

Pressers / Start / Checklist

	Step
<input type="checkbox"/>	Clock In
<input type="checkbox"/>	Retrieve Name Badge
<input type="checkbox"/>	Verify Uniform looks professional
<input type="checkbox"/>	Complete a <i>Pressers / Supplies / Stock Station Checklist</i>
<input type="checkbox"/>	Turn on your Press
<input type="checkbox"/>	Check Board
<input type="checkbox"/>	Check Horse for Specials
<input type="checkbox"/>	Complete a <i>Pressers / Always / Checklist</i>
<input type="checkbox"/>	Start <i>Pressers / Finishing / Checklist</i>
<input type="checkbox"/>	Finish Specials first
Completed by	_____
Completed on	_____/_____/_____

Pressers / End of Day / Checklist

	Step
<input type="checkbox"/>	Check Board
<input type="checkbox"/>	Verify your Horse is empty
<input type="checkbox"/>	Verify Stain Rack is <i>empty</i> and <i>completed</i> .
<input type="checkbox"/>	Board, Horse, Stain Rack, Orders have not been <i>completed</i> ? Talk to Plant Manager
<input type="checkbox"/>	Verify all Orders have been <i>completed</i> using computer
<input type="checkbox"/>	Turn off your Press
<input type="checkbox"/>	Complete a Pressers / Supplies / Stock Station Checklist
<input type="checkbox"/>	Clean Press
<input type="checkbox"/>	Sweep and Dust Floor
<input type="checkbox"/>	Take out Trash
<input type="checkbox"/>	Replace Trash Bag
<input type="checkbox"/>	Notify Plant Manager before <i>Clocking Out</i>
<input type="checkbox"/>	Return Name Badge to designated location
<input type="checkbox"/>	Clock Out
Completed by	_____
Completed on	_____ / _____ / _____

Pressers / Supplies / Stock Station Checklist

	Step
<input type="checkbox"/>	1x Lint Roller
<input type="checkbox"/>	1x Full Spray (Water) Bottle
<input type="checkbox"/>	1x Stain Sticker Roll
<input type="checkbox"/>	1x Towel
<input type="checkbox"/>	1x <i>Pressers / Guides / Pressing</i>
<input type="checkbox"/>	1x <i>Pressers / Guides / Hangers</i>
Process and Procedures	
<input type="checkbox"/>	10x <i>Pressers / Forms / Garment Damage</i>
<input type="checkbox"/>	10x <i>Pressers / Start / Checklist</i>
<input type="checkbox"/>	10x <i>Pressers / Finishing / Checklist</i>
<input type="checkbox"/>	10x <i>Pressers / End of Day / Checklist</i>
<input type="checkbox"/>	10x 10x <i>Pressers / Always / Checklist</i>
Pant Hangers	
<input type="checkbox"/>	40x Clips
<input type="checkbox"/>	40x Struts
Delicate Hangers	
<input type="checkbox"/>	5x Clips
<input type="checkbox"/>	10x Struts
<input type="checkbox"/>	20x Men's White Cape with Foamy
<input type="checkbox"/>	20x Women's White Cape with Foamy
<input type="checkbox"/>	10x Men's Shoulder Savers
<input type="checkbox"/>	10x Women's Shoulder Savers
Low on Supplies?	
<input type="checkbox"/>	Complete a <i>The Plant / Supplies / Request Form</i>
Low on Forms?	
<input type="checkbox"/>	Print Forms
Completed by	_____
Completed on	_____ / _____ / _____

Pressers / Finishing / Checklist

	Step
<input type="checkbox"/>	Verify Garment pressing requirements
<input type="checkbox"/>	Verify Garment is not damaged with <i>holes, discoloration, and/or colorloss</i>
<input type="checkbox"/>	Verify all Buttons, Fastenings, Clips, and Zippers are not damaged or missing
<input type="checkbox"/>	Verify Garment is Stain Free
Garment Damaged?	
<input type="checkbox"/>	Complete a Pressers / Form / Garment Damage
<input type="checkbox"/>	Talk to Plant Manager
Stain on Garment?	
<input type="checkbox"/>	Mark Stain location using Stain Sticker
<input type="checkbox"/>	Hang Garment up in the Stains Location
A Button, Fastening, Clip, Zipper is missing and/or Damaged?	
<input type="checkbox"/>	Mark Missing or Damage location using Stain Sticker
<input type="checkbox"/>	Hang Garment up using Hanger Guide in the Button Missing Location
Finishing Garment	
<input type="checkbox"/>	Remove Lint using Lint Roller
<input type="checkbox"/>	Press Garment using your artistry with the Pressing Guide
<input type="checkbox"/>	Verify Garment is not damaged with holes, discoloration, and color loss
<input type="checkbox"/>	Verify all Buttons, Fastenings, Clips, and Zippers are not damaged or missing
<input type="checkbox"/>	Verify Garment is Stain Free
Garment Damaged?	
<input type="checkbox"/>	Complete a Pressers / Form / Garment Damage
<input type="checkbox"/>	Talk to Plant Manager
Stain on Garment?	
<input type="checkbox"/>	Mark Stain location using Stain Sticker
<input type="checkbox"/>	Hang Garment up using Hanger Guide in the Stains Location
A Button, Fastening, Clip, Zipper is missing and/or Damaged?	
<input type="checkbox"/>	Mark Missing or Damage location using Stain Sticker
<input type="checkbox"/>	Hang Garment up using Hanger Guide in the Button Missing Location
Finishing Garment	

