

FRUHAUF UNIFORMS INC. CARE AND CLEANING

PART I

PROLOGUE

This booklet was prepared for band directors, band parents, uniform managers, or whoever is responsible for the care and cleaning of the garments supplied to your organization by **Fruhauf Uniforms, Incorporated**. Please take the time to read the booklet completely so that you may thoroughly understand the care required by your new uniforms.

You have made a major investment when you purchased your new uniforms, and now we want to work with you to make sure that you maximize the life and usefulness of your new garments. Proper care and cleaning are a necessity - failure to provide either will greatly diminish the service you attain from your uniforms.

We have written this booklet using our expertise and calling on the expertise of individuals involved in the dry cleaning industry. The technical information pertaining to dry cleaning found in the booklet was gleaned from "**Adco's General Dry cleaning Guide**" published by **Adco Research Department of Adco Incorporated**, located in Sedalia, Missouri. We are grateful to them for allowing us to include excerpts from their guide in this presentation.

The booklet is broken into two sections - Part I deals with the responsibilities of the various parties involved along with helpful suggestions regarding alterations, storage, transporting the garments and the proper way to wear them. Part II is more technical in nature and presents the proper cleaning methodology to your dry cleaner. You must present your cleaner with a copy of this booklet and have them return the last page to you.

The last page is to be signed by the cleaner indicating they have read, understand and will abide by the guidelines outlined in the booklet. **Failure to have the form signed and returned to you could jeopardize any warranty expressed or implied by Fruhauf Uniforms Incorporated or its representatives.**

If you should have any questions after reading the booklet, please contact **Fruhauf Uniforms** at 1-800-858-8050 (316-263-7500 in Kansas).

Thank you again for selecting **Fruhauf Uniforms** as the manufacturer of your band uniforms. We look forward to meeting all of your needs regarding uniforms for years to come.

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STATEMENT OF RESPONSIBILITIES

To insure a long life for your new uniforms, everyone must assume a certain degree of responsibility. The "everyone" referred to in the preceding statement is the manufacturer, the organization the garments are produced for, and the individual that wears the garment. If any of the three fail to meet their obligations, the life of the garment will be shortened.

What exactly are these responsibilities and obligations? In the following section we try to identify what must be accomplished within each group:

Responsibilities of the manufacturer

1. To supply our customer with uniforms styled to their particular design request and meeting or exceeding the requirements of their written construction specifications.
2. To utilize components of the highest quality from reputable and respected suppliers in the manufacture of the uniforms.
3. To make every effort to insure the compatibility of component parts to adequately perform under *reasonable end use exposure* and *proper professional dry cleaning*. Because of the potentially serious detrimental effects of water on these dry *clean only* garments, exposure to rain or penetrating moisture **can not** be considered reasonable end use exposure.

Responsibility of the purchasing organization

1. To acquire adequate insurance coverage against loss, theft, or damage of your new equipment upon its delivery to you.
2. To insure that the care recommendations contained herein are effectively communicated to each garment wearer.
3. To evaluate prospective dry-cleaning establishments and select one that is reputable, experienced in cleaning items with a potential for staining, and that will comply with the recommendations for dry cleaning as described in detail in Part II of this booklet.
4. To insure that the selected dry cleaner has carefully reviewed and is committed to following the suggestions and guidelines for proper professional dry cleaning as described in Part II of this booklet. This assurance is to be confirmed by the dry cleaner signing and dating the last page of Part II of this booklet.
5. A trial garment must be dry cleaned and evaluated before committal of any other uniforms in order to examine conformance to

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recommendations and appearance after cleaning. This must be done prior to every dry cleaning of the band's uniforms.

6. To make random checks in order to confirm:
 - A. The continued compliance of the the dry cleaner with the recommendations found in Part II of this booklet.
 - B. The continued compliance of the individual wearing the garment to all care recommendations.

