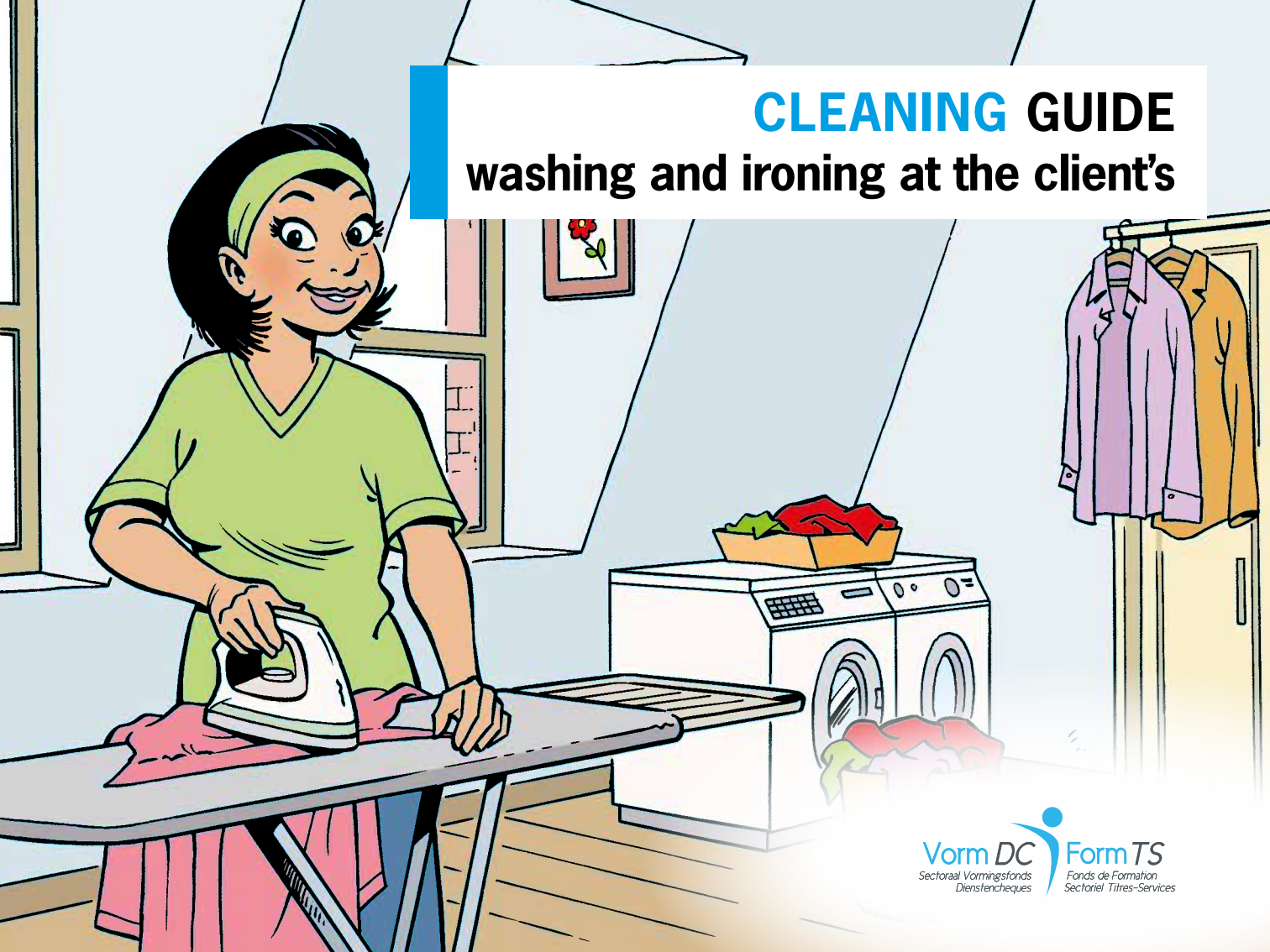


CLEANING GUIDE

washing and ironing at the client's



Colophon

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Texts: Antoon Jaminé in cooperation with VDAB

