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*Simple
Directions
for the
Laundress*

*Caroline
Reed
Wadhams*



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Book 182

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Simple Directions for
The Laundress

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By CAROLINE REED WADHAMS

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C. A. H.

Simple Directions
for the
Laundress

By
Caroline Reed Wadhams

With Introduction by
Maurice A. Bigelow, Ph.D.

*Director of the School of Practical Arts
Teachers College, Columbia University*

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TO MY MOTHER

WHOSE EXAMPLE IN THE TRAINING OF THE MAIDS,
IN THE MANAGEMENT OF HER HOUSEHOLD, AND IN
THE LOVING AND WISE CARE OF HER LARGE FAMILY
OF CHILDREN, HAS ENABLED ME TO WRITE THESE
DIRECTIONS, I DEDICATE, WITH AFFECTIONATE GRATI-
TUDE, THESE LITTLE BOOKS.

PREFACE

THE author has long been interested in bettering the condition of household workers and has planned for their use the establishment of a hotel and recreation centre with classes in the different branches of household work. This has led to the preparation of these simple directions for the use of the many who may not be able to attend such classes, but who desire to advance themselves by becoming more proficient.

These directions are written for the laundress. They are intended to assist her to do her work in a way that will produce the best results.

By following these directions she will be relieved of the necessity of constantly asking instructions from her employer.

The inexperienced laundress may follow these directions as a text-book or guide on this branch of household work, and it is believed the experienced also will find they contain useful suggestions.

Directions are given in this book as to many details, as it is care in the preparation of little

things which makes the complete work satisfactory. So it is the doing of small things well which distinguishes the trained and accomplished from the inexperienced in household work.

The author takes pleasure in expressing her appreciation of the course given by Miss L. Ray Balderston, Instructor of Laundering at Teachers College, Columbia University, which has been of practical value to the author in directing the work of her laundress and also helpful in preparing these directions.

If there is a demand for translations, these directions will be published in French, German, Swedish, and Finnish. When the laundress speaks a different language than her employer, directions in the laundress's native tongue would be found especially useful.

C. R. W.

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INTRODUCTION

HOUSEHOLD arts, dealing with all the best ways of making our homes most satisfactory, are now established as part of the curriculum for girls in numerous schools and colleges; and already thousands of women have been educated to apply science and art to the multitudinous problems of a modern home. However, the formal instruction offered by our educational institutions has so far reached a very small minority of American homes. On the other hand, the most important facts of household arts have been carried to hundreds of thousands of homes by printed matter such as books and magazines. It is obvious that instruction by print rather than by teachers offers the only practical method of quickly spreading the science and arts of the household to all homes.

The series of booklets to which the present volume belongs is destined to play a very important part in household arts instruction by means of printed pages. Heretofore, books and teachers of household arts have aimed primarily at those who as wives and mothers are homemakers, and there has been neglect of the vast group of paid workers in other people's homes.

INTRODUCTION

It is certain, therefore, that thousands who are interested in the widest possible application of household arts to the everyday work of the home will welcome gladly these unique booklets in which Mrs. Wadhams has guided various kinds of paid workers in the performance of their daily tasks in the ways most efficient from the standpoint of household arts and most satisfactory to their employers. At the same time the writer has not overlooked the fact that the paid worker is a person whose individual life demands some time and attention; and the numerous suggestions covering personal care, recreation, etc., ought to help many a worker towards better health, more interest in her duties, and more pleasure out of life.

These little handbooks are sure to have a career of great usefulness in helping solve some of the vexing problems of the modern home. Although the writer has addressed the workers, the booklets will be many times more helpful if the employers read and thoughtfully digest their contents before asking the workers to read and put them into daily practice.

MAURICE A. BIGELOW

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Teachers College,
Columbia University.*

Simple Directions for the Laundress

HOUSEHOLD service has great advantage over other forms of work in that it provides a home, with a good table, wholesomely prepared, and comfortable lodgings. Those in household service are relieved of any worry over providing food and shelter, and they are able, after furnishing clothing and entertainment, to save a large part of their wages. They are not subject to the exposure of going to and from work in all kinds of weather.

As members of a household they enjoy the protection of the home. In case of sickness there is someone to see that they have the proper care and medical advice, if necessary. During a short illness wages are not deducted, and the maids are not required to furnish a substitute to do their work, as is often the case in other employments.

Household service is an occupation requiring skill and training. Those who are most proficient take pride in their work, do it with greater ease and are always in demand.

The position of laundress is one of responsibility. She has entire charge of the laundry and its equipment. When there is no second

laundress or kitchen maid, the laundress usually has charge of the maids' sitting room and basement hall. Besides washing the household linen and the family clothes, the laundress washes the clothes of the governess and the nurse. In some households the laundress washes the housemaids' aprons, cuffs, collars, and caps. Sometimes stiff bosom shirts and collars are sent to a commercial laundry.

In most households the position of laundress is combined with some other department, a frequent combination being laundress-chambermaid, but often in small families the cooking and laundry work are combined.

QUALIFICATIONS

The laundress should be extremely neat and careful to keep her clothes in order and her hair neatly brushed. Even if her work does not take her from the laundry she should not allow herself to become careless in her personal appearance. She will be more comfortable and enjoy her work more if she is suitably and attractively dressed.

The laundress should understand her work so well that she will be able to produce good results, even if she is working in a laundry not equipped with the latest modern devices.

The laundress should be able to plan and systematize her work, as she may have a large number of clothes of great variety to wash and iron.

When the household wash is small, a day

worker is usually employed, or the clothes are sent to a commercial laundry.

It is only in households that have a large wash each week that a laundress is employed by the week or month.

The laundress does not come into personal relation with the members of the family unless her work is combined with chamber work, but she should take pride in her work and the appearance of the laundry, even if it is situated in a remote part of the house. If she takes an interest in her work and the clothes are well washed and attractively ironed, she will not only find satisfaction in her trade but be of greater value to her employer.

If the laundress is inexperienced she should not expect to receive the wages of an experienced laundress while she is being instructed, or until she has become proficient.

If the employer takes the time and trouble to teach the laundress, she should show her appreciation by following the instructions carefully.

MANNERS

Good manners are a valuable qualification in all positions. Some of the important rules of good manners are: to rise when the employer or her friends come into the room; in answering to use the name of the person addressed, as, "Yes, Mrs. ——" or "Yes, Madam"; if a remark is not understood or heard the proper form is not to say "What?" but to say "I beg your pardon," and when instructions are

given, not to say "All right" but to say "Yes, Madam," to indicate that the instructions are understood.

Another indication of good manners is a readiness to assist by offering to go for and bring whatever is required, placing a chair and performing such other thoughtful service as the occasion may demand.

These manners are the same as those required in schools, hospitals and offices.

By observing these rules, the laundress will not only show that she has good manners but her services will be more highly appreciated.

NECESSARY WARDROBE

The wages received by the maid are sufficient to enable her to purchase a suitable wardrobe. The following articles are suggested, in addition to street clothes, as they are necessary to the proper performance of the work and to enable her to appear neat, and keep in good health.

Four of each kind of underwear,

Three night gowns,

Four pairs of stockings,

A bedroom wrapper,

Bedroom slippers,

A comfortable pair of house shoes with low heels,

Two gingham petticoats,

Three colored aprons,

A dust cap,

An umbrella,

A pair of rubbers, which should be kept in the laundry to wear when needed in hanging clothes on the clothesline,

A sweater or wool coat, which should be kept in the laundry to wear when needed in hanging clothes on the clothesline,

A muffler and a shade hat, which should be kept in the laundry to protect the laundress in very cold or hot weather,

Three good gingham dresses (the gray-blue is the most practical).

Dresses with low collars and elbow sleeves are the most comfortable and may be worn, if the laundress has no work to do in the front of the house. In case she has chamber work, she may wear dresses with a neckband to which white collars may be attached and with sleeves that button from the wrist to the elbow so that they may be easily turned back.

When the laundress work is combined with chamber work she will need white aprons, cuffs and collars, and a dress to wear in the afternoon, or when helping to wait on the table.

The employer usually provides white aprons, cuffs, collars and caps. The laundress should not expect the employer to furnish dresses unless special uniforms are required.

If the laundress is thrifty, she can make many of her clothes, which will save her money and give her better clothes.

Small hand sewing machines may be purchased at little cost and are easily carried

about. The maid should have her own work-basket or workbag, well fitted, to keep her wardrobe in perfect repair.

CARE OF PERSON

The laundress should be neat about her person. Her hair should always be carefully brushed.

The laundress who is brisk about her work necessarily perspires and, therefore, should be most careful about her bathing. This is necessary not only to avoid the slightest odor of perspiration but also to keep in good health.

A cold sponge bath each morning followed by a brisk rub is a good preventive against colds. A warm bath in a tub should be taken at least once a week.

If no bathroom is available, a tin, rubber or other portable bath-tub may be used. In many countries portable tubs are commonly used for bathing.

CARE OF LAUNDRESS'S ROOM

In some large private houses, the rooms are so well planned that each maid has a room to herself, but in most houses where several maids are employed the sharing of rooms has to be expected.

The laundress should not only be careful to keep herself neat, but also to keep her room in perfect order. Her clothes should be put away and the top of the bureau kept tidy. Each morning the bed should be opened,

the bed linen spread over the foot of the bed or over a chair, and the window opened to air the room thoroughly.

The fact that in the same household one laundress keeps her room in order and another laundress, taking the same place, keeps her room in disorder, shows that a laundress can be neat and that the work required is no excuse for having an untidy room.

When the laundress does the cleaning of her room, she should do it as thoroughly as she would clean her employer's room.

When the laundress is leaving a place, whether she is leaving of her own will, or has been dismissed, she should leave her room absolutely clean, even though the laundress before her left it looking badly. The room should be left in good order to satisfy her own self-respect.

ILLNESS OF LAUNDRESS

The laundress should always tell her employer when she is feeling ill. This enables the employer to change the plan of work for that day or place it in someone else's hands.

If the laundress does not require the attention of a physician, the employer will give her some simple and safe remedy that will often prevent a serious illness.

If the laundress's feet give her trouble, she should ask her employer for the name of a reliable chiropodist. To change the stockings each day is a great relief to the feet.

ENTERTAINMENT OF FRIENDS

The laundress should never permit her friends to interfere with her work. They should not be permitted to be so noisy as to disturb the household.

Men callers should not be permitted to smoke where the smoke penetrates to the family living rooms.

In most households the laundress is permitted to serve tea or coffee to friends calling on her, but she should not invite friends to a meal without first obtaining permission from the employer.

EVENINGS OUT

On their evenings out, the laundress and other employees should return not later than the hour set by the employer for closing the house for the night. If on special occasions the laundress desires to stay out later she should always ask her employer whether it will be convenient so that arrangement may be made to let her in on her return. The employer naturally feels responsibility when she has young girls in her employ. These girls often have no relatives or friends nearby to advise them.

If the employees are allowed to be out on other nights than their nights off duty, they should arrange among themselves to have their duties performed by others who remain in the house.

Young girls should not be out alone late at

night, as it is often dangerous in both the city and the country.

If the employees are put on their honor in regard to the time of coming in and in regard to extra evenings out, they should not abuse the privilege.

Maids should not be out late frequently, as it is injurious to the health to sit up late at night when the work undertaken requires early rising. No maid can do her work and keep her health unless she has sufficient sleep.

