

The handy Uniform Tips Guide

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creating uniforms to excite inspire and unify

Handy Uniform Tips

Washing

How to remove stubborn stains.....3

Wearing

Look good in your uniform.....4

Give your shoes a good shine.....5

Grooming

Tie a Windsor style tie.....6

Tie a Chelsea style scarf.....7

Repairing

Sew on a button.....8

Hem a pair of pants.....9

Ironing

Iron a shirt.....10

Iron pleats.....11

| Stain | Agent | Procedure* |
|-------------|------------|--|
| Chewing Gum | Ice Cube | Rub an ice cube over the gum to harden it, then scrape off the excess with a dull knife. To remove what's left, use dry cleaning fluid. |
| Chocolate | Detergent | This is a combination greasy/non-greasy stain. Scrape excess away, then go over the spot with cool water mixed with a liquid detergent. Blot thoroughly and then clean with dry cleaning fluid. |
| Fruit Juice | Cool Water | After excess is blotted up or scraped away, blot the spot with cool water. If a stain remains, add liquid detergent and a drop of vinegar to the water. Dab the spot with this mixture and blot until there's no trace of a stain. Then go over the area lightly with clear water to remove traces of vinegar. |
| Ice Cream | Detergent | Scrape away excess and apply cool water mixed with liquid detergent, blotting frequently with a dry cloth so as not to saturate the fabric. Let dry and then go over any remaining stain with dry cleaning fluid. Blot dry. |
| Ink | Glycerine | Moisten with warm glycerine. Leave for 10 minutes. Apply liquid detergent and brush lightly. Flush out with water and dry quickly. |
| Blood | Alcohol | After the moisture has been blotted up, dab at the stain with a clean cloth dampened in rubbing alcohol. Then blot repeatedly with liquid detergent mixed with cool water. Blot dry with a towel. Dab again with clear cool water and blot dry. |

Washing

Remove stubborn stains

* Always follow instructions in garment's care label.

Neat short hair.

Collar under blazer when wearing a tie.

Tie end touches belt buckle.

Cuffs showing about 6mm under blazer.

Pants' hem should finish midway back of shoe.



Neat hair.

Collar over blazer.

Cuffs showing about 6mm under blazer.

Neat pleats.

Socks all the way up*.



*Unless school uniform policy says otherwise.

Wearing

4

Look good in your uniform



Remove dirt with
a brush.



Apply polish. Let dry.



Brush again.



Buff to a high shine.

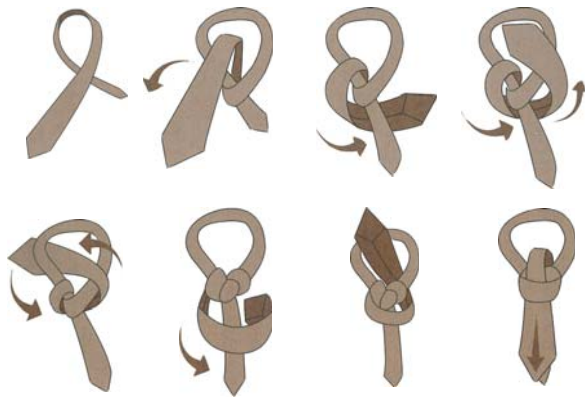
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Wearing

Give shoes a good shine

5



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Grooming

Tie a Windsor style tie

6



Fold the scarf in half.



Bring through the loop.



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Grooming

Tie a Chelsea style scarf

7



Thread the needle; knot.



Anchor the stitch.



Attach the button.



Sew, but not too tightly.



Repeat on the other holes.



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Try pants and fold the hem to suit you.



Pin and turn pants inside out.



Measure hem for accuracy.



Iron on the fold.



Select thread colour that blends in with pants colour.



Make 1 cms stitches every two or three inches all around.

Repairing

Hem a pair of pants



Dampen as you go.



Iron the back of the collar.



Iron the inside of the collar.



Open the cuffs; iron inside.



Iron the sleeves and cuffs.



Iron the shoulders.



Iron a front panel.



Move to the back, iron.



Iron the other front panel.



Iron between the buttons.

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Ironing

Iron a shirt



Fold and or arrange the pleats the way they are supposed to appear.



Iron over the arranged pleats from top to bottom while holding pleats in place.



For stubborn fabrics pin the pleats in place but do not iron over the pins.



Remember to set your iron to the right fabric setting.

Ironing

Iron pleats

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