Drawings: Steve Van Bael

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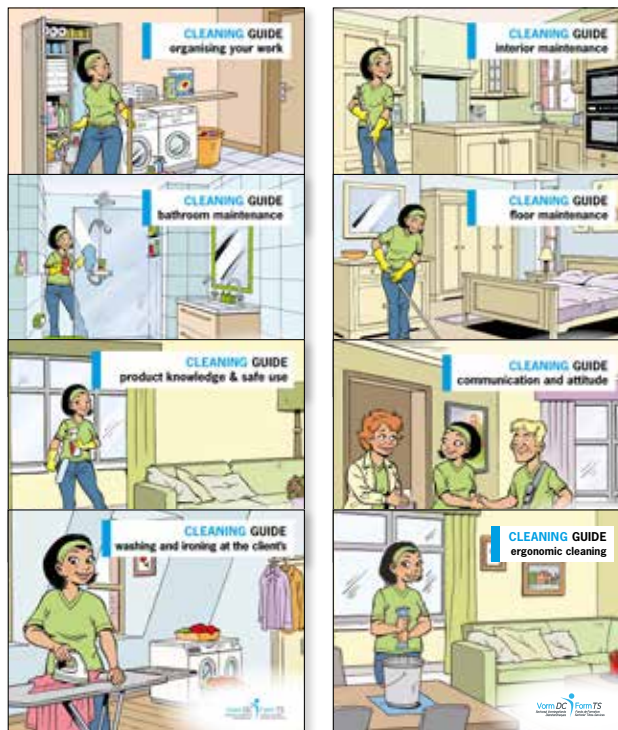
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Hello,

I'm Sarah, your cleaning coach. I have many years' experience as a home help and consider myself an expert at brushing, polishing, scouring and scrubbing.

Cleaning is my passion and my profession! I enjoy teaching people how to brush and polish perfectly. Even if you already know a lot about cleaning techniques, read this brochure and you're sure to learn something new.

In this cleaning guide, I'll tell you all about washing and ironing at the client's. There are lots of different sorts of textiles and you have to wash and iron them correctly. This is not always easy. Follow the  **directions** and tips in this guide. They'll make washing and ironing much easier.

Good luck, Sarah



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WASHING AT THE CLIENT'S:

How do you sort the laundry?

Laundry can be sorted in various ways. This prevents discolouration and wear and tear in clothes. It also makes the washing machine more energy efficient.

- **Sorting by textile type:**

The textile type determines the maximum temperature at which you can wash an item of clothing. Check the label. It will tell you the maximum temperature.

- **Sorting by colour:**

Even if you wash in cold water, you have to separate the laundry into white and coloured items. You can separate further into dark or mixed white laundry and clothes with coloured patterns.

- **Sorting by soiling:**

Stained and badly soiled garments go through a pre-wash. Put them in a separate pile.

- ✓ *Empty the pockets.*
- ✓ *Remove ornaments if possible.*
- ✓ *Close zip fasteners.*
- ✓ *Stains that you can't remove by washing: always discuss with the client. If you have permission to treat the stain, check the label.*

Sarah



Choosing the washing machine programme

Depending on the type of laundry, you choose a wash programme with an appropriate temperature. Take care with wool. There is a special wash programme for this.

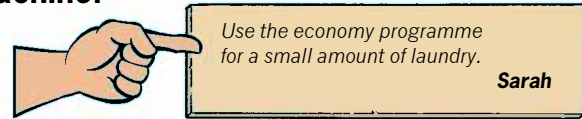
Loading the drum

Disadvantages of a **half-full washing machine**:

- Waste of detergent, water and energy.
- Sometimes causes more wear and tear in clothes.

Disadvantages of an **over-full washing machine**:

- Poor wash result.
- Can damage the washing machine.



Check the instructions for use to find the maximum weight for each programme.



1. The figure indicates the maximum washing temperature. The lines under the symbol indicate that you have to wash the garment extra carefully. For example, shirts, to prevent creases.



2. Wash by hand. Do not wash in the washing machine.



3. Do not wash in the washing machine. Dry clean only.

Drying

Drying in an open space or in the open air saves energy.

For a good result:

- shake the garment before hanging it up;
- hang larger items over the washing line so that they are less crooked;
- avoid sunlight, as this can cause discolouration;
- ventilate the drying room well;
- dry knitwear flat;
- hang shirts, blouses, T-shirts, on a coat hanger.

Drying in the tumble dryer - discuss this with the client.



1.
Can be put in the tumble dryer.



2.
Cannot be put in the tumble dryer. So dry on the washing line or flat.

IRONING AT THE CLIENT'S: What do you need?

Iron

There are various types of appliances.

- a. **Steam irons:** use steam so that you can dampen the laundry. This makes ironing quicker and easier.
- b. **Irons with steam generator:** have a separate water tank and a higher steam output than a standard steam iron. The volume of steam is also more constant. The iron itself is light and practical to use.



Ironing board with ironing blanket and cover

For a good result, you need a stable ironing board with a smooth surface.

