

CLOTHING CARE DUTIES

Weekly Maintenance & Preservation Log

Week Of: _____

FREQUENCY	TASK DESCRIPTION	STATUS/ASSIGNED
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Daily Maintenance

Immediate	Spot treat fresh stains (coffee, oil, ink)	
Evening	Brush wool coats and hang structured garments	
Evening	Insert shoe trees into leather footwear	

Weekly Laundering

Pre-Wash	Sort by color, fabric weight, and temperature requirements	
Wash	Delicate cycle for knits; heavy cycle for linens/towels	
Post-Wash	Hand-dry silk and synthetics; steam press cottons	

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Monthly & Seasonal Preservation

Inspection	Check for loose buttons, fallen hems, or pill buildup	
Leather Care	Condition leather bags and polish formal footwear	
Storage	Rotate seasonal wardrobe; clean items before long-term storage	

SPECIAL FABRIC WARNINGS

List items requiring dry-clean only or specific detergents...

REPAIR QUEUE

List items needing tailoring or mending...