

Picture Process Maps (PPM) and Guidelines

Cloth



Cloth Process: Floor Work

Revised December 2022

All processors are required to do a minimum one hour of floor work at the beginning of every shift. The required floor work process for cloth processors is as follows:

1. Pull cloth items with color tag of the week from sales floor.
 - Organize and face each section; look for items that are out of place (i.e., wrong size, color, department/section).
 - Remove pulled items from hanger.
 - Place pulled items in shopping cart. Hang go back items on lower bar of Z rack. Pull empty hangers and place on top bar of Z rack.
 - Face garments as you go. If you find items out of place, put on end of the Z rack and reroute at end of floor work assignment.
 - Wipe down and dust H rack from top to bottom as you complete each 5-foot section. When finished, repeat step using wax paper.
 - Evaluate pulled merchandise for Halloween and back stock. Use box to backstock and place in appropriate seasonal gaylord.
2. Leave the last 15 minutes for go backs. Return all go back items to the proper area of the sales floor before returning to the production area. **Items that do not have tags must be re-printed and rolled back to the appropriate area of the sales floor along with all go backs.**
3. When shopping cart is full, empty and place merchandise into pull gaylord. Make sure gaylords do not have product overflowing.

Note: A manager will check floorwork and pulls prior to the end of the floorwork process.

Average time per 5-foot section: 8 minutes

Required Supplies

- Z rack
- Shopping cart
- Color chart
- Cleaning towel
- Spray bottle
- Wax paper
- Cardboard box for seasonal items



Note: Please see store management for replacement signage, labels, and size rings.

Cloth process consists of sorting, hanging, pricing, tagging, and rolling.

1. Sorter brings one “unit” (bag or box) of clothing to sorting table. Safely fill the table.

- Work one unit at a time. After unit is processed, start working next unit. If bag or box is large or heavy, ask for helping lifting and place on floor or table.

When unit (bag or box) is empty, place in appropriate location to prepare for recycling or compactor.

2. Sorter removes non-clothing items and places them in an appropriate sort container so product can be rerouted. (See clothing station layout.)

- Sort container categories include Linens, Shoes, Books, Miscel, and Electrical. Place jewelry and found money in the designated plastic tub on top of the workstation. A manager should collect jewelry and found money daily.

3. Sorter selects good “sellable” clothing and places in one of two piles: tops or bottoms.

- Place non-sellable items in the as-is gaylord next to the workstation.
- Once a pile has been created, move the pile towards the Hanger and start another pile.

**When the raw gaylord is empty, remove the gaylord label, place label on the workstation, and keep until the end of the shift and provide to store management. If no label exists, inform a manager.*

4. Hanger places items on hangers.

- Place a small number of hangers near the pile of tops or bottoms.
- Hang one item at a time. With back of item facing you; place on one of three z-racks: men’s, women’s, or children’s. Leave approximately one hanger (lengthwise) of space on rack for easier pricing.
- Inspect items while hanging. Button top button of shirt and zip pants. Place non-sellable items in as-is gaylord.
- Use foam grabbers on hangers as needed.

In order to resell uniforms, a GCNA site must do the following:

- Remove all names, rankings, and metals from the clothing
- Stores can also hold uniforms for Halloween

Note: If the required items cannot be removed, they cannot be resold and must be placed in ASIS.

Cloth Process, Cont.

5. Grader uses ROBarT (computer label station) to print merchandise tags.

- Place z-rack front to back at an angle next to the ROBarT.
- Enter items front to back into the computer by category and size. Look for size on garment tag. If size is not visible, use tape measure and reference sizing chart. Price seasonal items as they come.
- Place poor quality items into as-is trashcan located by the ROBarT.
- When finished, transport finished z-rack with the loose tags to the staging area.
- Better Quality should be placed on a separate rack and priced by the end of shift.

6. Team member tags items that are on z-racks.

- Start at the front of the rack with the clothes facing towards you. Confirm the size/category of the tag matches the garment. Continue to verify the tags every five to ten items.
- Use a swift-tach tool to tag items on the z-rack.
 - Tag bottoms on the top right side of the waistband.
 - Tag tops on the center of the garment tag or neck/collar.
 - Tag blouses/dresses on clip hangers on the center of the garment tag or neck/collar.
 - Tag seasonal items and then place into back stock.

7. Team member rolls out to sales floor. All product must be rolled by end of shift.

Note: Do not organize the rack before rolling. Roll by size and take the rack with you when rolling.

