



Clothing Store: Steaming & Garment Care Checklist (Daily/Weekly)

Daily Steaming & Refreshing

Tasks to be completed each day to maintain a fresh and presentable garment selection.

Identify Garments Requiring Steaming

- ☐ New Arrivals
- ☐ Returned Items
- ☐ Customer-Handled Items
- ☐ Display Pieces
- ☐ Sale/Promoted Items

Approximate Number of Garments Steamed

Steaming Method Used

- ☐ Garment Steamer
- ☐ Iron with Steam Function
- ☐ Other (Specify in Long Text)

Notes on Garments Steamed (e.g., specific issues, special care)

Write something...

Water Quality Used

- ☐ Distilled Water
- ☐ Filtered Water
- ☐ Tap Water

Steaming Start Time

Steaming End Time

Weekly Deep Steaming & Care

More extensive steaming and garment care procedures performed weekly.

Record any heavily wrinkled or damaged items identified for repair/replacement.

Write something...

Which garment types received deep steaming this week? (Select all that apply)

- ☐ Suits
- ☐ Dresses
- ☐ Blazers
- ☐ Coats
- ☐ Pants/Trousers
- ☐ Skirts
- ☐ Shirts/Blouses
- ☐ Other (Specify in long text)

Approximate number of garments deep-steamed this week.

Enter a number...

Date of Weekly Deep Steaming

Enter date...

Note any unusual issues encountered during deep steaming (e.g., staining, fabric damage).

Write something...

Steaming Solution Used (if applicable)

- ☐ Distilled Water
- ☐ Commercial Steaming Solution
- ☐ None

Amount of Steaming Solution Used (if applicable - in oz/ml)

Enter a number...

Record any adjustments made to steaming temperatures or techniques based on garment type.

Write something...

Steaming Equipment Maintenance

Regular checks and maintenance of steaming equipment to ensure functionality and safety.

Last Water Tank Clean Date

Enter date...

Steamer Usage Hours (Daily)

Enter a number...

Water Quality (Source)

- ☐ Distilled
- ☐ Filtered
- ☐ Tap Water

Notes on Steamer Performance (e.g., steam pressure, unusual noises)

Write something...

Next Filter Replacement Date (if applicable)

Enter date...

Cord Condition (Visual Inspection)

- ☐ Good
- ☐ Slight Wear
- ☐ Damaged - Requires Attention

Temperature Setting Used (Typical)

Enter a number...

Specialty Garment Care (Optional)

Tasks specific to delicate or specialty garments (e.g., silks, wools, leather) - performed as needed or scheduled.

Garment Type Requiring Special Care?

- ☐ Silk
- ☐ Wool
- ☐ Leather/Suede
- ☐ Sequined/Embellished
- ☐ Vintage/Delicate
- ☐ None - No Special Care Needed

Specific Notes on Garment Condition/Instructions:

Write something...

Care Method Applied:

- ☐ Gentle Steaming
- ☐ Spot Cleaning (if applicable)
- ☐ De-pilling (if applicable)
- ☐ Air Drying (specific garment)
- ☐ Other - See Notes

Detailed Notes on Care Procedure/Results:

Write something...

Date of Special Care Treatment:

Enter date...

Number of Garments Treated (special care):

Enter a number...

Inventory & Supplies

Checking stock levels of steaming supplies and ordering as needed.

Steaming Water Reservoir Level (Gallons)

Enter a number...

Distilled Water Stock (Gallons)

Enter a number...

Steaming Cloths/Sheets - Quantity

Enter a number...

Hanger Stock - Quantity

Enter a number...

Steaming Solution Type (if applicable)

- ☐ None
- ☐ Fabric Refresher
- ☐ Wrinkle Release
- ☐ Other (Specify)

Notes on Supply Levels or Ordering Needs

Write something...

Last Order Date

Enter date...

Quantity of Garment Bags (if used)

Enter a number...