

	<b>RESOURCE LIBRARY - LAUNDRY</b> <b>Task: Shirt Folding</b>	CODE: 03.06.023 EDITI ON: 1 PAGE 1 of 1
---	---	--

**OBJECTIVE:** To ensure shirts are folded to highest standard.

**PROCEDURE:**

What	How	Why
1. Slide shirt under clamps.	By raising forefingers from shirt while placing in position	To insure shirt is in center position.
2. If shirt board is used, it should be placed on the blade before shirt is placed.	By placing shirt board before shirt.	To insure finishing and looks.
3. Start the operation.	Use right hand to bring operating bar down firmly against the shirt.	This trips the operating lever and starts The folding operation.
4. Maintain a firm hold on the operating bar.	Allow the entire assembly to roll up and over, putting the shirt in an inverted position.	If not the shirt will fly up.
5. Sleeve fitting.	Place the left sleeve over fist, then draw the right sleeve over on top of the left sleeve in a z-type fold & place the cuffs in the center of the blade hold sleeves tight, with fingers as near to the shoulders as possible then flip the hinged tail-holder blade into place.	To have the proper sleeve shape.
6. Finishing the fold.	Press down on the operating knob with the left hand and the shirt will be folded & returned to the starting position where it may be banded or encased in an envelope.	To have a crisp finish.
7. Removing the shirt.	Grasp the shirt from the ends and pull forward to remove.	To keep a good shape.
8. French collar alignment.	Take the tie bow from the center of the board and slip the right side first then the lift side under the collar then turn the other Part of the tie to the inside of the collar to give the tie shape.	To have a nice shape to the shirt.
9. Packing the shirt.	Slip the shirt into the plastic bag (logo facing up), bend the end & close using scotch tape.	Our standard for packing shirts.