8. Turn in all gaylord tags and unused price tags/labels store management at end of day.

9. At end of day, RMP is responsible for cleaning and restocking workstation. For supplies, see manager.

Expectations

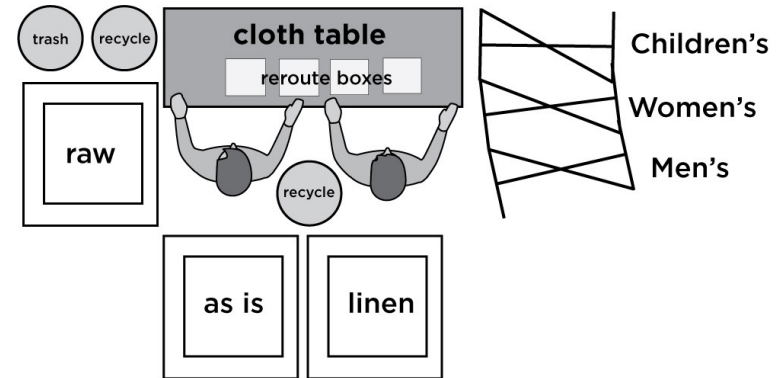
- Sorting – 30 minutes per gaylord
- Hanging – 600 pieces per hour
- Pricing (ROBarT) – 10 minutes per rack
- Tagging – 8 minutes per rack
- Rolling – 15 minutes per rack



**Do not leave the workstation to ask for a price. If unsure of what to price an item, place in a designated area and ask store management later for assistance.*

Required Tools and Materials

- Gaylords:** As-is (1), Raw (1), and Linens (1)
- Trash Cans:** Recycle (2), Trash (1)
- Cardboard boxes for reroutes (4)
- Swift-tach gun (3)
- Hangers (tops and bottom)
- Z-rack (3)
- Tape measure (1) **and** 1 pair of scissors
- Swift-tach ½" fasteners (also known as bullets)
- Fatigue mat (1 for each workstation; including ROBarT)
- Foam grabbers (1 roll)
- Plastic tubs for jewelry and found money (2)



How items are sized

Ladies – By Numbers (*0- 00, 1-2, 3-4, 5-6, 7-8, 9-10, 11-12,13-14,15-16, 18, 20, 22, OTHER): Pants, dresses, 2-pc, skirts, shorts, jeans, jumpers, and rompers

*Items that are size 0 or 00 should be sized as 1-2

Ladies – By Letters (XS, S, M, L, XL, **XXL, OTHER): All blouses, tops, sweaters, active wear, vests, blazers, coats, and jackets

Items that are size XXL or above, or have a number **and a letter (i.e., 2XL) should be sized as OTHER

Women's No Sizes: Pajamas, underwear, bras, swimwear, maternity, and uniforms

Men's – By Numbers (28, 30, 32, 34, 36, 38, 40, 42, OTHER): Pants, jeans, and shorts

Men's – By Letter (S, M, L, XL, OTHER): All shirts, sweaters, swimwear, coats, jackets, pants, ***sportswear, and ***suits

Men's No Sizes: Underwear, nightwear, robes, suits, and uniforms

Children's and Infants: Newborn thru 4T is sized as Infants, 5T and above are sized as Children's

Cloth: Sizing Guidelines

Revised December 2022

Women's Sizing Chart						
	XS	S	M	L	XL	XXL
Waist	24 - 25"	26 - 27"	28 - 30"	31 - 33"	34 - 36"	37 - 39"
Numbers	0 1-2	3-4 5-6	7-8 9-10	11-12 13-14	15-16 17-18	19-20 22-24

Men's Sizing Chart						
	XS	S	M	L	XL	XXL
Waist	26 - 28"	29 - 31"	32 - 34"	35 - 37"	38 - 40"	41 - 43"

Chico's Sizing Chart				
Chico's Sizes	US Conventional Sizes	Chest	Waist	Hip
000	XS/0	31 ½" - 32 ½"	26" - 27"	34 ½" - 35 ½"
00	XS/2	32 ½" - 33 ½"	27" - 28"	35 ½" - 36 ½"
0	S/4	33 ½" - 34 ½"	28" - 29"	36 ½" - 37 ½"
0.5	S/6	34 ½" - 35 ½"	29" - 30"	38 ½" - 39 ½"
1	M/8	36 ½" - 37 ½"	31" - 32"	39 ½" - 40 ½"
1.5	M/10	37 ½" - 38 ½"	32" - 33"	40 ½" - 41 ½"
2	L/12	39" - 40"	33 ½" - 34 ½"	42" - 43"
2.5	L/14	40 ½" - 41 ½"	35" - 36"	43 ½" - 44 ½"
3	XL/16	42" - 43"	37" - 38"	45" - 46"
3.5	XL/18	44" - 45"	39 ½" - 40 ½"	47" - 48"
4	XXL/20	46" - 47"	41 ½" - 42 ½"	49" - 50"
4	XXL/22	48" - 49"	43 ½" - 44 ½"	51" - 52"

TORRID Sizing Chart		
TORRID Sizes	Conventional Sizes	
0	M/L	10
0	L	12
1	1X	14 16
2	2X	18 20
3	3X	22 24
4	4X	26
5	5X	28
6	6X	30



Cloth: Tagging Guidelines

Revised December 2022

Picture	Item	Tag or Label
	Bottoms	Tag right side of waist band
 	Bras Sports bra	Hang bra upside down, attach tag to right side Top hanger, tag in center
 	Swimsuits	Two piece <ul style="list-style-type: none"> • Hang bra upside down, attach tag to right side of swimsuit top • For swimsuit bottoms, attach tag to right side of waist band One Piece <ul style="list-style-type: none"> • Tag center back of swimsuit
	Tops	Tag center of garment, if possible Otherwise, attach tag on thickest part of collar without damaging item
 	2-piece sets	Two piece <ul style="list-style-type: none"> • Tag center of garment, if possible (same as a top) • For pants, tag right side of waist band