CORRECTIONS BY EMPLOYER

The laundress should pay no attention to the reports of criticisms overheard by other employees. Such criticisms are usually incorrectly reported and often distorted by jealousy and exaggeration. The employer will make necessary criticisms and suggestions herself.

The inexperienced laundress should expect to be frequently corrected while she is being taught how to do her work. She naturally will make mistakes because of her unfamiliarity with her new duties.

When the laundress makes stupid or careless mistakes she should not resent a just reprimand by her employer. Household work is not different from other branches of work in this respect. Young women working in hospitals, offices, and stores are also reprimanded in the same way when they make mistakes.

After a correction of this kind, the laundress should never be glum or say that she is going

to leave. It is much better to try to please the employer than to change places constantly.

The laundress should welcome suggestions and corrections because they perfect her in her work. The best household employees are those who have been trained by an employer who required her employees to maintain a high standard.

It is impossible to find anyone who does every part of her work perfectly, and no one expects it, but there is no laundress so experienced that she cannot learn something new about laundry work. This is true of all trades and professions.

If the laundress breaks or injures anything in the house, she should inform her employer as soon as possible. The employer will appreciate the employee's coming and telling her frankly of the accident.

HOW COMPLAINTS SHOULD BE MADE

If the laundress does not find her surroundings congenial and is discontented, it is better for her to leave than to upset the household by making constant complaints or criticisms to the other employees. Although the other employees may listen to criticisms of the employer, they will not respect the maid who makes them. As long as the maid is receiving wages, food, and shelter she should not talk behind the employer's back, but if she has any complaint to make she should tell it to the employer.

WHEN A MAID SHOULD LEAVE

Under ordinary circumstances a maid should not leave without giving her employer proper notice.

But when a maid finds she has engaged to work in a house which is in any measure used for immoral purposes, or when she finds herself in a house where any man in the household is unduly familiar, or when she finds she has to sleep with a woman addicted to the habit of drink or drugs, then she should leave at once, the sooner the better.

WHEN A MAID SHOULD BE DISMISSED

Under ordinary circumstances, before dismissing a maid, the employer gives her the customary notice or pays a certain amount in advance. But when a maid is found intoxicated or drugged, or refuses to do work she has been engaged to do, or speaks insultingly to her employer or other member of the family, then the sooner the house is relieved of her presence the better for the family and the other employees.

BOOKS OF REFERENCE FOR THE LAUNDRESS

If the laundress is ambitious to study in detail the treatment of various fabrics and further perfect herself in her trade, the following books will be found useful.

- Laundering*, by L. Ray Balderston, Instructor of Laundering, Teachers College, Columbia University, New York City \$1.25
- A Teachers' Manual of Elementary Laundry Work*, by Fanny L. Calder, Liverpool Technical College for Women, and E. E. Mann \$0.30

DUTIES OF LAUNDRESS BEFORE BREAKFAST

The laundress should be up in the morning about an hour before breakfast. A great deal of important work may be done at that time, which will prevent overcrowding the work in the few hours between breakfast and the noon meal.

The laundress should never try to wash until she has had breakfast, but the daily cleaning of the laundry and any other room in her care may be done before breakfast.

Daily Cleaning of Laundry — Before starting to give the laundry its daily cleaning the laundress should cover all clothes that may have been left airing on clotheshorses, or place them in baskets and cover them, ready to be taken upstairs.

The windows should be opened and the laundry stove cleared of ashes, if a coal stove is used, a fire made and the top of the stove cleaned, if necessary. The coal hod should be filled with fresh coal ready to use.

The laundry floors should be brushed up and any spots removed with a mop or floor

cloth. The shelves, window sills and furniture should be dusted. All empty bottles, boxes, and all cloths should be disposed of.

After the laundry is cleaned for the day the laundress should put away the brooms, dustpan, etc., and then look over the laundry equipment to see if she has everything in readiness for the day's work.

EQUIPMENT FOR LAUNDRY

The equipment of a laundry varies in different households.

The laundress has entire charge of all tools and utensils used in the laundry and should keep everything she finds in her department in order and in its place. She should inform her employer a short while before any supply is used up, such as soap or blueing, and notify her at once when any article is broken. The laundress should pin on the wall where she can refer to them, the printed directions that come with various machines made for laundry work. These machines are expensive and require intelligent care to keep them in order.

Tools and Utensils. — The following long list shows the laundress the number and variety of utensils and tools she may find in a laundry.

The equipment of laundries varies according to the needs of the household, and each employer has preferences in regard to makes of stoves and machines, etc.

In many households various utensils such as measuring quarts, pails, mops, etc., are bor-

rowed by the laundress from the kitchen supply.

If the laundress is competent, she can produce excellent results with plenty of hot water and soap, in addition to only a small list of utensils and tools; but if she finds a laundry filled with every convenience and modern device, then she should make a thorough study of all the appliances, and keep them in order, using them with care and intelligence, as some of them are very expensive. The following is a list of various laundry tools and utensils:

- Wooden or galvanized tubs, or*
- Stationary tubs, or hand or electric washing machines,*
- Hand or electric wringers,*
- Hand or electric mangles, sometimes called flat wash ironers,*
- Ironing table,*
- Skirt boards, shirt board, and sleeve board,*
- Clotheshorses, clothes baskets and clothes hamper,*
- Clothesline, clothespins, clothespin bag or basket, and clothes prop,*
- Clothes drainer, clothes boiler and clothes stick,*
- Washboard, zinc or glass,*
- Dipper and pail,*
- Large sauce pan or double boiler and strainer for starch,*
- Floor mop or floor cloth,*
- Curtain stretchers,*
- Thermometer — for testing water in washing silks and wool,*

- Irons: Flat or sad irons, electric irons, gas irons, kerosene irons, alcohol irons, and fluting and goffering irons,*
Iron stands and asbestos mat,
Quart measure and one half pint measure,
Sprinkler, to sprinkle clothes, or clean corn brush,
Teakettle, for boiling water for starch,
Soap dishes,
Tablespoon, teaspoon, wooden spoon and knife to cut soap,
Fringe brush, corn brush and scrub brush,
Tape measure, a pair of scissors, and pins,
Glass jars, for soap solutions, salt, borax, paraffine, etc.,
Piece of tape, to tie up blueing balls and bees-wax, and to sew on ironing sheets to attach to boards,
Silence cloth or blanket, to pad ironing table and skirt boards,
Silence cloth or flannel pad, on which to iron embroidery,
Domet flannel, in which to tie blueing balls and on which to wipe irons to protect ironing sheet,
Cheese cloth to dampen dry spots while ironing,
Ironing sheets, for table and boards,
White enamel sheet for protecting table when sprinkling clothes,
Colored dust sheets, to protect ironing table from dust,
Colored slip covers, to protect skirt board from dust,

Dish pan, for washing utensils, and to use in lifting clothes from boiler to tub, Dishcloth, dishtowels and iron holders.

Supplies. — The laundry supplies should be kept neatly arranged on a shelf or in a closet. When the laundress takes pride in her work, these closets or shelves for supplies will look quite as attractive as the kitchen closet, butler's pantry, or sewing room closet.

When the soap is bought in large quantities, it should be removed from the box and stored away to dry, piling the cakes neatly so as to permit the air to circulate around them, somewhat in the way that children build block houses. The wrappers, if there are any, should be removed and disposed of and not left lying about.

Unless soap is dried it dissolves very quickly, which is wasteful, and more soap will be used than is needed.

The following is a list of supplies used in the laundry:

Laundry soap, in bars, cakes, chips or in liquid form,

White soap (a mild neutral soap),

Starch, corn, wheat, rice or prepared starch,

Paraffine to use in mixing starch,

Salt, to set color and use in soaking handkerchiefs, and beeswax to clean irons

Borax and ammonia, to soften water,

Oil in small oil can, to oil machinery.

WEEKLY CLEANING OF LAUNDRY AND
CARE OF ITS EQUIPMENT

The laundry should be kept scrupulously clean, and, in addition to its daily cleaning, the laundry and its equipment and supplies should be given especial attention once a week.

The laundress should first open the windows and then cover all clothes hanging on clothes-horses, or remove them from the laundry.

Laundry Closet.— If there is a laundry closet, this should be cleaned first. The shelves should be cleaned with a damp cloth, except where the soap is piled. That shelf is cleaned only after the soap is used up, before arranging a fresh supply. All supplies should be arranged neatly on the shelves and a list kept of any supplies needed to give the employer when she comes to inspect the laundry.

After the closet is cleaned and the door closed, the laundress should next clean the laundry stove. There are a variety of laundry stoves such as those heated by coal, wood, gas and electricity. All stoves should be kept dry to prevent their rusting and clean to prevent soiling the irons and also to preserve their good appearance.

Coal Laundry Stove.— When a coal stove is used, the ashes should first be removed from the fire box and ash pan. The stove should be brushed, and if it is not clean it should be washed with soap and water.

When there is rust on the stove it may be removed by moistening with paraffine or cottonseed oil mixed with bathbrick, rottenstone or other scouring powder. To prevent rust it is well to wipe the stove occasionally when not in use with paraffine or cottonseed oil.

The black stove polish should not be put on that part of the laundry stove where the irons are placed to heat.

After the inside and outside of the stove are cleaned, then any nickle trimming should be polished with either whiting moistened with alcohol, bon ami, or some nickle polish. The laundress when using a coal stove should be careful not to put in too much coal; the fire box should never be filled so high that the coal comes above the lining of the fire-box. The drafts should be carefully regulated, closing them when the fresh fuel has burned up. The top of the stove should never be allowed to become red hot or the coal burned to a white heat.

Gas Laundry Stove. — When a gas stove is used, it should be kept clean and dry to keep its good appearance and to prevent rust and the soiling of irons. When the stove is used only for laundry work, there is no grease to wash off, but the burners are apt to become rusty when water is spilled from the boiler or saucepan of starch.

If the burners need cleaning, they should be removed and washed with soapy water, and

then carefully dried. When there is rust it should be removed with paraffine oil or cottonseed oil, mixed with any scouring powder such as rottenstone or bathbrick. To occasionally rub the burners with a cloth moistened with one of these oils will prevent rust. The parts of the stove that are not touched by the irons may be polished with stove blacking.

Electric Laundry Stove. — Electric stoves should be kept clean and dry. Explicit directions for their care and use are given by the manufacturers and should be carefully followed.

Sweeping Laundry. — When a coal stove is used in a laundry, the dust from the ashes settles on shelves and walls, especially if the wall has a rough finish. If the walls are dusty, they may be cleaned by wiping them with a broom over which a cloth has been tied, or with a wall brush. The floor may then be swept and mopped up with soap and water. Shelves, window sills and furniture should be dusted.

Laundry Tubs. — All tubs should be kept clean and dry with the exception of wooden tubs which, when left for a long time unused, should be left moist to prevent the wood from falling apart.

If there are faucets to the tubs they should not be allowed to drip. If they cannot be turned entirely off, the laundress should report the condition to the employer. When there are nickle or brass trimmings to tubs or wash-

ing machines, they should be cleaned and polished with whiting moistened with ammonia or some nickle polish.

Stoppers to tubs should be attached to the chains so that they will not be lost. It is a great inconvenience to the laundress to be without a stopper and it inconveniences the employer to be constantly purchasing new ones.

