

9-12



Housekeeping NC II

Quarter 4 – Module 1/Week 1-2: Landury Linen and Guest Clothes (LL)



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TLE/TVL 9-12 – Housekeeping NC II
Quarter 4 – Module 2/Week 3-4: Laundry Linen and Guest Clothes (LL)
First Edition, 2020

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**Quarter 4 – Module 1/Week 1-2:
Landury Linen and Guest
Clothes (LL)**

Introductory Message

For the facilitator:

As a facilitator, you are expected to orient the learners on how to use this module. You also need to keep track of the learners' progress while allowing them to manage their own learning at home. Furthermore, you are expected to encourage and assist the learners as they do the tasks included in the module.

For the learner:

As a learner, you must learn to become responsible of your own learning. Take time to read, understand, and perform the different activities in the module.

As you go through the different activities of this module be reminded of the following:

1. Use the module with care. Do not put unnecessary mark/s on any part of the module. Use a separate sheet of paper in answering the exercises.
2. Don't forget to answer *Let Us Try* before moving on to the other activities.
3. Read the instructions carefully before doing each task.
4. Observe honesty and integrity in doing the tasks and checking your answers.
5. Finish the task at hand before proceeding to the next.
6. Return this module to your teacher/facilitator once you are done.

If you encounter any difficulty in answering the tasks in this module, do not hesitate to consult your teacher or facilitator. Always bear in mind that you are not alone. We hope that through this material, you will experience meaningful learning and gain deep understanding of the relevant competencies. You can do it!



Let Us Learn

Great day to you dear learner! This module deals with the skills and knowledge required to provide laundry linen for house guests in a range of settings within the hotel and travel industry's workplace context.

This module was anchored on the Curriculum Guide in TLE/TVL – Housekeeping NCII under the Home Economics component.

Lesson 5 – Laundry Linen and Guest Clothes (LL)

LO1. Process laundry items - TLE_HEHK9- 12LL-IVa-h-1

- 1.7 Follow laundry procedures for cotton, silk, wool, and synthetics
- 1.8 Perform laundry methods accordingly
- 1.9 Observe principles and procedures in ironing and pressing clothes and linens
- 1.10 Explain the types of ironing equipment, tools, and materials and their proper usage
- 1.11 Demonstrate correct folding methods and techniques

After going through this module, you are expected to:

- 1. Discuss the proper steps of laundering.
- 2. Explain the types of ironing equipment, tools, and materials and their proper usage.
- 3. Demonstrate correct folding methods and techniques of linens and clothing.

Begin your journey now and enjoy the rest of the activities ahead! Happy learning!



Let Us Try

Choose the letter of the best answer. Write the chosen letter on your answer sheet.

1. It is a type of fabric that can survive in high temperatures and can be laundered with any decent detergent.
 - a. Cotton
 - b. Denim
 - c. Wool
 - d. Silk
2. This type of fabric requires dry cleaning and should not expose to direct sunlight as this can cause it to become yellow.
 - a. Silk
 - b. Cotton
 - c. Wool
 - d. Silk
3. Type of fabric that is very fragile and cannot be heated or cleaned with chlorine-based materials.
 - a. Silk
 - b. Rayon
 - c. Wool
 - d. Cotton
4. These are fabrics and textiles made from man-made fibers rather than natural fibers.
 - a. Challis
 - b. Wool
 - c. Crepe
 - d. Synthetics
5. Word used in textile dyeing that describes a material's color resistance to fading or running.
 - a. sudsing
 - b. pre-treating stains
 - c. colorfastness
 - d. non-colorfast
6. What is a simple method of cleaning garments that do not require the use of water?
 - a. Ironing
 - b. Press
 - c. Dry Cleaning
 - d. Folding
7. Which of the following chemicals is used to soften the fabric and reduce static and creasing making it easier to iron?
 - a. Fabric Softeners
 - b. Detergents
 - c. Bleach
 - d. Lint rollers
8. This machine is used to iron or press different fabrics.
 - a. hand flat iron
 - b. pressing machine
 - c. flatwork ironing machine
 - d. ironing board

9. It is a flat padded cloth-covered surface on which clothes are ironed.
 - a. hand flat iron
 - b. pressing machine
 - c. flatwork ironing machine
 - d. ironing board with iron holder

10. What pressing machine is commonly used in households?
 - a. hand flat iron
 - b. pressing machine
 - c. flatwork ironing machine
 - d. ironing board with iron holder



Let Us Study

Bath and bedsheets, dining linen, workers' uniforms, washing clothes, curtains, drapes, blankets, and rugs are all part of the laundry. The guest laundry is managed by the most knowledgeable workers. The laundry room team is required to understand the chemicals, detergents, dry cleaning agents, and phases of the laundry cycle.

