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| Study Materials  *This must be completed before other training in this section is started*  Set up includes a computer or tablet that has internet access. Ability to print from the training materials | * *Study Furniture Padding & Prep Skills located at* [*http://kmsprocedure.weebly.com/cm1-trng-1d-furn-padprep-skills.html*](http://kmsprocedure.weebly.com/cm1-trng-1d-furn-padprep-skills.html) * *Print and Pass Furniture Pad/Prep Skills http://kmsprocedure.weebly.com/cm1-furn-padprep-test.html* | *Check off and initial as completed* | *Trainer Notes* |
| Assembly & Disassembly  Set up - a pad station as described below; parts supplies (1.5 carton; partial roll of paper; zip lock baggies; parts bag; tape; black marker); a dresser with mirror attached; a bed frame attached to headboard; | Train on the following and have them practice:   * Dis-assemble dresser mirror. Label parts using white paper & discuss options for parts including top right drawer placement, parts bag, attaching to item, or parts box. * Dis-assemble a bed. Label hardware parts using a zip lock bag. Tape and label frame. Discuss options for parts placement. | *Check off and initial as completed*  **1 2**      **1 2** | ***Trainer Notes*** |

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| Small Furniture Prep  Set up includes the following: end table; a variety of 5 small pieces of furniture (mag rack, vacuum cleaner, quilt rack, etc.); piano bench; flat bookshelf pieces (5); folding chair. Do your best to supplement items that aren’t available in our storage area. | Train on the following and have them practice:   * Set up a pad station in the warehouse including 6 standard furniture pads; 6 skins, 6 sm/med/large rubber bands, and roll of tape   Train on padding the following items using the ‘Diaper Method’   * Pad wrap an end table or similar sized item using a rubber band * Pad wrap a small furniture item such as a magazine rack or similar sized item not using a rubber band. * Pad wrap a piano bench with legs attached. Train on how to avoid legs becoming damaged by using tape. * Pad wrap a piano bench removing the legs and wrapping legs separately * Pad wrap shelf pieces using ‘burrito method’ * Pad wrap folding chair using a skin and rubber band * Pad wrap an end table using the ‘draping method’ and use rubber band to secure it | *Check off and initial as completed*          **1 2 3 4 5**  **1 2 3 4 5**  **1 2 3 4 5**    **1 2**  **1 2 3**  **1 2 3 4 5**  **1 2 3** | *Trainer Notes* |
| Long Items  Set up – floor lamp and bed rails | Train on the following and have them practice:   * Pad wrap a floor lamp using tape * Pad wrap a floor lamp using a rubber band to tie off at the center * Pad wrap bed rails using tape * Pad wrap bed rails using rubber band to tie off at the center | *Check off and initial as completed*  **1 2 3**  **1 2 3**      **1 2 3**  **1 2 3** | *Trainer Notes* |
| Bookcases,  Set up – 6 ft book case, 4 ft. book case. If we don’t have the exact item do your best to find a similar sized item. | Train on the following and have them practice:   * Solo pad wrap a 4 ft. bookcase using one pad with rubber bands on top and bottom * Solo pad wrap a 6 ft. bookcase using a 2 pads with a cap on top and a pad wrapped around the item. Use at least 2 rubber bands. | *Check off and initial as completed*  **1 2 3 4 5**  **1 2 3 4 5** | *Trainer Notes* |
| Wardrobe or Ent. Center  Set up – large wardrobe or Entertainment Center. If we do not have one available for training bypass this section. | Train on the following and have them practice:   * Team pad wrap a wardrobe or Ent. Center cap on top and a pad wrapped around the item. Use 2-3 rubber bands. | *Check off and initial as completed*  **1 2 3** | *Trainer Notes* |
| Dressers, Chest of Drawers, Desks  Set up – dresser, chest of drawers, and desk (if available) | Train on the following and have them practice:   * Solo pad wrap a chest of drawers using 2 rubber bands * Solo pad wrap a dresser using 2 pads and 2 rubber bands * Solo pad wrap a desk (if available) | *Check off and initial as completed*  **1 2 3 4 5**  **1 2 3 4 5**    **1 2 3 4 5** | *Trainer Notes* |