Washing Machines.—There are many varieties of washing machines, some that are run by hand and some run by electricity or other power. All the machines should be kept clean and dry. Belts should not be allowed to become loose, as this wastes the power. The machine should be kept oiled. It is very important that the laundress should not overcrowd the machine, as it will be strained and injured if too many clothes are placed in it.

Wringers.—There are wringers of different kinds, some that are run by hand, others that are attached to washing machines and run by electricity or other power.

The wringer should be kept very clean and dry; the screws holding the rollers should be loosened when the wringer is not in use. If there are two screws to tighten and loosen the roller, both should be turned at the same time, one with each hand, to keep an even pressure.

The rubber rollers should be washed with soap and water, and if they are stained a little kerosene oil on a cloth will clean them, but the kerosene must be carefully washed off

afterwards as it will soften the rubber. The mechanical parts of the wringer should be kept well oiled.

Mangles.—There are different kinds of mangles, those that are run by hand and those that are run by electricity or other power. The cold mangle is run by hand; this presses the clothes without giving them a gloss. There is a hot mangle, heated by gas. This mangle has one hot cylinder and one cloth-covered cylinder. There are also electrically heated mangles.

The heated cylinder which is not covered with cloth should be cared for as the laundress would take care of a flat iron; it should be waxed and kept clean and smooth.

The mangle should be cared for in a similar way as the wringer; the screws should be loosened in the same way when not in use, and it should be kept well oiled. It is important to keep the cloth-covered cylinder clean, and a dust sheet should be laid over the mangle when it is not in use.

There are always explicit directions for the use and care of mangles which should be kept pinned on the wall in the laundry.

Irons.—There are a great variety of irons, and the laundress should understand the care and use of each.

The flat or sad irons, which are made in different sizes and weights, are most frequently found in laundries and are used for general ironing. The large heavy ones are used for ironing stiff cuffs and large, heavy pieces, such

as sheets. There are irons that have adjustable handles, which require no iron holders. There are small pointed irons called ruffling irons which are also used for ironing sleeves and small pieces.

There are irons called polishing irons with honeycombed bottoms, used for polishing cuffs and collars.

Electric irons vary in make and size. There are also irons heated by gas and alcohol.

There are fluting irons of different kinds; one is shaped similar to a flat iron with a grooved bottom and with a stand also grooved; another is made similar to a wringer with two grooved cylinders. The material to be fluted is placed between the grooves.

The laundress should understand how to keep irons of all varieties clean and in order.

Flat or sad irons when sticky may be washed in soapy water, or if necessary scoured with cleanser, rinsed, dried and then rubbed with wax, first heating the iron a little, after which they should be dusted with salt or powdered bathbrick, wiped and put away.

Electric or self-heating irons when sticky should not be put in soap and water but cleaned by heating the iron, rubbing with wax, then dusted with salt or powdered bathbrick, wiped with dry cloth and put away.

Clothes Hampers.—There are several kinds of clothes hampers. They are usually made either of enameled fibre, wicker, or metal. As the clothes hamper is used for soiled clothes,

it is important to wash it thoroughly inside as well as outside to keep it clean. The fibre and metal hampers are simply washed with soap and water and dried, leaving the cover open to be sure it dries thoroughly.

Wicker hampers should be brushed and scrubbed with salt and water, which purifies the basket. If soap is used it is better to use it in solution. When it is possible to use a bath spray or hose, the hamper may be sprayed, which is an easy way to clean it.

When there is a cotton lining for the hamper, this should be removed when soiled to be washed and a fresh lining tied in its place.

Clothes Baskets. — Clothes baskets used to carry clothes to the yard and to pack clothes in when dampened for ironing are usually made of wicker, as they are light in weight. Some are made of fibre, and these are usually on wheels as they are rather heavy to carry. These clothes baskets should be washed in the manner described for washing the soiled clothes hampers.

It is well to place clean brown or white paper in the bottom of the clothes basket. Newspaper should not be used, as the printer's ink may come off on the clothes.

Clothespins. — The clothespins most usually found in a laundry are the simple wooden ones, although there are a variety of more complicated inventions. When there is any metal on the clothespins, the laundress should be very careful that they do not become rusty.

All clothespins should be kept clean and dry.

When clothespins are kept in a small basket, this should be covered unless there is a closet where it may be placed to be out of the dust. When clothespins are kept in a bag this should be washed when soiled.

Ironing Sheets. — Ironing sheets should be removed when soiled from the ironing table and skirt boards. There is no occasion for the scorching of the ironing sheets if the laundress is careful to protect the part where she tests the heat of the iron with several pieces of heavy brown paper or an asbestos mat and a clean cotton cloth.

The ironing table and skirt boards should be protected from dust. Skirt boards are sometimes kept in a closet. When an enamel cloth cover is used to spread over the padded ironing table while sprinkling clothes, this may be used as a dust sheet. If both a dust sheet and enameled cloth are provided, the enameled cloth should be kept rolled to prevent its cracking.

Clotheshorses. — The laundress should keep the clotheshorses free from dust, and once a week wash and wipe them with soap and water, drying them thoroughly.

Clothes Boiler. — All clothes boilers should be left clean and dry after using, and it is better to stand the separate boiler on its side with the cover off to thoroughly dry the crevices and to prevent rust. Boilers made of copper should

be polished at the time the laundry is given its weekly cleaning.

Washboards.—Washboards should be kept clean and always wiped thoroughly, as they will drip on the floor or the shelf when put away if not carefully dried. The laundress should be careful not to drop a glass washboard and should examine often a metal washboard to see if there are any rough edges that might tear the clothes.

Small Utensils.—After the laundry shelf is washed the various small utensils, such as the dipper, quart measure, bowls, etc., should be washed, dried, and arranged neatly.

FORMULAS FOR CLEANING AND POLISHING METALS

Copper and Brass.—Any of the following may be used:

Whiting moistened with vinegar or lemon juice, or

Rottenstone moistened with oil, or

Any good copper or brass polish.

Steel and Iron.—Powdered bathbrick.

Moisten a raw potato, dip in powder, and polish; then wash the article in soap and water.

Tin.—Dissolve $\frac{1}{2}$ cup of soda in 2 quarts of boiling water; place the piece of tin in this solution for a few minutes; remove it and then wash in soap and water and wipe dry.

Aluminum.—Wash with soap and hot water, rinse, rub dry and place empty upon hot stove for a few seconds to dry quickly and thoroughly.

Sifted coal or wood ashes make a good scouring powder for aluminum ware.

Caution: Never boil alkalies such as soda, potash, ammonia, washing powders, or cheap soaps in an aluminum utensil. These substances discolor and injure the metal.

The outside surface can be kept looking bright by using any good metal polish that is not gritty.

DAY PLANNED FOR WASHING

Each employer plans the week's work in the laundry to suit the requirements of her household.

In some households the laundress washes twice a week; in most households once a week.

ARRANGING WORK FOR WASHING

The work should be arranged according to the different kinds of clothes to be washed and the different equipment used for washing them. Each laundress should carefully plan her work so as to complete the washing and ironing on time and also so as to save herself unnecessary labor.

When a washing machine is used in the laundry that runs by power, the laundress can use the time while the clothes are being washed mechanically to make starch or attend to something else.

The large pieces such as sheets and bed spreads should be washed first, when the drying is done out of doors, as they take longer to dry.

Colored clothes should be dried indoors, if there is no shady spot out of doors, so it is well to leave them to be washed until after the clothes which must have sun have been washed and hung out to dry. When the clothes are dried in a clothes drier, the order of washing may be different, as it is not important whether the large pieces are done first or not.

ASSORTING CLOTHES

The clothes and linen should be carefully assorted after they are taken to the laundry. The clothes should be looked over carefully, not only to assort them in separate piles but to lay aside any piece that requires mending before it is washed, or any piece that has a stain which should have special treatment.

The variety of clothes and fabrics differ in each household.

The laundress should know how to launder all the articles in the following list, as she will find some of them in every household, and to be able to launder each one of the list with good results shows that she is an expert.

Groups into which clothes should be assorted. — The following shows the number of groups into which the clothes should be assorted before either soaking or washing:

Table linen.

Colored table linen.

Dish towels.

Bed linen, towels, white table covers and bureau scarfs.

White cotton nightgowns and pajamas; cotton and linen underwear, including cotton and lisle knit underwear; white cotton and lisle stockings may be placed in this pile.

Black stockings and socks.

Colored stockings and socks.

White linen, cotton, and muslin dresses; boys' white suits and men's and boys' white shirts and collars; white aprons.

Men's and boys' colored shirts; women's and children's colored dresses.

Small fine pieces, such as muslin and lace cuffs and collars; baby caps, bibs, wash gloves, chiffon scarfs and ribbons.

White flannel nightgowns, pajamas and petticoats; white wool stockings; white wool or cotton and wool or silk and wool underwear.

Colored flannel wrappers and waists.

Crocheted and knitted goods.

White silk and crepe wrappers, white silk waists.

White silk stockings, white silk gloves and white silk underwear.

Colored wash silk dresses, colored silk waists and wrappers.

Colored silk underwear and colored silk stockings.

Handkerchiefs.

Corduroy skirts and suits.

Dusters and cloths.

Baby diapers.

Corsets.

Dress shields.

Lace and muslin curtains.

Blankets and comfortables.

SOAKING CLOTHES

The employer will direct as to the length of time she wishes her clothes soaked; some prefer to have them soaked over night, and some prefer that they should be soaked only a few hours before washing. The method of soaking depends very much upon the condition of the clothes and the kind of water and soap used.

Table linen does not require soaking for two reasons; it is seldom much soiled and frequently has stains which often need special attention.

When there are only two tubs, the bed linen and cotton and linen underclothes may be soaked in one tub. But if there are three tubs, it is more convenient to place the bed linen in one and the underclothes in the other. One tub should be kept for rinsing and blueing.

Besides the tubs there is usually in the laundry a pail, large basin and a starch bowl. These three receptacles may be used for soaking small articles: the dishtowels placed in the large basin with cold soapy water, the handkerchiefs in the bowl with warm water in which a little salt or borax has been dissolved and the dusters and cloths placed in the floor pail with warm soapy water to which a little soda or ammonia has been added, if they are very much soiled.

Baby diapers are usually brought from the nursery in the diaper pail in which they have been soaking. If the diapers cannot be washed right away, the water in the pail should be turned out and fresh soapy warm water poured on the diapers.

Clothes that should never be soaked.—The laundress should never soak the following clothes:

Colored clothes,

Black and colored stockings,

Woolens or combinations of wool with other materials,

White silk or colored silk garments,

Silk or wool knitted goods, and

Colored table linen.

After assorting the clothes that do not require soaking, they should be rolled in bundles and placed in a basket or put out of the way until they can be washed.

The clothes should never be left lying about on the floor.

Soaping Clothes to Soak.—When placing clothes in a tub to soak, first allow a few inches of lukewarm water to run into the tub; then wet one piece at a time, lay it out against the inside of the tub or against the washboard and rub it over with the soap; then roll so the part soaped is inside and pack in the bottom of the tub. When the tub is filled with the clothes rolled in this way, lukewarm water should be poured in to cover them.

It may take a little longer to soak the

clothes in this way, but as it makes the washing easier, more time is saved in the end.

