

Racking and Packing Processed Articles

1. Packing or Issue Room

The collection and reassembly of the clean clothing into separate bundles in readiness for issue to each individual owner is the final process in the sequence of laundry operations.

Space permitting, a separate packing or issue room is provided adjacent to the laundry. When space cannot be made available for separate rooms, the receiving and issuing facilities are combined.

The ideal condition is achieved when a number of racks sufficient to handle all the bundles for one complete laundry journey can be installed. A minimum of 120 separate compartments is aimed at in large vessels, but space limitations seldom permit the installation of so many.

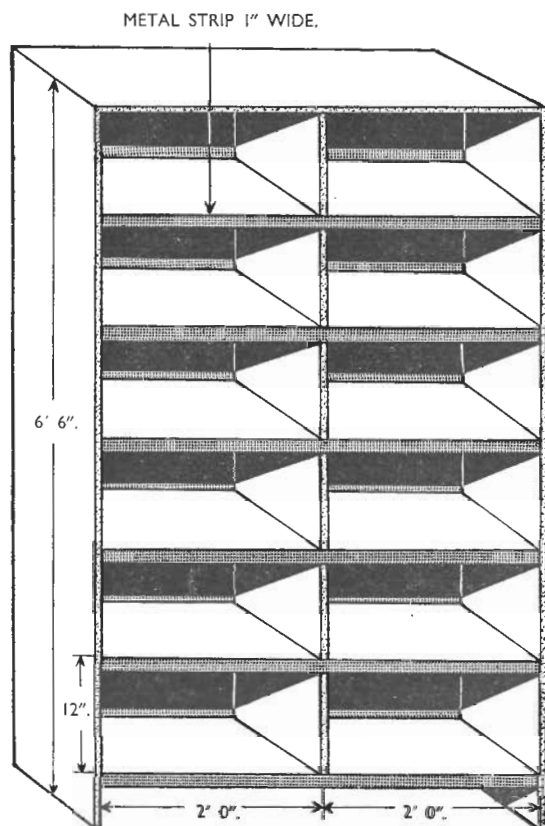


Fig. 96.—Nest of issue racks.

Other desirable fittings in the issue room include a table for folding and checking the work, and a desk with a ledger rack over.

A nest of packing racks is illustrated in Fig. 96. The strip on the bottom of each shelf is painted black. The laundry numbers of the owners of the bundles being processed during any particular journey are chalked on the strip and are readily visible on the black surface.

2. Procedure

The laundry work is processed in a series of complete "journeys," each journey being based on the capacity of the laundry. As stated in chapter 2 paragraph 10, when the contents of the bundles comprising the complete journey have been checked in the laundry receiving room, the companion chits are passed to the issue room.

On arrival in the issue room the laundry chits should be arranged in numerical order. The receiving-room operator should acquaint the issuing operator of any discrepancies which have been noted on the chits during the initial sorting and checking stage.

The issue racks should then be numbered with the numbers corresponding to those on the laundry chits being handled. It is suggested that the racks be numbered in sequence from left to right, commencing with the top left hand rack in the compartment; the system of numbering can be adapted to suit the arrangement of racks installed.

The "finished" articles are brought into the packing room as the journey progresses. Certain garments require more processing operations than others, so that the completion of a journey will be spread over a period, *i.e.*, all the different types of garments will not arrive into the issue room together. The finished work should be sorted on arrival and the garments belonging to each owner placed in the separate rack containing the owner's laundry chit.

This sorting and assembling process is known as "racking" and should be progressed as speedily as possible, to prevent completed work from accumulating with the associated danger of such work becoming creased and soiled.

Final checking

When the whole journey is racked, each separate bundle must be finally checked and wrapped. The bundle, complete with the laundry chit, should be taken from the shelf and placed on the sorting table on the left of the operator. The operator engaged in

checking duties should remove the laundry chit and place it in front of him on the table. The largest or most suitable garment should be used as a wrapping for the remainder of the bundle. This item should be withdrawn by the operator and placed on his right side, and its completion duly noted by the insertion of a tick mark in the "checked out" column on the laundry chit. A towel folded in halves forms a useful article for wrapping purposes, and one is usually contained in each bundle.

Each item in the bundle should then be checked, ticked off on the laundry chit if correct, and placed neatly on the towel or garment being used as a wrapping. When checking has been completed the covering should be carefully wrapped around the bundle and the chit replaced inside the last fold.

The bundle should then be returned to its rack and a line drawn through the number on the rack, to indicate that checking has been completed. The number should not be erased from the rack at this stage unless the shelf is required for racking additional bundles, which will be necessary if insufficient racks are available to hold a complete laundry journey. The retention of the number on the rack enables the position of the bundle to be easily determined when the owner arrives to collect it. If, however, the rack is required to progress a further bundle, the number should be completely erased and the new number allocated. The completed bundle should be placed aside.

4. Missing articles

If any of the articles previously certified by the receiving staff as being received into the laundry are found to be missing at the checking out and assembly stage, the bundle should be replaced in its rack. In this circumstance the number of the rack must not be crossed out and the rack must not be used to progress further bundles for the time being. It will usually be found that the missing item has been delayed for rewashing or complete re-processing, and on its arrival in the issue room it should be connected up with the parent bundle.

5. Final delivery

When the bundle is issued, it should be checked again in the presence of the owner and the laundry chit retained in the laundry as a receipt for the bundle.

Any queries regarding loss or damage of articles should be referred to the senior rating in the first instance, who if unable to settle the problem, will refer it to the Laundry Officer.

6. A specimen of a completed laundry chit is shown below:

P/MX.129622		
Established September, 1946		
S.1279b	LAUNDRY CHIT	
Class I and III		
Uniform		
NAME J. F. SMITH	Date 1-1-50	
MESS E.R.As.	Laundry No. J.S.9622	
ARTICLES	REC'D.	CHECKED OUT
Shirts (white)	2 ✓	✓
Shirts (working)		✓
Collars (soft and semi-stiff)	2 ✓	✓
Collars (stiff)	1 ✓	✓
Vests	2 1 only E.J.V.	1 only ✓
Pants	2 ✓	✓
Pyjamas (suit)	1 ✓	✓
Cap covers		
Handkerchiefs	4 ✓	✓
Towels (hand)	1 ✓	✓
Towels (bath)	1 ✓	✓
Sheets		
Pillowcases		
Overalls		
Hammock		
Bedcover		
Work'g dress shirt	1 ✓	✓
Working dress trousers		
TROPICAL		
Shirt		
Shorts		
Trousers		
Tunics		
White stockings		
White scarf		
Socks		
Pullover		
BY WHOM	E.J.V.	C.S.K.

It will be observed that the operator responsible for checking has duly ticked each item as being correctly received from the receiving room and has placed his initials at the bottom of the "checked out" column.