

	RESOURCE LIBRARY - LAUNDRY Task: Stain Removal	CODE: 03.06.028
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OBJECTIVE: To ensure that stains of all kinds are removed prior to washing / dry cleaning.

PROCEDURE: At the spotting table check items for spots, use spot removals on the spot of that kind and steam out using the suction.

What	How	Why
1. Start by cleaning the table.	Clean the table by using the steam gun, then put the item on the table then determine what kind of spot removal to use on that spot then apply some.	To allow the spot to be removed.
2. After a few seconds apply steam to that area leaving distance between the gun and the item.	Leaving approximately 20 cm between the item and the gun so as not to damage the item.	Steam pressure will damage the item if you get too close to it.
3. Stain started to move.	When you see the stain has started to loosen up it means that it is ready to be washed.	When applying chemical spots loosen with use of Steam.
4. Use the right spot removal.	Do not play with spot removals if you are not well trained for that.	You will easily damage the item without knowing What happened?
5. The spot didn't move.	If you see no change in the spot then it means you are not using the right spot removal.	Every stain has its own spot removal.
6. Steam out the chemical using the suction.	Steam out the chemical using the suction then air the spot with the gun.	To stop the chemicals from damaging the item.
7. Check the spot again.	Apply the correct spot removal and steam the spot away.	To make sure the spot is gone.
8. Put the item in the washing basket.	The item is ready to be washed, clean the table using the steam & suction for another item.	To prepare the table for another item so as not to mix chemicals together.