Pressing cloth, Teflon cloth or soleplate

With a soleplate or a (Teflon) pressing cloth, you can iron clothes without fear of damaging them: for example wool, dark garments, synthetic textiles, silk, etc. A soleplate is handy to iron a perfect pleat in trousers and prevents shiny patches on black trousers.



*Some irons already have a Teflon layer.
In this case, there is no need to use a
cloth or a soleplate!*

Sarah

Ironing properly

- Sort the laundry and start by ironing at the lowest temperature.
- If the garment is very creased, it is best to dampen it.
- Iron at the correct temperature to remove the creases from the textile. Check the label.
- Some fabrics are best ironed inside out to prevent shining. Other materials, such as wool, should not come into direct contact with the iron, so as to avoid damaging the fibres. Use a soleplate or a pressing cloth here.
- Ask the client what water you should use in the iron.
- Do not iron over buttons and zip fasteners, so as to avoid damaging (scratching) the iron.



1.
*May be ironed.
The number of dots indicates
the correct temperature.*



2.
Do not iron.

Safety

You iron at high temperatures, so be careful!

- Never leave your iron standing on the garment or the ironing board.
- Put it down in the place provided and allow it to cool after use.
- Keep children away from irons.
- Check the electric cable.
- Wear suitable clothing and safety shoes.

Ironing ergonomically

Adjust the ironing board to hip height so that you work with the correct posture.

10.

step by step



IRONING step by step: handkerchief

- **IRONING**

Photo 1

- Place the handkerchief with the reverse side up.
- Straighten the edges and corners.
- Smooth the handkerchief out with your hands.

Photo 2

- Iron from right to left and from top to bottom.
- Pay particular attention to straight edges and move on.

- **FOLDING**

Photo 3

- Fold the handkerchief from bottom to top.
- Put the edges together.

Photo 5

- Fold again from bottom to top, level with the edge

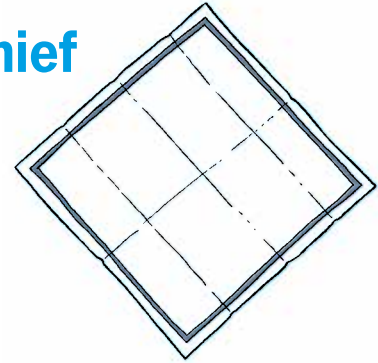


Photo 5

- Place your left hand in the centre of the handkerchief.
- Fold from right to left, with the edges together. Pay attention to the central fold.

Photo 6

- Fold again from right to left.
- Iron the folded handkerchief.



✓ You can iron and fold a kitchen cloth the same way.

Sarah



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step by step



IRONING step by step: pillowcase

- **IRONING**

Photo 1

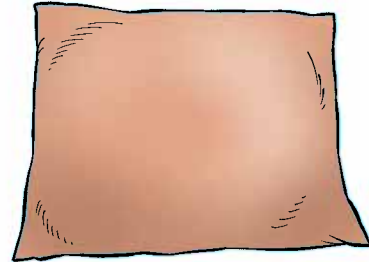
- Place the pillowcase with the opening facing you.
- Smooth the inside of the opening with your hands.

Photo 2

- Iron the inside of the reverse flap from the centre to the right.
- Then iron from the centre to the left.

Photo 3

- Iron the top of the reverse flap from the centre to the right and from the centre to the left.
- Move along and continue ironing.
- Turn the pillowcase over and iron the front from right to left and from top to bottom.



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step by step



cont'd step by step: pillowcase

- **FOLDING**

Photo 4

- Turn the pillowcase over again.
- Hold the pillowcase by the corners of the reverse flap and fold from bottom to top.

Photo 5


- Fold away from you again.

Photo 6

- Place your left hand in the centre of the pillowcase.
- Fold from right to left, with the edges together. Pay attention to the central fold.

Photo 7

- End result



Agree with the client whether you should iron the pillowcase once folded. Some clients want this, others don't.

Sarah

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step by step



IRONING step by step: skirt

- **IRONING**

Photo 1

- Turn the skirt inside out.
- Draw the skirt onto the ironing board as far as the hips.

Photo 2

- Iron from right to left, from the hem to the top.

Photo 3

- Move the skirt round, away from you.
- Continue ironing from right to left

Photo 4

- Hang the skirt on a coat hanger.



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step by step



IRONING step by step: Printed T-shirt

- **IRONING**

Photo 1

- Turn the T-shirt inside out to protect the print.
- Draw the T-shirt onto the ironing board so that the front of the neck is on the tip of the ironing board.
- Smooth the T-shirt out with your hands.

