of the mattress. (**Note:** The large hem end should be at the head of the bed.)
24. Open the top sheet. It should now hang evenly over each side of the bed. The excess sheet will be over the foot of the bed.
25. Place the spread over the top sheet as outlined in steps 22 through 24 above. Be sure the top sheet does not hang below the spread on the sides.
26. Tuck in the top sheet and spread at the foot of the bed. Miter the corners.
27. Smooth the top sheet and spread from the foot to the head. Fold down the top hem of the top sheet over the spread.
28. Go to the opposite side of the bed. Finish making the bed. Pull the bottom sheet tight before each tuck to remove any wrinkles.
29. Put the blanket (folded) on the foot of the resident's bed, or store it in the resident's closet, whichever the resident chooses.

Steps in the Procedure (continued)

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30. Put the pillowcase on the pillow by:
 - a. Placing the pillow on the bed.
 - b. Grasping the pillowcase at the center of the end seam.
 - c. With your free hand, turn the pillowcase back over your hand.
 - d. With the hand inside the pillowcase, grasp the pillow at one end.
 - e. With your free hand, pull the pillowcase over the pillow.
 - f. Fluff the pillow. Place it on the head of the bed. Turn the open end away from the door.
31. Lower the bed to the lowest position.
32. Remove the soiled linen from the room and discard in its designated container.
33. Wash and dry your hands thoroughly.
34. Offer the resident a drink.

Reporting

1. Notify the supervisor if faulty equipment or unsafe conditions (e.g., loose wheels, broken latches, loose side rails, etc.) are observed.
2. Report other information in accordance with facility policy and professional standards of practice.

References	
MDS (RAPs)	n/a
Survey Tag Numbers	F246; F252–F254; F309; F323; F445
Related Documents	
Risk of Exposure	Blood–Body Fluids–Infectious Diseases–Air Contaminants–Hazardous Chemicals
Procedure Revised	Date: _____ By: _____ Date: _____ By: _____ Date: _____ By: _____ Date: _____ By: _____

