

	<b>RESOURCE LIBRARY - LAUNDRY</b> <b>Task: Dry Clean Items</b>	CODE: 03.06.017 EDITI ON: 1 PAGE 1 of 1
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**OBJECTIVE:** To ensure all items are cleaned and ready for Guest's use.

**PROCEDURE:** Dry cleaning is any cleaning process for clothing and textiles using a chemical solvent other than water.

What	How	Why
1. Separate according to material or color	Prepare items to be dry cleaned by spotting, check items for any damage or loss of buttons	It is easier to pre spot than to spot washed items if there is an thing to be mended or a button lost to be replaced prior to washing.
2. COVER THE BUTTONS THEN turn the jackets inside out & fill the basket with items of same color up to 12kg.	Take the basket to the scale & make sure that you do not exceed the 12 kg limit	The dry clean machine capacity is 12 kg max.
3. Open the dry clean door and place them in the washer then select the desired program and push the start bottom.	The machine is programmed for specific kinds of material automatically so it will do them then stop.	Programming would be done by Laundry Manager to insure proper operation of machine.
4. When machine has finished take items out one by one hang them immediately then take button covers off the item.	Hang them on trolleys or on hangers so as to be easier for pressing.	To keep them from getting wrinkled after they have been washed.
5. Take items to be pressed.		