Responsibility of the individual wearing the garment

1. To be aware of all user care responsibilities contained in this booklet.
2. To comply with the following care recommendations by category:

A. Proper professional dry cleaning only

1. The following items - along with any other item marked "**Professionally dry clean only**" - are to be dry cleaned and **not** washed: coats, jackets, shirts, overlays, trousers, shorts, skirts, capes, breast plates, cummerbunds, drops, sleeve drapes, ascots, etc.
2. Never wet, wash or rinse any of the items marked or listed as "**Professionally dry clean only**".
3. Never attempt to hand clean in any manner.
4. Never put a uniform that has just been worn directly in a closed garment bag. The moisture from perspiration can cause serious damage.
5. To minimize the damage to a "**Professionally dry clean only**" garment that has been wet:
 - a. Hang the garment separately and allow to air dry in an open, well ventilated environment at room temperature until the garment is completely dry. Depending on temperature and humidity this could take from 24-72 hours.
 - b. After complete air drying, promptly have the garment **professionally dry cleaned** and pressed.
 - c. Never heat a wet uniform or accessory in any manner - including tumble drying, ironing, blow drying, pressing, or hanging near a stove or other heat source.
 - d. Never store any uniform item that is wet. Never return any wet uniform item to its bag or case. Proceed immediately with steps a, b, and c listed above.
 - e. Never let any wet garment come in contact with other garments. Contact of a wet garment with a wet garment can result in dye migrating from the wet garment to the dry garment.

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6. Do not allow the uniform to come in contact with:
 - a. Anistats
 - b. Water/oil proofer
 - c. Spot cleaning chemicals
 - d. Other topical chemicals such as bleaches, spray deodorants, perfumes, brighteners, facial make-up, etc.
7. Examine the garment after each use and prior to each regular dry cleaning for soiling, stains, etc.
8. Stained garments should be taken as soon as possible to the professional dry cleaner selected by the purchasing organization. At the time of delivery, the location and type of stain must be communicated to the dry cleaner.
9. If the garment is subjected to a mud stain, do not try to remove the mud while it is still wet. This will only assist in setting the stain. Wait until the mud is thoroughly dry, then lightly scrape off the excess mud, take the garment to the dry cleaner and bring the stain to the attention of the dry cleaning professional.
10. Never store a stained garment. Time tends to set stains.
11. Garments should be dry cleaned a *minimum* of four times per year and *always* prior to storage between seasons.
12. Garments should be examined carefully, at the dry cleaners or immediately upon receipt, to determine whether or not the identified stains and soils have been satisfactorily removed or if any staining, bleeding, or wrinkling has occurred during dry cleaning or pressing. ***Immediately point out any problems to the dry cleaner.***
13. Do not hand press the garments. The garments are to be professionally pressed only.

B. Hand washing and/or soaking

1. To include detachable shako fur covers, gloves, citation cords, dickeys and jabots.
2. Hand soak in a mild detergent (eg. Woolite II) and water solution. Handle gently, do not squeeze, wring or scrub. Rinse carefully but thoroughly (many times) in clear water. Any detergent not removed from the items could interact with perspiration and loosen dye in any item they come in contact with when the garment is worn. Allow to air dry on a clean towel.

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3. Do not machine wash or apply heat to dry.

C. Hand cleaning with rubbing alcohol

1. To include vinyl tops of shakos, vinyl spats and vinyl gauntlets.
2. Clean with a soft rag and rubbing alcohol. Do not rub, but wipe clean - *in one direction* - turning the cloth frequently. Excess rubbing will force dirt into the pores of the vinyl making the soil or stain worse.

D. Machine wash

1. To include detachable collar liners for hard collar coats only.
2. Machine wash after each use with a mild detergent and rinse thoroughly. Tumble dry at low to medium heat or air dry on a clean towel.
3. If there are any specific questions about care and maintenance of any part of your *Fruhauf* Uniform, please call us at **1-800-858-8050 prior to cleaning.**

GARMENTS MADE OF SEQUIN OR CONTAINING

SEQUIN TRIM

Many organizations have elected to have garments and/or accessory items made entirely of sequin material or with sequin trim. Even though the material is very effective visually, the durability of the cloth or trim cannot be guaranteed in any way by *Fruhauf Uniforms Incorporated*. The material is inherently delicate and was not designed to withstand any abuse or neglect. The purchasing organization must understand at the time of purchase that once the uniforms are delivered, *Fruhauf Uniforms* assumes no responsibility for the durability or performance of any item made of sequins, and we assume no responsibility for the durability or performance of any sequin used as a trim application.

Even with that understanding many schools and organizations will still elect to use sequins. To that end we supply the following information as provided us by the manufacturers of the sequin material we utilize when constructing a sequin garment.

USE A PROFESSIONAL DRY CLEANER ONLY

Instruct cleaner to use short cycles - 5 minutes.

Instruct cleaner to use pure perchlorethylene only.

Instruct cleaner to use maximum 120o F. in dry cleaning process.