WASHING

The laundress should be interested in washing the clothes clean, removing all dirt and spots, but she should never injure the material by using strong powder or chemicals. She should be careful not to tear or injure fine materials in her effort to wash them clean.

The laundress should always see that the water is the correct temperature for the kind of material she is washing. Directions for washing different articles and different fabrics are given in detail under separate headings.

Washing with Washing Machine. — Machines may be used for soaking, rinsing and blueing as well as washing. Those that have attachments to the water and drainage pipes make changing the water very easy.

When the laundress is ready to wash the clothes in the machine, she should first place in the machine the number of sheets, pillow cases or towels indicated by the directions to be its capacity, and never under any circumstances put in more. If the directions for operating the machine give six sheets as its capacity, the laundress should know how many pillow cases and towels are the equivalent.

The capacity is usually stated to be so many sheets. One full sized table cloth equals one sheet; four or five towels equal one sheet; four shirts equal one sheet; ten napkins equal

one sheet. Small pieces such as handkerchiefs may be placed in a net bag (which is made for this purpose) and the bag put in the washing machine.

BOILING

The clothes that require boiling should be boiled after they are washed.

The boiler should be filled half full with cold water and enough shaved soap or soap solution placed in the water to make a good suds. The laundress should be careful not to put too many clothes in the boiler; good results cannot be obtained if the boiler is jammed full of clothes. The clothes are stirred in the boiler with the clothes stick, and after the water has come to a boil they may boil about ten minutes. If there is a clothes drainer the clothes may be laid on this drainer, which fits over one end of the boiler, and in this way most of the soapy water may be drained off before the clothes are placed in the first rinsing water.

RINSING

Rinsing is an important part of the washing of clothes. If there is plenty of hot water it is a good plan to have the first rinsing water hot; then rinse with cool water. Two rinsings are always necessary and sometimes three are required, if the articles are much soiled.

BLUEING

It is very important that the soap should be thoroughly rinsed from the clothes before blueing, as the prussian blue, which is often used, has so much iron in its composition that when soapy clothes are placed in this blue the result is that rust spots appear on the clothes. Prussian blue is usually in liquid form and is a greenish blue color.

Another kind of blue frequently used is ultramarine blue. This comes usually in balls or lumps. A few of these balls may be tied in a piece of cloth. The ultramarine is a bright blue and as it is insoluble and the clothes are tinted by the tiny particles of powder, it should be stirred thoroughly when placing the clothes in the solution so that these particles will not settle at the bottom of the tub, or in streaks on the clothes.

When aniline blue is used, it is generally prepared by the employer as it is bought in powder or crystal and has to be bottled to use. One half ounce of aniline blue may be dissolved in one half gallon of water which will fill two one-quart bottles. Aniline blue, being a dye, must be used in weaker solution for blueing clothes than other blueings.

It is best to mix blueing of any kind in a small basin and then pour it into the tub a little at a time until the whole tub is the right color. This prevents wasting the blue, as the whole tubful may be made too deep a color,

if the blueing is mixed in the tub. When using blueing balls, which are tied in a piece of flannel, they should be dipped in a small basin until the water is a dark blue, then pour from the basin into the tub. Scoop from the tub, with the hand, a little of the blueing water. If it looks a sky blue the laundress will know that it is the correct blue for the clothes, with the exception of table linen, as it is a looser weave, which requires a little lighter blue. Clothes should never be left in blueing water; they should be wrung out at once and placed in the basket ready to be dried.

WRINGING

A clean cloth should be run through the wringer to make sure that the rollers are clean before wringing any linen or clothes that have been washed.

The laundress should adjust the rollers of the wringer by tightening the screws. If there are two screws she should turn them both at the same time, using both hands. The tightness of the rollers depends upon what kinds of material are to be wrung. They should be loosened for table linen, as it creases more easily than cotton or muslin. When wringing woolens the screws should be loosened even more than for table linen, as woolens are much heavier materials.

Wringing Clothes with Buttons.—The laundress should know how to protect buttons on underclothes and other garments when they

are put through a wringer. If the inexperienced laundress realized the time and trouble required to sew on buttons that have been wrung off in a wringer, she would take pains to fold the garment so that the buttons were inside and protected from the rollers when placed in the wringer. Some experienced laundresses hold the garments out straight as they are going through the wringer, which also prevents breaking or pulling off the buttons.

STARCHING

When the laundress makes the starch, she should have all clothes requiring starch washed and ready, so that she will not be obliged to make it but once. Some clothes require thick starch, some medium and some thin. The thick starch may be made first and enough strained into a bowl to use, the rest being kept hot until the laundress is ready to dilute it to meet the requirements of the garments remaining to be starched.

There are many ways of making starch. Some laundresses pour boiling water on the starch and do not boil it, but if it is prepared in this way neither paraffine nor lard can be mixed with it, because they will not melt unless the starch is boiled.

As paraffine or lard makes the starch smooth and the ironing more easy, it is worth while to take the ten minutes extra time required to boil the starch.

Recipes for Starch.— The following are recipes for making the different grades of starch.

Thick Starch

1 quart of water,
 $\frac{1}{2}$ teaspoonful of borax,
 $\frac{1}{2}$ teaspoonful of paraffine or lard,
3 tablespoonfuls of laundry starch (corn) or
5 tablespoonfuls of wheat starch.

The starch, borax and paraffine should be stirred thoroughly into one half pint of cold water; then the remainder of the quart of water may be added but must be boiling hot. The starch should boil ten or fifteen minutes, otherwise the paraffine or lard will not be melted and the starch not cooked. Strain and use hot.

This recipe for thick starch is used for starching clothes that should be very stiff, such as men's cuffs and collars, and bosoms to men's shirts.

Medium Starch

2 quarts of water,
1 teaspoonful of borax,
 $\frac{1}{2}$ teaspoonful of paraffine or lard,
3 tablespoonfuls of laundry starch (corn) or
4 tablespoonfuls of wheat starch.

To make this starch, put 1 cup of *cold* water in a saucepan, add starch, borax and paraffine; stir and then add the rest of the water, which

should be boiling hot. Stir until boiling and allow to boil about ten minutes. Strain and use hot.

This recipe may be used for starching underwear, aprons or children's gingham suits or dresses.

When there is starch left from this recipe and the laundress has some very delicate pieces of lingerie, net or muslin collars to stiffen which require clear starch, then she may dilute with hot water or make clear starch from the following recipe.

Clear Starch

*1 quart of water,
½ teaspoonful of borax,
½ teaspoonful of paraffine or lard,
½ tablespoonful of laundry starch (corn) or
1 tablespoonful of wheat starch or rice.*

To make this starch put 1 cup of cold water in a saucepan, add the starch, borax and paraffine or lard; stir and then add the remaining $1\frac{1}{2}$ pints of boiling water. Stir until boiling and allow it to boil about ten minutes. Strain and use hot.

This recipe may be used for fine muslin and lace that require very slight stiffening.

Pieces starched by this recipe need not be dried but simply rolled in a cloth and laid in the basket to iron.

Cold Starch

*1 quart of water,
2½ tablespoonfuls of starch (corn),
½ teaspoonful of borax.*

Blend the starch with one half of the water cold, then dissolve the borax in the rest of the water heated and pour both parts together. This may be used at once.

Cold starch may also be made with prepared starch, as follows:

*2½ tablespoonfuls of prepared starch stirred in
1 quart of warm water.*

This amount is sufficient for starching the cuffs and front pleat of eight men's shirts.

The settlings of cold starch which are found in the bowl, when more starch is made than needed, may be used again in making cold starch or boiled starch.

Gum Arabic

*1 quart of water,
1 tablespoonful of gum arabic.*

To make this recipe place the gum arabic in the saucepan and pour on the water which should be boiling hot. When the gum arabic is dissolved it should be strained through a very fine strainer or cheesecloth. If it is not to be used at once it may be bottled and kept to use at some other time.

This recipe for stiffening clothes may be

used for silks and dark materials, such as gingham, organdies, etc., whereas the white starch, if used, might leave white streaks.

DRYING

Whatever the clothes are hung on should be clean. The laundress should wipe clean the clotheslines, clotheshorses and clothes driers.

Only clean clothespins should be used, and the clothes should be firmly attached to the lines so that they will not blow off. The methods of hanging the different kinds of clothes are described under separate headings.

Clothes Driers. — When a clothes drier, heated by gas or other means, is used, it is important to hang the clothes very carefully over the bars, if there is no way of attaching them. The clothes should be hung evenly so half of the piece will fall on one side of the bar and half on the other side.

Care should be taken not to jerk or slam the frame when pushing it in and out of the drier, as the small pieces are apt to fall off and be soiled or scorched. If the frame has a number of bars from side to side, it is safer (if the heated coils are on the sides) to place the large heavy pieces such as sheets and bath-towels on the outside bars, as their weight will prevent their blowing out against the heated coils and the inside bars may be used for small, light pieces.

When the drier is heated by gas jets in the

floor of the heater, it is very important to take care that the clothes do not fall off the bars.

Drying Clothes on Rainy Days. — When the weather is rainy and the clothes cannot be hung out, the laundress should plan her work for this emergency, which comes so frequently, in such a way as to complete her laundry work at the usual time.

The laundress should, of course, first wash the clothes that are soaking. She should wash the smaller pieces first so they may be drying on the clotheshorses or lines in the laundry or drying room while she is washing the large pieces that may have to remain in the rinsing water to be blued and hung out the first thing the next morning, if the weather permits. After washing the clothes that are soaking, the laundress may wash the colored clothes, which are frequently dried in the house anyway, and then the flannels and stockings. If there is room to hang any more articles in the house the smaller pieces of table linen may then be washed.

DAMPENING

The laundress should see that the table upon which she dampens the clothes is clean. She may use an uncovered clean wooden topped table or, if the table is covered with an ironing sheet, a piece of enamel cloth may be laid over the sheet.

A corn brush or sprinkler may be used to sprinkle the clothes or the laundress may

sprinkle them by dipping her hand in a bowl of water, in which case the water should be lukewarm to prevent chilling her hand.

After dampening each large piece or a number of small pieces, they should be rolled up and packed in a basket and covered until the laundress is ready to iron them. Small pieces of the same kind, such as handkerchiefs or towels, should be rolled each in a bundle of its own kind.

More explicit directions for the dampening of the various articles to be laundered will be given under separate headings.

IRONING

The laundress should prepare the table or skirt board for ironing. If a clean ironing sheet is needed it should be tied or pinned firmly to the table or board. She should have ready a rest upon which to place the iron, pieces of paper or cloth upon which to test the heat of the irons, a small bowl of water for extra dampening and to remove any small spots, a piece of beeswax or paraffine in a cloth, and clean hot irons.

More explicit directions for the ironing of the various articles to be laundered will be given under separate headings.

AIRING CLOTHES

The laundress should be very careful to thoroughly air all clothes and bed linen before taking them upstairs to be put away.

It is dangerous to the health to wear damp clothing that has not been properly aired. It is also dangerous to sleep in damp sheets. Damp table napkins are extremely disagreeable to use, and all table linen should be ironed perfectly dry to look well.

Clothes or linen if put away damp may mildew and be ruined.

There is seldom any place to hang and air clothes upstairs, and if they are sent up damp they will have to be sent back again to the laundry to be aired and dried.

