

	RESOURCE LIBRARY - LAUNDRY Task: Pressing Shirts	CODE: 03.06.018 EDITI ON: 1 PAGE 1 of 1
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OBJECTIVES: All shirts should be pressed to the highest standard.

PROCEDURE: Shirts should pressed/special requests done.

What	How	Why
1. Shirts should be damp to be able to press them	Dampen shirts if they are for pressing only before pressing. Check special requisites from themarking tape.	So as to save time& have a good finish.
2. Place the cuffs &collar on the press	Set timer on the press if available to the right time then press keeping both hands on the buttons	To keep the shirt being over pressed & keeping the hands on the buttons so as not to get burned do not let other staff near the press.
3. Place the shirt on the topper mushroom press. Then push the buttons to press	Place the right side of the shirt, feel with hands that there is no impressions	So there are no creases, wrinkles or puckers.
4. Rotate the shirt following the same steps	Rotate the shirt anti clock wise always feel the shirt for smoothness and no leave-off marks	So as to have appropriate finish for the shirt.
5. Press sleeves one at a time	Put the sleeve shoulder near to you &the cuff at the other end sideways feel with your hands for smoothness then press.	So as to have appropriate finish for the sleeve.
6. Do the other sleeve	Same as before	Same as before.
7. Check the shirt for finish before hanging or folding & check special requests have been done.	Rotate the shirt make sure shirt looks crisp, no Impressions or wrinkle or puckers.	To insure guest satisfaction