Instruct cleaner to use maximum 120o F. when drying.

Instruct cleaner not to press or steam garment.

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Do NOT allow perfume, deodorant, hair spray or alcoholic beverages to come into contact with sequins. If garment should become dampened by perspiration or water:

1. Do NOT place garment in an airtight container or plastic bag.
2. Dry garment in air. Do NOT use heat.
3. Be certain garment is dry before dry cleaning.

We strongly recommend that you take any sequin item to your dry cleaner and follow their recommendation for the proper care of the garment. There is disagreement among sequin suppliers as to the proper method for cleaning and for the latest information your dry cleaning specialist would be your best resource.

ALTERATIONS

Poor fitting garments destroy the "look" that you want to attain with your uniforms. Garments must fit properly to give you the desired appearance AND to increase their useful life to your organization. Alterations must be accomplished correctly or they will reduce the life of your garments.

In an ideal situation, you will have all of your garments altered by one person. The person that will do the alterations should instruct you how they want the needed alterations recorded and indicated on the garment. If this person could actually see the student's in the garments, they could alert you to impossible situations that would require the assigning of another suit to the student.

Alterations should be limited to adjustment of sleeve and pant length only. Other alterations should not be undertaken until all other avenues are exhausted. **No material should ever be cut from the garment.** To decrease sleeve and pant lengths, the material should only be folded and never cut off. The next student that wears that uniform may very well need the extra length - and you cannot reproduce fabric once you have eliminated it.

Do not try to accomplish alterations with adhesives or "press on" substances. These materials are not designed to withstand the punishment that the garments will encounter over several years of use. The use of such materials could result in damage to your garments.

WEARING THE UNIFORMS

The following are "helpful hints" for the proper wearing of your garment. Uniforms and how they are worn say a lot about the attitude of the organization. Properly worn garments exude a sense of pride and accomplishment.

Uniform trousers must be worn with suspenders to insure a consistent degree of shoe or spat to show on all band members at all times. This also alleviates looseness in the crotch area and seam splitting in the seat.

"High-rise" trousers supplied with short coats **MUST** be worn with

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suspenders. The top of the waistband must be above the natural waistline. You can define the natural waist by locating the "belly button". Regular rise trousers will extend approximately 2" above the waist, and high-rise trousers will extend 3"-5" depending on the model of the trouser. If your trousers are equipped with side adjuster zippers, the zipper track should be at the waist line. "Bibber" trousers are to be worn with the top of the trouser across the chest with attention given to the placement of the crotch of the trouser. If any trouser is not worn in the proper fashion, the crotch of the trouser will be too low (between the wearers crotch and knee) and the result will be a sloppy fit and torn seat seams.

Care should be taken to make sure that the coat is the proper length for the student. Short-waisted coats should extend approximately 2" below the natural waist. Long coats should be fit so that the waist suppression is at the waist. Too many times, care is taken to find the proper chest size but little attention is paid to length. If you have a short-waisted coat and your trousers have side adjuster zippers, the coat should extend 2" below the track of the zipper when the student is standing at rest.

Most shako hats have an adjustable scalloped headrest sack/band. A drawstring in the top regulates the depth of the head in the shako. The drawstring should be tied loosely so that the shako will be worn low at ear-top and eyebrow level. The chin strap should be worn loosely under the chin to eliminate discomfort and undue strain to the strap and buttons. Before removing or wearing the shako the wearer should unbuckle the chin strap completely and then re-buckle the strap once the shako is in place - ***failure to unbuckle the strap before putting the shako on could damage the shako buttons.***

The feather plumes used in the headgear are delicate, being made from bird feathers. These feathers are not colorfast and will fade with long exposure to the sun, and any exposure to rain will result in the color running onto your head gear. **Plumes should not be worn if rain is a possibility.** It is recommended that the plumes be stored and carried to each performance in a tote designed for that specific purpose. A little abuse will destroy plumes in a very short period of time.

STORING THE UNIFORMS

The preferred method of storing uniforms is at the school - ALL of the time. The garments would be checked out to the students immediately prior to each performance, and returned to the storage area immediately after the performance. That allows the organization the ability to control cleaning and alterations while monitoring the condition of the garments after each use. Students, or parent volunteers, can be utilized to serve as "uniform specialists" that will take care of all of the details involved in such an undertaking.

