



Team Name: Environmental Services	Reference Number: ORG.1910.PR.038
Team Lead: Regional Manager Environmental Services	Program Area: Support Services
Approved by: Regional Lead – Corporate Services & Chief Financial Officer	Policy Section: Housekeeping
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Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.

PROCEDURE SUBJECT:

Stripping / Bed Making

PROCEDURE:

1. Use Personal Protective Equipment (PPE) according to Safety Data Sheet (SDS).
2. Prepare equipment.
3. To Strip a Bed:
 - Loosen bedding all the way around starting at far upper corner.
 - Remove pillow cases and place on the bed. Place pillows on a clean surface.
 - With linen loosened, gather linen from each corner to center of the bed. Put gathered linen in a soiled hamper. Linen should not be shaken.
4. To Make a Bed:
 - Make sure mattress is well positioned on bed.
 - Place fitted sheet on top of bed, fitting top corners to the contour of the bed. Make sure when fitting last corner that it is pulled gently so as not to rip the fitted sheet.
 - Place top fitted sheet on bed, having the hem even with the top edge of the mattress. Tuck the bottom under the foot of the bed. Lift the seam for the toe box and fold neatly towards the foot of the bed.

- Place spread with top edge covering top sheet. Tuck in spread at foot end, making mitred corners.
- Place pillows with open end away from the door.
- Tidy the bed space to ensure the castors are straight, brakes are set and the bed height at an appropriate level. Leave overbed table over the foot of bed. Call bell should be left in the appropriate position.

EQUIPMENT/SUPPLIES:

- Pillow Cases
- Flat Sheet
- Fitted Sheet