



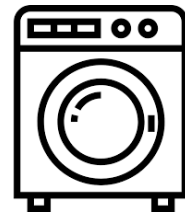
# LAUNDRY SERVICE

*#Istayathome*

1. Machines
2. Reading care labels
3. Normal Washing and Drying
4. Care of Shirts
5. Care of Trousers
6. General care of clothes
7. Norms regarding COVID-19



# 1. MACHINES



## Washing Machine

- Load the machine with correct load. Close the door.
- Select the correct programme.
- Put detergent in compartment 1 scoop per wash. (scoop provided with machine)
- Add softener if using and press START.
- When the machine finishes turn dial to stop and open the door.
- Remove the clothes and put them in a basket.



## Drying Machine

- Load the dryer, select programme and press start.
- See the next slide for more information.
- When the programme finishes open the door.
- Remove the clothes and place in a basket.
- Spread the clothes in a pile or put on hangers

## Hand Ironing

- With the iron off check there is water in the water tank.
- Plug in and select temperature on the dial and let it heat.
- Usually the light changes from red to green.
- It is advisable to use a medium heat to avoid scorching or spoiling the clothes.
- If the temperature is too high it can leave a shine on some items.



## Rotary ironer or Presser; used for Oratory

Used for flat items. Finger towels, purificators and other flat items.





























































































Presser: Switch on to heat. Raise the upper part and place the item on it. Close it and wait a few seconds. Usually a light comes on or it beeps to indicate it is finished.

Rotary. Feed the items through. Best if they are a little damp.



# 2. HOW TO READ CARE LABELS

## Guide to Textile Care Symbols

 Wash	<p style="text-align: center;"><b>Wash Symbols</b></p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Normal Wash</td> <td>Permanent Press</td> <td>Gentle Cycle</td> <td>Hand Wash</td> <td>Do Not Wash</td> </tr> <tr> <td>95°C/200°F</td> <td>70°C/160°F</td> <td>60°C/140°F</td> <td>50°C/120°F</td> <td>40°C/105°F</td> </tr> <tr> <td>•••••</td> <td>••••</td> <td>•••</td> <td>•••</td> <td>••</td> </tr> <tr> <td>Near Boil</td> <td>Extremely Hot</td> <td>Very Hot</td> <td>Hot</td> <td>Warm</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>30°C/85°F</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>•</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Cool</td> </tr> </table> <p>Water Temperature &amp; Symbols</p>						Normal Wash	Permanent Press	Gentle Cycle	Hand Wash	Do Not Wash	95°C/200°F	70°C/160°F	60°C/140°F	50°C/120°F	40°C/105°F	•••••	••••	•••	•••	••	Near Boil	Extremely Hot	Very Hot	Hot	Warm					30°C/85°F					•					Cool
																																									
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### Supplementary Care Symbols



# 3.DAILY WASHING AND DRYING



Type of Clothes	Washing Machine		Drying Machine
	Programme	Detergent	Programme
Coloured shirts and trousers	40° synthetic/mix	Colours/ Persil/ bio	Normal / Cotton
Black shirts	40° synthetic/mix	Colours/ non-bio	Normal/ Cotton
White shirts	40° synthetic/mix	Whites	Normal/ Cotton
Vests and bags	40° synthetic/mix	Whites	Cotton Extra dry
Jumpers	Wool /cold	Delicates /colours	Do not tumble dry
Sports clothes	40° synthetic/mix	Colours	Synthetics should not be dried in dryer/ hang to dry naturally
Socks	40° synthetic/mix	Colours/non bio	Cottons /dry
Underwear	60° synthetic/mix	Colours/ whites	Cottons extra dry
Pyjamas	40° synthetic/mix	Colours	Norma / Cottons
Sheets	40° synthetic/mix	Colours	Normal/ Cottons
Towels	40° synthetic/mix	Colours	Cottons Extra Dry
Cleaning cloths	60° synthetic/mix	Colours	Normal /cottons
Oratory linen	Delicates	Whites	Do not dry/ place flat in a towel and roll up

- The washing machine is filled to  $\frac{3}{4}$  capacity. If it is not full you can mix different types of clothing but they must be similar in colour and material.
- Strong coloured items e.g. Reds and balack tend to run so its best to wash them separately. Coloured Sports clothes do not run because they are made of synthetic fibres.
- If there is a stain on clothes e.g. oil/grease/coffee/ fruit stains its best to remove it first as it wont come out in the wash.
- They can be soaked in Vanish Powder. There is one for whites and one for colours. Follow the instructions.
- Do not wash Cassocks, raincoats in the washing machine as they will shrink and lose their shape.
- These need to be dry cleaned.Some trousers can be washed but always check the label.
- Comfort/ clothes softner need only be used for socks and synthetics.
- Towels need an extra spin before putting in the dryer to extract the maximum amount of water.
- To facilitate the ironing of shirts remove them whilst still slightly damp.Choose correct drying programme



## 4. WASHING, DRYING & IRONING OF SHIRTS

### **Washing.**

- Check for stains and remove any before washing.
- Select programme and detergent( check the chart of slide3) Water temperature will depend on degree of soiling and type of fibre. Between 30° y 50°.

