

Mosby's Nursing Video Skills

Procedural Guideline for Making an Unoccupied Bed

1. Perform hand hygiene.
2. Assess the environment for safety, such as checking the room for spills, making sure equipment is working properly, and ensuring that the bed is in the locked, low position. Check the position of the chair for transfer. Pull the room divider curtain or close the room door to provide privacy.
3. Assess activity orders and mobility restrictions in deciding whether the patient can get out of bed for the procedure. Help the patient into a bedside recliner or other chair.
4. Clean linen should be stacked in the order that it will be used. Apply gloves to remove the soiled linen.
5. Lower the side rails on both sides of the bed, and raise the bed to a comfortable working height. Loosen the top linen at the foot of the bed. Remove the bedspread and blankets separately. If they are soiled, place them in a linen bag or linen hamper, holding them away from your uniform. If the blanket or bedspread is to be reused, fold into a square and place on the chair. Remove the pillowcase and leave it on the bed. Place the pillow on the chair.
6. Move to the other side of the bed and lower the side rail. Remove the soiled linen, holding it away from your uniform and placing it in a linen bag or linen hamper. Avoid shaking or fanning the linen.
7. Reposition the mattress, and wipe off any moisture using a washcloth moistened with antiseptic solution (consult agency housekeeping policy). Dry thoroughly.
8. Apply all bottom linen on one side of the bed before moving to the opposite side.
 - A. *For a fitted sheet:* Make sure the fitted sheet is placed smoothly over the mattress and over the top and bottom mattress edges. Fit the corners on one end and then on the other.
 - B. *For a flat sheet:* Place the sheet over the mattress. Allow about 25 cm (10 inches) to hang over the side edge of the mattress. The lower hem of the sheet should lie seam down and even with the bottom edge of the mattress. Pull the remaining top portion of the sheet over the top edge of the mattress. While standing at the head of the bed, miter the top corner of the bottom sheet.

To miter a corner, pick up the top of the sheet about 45 cm (18 inches) from the top of the mattress. Lift the sheet and lay it on top of the mattress to form a triangular fold, with the lower base of the triangle even with the side edges of the mattress. Tuck in the lower edge of the sheet, which is hanging free under the mattress. Hold the portion of the sheet covering the side of the mattress in place with one hand. With the other hand, pick up the triangular linen fold and bring it down over the side of the mattress. Tuck with your palms down, without pulling the triangular fold. Tuck this portion under the mattress. Tuck the remaining portion of the sheet under the mattress, moving toward the foot of the bed. Keep the linen smooth.
9. *Optional:* Apply a drawsheet and/or a waterproof pad, laying the center fold lengthwise along the middle of the bed. Smooth the drawsheet and/or waterproof pad over the mattress, and tuck the excess edge under the mattress, keeping your palms down.

10. Move to the opposite side of the bed, and spread the bottom sheet smoothly over the edge of the mattress, from the head to the foot of the bed.
 - A. *For a fitted sheet:* Make sure the fitted sheet is placed smoothly over the mattress, from the head to the foot of the bed and over the mattress edges.
 - B. *For a flat sheet:* Miter the top corner of the bottom sheet, making sure the corner is taut. Grasp the remaining edge of the flat bottom sheet, and tuck it tightly under the mattress while moving from the head to the foot of the bed.
11. Smooth the waterproof pad or folded drawsheets over the bottom sheet, and tuck it under the mattress, first in the middle, then at the top, and then at the bottom.
12. Place the top sheet over the bed with the vertical centerfold positioned lengthwise down the middle of the bed. Open the sheet out from head to foot, being sure the top edge of the sheet is even with the top edge of the mattress.
13. Tuck in the remaining portion of the sheet under the foot of the mattress. Then place the blanket over the bed, with the top edge parallel to the top edge of the sheet and 15 to 20 cm (6 to 8 inches) down from the edge of the sheet. (*Optional:* Apply an additional bedspread over the bed.)
14. Make a cuff by turning the edge of the top sheet down over the top edge of the blanket and bedspread.
15. Standing on one side at the foot of the bed, lift the mattress corner slightly with one hand, and with other hand tuck the top sheet, blanket, and bedspread under the mattress. Make a modified mitered corner with the top sheet, blanket, and bedspread. After making a triangular fold, do not tuck the tip of the triangle.
16. Go to the other side of the bed. Make a horizontal toe pleat: stand at the foot of the bed and fanfold the sheet 5 to 10 cm (2 to 4 inches) across the bed. Pull the sheet up from the bottom to make the fold approximately 15 cm (6 inches) from the bottom edge of the mattress.
17. Fanfold the sheet, blanket, and bedspread at the foot of the bed, with the top layer ready to be pulled up (this leaves an open bed).
18. Apply a clean pillowcase. Pick up the center of the closed end of the pillowcase. Hold the pillowcase with a firm grip in one hand. With the other hand, open the pillowcase from the open end and fold the back over the closed end (inside-out). Pick up the pillow with the hand holding the pillowcase. Invert the pillow for the pillowcase to drape over the pillow. Pull the pillowcase over the pillow with the other hand. Do not place the pillow or pillowcase under the chin, in the teeth, or under the arms. Adjust the corners of the pillowcase with the hands between the pillowcase and the pillow. Do not shake the pillow to position the pillowcase.
19. Place the call light within the patient's reach on the bed rail or pillow, and return the bed to its lowest position, to allow for patient transfer. Help the patient into bed.
20. Place the linen bag into an appropriate receptacle. Remove and dispose of your gloves.
21. Arrange and organize the patient's room, and perform hand hygiene.