The laundry goes through the following:

Collection of Dirty Linen	Collect dirty linen from different areas of the hotel, including guest suites, guest bathrooms, and the dining hall. Separate the soiled fabric. The rule is that no linen can hang over the side of the storage basket. Transfer the linen that has been accumulated to the laundry department.
Sorting the Linen	Sort the linen carefully by fabric type, the realm of item use, degree of soiling, and type of soiling. Separately store the workers' uniforms, guest room and bathroom linen, dining area linen, butchery aprons, and visitors' personal clothing. Always use gloves for handling linen.
Pre-treating stains	Using stain cleaner agents, remove the stains. If advised, use detergents and cleaning chemicals only while washing to save time and effort.
Washing	Place the linen in the washers. Weigh the linen before washing to ensure that the washers are not overloaded.
Drying	Place the linen in dryers to remove any remaining moisture. Since the weight of the linen rises after cleaning, use caution when moving it from washers to dryers. Use an electric dryer that dries by blowing hot air. Lint is removed from the linen surface during the drying process, resulting in a finished surface.
Ironing	Towels, bed linen, and dining room linen all need ironing. Put these sheets into the iron. Hand-iron a few pieces of cloth, such as uniforms.
Repair	Examine the linen for signs of wear and tear. Separate the worn-out linen for the repair in-charge.

Folding and Stacking	Automatic folding and stacking equipment assist housekeeping workers by relieving them of the time-consuming task of folding and stacking linen correctly. Any wool, such as employee uniforms and guest personal clothing, also require manual-folding. Proper folding makes stacking the linen easier.
Deliver	Deliver the freshly laundered linen to the uniform and linen rooms. Send any linen that needs to be repaired to the repair room.

SPECIFIC LAUNDRY PROCEDURES FOR CERTAIN FABRICS:

- A. **COTTON** - Cotton can survive high temperatures and can be laundered with any decent detergent. On whites, only use chlorine bleach, and on colored cotton, use color-safe bleach. Cotton wrinkles readily and can necessitate regular ironing.
- B. **SILK** – Dry cleaning is preferred. When washing by hand, use gentle soap and lukewarm water, then lie flat on a clean towel to dry. Never flip or pinch to get rid of water. Iron the opposite side because it is still wet. Never expose the fabric to direct sunlight as this can cause it to yellow.
- C. **WOOL** - Wool is very fragile and cannot be heated or cleaned with chlorine-based materials. Dry cleaning or hand washing is preferred, but wool blends may be machine washed. Often check the laundry mark and use a short non-spin cycle in your washing machine. Scrub and clean softly with lukewarm spray, pressing the water out and rinsing with cool water. Lay flat on a clean towel to dry. When pressing wool, always use steam. Make use of the wool environment. It's best to avoid pressing wool until it's completely dry.
- D. **SYNTHETICS** – These are fabrics and textiles made from man-made fibers rather than natural fibers. Polyester, acrylic, cotton, rayon, acetate, spandex, and latex are some examples of synthetic fabrics. You must select the appropriate cycle, potentially at a lower temperature, and a common laundry detergent will suffice. Hand cleaning with warm soapy water is the greatest solution for those who are more fragile. The excess moisture should be carefully wrung out.


















COLORFASTNESS

Colorfastness is a word used in textile dyeing that describes a material's color resistance to fading or running. Before using bleach or other cleaning agents, you need to examine the fabrics for colorfastness.

Colorfast clothing is defined as having colors and dyes that do not bleed or run off the fabric. Clothing may need to be washed many times to ensure that any residual color is rinsed off. This is particularly true for brightly colored linens such as towels, sheets, and blankets as well as dark-hued denim.

