

---

# *International Domestic Placement Group*

[www.DomesticPlacementGroup.com](http://www.DomesticPlacementGroup.com)

## CARING FOR YOUR EMPLOYER'S CLOTHES

### Organizing

One of the most important functions as a Butler is caring for your employer's clothes. Your employer will most likely have a very extensive wardrobe for business and pleasure. All clothing should be insured.

Start with organizing the wardrobes and closets, segregate winter and summer clothes, business and sports attire, evening wear etc. Use lavender, bay leaves or a pot pourri to guard against moths.

File clothes by color, hang suits; jackets, overcoats and raincoats all facing the way, any item that needs attention face the opposite way. Likewise for shirts if your employer likes them hung rather than folded.

-If storing winter clothes in summer and vice versa, have everything washed and cleaned before putting away. This should include any sports clothes not being used.

### Jackets

-After every wear, empty the pockets of all jackets, raincoats, overcoats etc. Check for stains, missing buttons, wear and tear, brush thoroughly before putting away. Always air a Dinner Jacket after use to remove any cigarette odor.

-If the lapels of a jacket are creased, reverse roll them for 2-3 days.

### Trousers

Empty pockets and brush thoroughly after every wear, check for stains, missing buttons, broken zips etc.

-There are three ways of hanging trousers, one is by the cuffs, the second is the conventional way, across the bar (but not at the knee) and the third is by putting one leg over the bar by **about 9"** and then bringing the other leg up and over.

Your employer may have an electric trouser press, these are very good but the trousers must be placed in them with care. If it's necessary to press trousers yourself, use a damp cloth (or brown paper) to keep the material from becoming shiny. Alternatively send the trousers to a good valet service to be pressed only.

**AVOID DRYCLEANING!!**