

	RESOURCE LIBRARY - LAUNDRY Task: Towel Folding	CODE: 03.06.024
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OBJECTIVES: To ensure the proper way of towel folding using the towel folding machine

PROCEDURE: Towel folding using the folding machine or manual folding.

What	How	Why
1. Operate the machine/choose the right program for the type of towel	Separate the towels to hand, face, bath towels, bath mat & bath sheets.	More efficient to finish one style of towel at a time & then go to other program.
2. Hold the towel from the ends, then side-ways logo facing out / place hand side on the red lines. Program three for hand/ mat, program six for bath sheet	Check items prior to folding and ensure all items Are clean / no holes, pass towels of the same kind Do not mix.	To insure proper operations of the machine.
3. Collect towels from the other end & place in Trolley	Standard operation of the machine.	So as to clear the machine of ready towels.
4. When finishing all towels turn the machine off	Push red button then shut down electricity.	To save energy, no risk of injury.
5. Clean machine after use	Clean the machine using the vacuum cleaner.	To insure all photo lens are clean.