

Checklist: Make an Unoccupied Bed

Make an Unoccupied Bed	Able to Perform	Unable to Perform
1. Carry out initial procedure actions: <ul style="list-style-type: none"> - Knock before entering. - Introduce yourself. - Identify the resident/room according to facility policy. - Explain the procedure. - Provide privacy as needed. - Perform hand hygiene. 	<input type="checkbox"/>	<input type="checkbox"/>
2. Assemble equipment: <ul style="list-style-type: none"> -Barrier towel - Bottom sheet or fitted sheet - Draw sheet/lift sheet if used - Waterproof pad if needed - Top sheet - Blanket - Bedspread if used - Pillowcase(s) - Laundry bag or hamper - Disposable gloves if handling soiled linen 	<input type="checkbox"/>	<input type="checkbox"/>
3. Raise the bed to a comfortable working height and lower the side rail on the working side if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
4. Put on gloves if linens are soiled.	<input type="checkbox"/>	<input type="checkbox"/>
5. Remove pillowcase(s): <ul style="list-style-type: none"> - Hold the pillow away from uniform. - Remove the pillowcase by turning it inside out. - Place soiled pillowcase in the laundry bag. - Set a pillow on a clean surface. 	<input type="checkbox"/>	<input type="checkbox"/>
6. Loosen and remove soiled linens: <ul style="list-style-type: none"> - Loosen linens from the head, sides, and foot of bed. - Roll soiled linens inward away from your uniform. - Do not shake linens. - Do not place linens on the floor. - Place linens directly into the laundry bag or hamper. 	<input type="checkbox"/>	<input type="checkbox"/>
7. Remove gloves and discard according to facility policy.	<input type="checkbox"/>	<input type="checkbox"/>
8. Perform hand hygiene.	<input type="checkbox"/>	<input type="checkbox"/>
9. Inspect mattress and mattress cover for cleanliness, wrinkles, or damage.	<input type="checkbox"/>	<input type="checkbox"/>
10. Apply the clean bottom sheet: <ul style="list-style-type: none"> - Center fitted or flat sheet on mattress. - Secure corners tightly. - If using a flat sheet, make mitered corners at head and foot. - Smooth all wrinkles. 	<input type="checkbox"/>	<input type="checkbox"/>
11. Apply draw sheet and waterproof pad if used: <ul style="list-style-type: none"> - Position across middle of bed. - Smooth wrinkles securely. 	<input type="checkbox"/>	<input type="checkbox"/>
12. Apply the top sheet: <ul style="list-style-type: none"> - Place the sheet evenly with center fold in middle of bed. - Place finished side down if using hospital technique. 	<input type="checkbox"/>	<input type="checkbox"/>

13. Apply blanket and bedspread if used: – Keep linens smooth and even.	<input type="checkbox"/>	<input type="checkbox"/>
14. Make a toe pleat at the foot of the bed to reduce pressure on toes.	<input type="checkbox"/>	<input type="checkbox"/>
15. Tuck linens securely at foot of bed and make mitered corners if required by facility policy.	<input type="checkbox"/>	<input type="checkbox"/>
16. Fold top sheet over blanket to make a cuff at the head of bed.	<input type="checkbox"/>	<input type="checkbox"/>
17. Apply clean pillowcase(s): – Turn the pillowcase inside out over hand. – Grasp pillow and pull pillowcase smoothly over pillow. – Place the pillow at the head of the bed with the opening away from the doorway.	<input type="checkbox"/>	<input type="checkbox"/>
18. Fan-fold or fold back top linens if preparing an open bed.	<input type="checkbox"/>	<input type="checkbox"/>
19. Ensure bed linens are: – Smooth – Clean – Dry – Wrinkle-free – Securely tucked.	<input type="checkbox"/>	<input type="checkbox"/>
20. Lower bed to lowest position.	<input type="checkbox"/>	<input type="checkbox"/>
21. Raise side rails according to care plan and facility policy.	<input type="checkbox"/>	<input type="checkbox"/>
22. Ensure call light and personal items are within reach if resident will return shortly.	<input type="checkbox"/>	<input type="checkbox"/>
23. Remove soiled linen from the room according to facility policy.	<input type="checkbox"/>	<input type="checkbox"/>
24. Perform final hand hygiene.	<input type="checkbox"/>	<input type="checkbox"/>
25. Carry out ending procedure actions: – Document linen change if required by facility policy. – Report damaged mattress, linens, or unusual findings to the nurse.	<input type="checkbox"/>	<input type="checkbox"/>