BED LINEN AND TOWELS

Washing Bed Linen and Towels.—When the laundress starts to wash the clothes that are soaking she should begin with the tub of large pieces, such as sheets and towels. She should first let out the soaking water and fill the tub half full of hot water which, when mixed with the cold water clinging to the clothes, will be the right temperature for her hands. If there is soap solution made and ready to use, enough of it should be added to make a good suds. The water should be kept warm by adding more hot water when necessary. If the water needs softening, either borax or ammonia may be used.

The soap is rubbed on the clothes and they are rubbed on the washboard, if necessary.

When washing bed linen the laundress should select the parts most soiled and give them special attention, such as the upper hems of sheets and the centre of the pillow cases.

When the linen is embroidered, the laundress should be careful not to rub the embroidery on the washboard.

The water that the clothes are being washed in should be changed as often as it becomes dirty, as clothes cannot be washed clean in dirty water.

After the clothes are washed they should be wrung and placed in the boiler to boil, if they are to be boiled. The boiler should be half filled with cold water and enough soap shavings or soap solution should be added to make a good suds. The clothes should come to a boil and then be allowed to boil five or ten minutes. Each employer will direct whether the clothes are to be boiled.

Rinsing Bed Linen and Towels. — When the bed linen and towels have been washed, they should be thoroughly rinsed, first in hot water, if the laundress has a good supply, and then in luke warm water. When entirely free from soapy water, they should be placed in cool blueing water, which need not be so cold as to be uncomfortable after having the hands in hot water.

Wringing Bed Linen and Towels. — The wringer, of course, should be clean and in order, ready for use. The screws should be turned to regulate the rollers to suit the clothes to be wrung, turning both screws at the same time with two hands. The laundress should run a clean cloth through first, and then fold or hold the linen so that it will be of an even

thickness, with as few creases as possible. The wringer should not be strained by letting a piece go through that is bunched on one side.

The bed linen and towels should then be placed in the basket to be taken to dry.

Drying Bed Linen and Towels.—If the linen is hung out of doors, the clothes line, should be wiped with a clean damp cloth.

The flat pieces should be hung as evenly and straight as possible so they may be more easily ironed in their proper shapes.

The sheets and bed linen should not be hung by the corners as the weight strains them, but about one third of the material should be hung over the line. This method should be used in hanging all flat pieces.

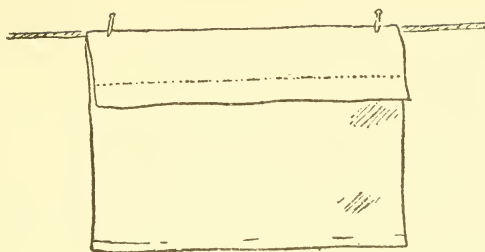
Pillow cases are turned inside out and hung by the closed ends, if they are hemstitched, to prevent tearing; otherwise, they may be hung by one side of the hem, which permits them to dry more quickly.

The diagram on the opposite page shows the proper way to hang sheets, towels and *hemstitched* pillow cases.

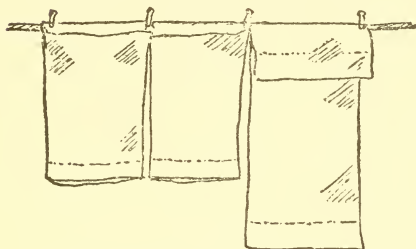
Folding and Dampening Bed Linen and Towels.—If the laundress dampens and folds the clothes carefully, she will find that the ironing will be more easily and quickly done.

Each piece should be folded smoothly and evenly, and sprinkled as it is folded.

When folding sheets, it is very important to fold them so the marking may be seen, because there are frequently several kinds and sizes



Sheet



Hemstitched Pillow Cases and Towel

DIAGRAM SHOWING HOW TO DRY BED LINEN AND TOWELS

in the wash which have different markings to distinguish them when the clothes are put away in the linen closet.

How a sheet should be folded depends upon where the sheet is marked. If there are letters embroidered in the middle above the hem then the sheet should be folded in thirds with two creases lengthwise and then folded crosswise, to bring the embroidery in the centre. If the sheet is marked on the corner, it should be folded in half lengthwise and again in quarters, making three lengthwise creases, and then

folded crosswise. As each fold is made the linen should be sprinkled.

The laundress will find it easier to stretch and make the first folds in sheets and tablecloths with the help of one of the other maids.

After folding and dampening, all flat pieces should be rolled as firmly as possible, packed in a basket and covered until taken out to iron.

The hems should be turned inside when rolling, thereby keeping them damp, as the hems need especial attention in ironing, whether embroidered or not.

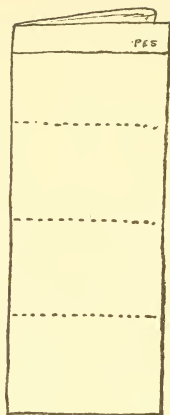
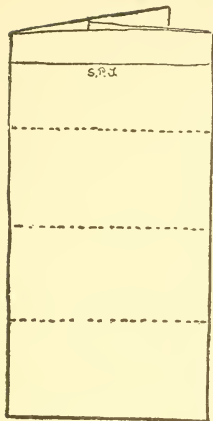
Ironing and Folding Bed Linen and Towels. Flat pieces are more easily and quickly ironed on a large surface. When there is no table and a skirt board is used, the laundress should place the clothes basket or dust sheet on the floor under the skirt board to prevent the larger pieces from dragging on the floor while being ironed.

The sheets are ironed without being fully unfolded and when ironed are folded in the same creases as when they were dampened.

Pillow cases and towels when ironed should be folded in exactly the same way as sheets, according to the place where they are marked.

All bed linen and towels should be ironed first on the wrong side and then on the right side. When the linen is embroidered, a pad or piece of flannel should be laid under the embroidery to give it a raised appearance.

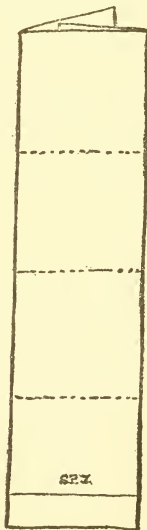
The following diagrams show the methods of folding bed linen and towels.



Sheets



Pillow Case



Towel

Fold on Dotted Lines

DIAGRAM SHOWING HOW TO FOLD BED LINEN AND TOWELS

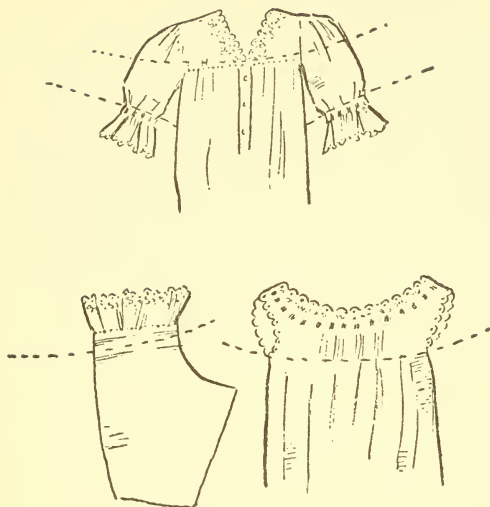
COTTON AND LINEN UNDERWEAR
AND NIGHTGOWNS

Washing Cotton and Linen Underwear and Nightgowns. — Cotton and linen underwear and nightgowns are washed in the same way as the bed linen and towels. They are usually soaked, washed in soap and hot water, boiled or scalded, rinsed twice and blued. When underclothes are washed by hand in tubs, the water should be changed frequently, as described in the directions for washing bed linen, and, if a washboard is used, the fine pieces should not be rubbed on the board, as they will be injured. These pieces should be rubbed in the hands.

When a washing machine is used, the laundress should be very careful to consult the directions as to the capacity of the machine and not crowd in more clothes than are allowed. Crowding will not only injure it but also will not produce the best results in washing.

Starching Cotton and Linen Underwear and Nightgowns. — The laundress should ask her employer whether she wishes the underwear starched, and if she does whether she wishes the entire garment starched with a thin starch, or whether she prefers to have only the trimming of the garments starched as shown in the diagram on the opposite page.

Wringing Cotton and Linen Underwear and Nightgowns. — Special care should be taken in wringing these garments to prevent the break-



Starch the trimming by dipping the parts indicated by the dotted lines in the starch.

DIAGRAM SHOWING PARTIAL STARCHING

ing and tearing off of buttons. Explicit directions for the use of the wringer are given under the heading "Wringing."

Drying Cotton and Linen Underwear and Nightgowns. — If the laundress is washing in a city, the clothes should be turned wrong side out as a precaution against smudging the outside with coal dust while drying.

Chemises and nightgowns should be hung upside down, attaching one side of the hem to

the line so as to permit the air to circulate through the garment and dry it more quickly.

Petticoats and other garments should be hung by the binding so as not to tear the ruffles.

The following diagram shows this method of drying.

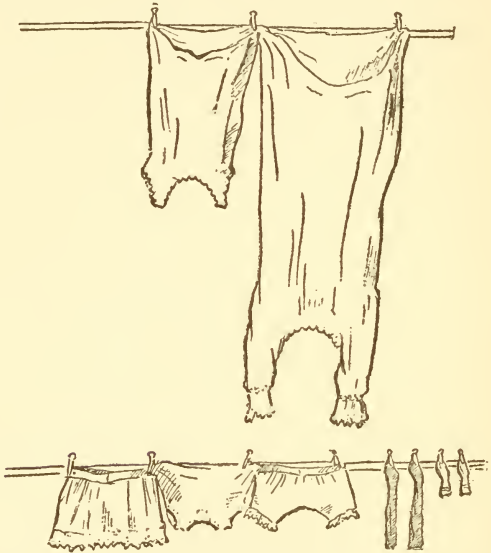


DIAGRAM SHOWING HOW TO DRY COTTON AND LINEN UNDERWEAR, NIGHTGOWNS AND STOCKINGS

Dampening Cotton and Linen Underwear and Nightgowns. — The laundress should prepare the table as described in the directions under the heading “Dampening” and dampen

the clothes in the same way as the bed linen is dampened. Special care should be taken to sprinkle thoroughly the trimming of the garments and to roll the trimming inside so that it may remain damp for ironing.

Ironing and Folding Cotton and Linen Underwear and Nightgowns. — The trimming should be ironed first. Embroidered trimming should be ironed on the wrong side so that the embroidery will stand out. The sleeves and yokes should then be ironed and, last, the larger spaces. Always iron towards gathers, running the point of the iron into the gathers.

The garment should be carefully folded as shown in the following diagrams (see also next page).

