


<b>Document #:</b>  <b>4.2</b>	 <b>Shared health Soins communs Manitoba</b> <b>Standard Operating Procedure (SOP)</b>	Status: v 0.0  Revised: April 2023 Owner: Environmental Services
<b>Title GENERIC BED MAKING</b>		Page 1 of 1

<b>Purpose</b>	Summarizes best practice for making a generic bed.
<b>Background</b>	If you haven't already done so update Oculys when the room is cleaned and the bed is made.
<b>Required Materials</b>	Bed linen which consists of: <ul style="list-style-type: none"> <li>• one fitted sheet</li> <li>• one top sheet and one bedspread/blanket</li> <li>• one or two pillowcases</li> </ul>

**The Process:**

Step		
1.	Perform hand hygiene.	WRHA Routine Practices Policy: <a href="https://policies.wrha.mb.ca/policy/120/infection-prevention-control/3065/90-00-060.pdf">https://policies.wrha.mb.ca/policy/120/infection-prevention-control/3065/90-00-060.pdf</a>
2.	Gather bed linen.	
3.	Put on the fitted sheet. Ensure all four corners are tucked underneath the mattress.	
4.	Lay the top sheet in the centre of the mattress close to the edge of the bed.	
5.	Unfold the sheet leaving a minimum of two feet at the foot of the bed to enable you to tuck it in later.	
6.	Walk around the bed to unfold the sheet flat on the other side.	
7.	Repeat steps 4 – 6 for the bedspread.	
8.	Tuck the bottom of the sheet underneath the mattress.	
9.	At the foot of the bed, lift the sheets approximately 12 inches from the corner, tuck sheets tight and bring the bedspread down to finish the corner.	
10.	Put the pillow into a clean pillowcase.	
11.	Perform hand hygiene.	