

	RESOURCE LIBRARY - LAUNDRY Task: Marking an Item	CODE: 03.06.013
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OBJECTIVE: To ensure all items are marked in a correct and safe manner.

PROCEDURE:

- A proactive role is taken by vale to mark all guest & outside shop items

What	How	Why
1. Remove any previous marks	No other mark other than the hotels should be there in order not to loss any item.	So no item will be missed or misplaced
2. Check the items for any damage or missing button...etc.	Should be in good shape to withstand cleaning Process.	So it will not be damaged during the washing, drying or pressing process.
3. Place the list on the marking machine or near it to enter the details.	Using the keyboard enter day, week, lot & bundle	So that you could read the mark & now all details in no time.
4. Use different color tapes for washing, drying pressing, express service, (pressing or washing).	Use the right color for the right service to make identifying, service or state of item very easy	So as to save time & it would be faster for staff to know the services needed.
5. Put the item on the sealing arm & MARK	Mark at the hidden corner of the itemi.e. where the mark would not be either harmful to the item or be noticed by the guest.	Impressions
6. Check the label	Try to pull it out to check if it will fall during processing & that the reading is clear.	So as not to loss the item or miss place it.
7. Put the marked item in the laundry trolley	Make sure that the item is in the correct trolley keeping in mind color & level of dirt	Speeds up process for washers.
8. Make sure that all items of that bundle are marked.	Check nbr of pieces on the list with nbr of marked pieces on the marking machine.	So as to close that bundle on the marking machine then open a new one.