



Hotel Laundry Operations & Linen Quality Control Checklist 2026

Pre-Shift Setup & Equipment Inspection

Verify that all washing machines, dryers, and ironers are functioning correctly and that all necessary cleaning agents and chemicals are properly stocked.

Inspection Date

Enter date...

Shift Start Time

Enter time...

Was Washing Machine Functionality Verified?

☐ Yes

☐ No

Was Dryer Temperature Calibration Checked?

☐ Yes

☐ No

Chemical Supplies Inventory Status

- ☐ Detergent
- ☐ Bleach/Disinfectant
- ☐ Fabric Softener
- ☐ Stain Remover

Equipment Maintenance Notes/Issues Found

Write something...

Supervisor Verification

Incoming Linen Sorting & Sorting Protocol

Standardized procedures for separating soiled linen by type, fabric, and level of staining to prevent cross-contamination and fabric damage.

Sorting Date

Enter date...

Linen Category

- ☐ Bed Linens (Sheets, Pillowcases)
- ☐ Bath Linens (Towels, Mats)
- ☐ F&B Linens (Tablecloths, Napkins)
- ☐ Staff Uniforms

Total Weight/Count of Soiled Items Received

Enter a number...

Pre-Wash Condition Assessment

- ☐ Heavy Staining Detected
- ☐ Visible Tears/Rips
- ☐ Biological Contaminants Present
- ☐ High Organic Matter
- ☐ Normal Wear

Sorting Discrepancies or Notes

Write something...

Supervisor Verification

Washing & Sanitization Standards

Monitoring of water temperature, detergent dosage, and cycle duration to ensure complete disinfection and removal of organic matter.

Wash Cycle Date

Enter date...

Cycle Completion Time

Enter time...

Water Temperature (°C/°F)

Enter a number...

Detergent Type Used

- ☐ Standard Detergent
- ☐ Bleach/Disinfectant
- ☐ Fabric Softener
- ☐ Stain Remover

Sanitization Checkpoints Verified

- ☐ Correct Chemical Dosage
- ☐ Correct Cycle Duration
- ☐ Rinse Cycle Completion
- ☐ Linen Residue Check

Sanitization Notes & Observations

Write something...

Laundry Supervisor Verification

Drying & Ironing Quality Control

Inspection of linens for residual moisture, wrinkles, or heat damage during the drying and pressing stages.

Inspection Date

Enter date...

Inspection Time

Enter time...

Items Inspected

- ☐ Bed Sheets
- ☐ Bath Towels
- ☐ Hand Towels
- ☐ Face Cloths
- ☐ Duvet Covers
- ☐ Pillowcases

Dryness Level Verification

- ☐ Completely Dry
- ☐ Slightly Damp
- ☐ Failed - Requires Re-drying

Ironing/Pressing Quality

- ☐ Smooth & Wrinkle-Free
- ☐ Minor Wrinkles Detected
- ☐ Failed - Requires Re-pressing

Discrepancies or Heat Damage Notes

Write something...

Supervisor Verification

Linen Damage & Discard Log

Identification and recording of torn, stained, or threadbare linens that no longer meet hotel luxury standards and must be removed from circulation.

Inspection Date

Type of Linen Damaged

- ☐ Bed Sheets
- ☐ Bath Towels
- ☐ Hand Towels
- ☐ Pillowcases
- ☐ Bath Mats
- ☐ Duvet Covers
- ☐ Staff Uniforms

Type of Damage Detected

- ☐ Stains (Chemical/Organic)
- ☐ Tears or Holes
- ☐ Fraying Edges
- ☐ Discoloration/Yellowing
- ☐ Burn Marks

Quantity of Items Discarded

Damage Details & Root Cause Analysis

Write something...

Photo Evidence of Damage

 Upload File

Laundry Supervisor Approval

Folding & Uniformity Standards

Verification that all towels, sheets, and pillowcases are folded according to brand standards and are uniform in size and presentation.

Linen Type Inspected

- ☐ Bath Towels
- ☐ Hand Towels
- ☐ Bath Mats
- ☐ Bed Sheets
- ☐ Duvet Covers
- ☐ Pillowcases

Uniformity Checkpoints Met

- ☐ Edges are straight and aligned
- ☐ Creases are crisp and even
- ☐ Size consistency maintained
- ☐ No visible lint or debris

Total Units Inspected

Enter a number...

Photo Evidence of Folded Stack

 Upload File

Supervisor Verification

Inventory Management & Stock Rotation

Checking current stock levels against par levels and ensuring the First-In, First-Out (FIFO) method is applied to clean linen distribution.

Inventory Audit Date

Enter date...

Linen Category Audited

- ☐ Bed Sheets
- ☐ Pillowcases
- ☐ Bath Towels
- ☐ Hand Towels
- ☐ Face Cloths
- ☐ Bath Mats

Current Stock Count

Enter a number...

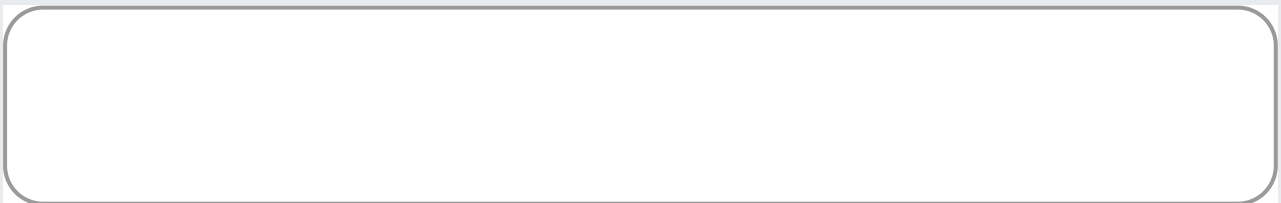
Required Par Level

Enter a number...

Discrepancy Notes

Write something...

Inventory Supervisor Signature



Post-Process Sanitation & Workspace Hygiene

Cleaning and disinfecting of sorting bins, trolleys, and work surfaces to maintain a sterile environment for clean linen storage.

Inspection Date

Enter date...

Cleaning Completion Time

Enter time...

Sanitized Surfaces Checklist

- ☐ Sorting Bins & Trolleys
- ☐ Folding Tables
- ☐ Laundry Machine Exteriors
- ☐ Floor & Drain Areas
- ☐ Chemical Dispensing Stations

Cleaning Agent Used

- ☐ Standard Disinfectant
- ☐ Degreaser
- ☐ Sanitizing Solution
- ☐ Other

Discrepancies or Maintenance Issues Noted

Write something...

Supervisor Verification

Staff Safety & PPE Compliance

Ensuring all laundry personnel are utilizing appropriate gloves, masks, and ergonomic lifting techniques to prevent workplace injuries.

Inspection Date

Enter date...

PPE Availability & Usage Check

- ☐ Protective Gloves
- ☐ Face Masks/Respirators
- ☐ Waterproof Aprons
- ☐ Heat-Resistant Gloves
- ☐ Safety Eyewear

Ergonomic Equipment Condition

- ☐ Safe to Use
- ☐ Requires Maintenance
- ☐ Urgent Repair Needed

Safety Incident or Hazard Observations

Write something...

Supervisor Verification

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🔑 Finish

🔧 Generate Sample Report