Non Colorfast items must be washed separately in cold water. Do not soak. A good option is to dry clean to dye-releasing garments, however, always check and review fabric care labels first.

Fabric Care Labels

						
DO NOT DRY CLEAN	DRY CLEAN	MACHINE WASH IN WATER TEMP AS INDICATED	DO NOT WASH	HAND WASH	DO NOT USE CHLORINE BLEACH	USE CHLORINE BLEACH WITH CARE
						
LAY FLAT TO DRY	DRIP-DRY MAY HANG SOAKING WET	HANG TO DRY AFTER REMOVING EXCESS WATER	TUMBLE DRY AT LOW TEMP, DO NOT OVERDRY	TUMBLE DRY AT TEMPERATURE INDICATED	DO NOT TUMBLE DRY	DO NOT IRON
						
COOL IRON	WARM IRON	HOT IRON				

Linens – All linens must be sorted by the following:

- i. By type of Fiber- either a 100% cotton or blend of polyester and cotton or 100% polyester.
- ii. By degree of Soiling
- iii. By categories
- iv. Colored linens from white linens
- v. Dry soiled linen from damp linen

LAUNDERING PROPER-BASIC WASHING STEPS

1. Do not wash heavily soiled with lightly soiled ones. Wash items of similar color together, separate white or light-colored with dark-colored clothes. Wash them accordingly.
2. Pre-scrub all heavily soiled parts of garments. Remove stains, mend or repair defects of clothes or garments.
3. Loading of garments, clothes and linens in the washing machine using the right formula and required chemical dosage.
4. Flushing (about 2 minutes) – wet the linen to dissolved water-soluble soil and reduce soil load in the succeeding suds steps.
5. Breaking (about 8 minutes) – performed before suds step with the low water level, medium to hot water with highly alkaline-break products added to break loose soil.
6. Sudsing (about 5 minutes) – involves actual washing steps where the detergent is added to the wheel.

7. Bleaching (about 8 minutes) – elimination of stains using chlorinated bleach added to the wheel that could not be removed by the detergents.
8. Rinsing (3 minutes) – rinse the linen of detergent and soil.
9. Intridictorextracting – a process that spins soil-added detergent solution out of linen usually after the first rinse step to reduce the required number of deepwater rinses.
10. Sour and soft step – final conditioning of the linen.
11. Extracting – process of reducing the moisture content linen by 50%

Extract cycle:

1. Extract (about 2 minutes) removes remaining detergent and soil.
2. Softener (about 5 minutes) conditions the fabric.
3. Starch (about 5 minutes) to stiffen fabrics.
4. Final extract (about 10 minutes) removes moisture.

IRONING CLOTHES, LINENS, AND FABRICS

Ironing or pressing removes wrinkles and improves the appearance of garments. Clothes that have been washed, dried and sprinkled with water are ironed, while clothes that have been dry cleaned are pressed. Ironing is done by sliding a heated iron back and forth across a garment. The iron should be kept moving so that the material is not scorched. The iron board should be steady on its feet and should stand below the waist. A covering is necessary for efficient ironing and pressing. Two types of electric iron can be used - the electric dry iron and electric steam presser.

IRONING TECHNIQUES USING ELECTRIC DRY IRON (FOR HOUSEHOLDS)

1. Before ironing, separate clothes, or which need to be sprinkled with water from those, which do not need a sprinkling of water.
2. Pile all-cotton clothes fully spread out on top of one another. Sprinkle each cloth with water lightly, then roll each carefully and place in a clean cloth. Wrap all the garments together and allow standing for at least half an hour until the dampness is distributed evenly.
3. Iron along the grain of the fabric. Going against the grain distorts the shape of the cloth and hampers the ease of movement of the flat iron.
4. Start with synthetic fibers, which need less heat, moving to the thicker fabrics, which need more heat to dry.
5. Start with hanging parts like sleeves and collars before ironing the body or the other way around whichever is convenient and easy to do for you.
6. Dab a moist cloth over the parts that are rough before pressing the iron over them again.