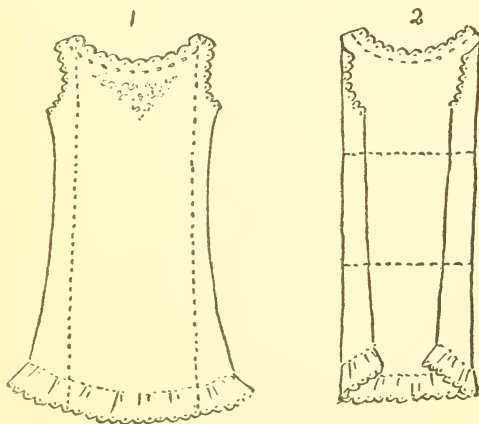


DIAGRAM SHOWING HOW TO FOLD UNDERWEAR

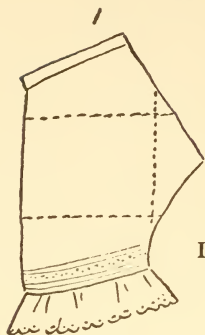


DIAGRAM SHOWING HOW
TO FOLD UNDERWEAR

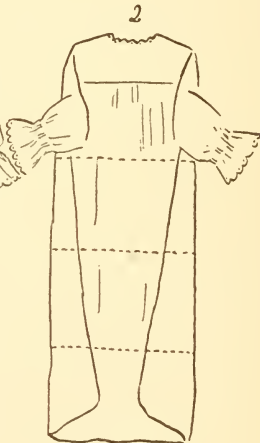


DIAGRAM SHOWING HOW
TO FOLD NIGHTGOWN

TABLE LINEN

Washing Table Linen.—The table linen is usually the least soiled and should always be washed by itself. Never, under any circumstances, should it be placed in a tub with other clothes or placed in a tub of water that has been used to wash other garments.

Stains on Table Linen.—Before putting the table linen in the water, the laundress should look it over carefully to see if there are stains that require special attention. When she is not sure what the stain is, she should inquire of the waitress and, if she cannot tell her, the laundress should consult her employer.

When the stain cannot be removed with the simple remedies provided in the laundry, and it is necessary to use a chemical, then the laundress should take the stained piece to the employer for her to decide whether she will use chemicals at home or send the piece to the cleaners.

Chemicals used for removing stains are often very poisonous and when used in the house are kept by the employer under lock and key. If the laundress has access to them, she should follow carefully the directions for their use and replace each bottle after it has been used, always locking the cupboard and returning the key to her employer.

Directions for removing different kinds of stains are given under a separate heading.

After removing any stains that require

special attention, the laundress may wash the linen with soap and hot water. The laundress should be careful not to rub parts that are embroidered on the washboard.

The table linen should be thoroughly rinsed in two waters and blued in a weaker solution of blueing water than is used for the bed linen. The wringer should be loosened a little for table linen to prevent too much creasing of the linen.

Table linen is usually not starched unless of thin texture, in which case a very weak starch may be used to give it more body. Table linen should be shaken and laid even on the line to partly dry, hanging no pieces by the corners but allowing one fourth or one third to hang over the line.

Some employers have their table linen ironed wet, especially napkins, doilies, etc. It is important to hang a round table cloth with the thread of the material straight up and down to prevent its getting out of shape.

The diagram on the opposite page shows how to hang table linen on the line.

Dampening Table Linen.—Table linen, if only partly dry when taken from the line, may be folded and rolled for ironing. If it is dry when taken from the line, it will need more dampening than other clothes.

The tablecloths, like the sheets, should be stretched even when dampened for ironing and then folded in the same way that they are to be ironed. The napkins may be rolled

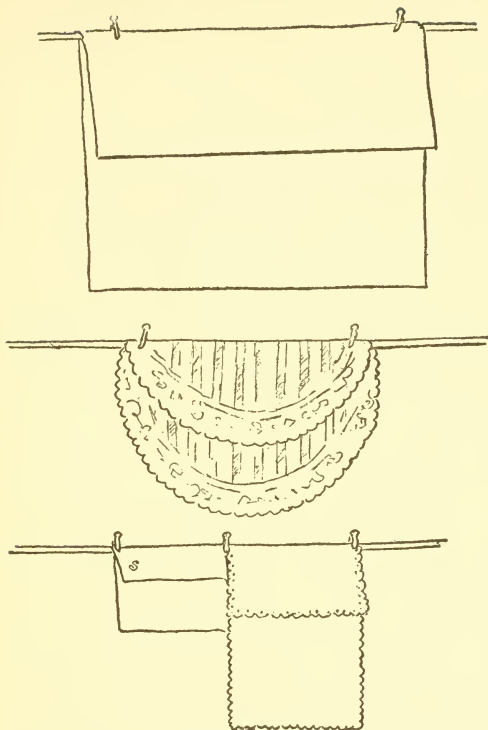


DIAGRAM SHOWING HOW TO HANG TABLE LINEN

together, and small doilies that are not embroidered with colors may also be rolled together. All colored pieces should be ironed when partly dry as they should not be rolled because the color may run.

Ironing Table Linen.—Table linen should

be ironed until *perfectly dry*. The laundress should iron the wrong side until the piece is partly dry and then iron the right side until entirely dry. Round doilies and other round pieces should be ironed in the direction of the thread of the material to keep their shape.

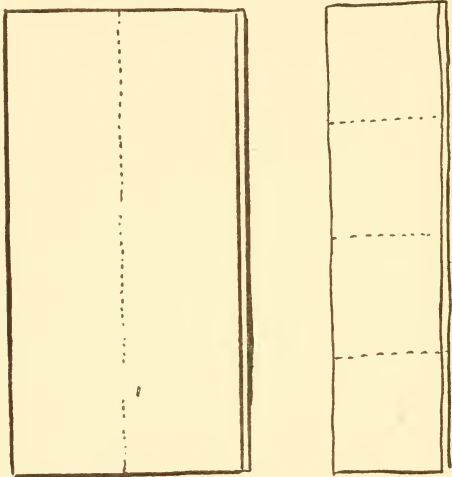


DIAGRAM SHOWING HOW TO FOLD TABLE NAPKINS

The laundress will be guided as to the method of folding napkins by the marking. The initials or monograms should be outside. Napkins should always be so folded as to be perfectly even when the folding is completed. As the material will overlap if the edges are brought together exactly, the margin of the

upper of the lengthwise folds should be placed about a quarter of an inch from the under margin, as shown in the diagram on the opposite page. The first cross fold should be made in the same way. When the cross folds are completed the outer edges of the square will then appear perfectly even.

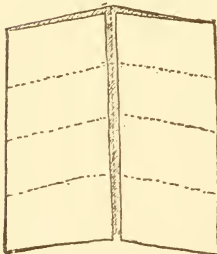
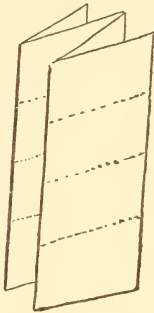
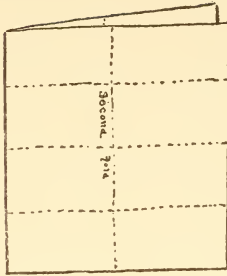
The laundress should use her heaviest irons for the table linen and should consult her employer about how she wishes it folded. Some employers prefer very few folds in tablecloths and use a large shelf or drawer where they may be laid out flat. The length of a tablecloth is sometimes indicated by a small number embroidered on one corner. These tablecloths should be folded in such a way that the numbers can be seen.

A pad or piece of flannel should be placed under embroidery when it is ironed. The part embroidered should be ironed first and it should be ironed on the wrong side.

Lace or lace trimmed centrepieces or doilies should be handled very carefully, gently smoothing out the lace with the fingers before ironing it. The lace should be ironed on the wrong side, placing it on the embroidery pad or flannel.

The fringe of fringed doilies should be brushed with the fringe brush or corn brush. This method is considered safer than combing, which is more apt to pull out the threads.

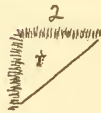
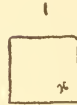
Table linen may be taken to the employer or placed where she directs as soon as it is



THREE METHODS OF FOLDING TABLECLOTHS



NAPKINS



TEA NAPKINS

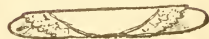


TABLE DOILIES OR CENTERPIECES

ironed, as it requires no airing if properly ironed.

WASHING DISH TOWELS

Dish towels should be put to soak in cold soapy water. They may be placed in a pan or pail, and after they are soaked they may be washed in hot water and soap, using a little ammonia or soda if quite greasy, then boiled, thoroughly rinsed and hung to dry.

The employer will direct whether she wants the dish towels ironed or not. Glass towels used in bathrooms are always ironed.

MEN'S SHIRTS

The laundress may have quite a variety of shirts to wash that not only require different starching but are made of different fabrics such as linen, cotton, silk and wool.

Soaking Men's Shirts. — When the shirts are soaked, soap should be rubbed on the neckband and on the cuffs; these parts should be folded inside when the shirt is rolled and packed in the tub for soaking.

Washing White Linen and Cotton Shirts. — White linen and cotton shirts may be washed in soap and hot water like other white cotton and linen fabrics, giving special attention to the collarband and cuffs, which are the most soiled. After being washed they may be boiled, if necessary, for ten or fifteen minutes, rinsed twice, blued, wrung and hung wrong side out to dry, as shown in the diagram on the following page.

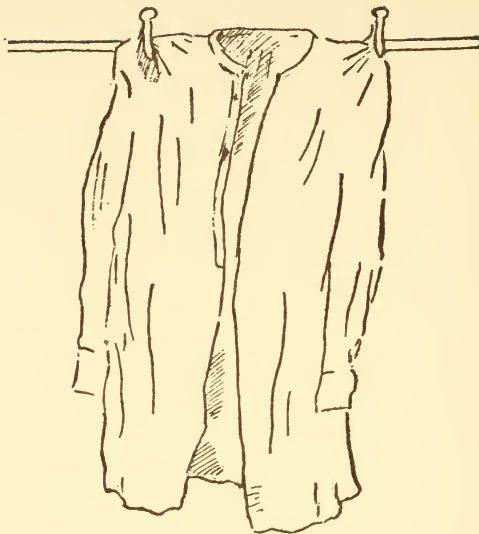


DIAGRAM SHOWING HOW TO DRY A SHIRT

Men's Wool Shirts.—Wool shirts should be washed carefully by themselves. They should first be shaken to remove any dust, then washed in lukewarm water, using a mild white soap; if quite soiled a little borax may be added. They should be rinsed in two or three waters, all lukewarm, then put through the wringer, shaken and hung until half dry or rolled in a clean cloth until ready to iron.

Men's Silk Shirts.—Silk shirts should be washed in the same manner as wool shirts, only omitting any borax, but it is not necessary to have the rinsing water absolutely the same tem-

perature as the washing water, as it is with woolens.

If the silk shirts are of different colors, the laundress should wash the shirts of each color separately, lest the colors should run.

After thoroughly rinsing the silk shirts, they should be wrung and hung to partly dry or rolled in a clean cloth until ready to iron.

Starching Shirts.—After the shirts that require starching have been washed and dried, the cuffs may be starched with either thick boiled starch, cold starch or a mixture of both.

The recipes for boiled and cold starch are given under a separate heading.

Many laundresses still starch shirt cuffs and collars in cold or raw starch, applying the starch by dipping the piece in the starch, wringing and dipping again until the proper stiffness is attained. The other method is to lay the cuff to be starched flat on the table and then moisten a loosely woven cloth with the starch and rub the starch into the cuff on both sides, rubbing also with the palm of the hand. It is very important to rub the starch in very evenly, and if there is too much starch it may be removed by gently rubbing the cuff with a damp cloth.

Teachers of laundry work and commercial laundries generally recommend the boiled starch because they find it is more easily ironed, and they find the method of rubbing starch into the material saves more time than the dipping and wringing process. However, good results may be obtained by either method.

After starching the parts of the shirts that require heavy starch, they should be rolled firmly inside the shirt to keep their dampness. The shirt may be ironed about a half hour after starching if cold starch is used, or ironed as soon as dry if boiled starch is used.