Photo 2

- Iron from right to left, from the hem to the neck.

Photo 3

- Move the T-shirt round, away from you.
- Continue ironing from right to left. Make sure the part you are ironing stays nice and flat.

Photo 4

- Iron the edge of the neck nice and smooth.



Photo 5

- Turn the T-shirt the right way round again and place it with the neck facing you.
- Iron the label on the back of the neck flat.

Photo 6

- Iron the left and right sleeves, front and back.
- Iron from the armpit to the top.
- Iron the edges of the sleeves, as well.

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step by step



cont'd step by step: Printed T-shirt

- **FOLDING WITH MOULD**

Photo 7

- Turn the T-shirt over with the back upwards.
- Place the mould in the centre of the neck, with the corners of the mould level with the shoulder seam.

Photo 8

- Fold the T-shirt to the edge of the mould.

Photo 9

- Do the same with the other side of the T-shirt.
- Make sure that the side of the T-shirt is nice and level with the mould.

Photo 10

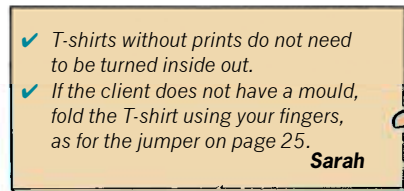
- Place your left hand in the centre of the T-shirt.
- Fold from right to left, with the lower edge level with the corners of the shoulders. Pay attention to the central fold.

Photo 11

- Draw the mould out of the folded T-shirt.

Photo 12

- End result



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step by step



IRONING step by step: jumper

- **IRONING**

Woollen jumpers should always be ironed with a pressing cloth or a Teflon soleplate to avoid damaging the fibres. In these photos, we use a pressing cloth.

Photo 1

- Draw the jumper onto the ironing board with the back upwards and the neck at the tip of the ironing board.
- Smooth the jumper out with your hands.

Photo 2

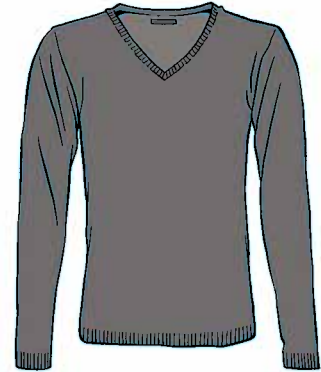
- Place the pressing cloth on the jumper.
- Iron on the cloth from right to left and from top to bottom.

Photo 3

- Move the jumper along, away from you.
- Continue ironing from right to left.

Photo 4

- Place a sleeve on the ironing board and place the pressing cloth on top.
- Iron over the cloth without touching the edge.
This way, you do not iron a crease into the jumper.



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step by step



cont'd step by step: jumper

• FOLDING WITH FINGERS

Photo 5

- Place the jumper on the ironing board with the back upwards.
- Place 2 or 3 fingers next to the neck. This is the fold line.

Photo 6

- From this point, fold the side in as far as the fold line.
- Make sure the side forms a nice straight line.

Photo 7


- Fold the sleeve parallel to the first fold line.
- Repeat for the other side of the jumper.

Photo 8

- Place your left hand in the centre of the jumper.
- Fold from right to left, with the lower edge level with the corners of the shoulders. Pay attention to the central fold.

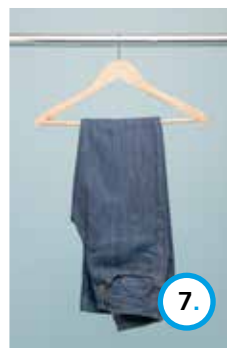
Photo 9

- End result

- 
- ✓ If the client does not have a Teflon cloth, you can also use a white tea towel.
- ✓ When folding, the number of fingers that you place next to the neck depends on the size of the jumper.

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step by step



IRONING step by step: jeans or cotton trousers

- **IRONING**

Photo 1

- Turn the trousers inside out.
- Iron the pocket linings.

Photo 2

- Place one trouser leg straight on the ironing board.
- Iron from the hem up to below the pocket lining.
- Iron as far as the seam, not on the seam!
- Do likewise for the other trouser leg.

Photo 3

- Turn the trousers onto the back.

Photo 4

- Iron from the hem up to just below the back pocket.
- Iron as far as the seam, not on the seam!
- Do likewise for the other trouser leg.

