



# Employee Training Manual: Folding Linens

---

## Objective

To fold linens neatly and consistently for a polished, organized presentation that makes storage and restocking easy for both staff and clients.



## Materials Needed

- Clean, dry linens (sheets, pillowcases, towels)
- Flat folding surface (table, bed, or counter)
- Optional: storage basket or shelf for placing folded items



## Step-by-Step Instructions



### Folding a Flat Sheet

1. Hold the sheet by the two top corners with the finished side facing you.
2. Bring your hands together and fold the sheet in half widthwise.
3. Lay the sheet on a flat surface, smooth it out, and fold in thirds lengthwise.
4. Fold the strip into thirds again to create a neat rectangle.



### Folding a Fitted Sheet

1. Hold the sheet inside out by two adjacent corners on the short side.
2. Tuck one corner into the other to form a pocket, then repeat for the remaining corners.
3. Lay the sheet flat with the elastic edge forming a rough rectangle.
4. Fold into thirds lengthwise, then again into a compact square or rectangle.



### Folding Pillowcases

1. Lay flat and fold in half lengthwise.
2. Fold again into thirds or quarters depending on storage space.
3. Stack with folded edge facing outward for a tidy appearance.





## Folding Towels

1. Lay flat and fold in thirds lengthwise.
2. Fold in half, then half again (or thirds for smaller spaces).
3. Ensure the folded edge faces outward on the shelf or basket.



## Pro Tip to Elevate the Experience

Fold all linens the same way for consistency. Stack by size, with largest items on the bottom and decorative folds or labels facing out.



## Quality Checklist

- All linens are clean, dry, and wrinkle-free
- Folds are neat, even, and consistent
- Linens are stacked or stored by type and size
- Fitted sheets are folded compactly and not rolled
- Pillowcases and towels show folded edge when stored





# Employee Training Manual: Ironing Linens

---

## Objective

To professionally iron linens so they are crisp, wrinkle-free, and neatly finished—ensuring comfort, presentation, and a high standard of quality for every client.



## Materials Needed

- Iron or garment steamer
- Ironing board or flat heat-safe surface
- Spray bottle with water (optional)
- Clean linens (sheets, pillowcases, tablecloths, napkins)
- Heat-resistant gloves (optional)



## Step-by-Step Instructions

### Set Up Your Station

Ensure the iron and board are stable and clean. Plug in the iron and set it to the appropriate heat level for the fabric (cotton, linen, etc.).

### Dampen if Needed

For stubborn wrinkles, lightly mist the linen with water using a spray bottle or use the steam function.

### Start with Flat Areas

Begin with the largest, flattest part of the linen, such as the middle of a sheet or tablecloth. Iron in long, even strokes.

### Smooth as You Go

Use your free hand to smooth the fabric ahead of the iron, ensuring no folds or creases are pressed in.

### Iron Edges and Corners

Carefully press the edges and corners. If ironing pillowcases or napkins, fold in half or thirds and iron for a crisp finish.

### Hang or Fold Immediately

As soon as you're done, either hang the item or fold it carefully to prevent new wrinkles.



### ✨ **Pro Tip to Elevate the Experience**

Iron pillowcases and top-of-bed linens last so they're warm when placed and free from accidental wrinkling while you iron other items.

### ✅ **Quality Checklist**

- Linens are wrinkle-free and evenly pressed
- Edges and corners are smooth and crisp
- No scorch marks, water spots, or creases
- Linens are folded or hung immediately after ironing
- Iron and board cleaned and put away safely