Ironing and Folding Shirts.—The laundress should be sure that her irons are clean and hot and that everything is in readiness, as described under the separate heading of “Ironing.”

Heavy irons should be used for shirts.

The laundress should first iron the neckband, then the front pleat or bosom, then the cuffs and sleeves, and finally the body of the shirt. When ironing the body of the shirt, always iron from the shoulder down.

When ironing the stiff parts, iron quickly on the wrong side until partly dry, then iron on the right side until wholly dry. The laundress should be careful when ironing cuffs to iron first from the outer edge towards the sleeve, so that there will be no little folds near the edge of the cuff and any extra fulness will be pushed back from the edge, which should be ironed especially smooth. Wrinkles may also be prevented by laying the cuffs very flat and smooth on the ironing table.

Shirts should be thoroughly dried or aired before being folded.

The diagram on the opposite page shows how to fold men's shirts.

Men's Collars.—Collars are washed, boiled,

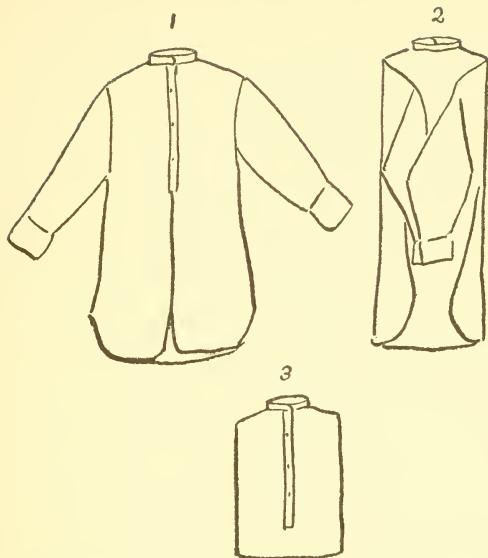


DIAGRAM SHOWING HOW TO FOLD MEN'S SHIRTS

rinsed, blued and starched like shirts. They are ironed flat like cuffs.

To iron a turnover collar dampen a cloth, hold tightly over the finger and rub along the place where the collar turns over, which softens the starch so it will turn easily.

Collars and cuffs are rolled by pressing the large end of the iron firmly on the collar or cuff, at the same time turning the collar over the iron as it is being pressed.

WASHING WHITE WAISTS, DRESSES, ETC.

White wash dresses and waists may be soaked over night or for an hour, depending upon how much they are soiled. If there is any colored trimming or embroidery, then they should not be soaked at all. Dresses and waists should be washed carefully. Very fine pieces and trimming should not be rubbed on the washboard. They may be washed in hot water and soap, adding, if necessary, a little borax or ammonia. If the pieces are all cotton or linen, without any colored trimming, they may, if necessary, be boiled.

The laundress should give special attention to the most soiled parts, such as around the neck, the wrists of sleeves and the hem of the dress. Those that require no starch such as crape, voile, etc., may be rinsed thoroughly, lightly blued, turned wrong side out and hung on the line. Those that require starch may be starched, the heavier material with thinner starch than the lighter materials.

The best way to hang waists is from the shoulders, turning them inside out, so the garment will be in much the same position as when it is worn. Children's dresses, which are short, may be hung in the same way. This is especially important if the dress has a fine ruffle on the hem, which would be injured if hung by pinning the ruffles to the line.

Many laundresses think it takes longer to dry children's waists and dresses by hanging

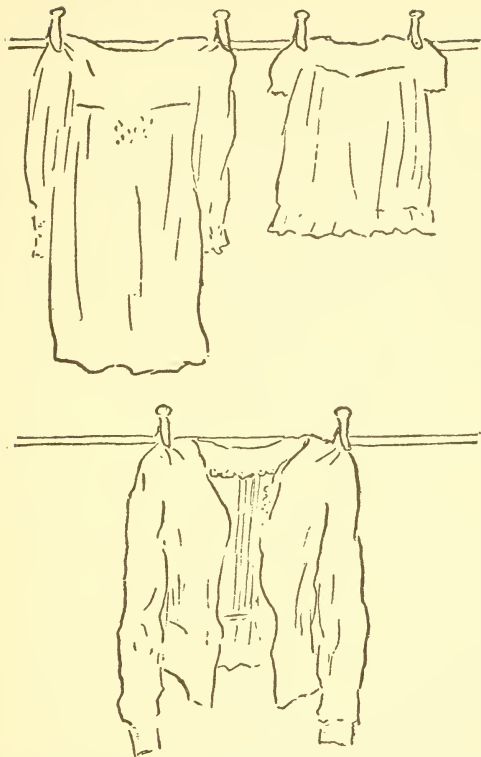


DIAGRAM SHOWING HOW TO HANG WAISTS AND DRESSES

them from the shoulders, but they will find, if they hang one dress one way and one the other, that they will dry in practically the same time. The diagram shows how to hang waists and children's dresses.

COLORED CLOTHES

Setting Color. — The laundress should examine all the colored clothes very carefully and place all that are new by themselves to set the color. Each color should be washed separately to prevent different colors running together. There are some dyes that will always run when washed.

Color may be set by using salt for all colors; vinegar for blue colors; and sugar of lead (very poisonous) for lavender.

The proportions are:

2 cups of salt to 4 quarts of water,

$\frac{1}{2}$ cup of vinegar to 4 quarts of water,

1 tablespoonful of sugar of lead to 4 quarts of water.

Washing Colored Cotton and Linen Clothes. After setting the color, if it has been necessary, the laundress should dip the clothes in cold water and then wash in lukewarm water. The temperature should be between 98° and 100° Fahrenheit. A good suds should be made of any good white soap. Soap in solution is convenient to use and is better for the clothes. It is injurious to fine colored clothes to rub them hard; they should be squeezed, rubbing any spots gently with the hands.

A hand or power washing machine may be used, using the same temperature for the soapy water as described. Cold soapy water may be used with good results, but it is uncomfortable if washing by hand.

After washing the clothes, they should be rinsed two or three times, turned inside out and those that require no starching such as crape or voile should be hung to dry in a shady place or indoors. It is safer to iron when half dry. Colored clothes with white trimmings should not be dampened and rolled even for a short time, as the color may run and discolor the trimming.

Starching Colored Linen and Cotton Clothes.
The colored clothes that require starch may be starched either by diluting the starch already made (if it has been put aside with no blueing in it) or by making a thin or clear starch, according to the texture of the cotton or linen to be starched.

When starching colored clothes, turn the garment inside out before dipping in the starch, which should be *warm*, not hot. Rub the garment together after starching to thoroughly blend the starch with the material. Dry as described for unstarched colored clothes.

WASHING LACE AND SMALL FINE PIECES

Lace and very fine pieces of muslin and embroidery should be handled carefully. Lace that is very delicate is frequently basted to muslin before washing.

A basin should be filled for soaking with warm soapy water, and if the pieces are quite soiled a teaspoon of either borax or ammonia may be added.

Soap may be used in solution.

These pieces should be soaked for about an hour and then placed in hot soapy water and squeezed gently until clean. Or a preserve jar may be filled with hot soapy water and the pieces of lace shaken in it. If there are spots or stains from perspiration they may be removed by laying the lace in the sun to bleach. These pieces should never be rubbed. After washing they should be rinsed most thoroughly.

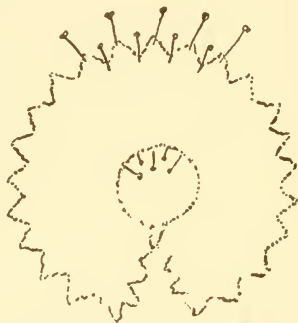


DIAGRAM SHOWING HOW TO PIN A LACE COLLAR
TO DRY

If the lace is an *écru* tint, it may be dipped in a weak solution of tea. Pieces of muslin or embroidery may be dipped in a very weak blueing water. Usually real lace is not blued.

The best method of ironing lace is to pin the lace to the ironing table, which should be covered with a perfectly clean ironing sheet. The lace should be pinned carefully to keep its exact shape. If the piece is a collar, first pin

around the neck band, then pin around the outside, being very careful not to pull or strain the collar.

The first pins may be placed at wide intervals and then as many more as required inserted between them; stick the pins in the natural holes of the lace, and if there is time pin each little point. The lace if well pinned will dry in its proper shape and will not require ironing. If the lace is ironed, it should be ironed on the wrong side over a pad or flannel.

Muslin, embroidery or net pieces are blued and usually dipped in very thin starch such as clear starch. They are ironed after being rolled in a clean cloth for about half an hour. Embroidered pieces should be ironed on an embroidery pad or piece of flannel, ironing on the wrong side to give the embroidery a raised appearance.

WASHING COLORED SILKS

Colored silks are washed and rinsed as has been described for other colored clothes, handling a little more gently and using the same soap and temperature of water.

Some employers like their colored silks dipped in gum arabic, after washing and rinsing, to give a little more body to the material.

Silks are ironed when partly dry. To prevent their becoming too dry before the laundress has time to iron them, they are usually rolled in a clean cloth. When the laundress is washing pale blue or pink silk

underwear, those of each color should be rolled by themselves.

When the laundress is washing colored wash silk waists or dresses that have white trimming or are white with colored stripes, she should not roll them when wet unless she is sure the color is fast. When the color is not fast, the silk garment may be hung and ironed when partly dry, using an iron that is not too hot. Silk should not be sprinkled. This method of dampening spots it. If it has become too dry a piece of cheese cloth may be dampened and laid between the silk and the iron. Silk and crape are usually ironed on the wrong side.

WASHING PONGEE

Pongee, unless combined with a color, does not run. It may be washed as has been described for colored silks, but should be ironed when dry. If ironed when damp it will have a spotted appearance.

WASHING CHIFFON

Chiffon should be washed and ironed as has been described for silks, only, of course, chiffon being a more delicate material should be handled more carefully. Use a little mild soap and lukewarm water, then roll in a cloth and iron with an iron that is not very hot.

WASHING RIBBONS

Ribbons are easily washed by laying them on a table after they are wet and then rubbing

soap on them with a cloth. The soap should be a mild white one. Then rinse thoroughly. If there are only a few to launder they may be rolled flat around a glass jar, and when they dry they will have the appearance of having been ironed. Or ribbons may be ironed when partly dry, like silk.

WASHING HANDKERCHIEFS

The water with salt or borax in which handkerchiefs have been soaking should be poured off and the handkerchiefs washed in hot water and soap. Fine handkerchiefs should not be rubbed on the washboard, but if necessary to rub at all should be rubbed carefully in the hands. A very sheer handkerchief if properly soaked, put in hot soapy water and then boiled and rinsed, will require no rubbing, as such fine handkerchiefs are not so much soiled as children's heavier handkerchiefs.

Handkerchiefs may be boiled in a pail or basin, without filling the boiler, as they are smaller and it is well to keep them by themselves. They should be blued in very weak solution and dried like other white clothes that require no starch.

Colored handkerchiefs or those made of silk should be washed, rinsed and rolled in a cloth or dried, as has been described for colored clothes and silks.

STOCKINGS

White Cotton or Lisle Stockings. — White cotton or lisle stockings should be washed like other cotton materials. Special attention should be given to the feet. The stockings should be washed on the right side, then turned and washed on the wrong side, and left on the wrong side to be rinsed and dried. If there are children's white cotton stockings in the wash and they are very soiled, they may be boiled like other white cotton fabrics.