Space should be available in the school for the hanging of the garments in a well-ventilated area. The room should contain enough hanging space so that coats are hung at least 3" apart. This would allow for proper ventilation and

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prevent any damage to the collars. The ideal situation allows for each hanger to have its own hook or ring suspended from a rod in such a way that won't allow the hook or ring from moving. This will prevent the garments from sliding down the rod and smashing the collars.

When hanging the garments in the storage area, heavy capes, overlays, and breastplates should be hung separately from the coats. Hangers are not designed to carry the burden of the extra weight created by hanging all of the items on one hanger.

Adequate shelving for the storage of shakos in their carrying cases should also be provided. Provisions must also be made for the storage of the various accessory items - gloves, spats, suspenders, garment bags, plumes, etc.

The garments should not be stored in the garment bags. The bags are designed for covering the garment during transportation. If the garments contain any moisture and then are stored in a closed bag, mildew can appear and the garments can be permanently damaged.

When storing the garments for long periods of time, cover the uniforms AND the racks with 100% white cotton sheets. The sheet will allow for air transfer while keeping dust and dirt off of the garments.

TRANSPORTING THE UNIFORMS

Any time a garment is not in the storage area it should be on a student or in a garment bag. Any part of the garment not being worn should be properly hung or stored.

Many times students don't realize that a good coat hanger has a front and a back. The "bow" of the hanger simulates the shoulder area across the back of a body. If the garment is hung backwards on the hanger damage to the coat canvas and shoulder pads could occur - as well as the garment becoming misshaped.

Any time trousers are carried on a hanger, the pant "lock-bar" on the trouser should be used. The purpose of the bar is to secure the trouser to the hanger.

If the students take the uniforms off for travel after the performance, hang them in the garment bags but DO NOT close the bags. Simply slip the garment in the bag for transportation, and once you have returned to the storage area, immediately remove the bag and hang the garment in your well-ventilated storage area.

DO NOT allow the students to carry shoes in the bottom of the garment bags. Bags that have a separate shoe pouch on the back are fine, but simply throwing the shoes in a bag not designed for that purpose destroys the bag and gets the uniforms dirty. The same rule apply to shako boxes. Do not allow the students to carry any item in the box that will destroy or damage the box and/or shako.

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SELECTING A DRY CLEANER

Care must be taken to evaluate the dry cleaner that you use for the care of your garments. Preferably all of your garments will be cleaned at the same time and at one cleaner. Such an approach will allow you to control the process while attaining the best pricing for the services. It will also allow the cleaner to prepare for the job and provide you better service.

Every effort must be made to have the uniforms remain at the school at all times. If you do not store the garments at school and are forced to let the students keep the suits at home, you must let the students know the name and location of the approved dry cleaner. Improper cleaning methods cause more problems pertaining to garment life and appearance than any other one item.

The garments that you have purchased probably have more trim than any one item in your closet at home. The combinations of different trims, braids and buttons requires a great deal of care during the dry cleaning process and this task should not be assigned randomly to anyone that proclaims they are a cleaner.

Part II of this booklet cites in detail the various procedures and practices that should be taken by the cleaning establishment you select. ***It is recommended that you read Part II and then give a copy of Part II to any cleaner that you are considering using.*** Once the cleaner has had the opportunity to review the information, they will be able to inform you as to their particular cleaning methods and the costs involved to follow the guidelines in Part II.

Special attention should be given to the type of "pressing" equipment used by the cleaner. ***Use of an "adjusta form" or "susie" is an unacceptable method of pressing and if your garments are subjected to such a procedure your warranty is void.*** All garments must be properly pressed after cleaning. Proper pressing will also help remove any excess moisture found in the uniforms after cleaning.

After you have selected a cleaner, **THEY MUST SIGN** the last page of Part II showing their agreement to adhere to the practices discussed in Part II. ***Any variance from these practices on the part of the cleaner will void any warranty expressed or implied by Fruhauf Uniforms or its representatives, and the responsibility for repair and/or replacement of damaged garments is transferred to the cleaner.***

You will also want to discuss with the cleaner the way they want the uniforms prepared before they are to be cleaned - separating of the coat from the pants, removal of citation cords, etc. You must also outline with the cleaner how you expect the garments to be returned - on your hangers, coat and pants matched on the same hanger by number, in plastic cleaning bags, etc.

When you are visiting with the cleaners you will need to have an idea of how often the garments will be cleaned, and how long you can give the cleaners to complete the job. Thorough discussion of all of the details PRIOR to the actual work being done will prevent a lot of headaches and disappointment.