

Checklist: Making an Occupied Bed

Making an Occupied Bed	Able to Perform	Unable to Perform
1. Perform hand hygiene before entering the patient environment.	<input type="checkbox"/>	<input type="checkbox"/>
2. Assemble the equipment needed: <ul style="list-style-type: none"> – Disposable gloves (Use gloves and additional PPE according to Standard Precautions and facility policy) – Cotton draw sheet or turning sheet for selected patients – 2 large flat sheets (or one large flat sheet and one fitted bottom sheet) – 2 pillowcases – Laundry designated linen receptacle or plastic bag – Barrier towel 	<input type="checkbox"/>	<input type="checkbox"/>
3. Provide privacy by closing curtains or doors and keeping the patient covered as much as possible during the procedure.	<input type="checkbox"/>	<input type="checkbox"/>
4. Place the bedside chair at the foot of the bed. Apply a barrier towel	<input type="checkbox"/>	<input type="checkbox"/>
5. Arrange the clean linens on the chair in the order in which they are to be used.	<input type="checkbox"/>	<input type="checkbox"/>
6. The bed should be flat, with the wheels locked, unless otherwise indicated. Raise the bed to a comfortable horizontal working height. Lower the side rails on your side of the bed.	<input type="checkbox"/>	<input type="checkbox"/>
7. If the bed linens are soiled with blood or other body fluids or if this is your facility's policy, wash your hands and put on disposable gloves.	<input type="checkbox"/>	<input type="checkbox"/>
8. Loosen the bedding on your side by lifting the edge of the mattress with one hand and drawing the bedding out with the other. Never shake the linens. This spreads germs.	<input type="checkbox"/>	<input type="checkbox"/>
9. Raise the side rail on the working side according to facility policy and patient safety needs and go to the opposite side of the bed.	<input type="checkbox"/>	<input type="checkbox"/>
10. Remove the top covers except for the top sheet, one at a time.	<input type="checkbox"/>	<input type="checkbox"/>
11. Place the clean sheet or bath blanket over the top sheet. Have the patient hold the top edge of the clean sheet if able. If the patient is unable to help, tuck the sheet beneath the patient's shoulder.	<input type="checkbox"/>	<input type="checkbox"/>
12. Slide the soiled top sheet out, from top to bottom. Put it in a designated linen receptacle or plastic bag.	<input type="checkbox"/>	<input type="checkbox"/>
13. Ask the patient to move to the side of the bed toward you. Assist if necessary. Move one pillow with the patient and remove the other pillow. Pull up the side rail (Alternatively, you may ask the patient to turn toward the opposite side of the bed, holding onto the raised side rail.)	<input type="checkbox"/>	<input type="checkbox"/>
14. Go to the other side of the bed. Fan-fold or roll the soiled draw sheet (if used), and bottom sheet close to the patient.	<input type="checkbox"/>	<input type="checkbox"/>
15. Straighten the mattress pad (if used). Place a clean sheet on the bed so that the narrow hem comes to the edge of the mattress at the foot. The seamed side of the hem is toward the bed. The lengthwise center fold of the sheet is at the center of the bed. Fan-fold or roll the opposite side of the sheet close to the patient	<input type="checkbox"/>	<input type="checkbox"/>
16. Tuck the top of the sheet under the head of the mattress.	<input type="checkbox"/>	<input type="checkbox"/>
17. Make a mitered corner if not using a fitted sheet.	<input type="checkbox"/>	<input type="checkbox"/>
18. Tuck the side of the sheet under the mattress, working toward the foot of the bed.	<input type="checkbox"/>	<input type="checkbox"/>
19. Position a fresh draw sheet, if used. Tuck it under the mattress	<input type="checkbox"/>	<input type="checkbox"/>
20. Ask or assist the patient to roll toward you, over the linen in the center of the bed. Move the pillow with the patient.	<input type="checkbox"/>	<input type="checkbox"/>

21. Raise the side rail on the working side according to facility policy and patient safety needs. Test for security.	<input type="checkbox"/>	<input type="checkbox"/>
22. Go to the other side of the bed. Lower the side rail. Remove the soiled linens by rolling the edges inward. Keep soiled linens away from your clothing. Place soiled linens in the designated linen receptacle or plastic bag. (Raise the side rails if leaving the bedside.)	<input type="checkbox"/>	<input type="checkbox"/>
23. Remove and discard gloves. Perform hand hygiene immediately after removing gloves. Apply clean gloves, if necessary. Do not handle clean linens with soiled gloves.	<input type="checkbox"/>	<input type="checkbox"/>
24. Pull the clean bottom sheet into place. Tuck it under the mattress at the head of the bed. Make a mitered corner if not using a fitted sheet.	<input type="checkbox"/>	<input type="checkbox"/>
25. Pull gently to eliminate wrinkles. Then tuck the side of the sheet under the mattress, working from top to bottom.	<input type="checkbox"/>	<input type="checkbox"/>
26. Pull the draw sheet smoothly into place. Tuck it firmly under the mattress	<input type="checkbox"/>	<input type="checkbox"/>
27. Place the top sheet over the patient. Remove the bath blanket underneath.	<input type="checkbox"/>	<input type="checkbox"/>
28. Complete the bed as an unoccupied bed. To reduce pressure on toes, make a toe pleat or grasp the top bedding over the toes and pull straight up. Some patients prefer not to have the blanket and top sheet or spread tucked in.	<input type="checkbox"/>	<input type="checkbox"/>
29. Assist the patient to turn onto their back. Place a clean pillowcase on the pillow that is not being used. Replace that pillow. Change the other pillowcase.	<input type="checkbox"/>	<input type="checkbox"/>