


# Job Breakdown Sheet

Description of the task:	Folding a T-Shirt	<u>List Common Key Points:</u>
Parts (UPN, describe the parts)	T-Shirt, Clean Laundry!!	
Tools & supplies required:		
Safety equipment required:		

Important Steps		Key Points		Reasons	
WHAT?	A Logical segment of the operation that advances the work.	HOW?	Things in important steps that will: 1. make or break the job 2. injure the worker 3. make the work easier	WHY?	List the reasons for the key points
Lay Flat		<ul style="list-style-type: none"> <li>Neck to the Right</li> <li>Front Up</li> <li>Sleeves Flat</li> </ul>		<ul style="list-style-type: none"> <li>Easy to Uncross Arms</li> <li>Won't Fold Inside Out</li> <li>No Twists or Wrinkles</li> </ul>	
Fold First		<ul style="list-style-type: none"> <li>Left Hand Grab: Middle, Inline with Top of Shoulder</li> <li>Right Hand Grab: Top of Shoulder</li> <li>Quickly</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Folds Sleeve into Shirt</li> <li>Folds Sleeve into Shirt</li> <li>Flops Sleeve into Correct Position</li> </ul>	
		<ul style="list-style-type: none"> <li>Right Hand Turn Hand, Grab Hem and Top Shoulder</li> </ul>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Can't Make a Proper Fold If You Don't Grab Together</li> </ul>	
Second Fold		<ul style="list-style-type: none"> <li>Pick Up Shirt, Uncrossing Arms</li> </ul>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Makes Fold, Brings Front of Shirt to Outside</li> </ul>	
Third Fold		<ul style="list-style-type: none"> <li>Lay Shirt Down, Folding Sleeve Underneath</li> </ul>	<input type="checkbox"/>		

**Training Aid:** (sketches, diagrams, parts, or layouts here. Insert digital picture if available.)



Full Speed  
(Procedure should take ~ 2-5 seconds)

Detailed Folding Procedure

Key Point reminders:	<input type="checkbox"/> Critical check or inspection	<input type="checkbox"/> Quantity Check	<input type="checkbox"/> Could injure the person	<input checked="" type="checkbox"/> Makes the job easier	Owner of this document: Bryan Lund	Page: 1 of 1	Rev: 1 Date: 2/16/08
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*"If the person hasn't learned, the instructor hasn't taught."*