7. Place the shoulder of the garment over the end of the iron board. Iron carefully as you move the garment around to reach both the front and back shoulder areas.
8. Slip the garment over the ironing board and iron the waist area. Iron the skirt first. If necessary, press the pleats.
9. Press embroidery designs on the wrong side.
10. Iron the small and light articles last when the flat iron has been turned off. The remaining heat can still be used to iron handkerchiefs, scarves and light synthetic materials.
11. Iron clothes all together once a week to save on electricity.
12. Fold the clothes carefully or put them on hangers and place them in their respective cabinets.
13. After ironing place the flat iron and ironing board in their proper storage.

IRONING EQUIPMENT

1. **Pressing Machine** – This machine is used to iron or press different fabrics.
2. **Hand Flat Iron** – this pressing machine is commonly used in households and ordinary garments like skirts, blouses, slips, dresses, handkerchiefs, and scarves.
3. **Flatwork Ironing Machine** – this pressing machine is used to iron volume and big linens such as bedsheets, tablecloths, table skirting, bedcovers, and bed skirting.
4. **Ironing Board with Iron Holder** – a flat padded cloth-covered surface on which clothes are ironed.

FOLDING METHODS AND TECHNIQUES

As a housekeeper, it is important to know various techniques in folding bath towels, linen and clothing. Guests tend to ask housekeeping department staff to do laundry for them, change bath towels and the like. Knowing efficient folding techniques will make your work easier and helpful when time is out of your hands.

A Classic Hotel Folding method involves folding bath towels. This method produces crisp edges, making it suitable for storing towels on an open shelf or table.











Procedure:

1. Begin by laying out your bath towel on a level surface. Fold one of the long ends towards the center. Rep on the other side.
2. Fold each short end towards the center. Take care to leave a space where the two ends meet. This makes room for one additional fold.
3. Finally, pick up one end of the towel and fold it over the other to make a nicely folded bath towel. Smooth the tabletop and arrange the towels in a stacked display.



Let Us Practice

Identify the following care labels. Write your answers on your answers sheet.

_____ 1. 	_____ 6. 
_____ 2. 	_____ 7. 
_____ 3. 	_____ 8. 
_____ 4. 	_____ 9. 
_____ 5. 	_____ 10. 



Let Us Practice More

Try to practice at least three different folding methods. Refer to this video link to guide you: <https://www.bhg.com/homekeeping/laundry-linens/clothes/how-to-fold-a-towel/>

Create your own folding technique for linens and fabrics by making a SHORT VIDEO. Send it to your teacher on any platform at your convenience. Please read and understand the rubric before beginning your video so that you can be guided on how to make it.

CATEGORY	50	30	20	5
Quality of Work	Provides work of the highest quality.	Provides high-quality work.	Provides work that occasionally needs to be checked/redone to ensure quality.	Provides work that usually needs to be checked/redone to ensure quality.
Focus on the task	Consistently stays focused on the task and what needs to be done. Very self-directed.	Focuses on the task and what needs to be done most of the time.	Focuses on the task and what needs to be done some of the time.	Rarely focuses on the task and what needs to be done.

Neatness of Fold	Fold displays exceptional neatness and tightness.	Fold displays neatness and tightness.	Fold displays a certain level of neatness.	Fold is very poorly executed and does not display neatness.
Presentation	Well-rehearsed with a smooth delivery that holds interest throughout the video.	Rehearsed with a fairly smooth delivery that holds interest throughout the video.	Delivery not smooth, but able to maintain interest throughout the video.	Delivery not smooth.



Let Us Remember

Laundry Cycle:

1. Collection
 2. Sorting
 3. Pre-treating
 4. Washing
 5. Drying
 6. Ironing
 7. Repair
 8. Folding and Stacking
 9. Delivery
- There are specific laundry procedures for certain fabrics such as wools, cotton, silk and synthetics.
 - Colorfastness is also a factor in laundering clothes.
 - Techniques in ironing and pressing fabrics should also be observed.
 - Various techniques in folding bath towels, linen and clothing must also be practices.



Let Us Assess

Choose the letter of the best answer. Write the chosen letter on your activity sheet.

