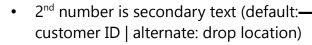# Rail Operation Quick Reference Guide

Batches (Bags)

- 1st number is primary text (default: category ID | alternate: customer ID)
- 2nd number is secondary text (default: customer ID | alternate: drop location)
- Colours are category/product type

Red	Sheets
Blue	Terries/Towels
Brown	Fitted Sheets/Pillowcases/Etc
White	Airline Products
Orange	Piping Linen/Duvet Covers
Purple	Tablecloths/Napkins
Yellow Text	Coloured Linen

Ironers/Folders

In general, the drops (#Ironer) are as follows:

1, 2	Airline Blankets
3	Terries/Towels **Only one folder; very slow**
4 ,5, 11, 12	Terries/Towels
7 (#4), 9 (#2)	Sheets (Enterprise)
8 (#3)	Table Linen, Fitted Sheets
13	[REDACTED] Duvets/Facecloths, Robes/Rugs/Etc
14 (#10)	Sheets, **Fitted Sheets, Duvet covers, Table linen**
16 (#8)	Sheets **no king size**
15 (#9), 17 (#7)	Sheets

Primary

Secondary

Safety

When manipulating a switch, buffer, or discharger

- Always be sure, before modifying, because many changes *cannot* be undone
- **Physically check the rail**, to make sure no bags are moving or stuck between points
- Make sure you can **physically see it's safe, before dropping a bag**
- Consider the delay of the rail software

Quality Control

Certain ironers have programs for certain customers, allowing proper folding. To ensure optimal quality, priorities (top to bottom) are as follows:

Customer ID	Drop (#Ironer)
17, 18, 19, 30, **31***, 32, 36, 47, 90	**9* (#2)** 7 (#4)
FPP, 9, 17, 25, 26, 28, 37, 38, 50	15 (#9) 17 (#7)

- [REDACTED] companies are [REDACTED] (or **8, 40, 41, 71**)
- Customers with many **fitted sheets/duvet covers** should be done on or beside **14 (#10)**, as linen is usually mixed (e.g. 9, 28, 38, 50, etc)
- Customers should be *together* in columns. If not, **store later customers above earlier customers** which have finished unloading