Black and Colored Stockings. — Black stockings should be washed by themselves, and unless the laundress is sure that the dyes of colored stockings are fast she should wash the stockings of each color by themselves.

Black and colored stockings are never soaked but are placed first in cold water to set the color, then washed in *lukewarm* soapy water, rinsed in *lukewarm* water and then rinsed in cold water.

Wool Stockings. — Wool stockings should be washed carefully by themselves. They shrink very easily, which ruins them, and as they are expensive it is important to prevent their shrinking. Wool stockings should not be soaked. Wash them on the right side and then turn and wash on the wrong side in *lukewarm* soapy water; then rinse in water of exactly the same temperature, turn, wring, shake and hang to partly dry or, if stretchers are used,

the stockings should be pulled over them and left to dry.

Silk Stockings. — Silk stockings should be washed by themselves. White silk stockings should be separated from the colored stockings and washed first in *lukewarm* soapy water.

The same wash water may then be used for washing any colored silk stockings, but it is safer to wash the different colors by themselves, as the colors are apt to run.

As the color so frequently runs, it is well to dip the stockings in a strong solution of salt and water before washing.

Colored stockings should never be left soaking in the water but should be washed quickly, rinsed, wrung and hung partly to dry like other silk fabrics.

Drying, and Ironing Stockings. — Stockings should be hung by the toe wrong side out on the line to dry. If they are to be ironed they should be ironed on the wrong side.

WOOLEN GARMENTS

Waists, wrappers, petticoats, etc., made of wool or partly wool should be shaken to remove dust, not soaked but washed in either cold or lukewarm soapy water with a little borax, if necessary, rinsed two or three times in water of exactly the same temperature as the washing water, then wrung, shaken and hung to dry partly or rolled in a clean cloth until ready to iron. It is better to use the soap in solution.

Wool fabrics should not be hung out of doors to dry on a very cold or frosty day.

Any colored garment should be washed by itself to prevent the possibility of the color running into a white garment.

Wool underwear is washed as has been described for other wool garments.

KNITTED AND CROCHETED ARTICLES

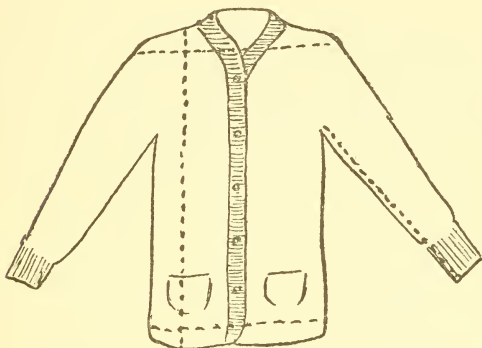
Knitted or crocheted articles, such as shawls or sweaters, should be put by themselves and washed with great care, as it is difficult to wash them so that they will retain their shape.

The laundress should first get a piece of paper, pencil and tape measure, then measure the article to be washed, and write down the measurements, so that she may refer to them when adjusting the garment for drying.

Before washing a sweater, lay it on the laundry table, button it down the front and then measure its length, width and length of sleeves.

Knitted and crocheted articles should be washed in the same manner as other wool garments, only more care should be used in handling them and lifting them from the water so as not to stretch the garment. It is better to squeeze the water from the garment while holding it in a bunch and then lay it at once on the table. If there is water left in the sweater it may be absorbed by the cotton cloth on which the sweater is laid, and another cloth may be laid over the sweater to absorb any extra moisture and protect it from dust.

The laundress should look up the measurements which she wrote on the paper and while the sweater is wet adjust the length, width and sleeve length to the correct measurements;



Measure the parts indicated by dotted lines

DIAGRAM SHOWING MEASUREMENTS OF SWEATER

possibly some pinning may be necessary to hold the sweater in shape.

The diagram shows how the measurements should be taken.

WASHING DUSTERS AND CLOTHS

The soaking water should be poured off dusters and cloths and they should be washed in hot water with a little ammonia, if necessary, and then boiled.

If they have not been allowed to become too soiled, they will be more easily washed and will last much longer.

WASHING DRESS SHIELDS

Dress shields should be washed separately, as being made of rubber they must not be put in very hot water. Warm soapy water will not injure them but they should be rinsed in water of the same temperature.

WASHING CORSETS

Corsets that have rubber bands in them should be washed in the same manner as dress shields; if they are discolored by perspiration, they may be laid in the sun to bleach.

Corsets made of cotton or linen may be washed in hot water with ammonia or borax. They should never be rolled up damp as they may have steels in them which will rust.

WASHING BLANKETS

Blankets are washed as described for washing wool garments, using great care to have the wash waters and rinsing waters the same temperature. If the water is lukewarm it should be between 98° and 100° Fahrenheit, or the wash water may be cold, in which case the rinse water should be cold also.

The laundress should shave a cake of good white soap into 2 quarts of water, heat until melted and add 2 tablespoons of borax.

Enough of this solution may be poured in the tub to make a good suds. It should be sufficient to wash two pairs of blankets.

Blankets usually should be put through two

soapy waters, squeezing and kneading them, but without hard rubbing. A hand washing machine or one run by power may be used. After washing, the blankets should be rinsed in two or three waters, the same temperature as the washing water. They may be put through the wringers, loosening the rollers.

Blankets should be hung over the line the long way, so that if there are colored stripes and the color is not fast, it will not run on the blanket. It is better not to lay the blanket too smoothly over the line, but wrinkle it somewhat so it will keep its shape. When the blanket is nearly dry, it may be brushed with a clean corn brush to bring up the nap.

Blankets should not be hung out in very cold weather, but a windy day dries them well. They should be very thoroughly dried before being taken upstairs and usually need airing in the laundry after they are brought in from the line.

CURTAINS

Lace Curtains.—Lace curtains should be thoroughly shaken before soaking, as there is a great deal of dust clinging to them, which if left when the curtain is placed in the water will turn to mud and be difficult to wash out.

They should be washed in hot soapy water, squeezing and not rubbing, and usually need to be put through two soapy waters and one or two rinsing waters. If the curtains are pure white they may be dipped in a very weak blu-

ing water. If *écru*, dip in a weak solution of coffee or black tea. A very thin starch may be used if desired, rice is the best.

If the laundress has a curtain stretcher, she may stretch several lace curtains on one stretcher. If there is no curtain stretcher, a sheet may be pinned tightly to the floor and the lace curtain pinned to the sheet. It is well to measure the curtain to make sure that all the hems are the same length and width when stretched to dry on the floor.

Muslin Curtains.—Muslin curtains should be washed as has been described for lace curtains. The employer will direct as to the starching of muslin curtains, as some prefer no starch in them.

If the muslin curtains are to be starched, they may be dipped in a clear starch which requires no drying. The curtains may then be rolled in a clean cloth until partly dry, and then they may be ironed. It is well to iron curtains on as large a surface as possible, as it is easier to keep the shape of the curtain. When edged with lace, the lace should be gently shaped with the hands while ironing.

STAINS AND HOW TO REMOVE THEM

Remove stains by trying simple methods first, as acid should always be a last resort.

Fruit.—Use boiling water and borax. Peach stains may be removed with boiling water, but usually an acid such as javelle water has to be used. It is very important to rinse thoroughly

the piece of linen in boiling water after applying javelle water.

Tea and Coffee.—Place the stained part over a bowl and pour on boiling water or use cold water and borax. If the material is white cotton or linen it may be boiled and placed in the sun to bleach.

Cocoa or Chocolate.—Use cold water, rubbing soap on the stain, and soak a little; then wash as usual.

Grease from Food.—Use warm soap and water.

Wheel Grease or Oil.—Use lard, applying freely to the spot and after about half an hour wash with warm water and soap.

Grass Stain.—Use the same method as described for wheel grease or oil.

Wine.—Sprinkle the stain with salt and then pour on boiling water.

Vaseline.—Wash in hot water and soap.

Scorch.—Wash in soap and water and if that does not remove the scorch stain lay the piece in the sun. If the material is burned badly the stain cannot be removed.

Mildew.—This stain or rather mould is very difficult to remove. If it is fresh and has not attacked the body of the material, it may be removed by washing in cold water and placing in the sun, or by moistening with lemon juice and salt and placing in the sun to bleach.

Paint.—If the stain is from water color paint, used so much by children, it will wash out in warm water and soap. If the paint is

oil paint and is *fresh* and *wet*, then it also can be washed out with hot water and soap, as paint brushes are washed. When the paint is dry and hard, it can be softened with lard and may be washed out with turpentine. Turpentine is dangerous to use as it is inflammable.

Wax.—Scrape off as much as possible and then absorb with a white blotting paper by laying it over the spot and then applying a hot iron. After this, the spot may be rubbed with alcohol, if any stain remains.

Ink.—If the spot is fresh and wet, it may often be washed entirely out with hot water and soap. If the stain is old, however, it may be removed by oxalic acid, which may be obtained through the employer. It is very poisonous. Lemon juice and salt will sometimes remove ink stains.

Iron Rust.—Lemon juice and salt have been used in home laundries to remove rust stains. Sprinkle salt on the rust spot, then moisten with lemon juice, and place in the sun. The stain should be kept moist. Oxalic acid may be used if the employer directs.

Perspiration.—Wash with soap and water, and if the piece stained is white lay in the sun to bleach.

Blood.—Soak in cold water and then wash in warm water and soap.

TIMING WORK

The laundress should time her work as far as possible, as this will be a great assistance

not only to herself but also to her employer when they are planning the work. The laundress should time herself to find out how long it takes to give the laundry its daily cleaning, to wash and iron a certain number of flat pieces, starched pieces, or underwear, and to do all the different items of her work. She will then know just how much time she has at her disposal and may arrange her work to the best advantage.

CLOSING HOUSE

When the house is to be closed, the laundress should arrange and wash all drawers and shelves, and everything that is of no use should be thrown away. All cleaning cloths should be washed, dried and put back in the drawer with the clean cloths. All utensils should be put away in drawers or closets, or if to be left on open shelves they should be covered.

The laundry floor should be brushed up.

All tubs should be left clean and dry.

The laundry stove should be cleaned and oiled to prevent rusting. Flat irons should be cleaned and oil or grease rubbed on them; then they should be wrapped in paper.

Everything in the laundry that is made of iron, brass, nickel or tin should be left clean and dry and then rubbed with oil or grease to prevent rusting.

Ironing sheets should be removed from the ironing table and the skirt board, washed and put away. Dust sheets should be laid over the ironing table if the padding is left on it.

Skirt boards should be covered or put away out of dust.

Soap dishes should be emptied and washed, but the contents of glass jars may be left.

Clothespins should be looked over; those that are broken should be thrown away and the good ones put away or covered. The clothes line should be brought in, if it has been left out, and scrubbed, dried and put away.

Windows should be locked, the shades drawn, and the outside laundry door locked and the key given to the employer.

LAUNDRESS-COOK

The position of laundress is frequently combined with the position of cook. The laundress-cook should understand the fundamentals of cooking and the care of the kitchen equipment. The directions for the cook will be found in a separate book in this series.

LAUNDRESS-CHAMBERMAID

In many families the position of laundress is combined with that of chambermaid.

The laundress-chambermaid should know the fundamentals of chamber work. She should also help with the dining room dishes and help with the waiting on the table when required. The directions for a chambermaid will be found in a separate book in this series.



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