1. What pressing machine is commonly used in households?
 - a. Hand flat iron
 - b. Pressing machine
 - c. flatwork ironing machine
 - d. ironing board with iron holder
2. It is a flat padded cloth-covered surface on which clothes are ironed.
 - a. Hand flat iron
 - b. Pressing machine
 - c. flatwork ironing machine
 - d. ironing board with iron holder
3. This machine is used to iron or press different fabrics.
 - a. Hand flat iron
 - b. Pressing machine
 - c. flatwork ironing machine
 - d. ironing board

4. Which of the following chemicals is used to soften the fabric and reduce static and creasing making it easier to iron?
 - a. Fabric Softeners
 - b. Detergents
 - c. Bleach
 - d. Lint rollers

5. What is a simple method of cleaning garments that do not require the use of water?
 - a. Ironing
 - b. Press
 - c. Dry Cleaning
 - d. Folding

6. Word used in textile dyeing that describes a material's color resistance to fading or running.
 - a. sudsing
 - b. pre-treating stains
 - c. colorfastness
 - d. noncolorfast

7. These are fabrics and textiles made from man-made fibers rather than natural fibers.
 - a. challis
 - b. wool
 - c. crepe
 - d. synthetics

8. it is a type of fabric that is very fragile and cannot be heated or cleaned with chlorine-based materials.
 - a. Silk
 - b. Rayon
 - c. Wool
 - d. Cotton

9. This type of fabric requires dry cleaning and should not expose to direct sunlight as this can cause it to become yellow.
 - a. Silk
 - b. Cotton
 - c. Wool
 - d. Silk

10. It is a type of fabric that can survive in high temperatures and can be laundered with any decent detergent.
 - a. Cotton
 - b. Denim
 - c. Wool
 - d. Silk
 - e.



Let Us Enhance

SEQUENCING. Arrange the following steps in chronological order by writing the numbers 1-8 on the space provided before the phrase/ sentence.

- _____ Set up the area where you will do the ironing. Use an ironing board.
- _____ Turn the clothing over to iron the other side.
- _____ Begin ironing. Do not let the iron sit too long on the fabric.
- _____ Fill the iron's water reserve. Use filtered water to avoid steam clogging.
- _____ Check fabric tags if it can be ironed. These also contain ironing instructions.
- _____ Set up the iron to the appropriate setting and let it warm up.
- _____ Hang clothing using a hanger on the clothing rack to prevent wrinkling.
- _____ Start by laying the fabric or garment on the ironing board, making sure there are no wrinkles.



Let Us Reflect

Laundering of clothes do not just involve washing. Systemic laundry of linen and clothes in establishment setups also include drying, ironing, and pressing, folding and stacking. When working with the housekeeping department, most specifically in hotels, proper techniques and methods must be used in order to efficiently carry out the assigned procedures.



Answer Key

<p>Let Us Practice</p> <p>More</p> <p>Answers may vary.</p> <p>Pls refer to the rubric</p>	<p>Let Us Practice</p> <p>1. hang to dry</p> <p>after removing</p> <p>excess water</p> <p>2. do not tumble</p> <p>dry</p> <p>3. cool iron</p> <p>4. hot iron</p> <p>5. do not dry clean</p> <p>6. do not wash</p> <p>7. use chlorine</p> <p>8. hand wash</p> <p>9. tumble dry at</p> <p>low temp, do not</p> <p>over dry</p> <p>10. do not iron</p>	<p>Let Us Try</p> <p>1. a</p> <p>2. a</p> <p>3. c</p> <p>4. d</p> <p>5. c</p> <p>6. c</p> <p>7. a</p> <p>8. b</p> <p>9. d</p> <p>10. a</p>
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<p>Let Us Enhance</p> <p>Sequencing</p> <p>1</p> <p>7</p> <p>6</p> <p>3</p> <p>2</p> <p>4</p> <p>8</p> <p>5</p>	<p>Let Us Assess</p> <p>1. a</p> <p>2. d</p> <p>3. b</p> <p>4. a</p> <p>5. c</p> <p>6. c</p> <p>7. d</p> <p>8. c</p> <p>9. a</p> <p>10. a</p>
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