Photo 5

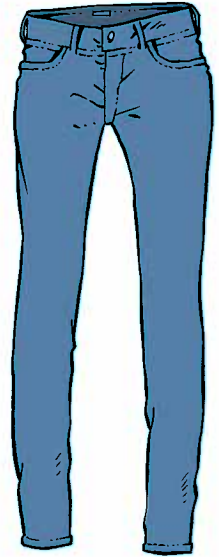
- Draw the back of the trousers over the tip of the ironing board.
- Iron the back pockets.

Photo 6

- Iron the waistband.
- Turn until the entire waist band has been ironed.

Photo 7

- Turn the trousers the right way round again and hang them on a coat hanger.



✓ On the trouser legs (photo 4): do not iron over the back pockets. This will avoid creases.
✓ Do not iron over the metal trouser buttons. They can scratch the soleplate of the iron.

Sarah



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step by step



IRONING step by step: suit trousers

• IRONING

Suit trousers should be ironed using a Teflon soleplate or a pressing cloth.

This prevents the trousers becoming shiny. In these photos, we use a soleplate.

Photo 1

- Turn the trousers inside out.
- Place the pocket on the tip of the ironing board and iron smooth.
- Repeat for the other pockets.

Photo 2

- Iron the waistband.
- Turn until the entire waistband has been ironed.

Photo 3

- Draw the front of the trousers over the tip of the ironing board.
- Iron the front as far as the waistband.
- Move the trousers round until all the parts have been ironed.

Photo 4

- Turn the trousers the right way round again and place them flat on the previously pressed fold, with the zip fastening away from you.
- Place the upper leg on the left.
- Iron the trouser leg from right to left. Iron the pressed fold nice and smooth.

Photo 5

- Place the unironed leg on the other leg and iron on the front crease of the trousers.

Photo 6

- Place the unironed part in the centre of the ironing board. Place the pocket aside and iron on the back crease of the trousers.

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step by step



cont'd step by step: suit trousers

Photo 7

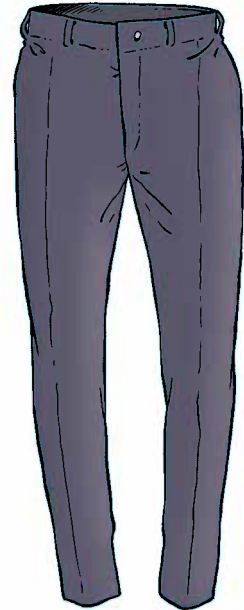
- Turn the trousers round, so with the zip towards you.

Photo 8

- Place the leg on the left again and repeat the steps in photos 6, 7 and 8.

Photo 9

- Hang the trousers on a coat hanger.



32.

step by step



IRONING step by step: man's shirt

- **IRONING**

Photo 1

- Place the collar with the reverse side upwards.
- Iron from the right point to the centre.

Photo 2

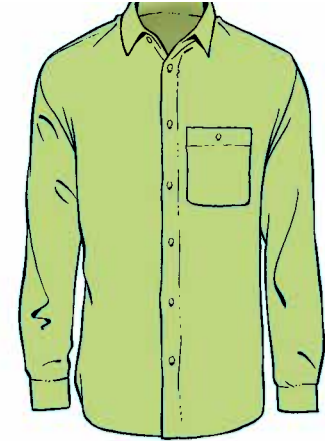
- Iron the collar from the left point to the centre

Photo 3

- Iron the inside of the cuff.

Photo 4

- Iron the wrist closure of the sleeve.
- Iron the cuff and wrist closure of the other sleeve.



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step by step



cont'd step by step: man's shirt

Photo 5

- Place a sleeve on the ironing board and smooth out with your hands.
- Iron from the shoulder seam to the sleeve as far as the edge, so this time from left to right.
- Turn over if necessary and iron the other side.
- Repeat for the other sleeve.

Photo 6


- Place the front of the shirt on the ironing board with the buttons facing upwards. Smooth out with your hands.
- Iron from right to left between the buttons.
- Move the shirt along, away from you, and continue to iron from right to left until all parts of the shirt have been ironed.

Photo 7

- Draw the shoulder piece of the shirt over the tip of the ironing board.
- Iron the shoulder piece from the middle of the back to the shoulder seam.
- Repeat for the other shoulder piece.

Photo 8

- Do up a few buttons and hang the shirt on a coat hanger.

- 
- ✓ *Fold the collar as soon as you have ironed it to obtain a nice edge.*
 - ✓ *When ironing the sleeve: place the sleeve on the ironing board with the seam towards you and then iron from the seam to the edge.*
 - ✓ *Do not iron over the buttons. They may melt or damage the soleplate of the iron*



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