	Step
<input type="checkbox"/>	Press Creases as needed
<input type="checkbox"/>	Verify there are no Double-creases
Any Questions Regarding Garment?	
<input type="checkbox"/>	Complete a Pressers / Form / Question
<input type="checkbox"/>	Hang Garment up using Hanger Guide on Stain Rack with Question Form attached over Hanger
Finishing Garment	
<input type="checkbox"/>	Verify no wrinkles are present during Folding and/or Hanging
<input type="checkbox"/>	Touch up Garment as needed
<input type="checkbox"/>	Verify Garment meets Quality Standards using Pressers / Standards / Checklist
<input type="checkbox"/>	Touch up Garment as needed
Sweater Garment?	
<input type="checkbox"/>	Removing Pilling
<input type="checkbox"/>	Fold over Strut
<input type="checkbox"/>	Verify Hanger's "pointy end" is facing to the right with Heat Seal visible
Pant Garment?	
<input type="checkbox"/>	Fold over Strut using Crease Lines as a guide
<input type="checkbox"/>	Verify Pant's Fly is pointing in the direction of the Hanger's "pointy end"
Finishing Garment	
<input type="checkbox"/>	Hang Garment up using Hanger Guide on your Finished Rack to go to Sorter
<input type="checkbox"/>	Repeat process
Completed by	_____
Completed on	_____ / _____ / _____

Pressers / Always / Checklist

	Step
<input type="checkbox"/>	Do not lean on equipment
<input type="checkbox"/>	Keep area clean
<input type="checkbox"/>	Do not use phone while operating machinery
<input type="checkbox"/>	Notify Plant Manager before taking breaks
<input type="checkbox"/>	Notify Plant Manager before leaving premises
<input type="checkbox"/>	Remember in case of an emergency: Press Red Button(s) located on your press
Completed by	_____
Completed on	_____/_____/_____

Pressers / Standards / Checklist

	Step
<input type="checkbox"/>	Collars are Rolled
<input type="checkbox"/>	Edges of Bodice Front are Even
<input type="checkbox"/>	Hemline is Even
<input type="checkbox"/>	Hip Areas are Smooth
<input type="checkbox"/>	Lining Does Not Hang Below Coat
<input type="checkbox"/>	No Broken Buttons
<input type="checkbox"/>	No Button Impressions
<input type="checkbox"/>	No Collar Impressions
<input type="checkbox"/>	No Crotch Wrinkles
<input type="checkbox"/>	No Double Creases
<input type="checkbox"/>	No Flap Impressions
<input type="checkbox"/>	No Fly Impressions
<input type="checkbox"/>	No Fly Wrinkles
<input type="checkbox"/>	No General Wrinkles
<input type="checkbox"/>	No Missing Trim
<input type="checkbox"/>	No Pinholes
<input type="checkbox"/>	No Pleat Impressions
<input type="checkbox"/>	No Pocket Impressions
<input type="checkbox"/>	No Pucker Marks on Cuffs
<input type="checkbox"/>	No Puckered Shoulders
<input type="checkbox"/>	No Seam Impressions
<input type="checkbox"/>	No Sleeve Creases
<input type="checkbox"/>	No Uneven Cuffs
<input type="checkbox"/>	No Vent Impressions
<input type="checkbox"/>	No Waistband Wrinkles
<input type="checkbox"/>	Pleats are Sharp
<input type="checkbox"/>	Vent Pressed Flat
<input type="checkbox"/>	Waistband is Smooth
<input type="checkbox"/>	Wrinkle-free Lining
Completed by	_____
Completed on	_____ / _____ / _____