






JOB BREAKDOWN SHEET

Description:	Folding a t-shirt
Parts:	Flat table/surface
Tools and Materials:	One t-shirt (preferably laundered)

Important Step (What) A logical segment of the operation when something happens to advance the work	Key Points (How) Anything in a step that might: 1. Make or break the job 2. Injure the worker 3. Make the work easier	Reasons (Why) Reasons for the key points	Photos and Visual Diagrams
1. Lay Flat	<ul style="list-style-type: none"> facing up, top to the right 	<ul style="list-style-type: none"> consistent starting point 	
2. Pinch top	<ul style="list-style-type: none"> right hand, halfway between collar and seam through both layers left hand, create vertical crease 	<ul style="list-style-type: none"> proper alignment holds shirt together visual aid 	
3. Pinch middle	<ul style="list-style-type: none"> left hand, halfway down vertical crease 	<ul style="list-style-type: none"> proper alignment 	
4. Pinch bottom	<ul style="list-style-type: none"> right hand over left hand, bottom of vertical crease 	<ul style="list-style-type: none"> proper alignment 	



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<p>5. Uncross hands</p>	<ul style="list-style-type: none">• holding pinches, shake out	<ul style="list-style-type: none">• removes wrinkles	
<p>6. Flop and fold</p>	<ul style="list-style-type: none">• face down• over exposed sleeve	<ul style="list-style-type: none">• exposes final fold• completes fold	