

Procedure Checklist: Making an Occupied Bed

Making an occupied bed			
	Procedure Steps	yes	no
1.	Identifies self by name. Identifies resident. Greets resident by name.		
2.	Washes hands.		
3.	Explains procedure to resident. Speaks clearly, slowly, and directly. Maintains face-to-face contact whenever possible.		
4.	Provides for resident's privacy with a curtain, screen, or door.		
5.	Places clean linen on clean surface within reach (e.g., bedside stand, overbed table, or chair).		
6.	Adjusts bed to safe working level, usually waist high. Lowers head of bed. Locks bed wheels.		
7.	Puts on gloves.		
8.	Loosens top linen from the end of the bed on the working side.		
9.	Unfolds bath blanket over top sheet and removes the top sheet. Keeps resident covered at all times with the bath blanket.		
10.	Raises side rail (if bed has them) on far side of bed. Goes to other side of the bed. Helps resident to turn onto her side slowly, moving away from self, toward raised side rail.		
11.	Loosens bottom soiled linen, mattress pad, and absorbent pad on the working side.		
12.	Rolls bottom soiled linen toward resident and center of bed, soiled side inside. Tucks it snugly against resident's back.		
13.	Places mattress pad (if used) on the bed, attaching elastic at corners on working side.		
14.	Places clean bottom linen or fitted bottom sheet with the center crease in the center. Makes hospital corners to keep bottom sheet wrinkle-free.		
15.	Smooths bottom sheet out toward resident. Makes sure there are no wrinkles in the mattress pad. Rolls extra material toward resident. Tucks it under resident's body.		
16.	If using a disposable absorbent pad, unfolds it and centers it on the bed. Smooths it out toward resident. Tucks it under resident's body.		
17.	If using a draw sheet, places it on bed. Tucks in on side closest to self and smooths and tucks.		

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18.	Raises side rail nearest self. Goes to the other side of bed. Lowers side rail on working side. Helps resident roll or turn onto clean bottom sheet.		
19.	Loosens soiled linen. Looks for personal items. Rolls linen from head to foot of bed, avoiding contact with skin or clothes. Does not shake soiled linen. Places it in a hamper or linen bag. Does not place on overbed table, chair, or floor.		
20.	Pulls clean linen through as quickly as possible. Starts with the mattress pad and wraps around corners. Pulls and tucks in clean bottom linen, just like the other side. Pulls and tucks in disposable absorbent pad and draw sheet if used. Makes hospital corners with bottom sheet. Finishes with bottom sheet free of wrinkles.		
21.	Asks resident to turn on his back. Keeps resident covered and comfortable, with a pillow under his head. Raises side rail nearest self.		
22.	Unfolds top sheet. Places it over resident and centers it. Asks resident to hold the top sheet and pulls the bath blanket out from underneath. Puts it in the hamper or bag.		
23.	Places blanket over the top sheet and centers it. Places bedspread over the blanket and centers it. Tucks top sheet, blanket, and bedspread under foot of bed and makes hospital corners on each side. Loosens top linens over resident's feet.		
24.	At the top of the bed, folds down the top sheet to make a cuff of about six inches over blanket.		
25.	Holds and lifts resident's head and removes pillow. Removes soiled pillowcase by turning it inside out. Places it in hamper or bag.		
26.	Removes and discards gloves. Washes hands.		
27.	Takes a pillow, and with one hand, grasps clean pillowcase at the closed end. Turns it inside out over arm. Using the hand that has the pillowcase over it, grasps one narrow edge of pillow. Pulls pillowcase over it with free hand. Does the same for any other pillows. Places them at head of the bed with open end away from the door.		
28.	Makes sure bed is wrinkle-free. Makes resident comfortable.		
29.	Returns bed to lowest position. Leaves side rails in ordered position. Removes privacy measures.		

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30.	Leaves call light within resident's reach.		
31.	Is courteous and respectful at all times.		
32.	Washes hands.		
33.	Takes laundry bag or hamper to proper area.		
34.	Reports any changes in resident to the nurse. Documents procedure using facility guidelines.		
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<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> _____ _____ </div> <div style="display: flex; justify-content: space-between; font-size: small;"> Date Performed Instructor Signature </div>			