### **Drying.**

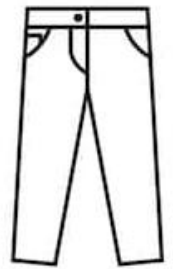
- Select normal/ cottons programme .Dry for about 20 minutes depending on size of load. If its a half load then dry for less time.
- Remove from the dryer and put on hangers.

### **Ironing.**

- Iron while still damp. If too dry dampen using a spray water bottle. These can be bought in any hardware shop
- Select a medium temperature on the iron using steam.
- Where to start:
  - Collar inside and out.
  - Cuffs inside and out.
  - Sleeves. Ladies blouses shouldnt have a crease but for men's it is acceptable.
  - On the right side iron the back and then the front.
  - When finished close the top button and one in the middle. Either fold or place on a hanger.



## 5. WASH, DRY AND IRONING OF TROUSERS



Check the label to see if its washable. If its” Dry Clean Only” take to dry cleaners.

### **Washing:**

- Check for any stains and remove any if necessary. Check all the pockets. Zips should be closed and buttons open.
- Use a neutral detergent (a non biological one ) or one for colours. Only use softener if they are synthetic. Select wash programme according to soiling or Synthetics programme 30° y 40°.

### **Drying:**

- Dry in tumble dryer leaving them a bit damp. When dry hang on a hanger.

### **Ironing:**

- Iron slightly damp depending on the fibre. If it is wool or wool mixture its best if it is dry and iron with a steam iron or with a clean damp cloth on top.
- Order of ironing:
  - Pockets.
  - Waistband inside and out.
  - Place both trouser legs together and roll the top one back. Iron the bottom one. Make sure it is straight and creases are aligned. Iron in the crease and gently iron the rest of the leg. Put the other leg down and repeat the process. Turn over and repeat the same process.
  - Its important not to create another crease.



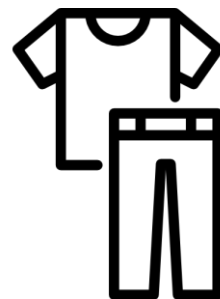
## 6.TIPS ON HOW TO TAKE CARE OF CLOTHES

### IN GENERAL:

- Have your clothes well labelled.
- When buying clothes choose ones that can be washed at home and can be washed and ironed easily.
- Before sending your clothes to the laundry: Undo buttons, close zips, empty all pockets.
- If something has a stain mark where it is and say what kind of stain it is.

### Avoid:

- Washing clothes too often as they get spoilt and it loses colour and appearance.
- Dont put it away if it has stains. It is easier to remove fresh stains.
- Air them before putting in your wardrobe.
- Fold them well.
- Brush them before ironing.If its dirty wash first before ironing.

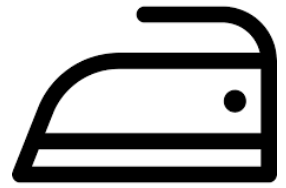


### How to store Winter/ Summer clothes:

- See what needs to be dry cleaned and take it.
- Store everything clean and ironed.
- Store long items in suitable bags.
- Jumpers should be folded to avoid losing shape. In boxes or bags.
- Shoes: If necessary take the to be repaired. Clean them, place shoe shapers or paper inside to help retain the shape. Wrap each pair in paper or in bags and store in boxes.



## 7. NORMS REGARDING COVID-19



**As long as this time of Sanitary Hygiene lasts because of COVID 19 we advise you to follow these rules:**

- Weekly: wash sheets and towels at a high temperature of (60°).
- Always wear gloves in the laundry especially when dealing with dirty clothes.
- The clothes of those who seem to have symptoms or are infected should be washed separately at a temperature of 60° or higher. There are special bags for this purpose. The clothes are placed inside the bag tied and put in the machine
- The oratory linen should also be washed at 60°.
- In the laundry bags only put the pyjamas and underwear. The shirts are put in baskets or tubs.
- It is advisable to use, wherever possible T.Shirts or Polo Shirts instead of Shirts.

