

	RESOURCE LIBRARY - LAUNDRY Task: Washing Guest Laundry	CODE: 03.06.016
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OBJECTIVE: To ensure all items washed would look, smell, like new to insure the highest standard.

PROCEDURE:

What	How	Why
1. Check all items for damage, color fastness	Check for any damage before washing also check for color fastness& loss of buttons	So as correct the item before washing
2. Send any items which needs attention to the tailor to be done	Explain to the tailor what is to be done	To make sure he understand what to do
3. Make sure all items are correctly marked	Check the marking for quality	To make sure it will not fall in washing
4. Separate colored items	White with white, black with black cotton with cotton polyester with polyester	To make sure of quality of washing
5. Put items in the washer& put the desired temperature then the program for that kind material then push start	The washer will do all cycles according to the Program chosen with the right amount of chemical in the right time	The programming is done according to the type of material washed
6. Take the items from the washer to the dryer to dry them.	Put the desired drying temperature according to the type of items to be dried	To make sure that items will not get over dried or damaged or difficult to press
7. Put the write time for cooling	Rotate the cooling dial to the desired time	To save energy & time