CARESHIELD PRIVACY CURTAIN PROGRAM
PRODUCTION ONE BEST WAY (1BW) - WORKING INSTRUCTION FORMS

1 CURTAIN ORDERING & ID TAPE CREATION

Process Name	Curtain Ordering & ID Tape Creation
Department/Area	Production / Plant Operations
Primary System	ABS Cloud
Key Partners	Stockroom Lead / Operations Coordinator / Garment Department
Effective Date	7/27/2026
Status	Final

PURPOSE (What this 1BW is for)

Receive the approved Sales/Service New Account Form, create and process the ABS Cloud work order, coordinate purchasing and receipt, generate one unique ID tape for every mesh and curtain, and ensure each tape is securely attached before release.

TOOLS / MATERIALS NEEDED

New Account Form • ABS Cloud • CSCURTBM66 / specific mesh • Packing slip • ID-tape printer • Layout 3 - CURTAIN POOL • New product • Attachment equipment

CORE ONE BEST WAY - STEPS

Step	WHAT to Do	WHY it Matters
1	Confirm approved quantity and requirements from the Sales/Service New Account Form.	Prevents Production from ordering against incomplete or unapproved information.
2	Create the work order in the correct plant stockroom using Reason Code 8-FWO.	Places the request in the correct plant and flat-goods process.
3	Add the product, select Code Uniquely, enter quantity, confirm Grade N - New, and save.	Creates one unique inventory identity for each new item.
4	Coordinate the weekly flat-goods order, verify receipt, issue stock, and generate ID codes.	Maintains purchasing, inventory, and label-count accuracy.
5	Print Layout 3 labels and attach one legible, unique ID tape to each mesh and curtain.	Ensures every item can be scanned, tracked, and assigned correctly.

KEY CONTROLS / NON-NEGOTIABLES

- Approved form and requested quantity must match before a work order is created.
- Use Reason Code 8-FWO, product CSCURTBM66, Grade N - New, and Code Uniquely.
- One item = one printed label = one securely attached, legible ID tape.

STOP / ESCALATE IF

- New Account Form is incomplete, unclear, or inconsistent.
- Shipment quantity, packing slip, or system receipt does not match.
- Labels are missing, unreadable, duplicated, or not securely attached.

PRIMARY HANDOFFS

- Sales/Service → Production: approved New Account Form and quantity.
- Production → Operations Coordinator / Stockroom: completed work order and order details.
- Production → Garment Department: new items and printed ID tapes for secure attachment.

2 CURTAIN PLANT PROCESSING

Process Name	Curtain Plant Processing
Department/Area	Production / Plant Operations
Primary Process	Wash - Dry - Fold - Package - Store
Key Roles	Open Pocket Washer Operator / Garment Department Manager / Garment Associate
Effective Date	7/27/2026
Status	Final

PURPOSE (What this 1BW is for)

Retrieve returned CareShield curtains, wash them in the 275 Washer, dry them completely in a stand-alone dryer, complete a controlled handoff, fold immediately, package one curtain per Felins package, and store finished inventory for future fulfillment.

TOOLS / MATERIALS NEEDED

Dirty-curtain drop-off cage • Small clean cart • 275 Washer • Approved curtain formula • Stand-alone dryer • Folding table • Felins machine • Finished-curtain storage

CORE ONE BEST WAY - STEPS

Step	WHAT to Do	WHY it Matters
1	Retrieve returned curtains from the designated cage and confirm only CareShield curtains are present.	Starts the process on time and prevents the wrong product from entering the wash flow.
2	Wash in the 275 Washer only using the approved curtain formula. Do not use the CBW.	Protects curtain fabric and barcode ID tapes.
3	Dry completely in the designated stand-alone dryer and move on a small clean cart.	Prevents moisture, mildew, wrinkles, contamination, and route-product mix-ups.
4	Hand curtains directly to the Garment Department for immediate folding and inspection.	Creates ownership and prevents clean curtains from sitting unattended.
5	Package one curtain per sealed Felins package, count, and store in the designated location.	Protects finished inventory and keeps it organized for fulfillment.

KEY CONTROLS / NON-NEGOTIABLES

- Use the 275 Washer only; do not process curtains in the CBW.
- Curtains must be 100% dry before folding, packaging, or storage.
- Package one curtain per sealed Felins package and store only in the designated location.

STOP / ESCALATE IF

- Non-CareShield items, unidentified product, or quantity issues are found.
- Washer, dryer, Felins machine, or designated storage process is unavailable.
- Curtain or barcode is wet, damaged, missing, or unreadable.

PRIMARY HANDOFFS

- Open Pocket area → Washer/Dryer: returned curtains move directly into processing.
- Open Pocket Washer Operator → Garment Department: direct handoff for immediate folding.
- Garment Department → Finished Inventory: sealed curtains stored in the designated location.

3 CURTAIN PLANT FULFILLMENT

Process Name	Curtain Plant Fulfillment
Department/Area	Production / Plant Operations
Primary System	ABS Cloud - Maintain Packing and Delivery Notes
Key Roles	Garment Production Manager / Assigned Garment Associate
Effective Date	7/27/2026
Status	Final

PURPOSE (What this 1BW is for)

Review daily CareShield Put-Ups, create and verify the ABS Cloud Delivery Note, select the correct pool curtains, scan each curtain to the customer, bundle individually wrapped curtains with one visible Delivery Note, and stage the order in the correct route cubbie.

TOOLS / MATERIALS NEEDED

Route Load List (Put-Up) • ABS Cloud • Barcode scanner • Individually wrapped pool curtains • Clear bundle wrap • Printed Delivery Note • Route cubbie

CORE ONE BEST WAY - STEPS

Step	WHAT to Do	WHY it Matters
1	Review every route Put-Up once daily before loadout papers are assigned.	Uses the Put-Up as the required trigger and prevents requests from being missed.
2	Create and verify the Delivery Note for the correct customer, route, date, product, and quantity.	Converts the Put-Up into the official fulfillment instruction.
3	Retrieve the exact number of individually wrapped pool curtains shown on the Delivery Note.	Ensures the physical order is based on the approved document.
4	Out Scan each barcode individually until Ordered = Delivered and Balance = 0.	Electronically marries every curtain to the correct customer order.
5	Bundle the curtains with one visible Delivery Note, verify customer-route-quantity, and stage in the correct cubbie.	Prevents loadout and delivery errors.

KEY CONTROLS / NON-NEGOTIABLES

- The Put-Up is the trigger to create the ABS Cloud Delivery Note.
- Ordered must equal Delivered and Balance must equal 0 before the order is finalized.
- Bundle must include one visible Delivery Note and pass a final customer-route-quantity check.

STOP / ESCALATE IF

- Put-Up or Delivery Note is missing, unclear, incorrect, or inconsistent.
- Barcode will not scan, Delivered does not increase, or Balance is not 0.
- Curtains are short, damaged, unlabeled, unverified, or staged in the wrong cubbie.

PRIMARY HANDOFFS

- Put-Up / Route Load List → ABS Cloud: create the Delivery Note for fulfillment.
- Finished-curtain storage → Garment Associate: select exact wrapped quantity shown on the Delivery Note.
- Bundled order → Route cubbie: stage the verified order for loadout.