



Laundry Operations Checklist

 Show only Checklist

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Pre-Operation Checks

Tasks to be performed before laundry operations commence each day to ensure equipment readiness and safety.

Start Time of Laundry Operations

Enter time...

Temperature of Utility Water (Hot & Cold)

Enter a number...



Check for Leaks Around Machines

- ☐ No Leaks
- ☐ Minor Leak
- ☐ Significant Leak

Check Utility Connections

- ☐ Water Supply
- ☐ Gas Supply (if applicable)
- ☐ Electrical Power
- ☐ Drainage

Check Ventilation System

- ☐ Operating Normally
- ☐ Reduced Ventilation
- ☐ Not Operating

Any Unusual Observations?

Write something...

Washing Machine Operations

Routine checks and maintenance tasks for washing machines.

Water Inlet Temperature (°C)

Enter a number...

Water Pressure (PSI)

Enter a number...

Drum Rotation Direction (Check for correct direction)

- ☐ Clockwise
- ☐ Counter-Clockwise
- ☐ N/A - Not Applicable

Agitation/Tumble Function

- ☐ Normal
- ☐ Malfunctioning
- ☐ N/A - Not Applicable

Cycle Time (Minutes - Compare to expected time)

Enter a number...

Any Unusual Noises or Vibrations Observed?

Write something...

Drainage Status

- ☐ Normal
- ☐ Slow
- ☐ Blocked

Water Level (if applicable - check sight glass/sensor reading)

Enter a number...

Note any error codes displayed on the machine's panel.

Write something...

Dryer Operations

Routine checks and maintenance tasks for dryers.

Dryer Exhaust Temperature (°F)

Enter a number...

Dryer Vent Pressure (inches of water)

Enter a number...

Lint Filter Condition

- ☐ Clean
- ☐ Slightly Dirty
- ☐ Moderately Dirty
- ☐ Very Dirty - Needs Cleaning

Notes on Dryer Performance (e.g., unusual noises, overheating)

Write something...

Drum Rotation Direction

- ☐ Normal
- ☐ Reversed
- ☐ Not Checked

Last Lint Duct Cleaning Date

Enter date...

Dryer Cycle Time (Minutes)

Enter a number...

Chemical Management

Monitoring and control of laundry chemicals and supplies.

Detergent Level (Gallons)

Bleach Level (Gallons)

Softener Level (Gallons)

Spotter/Pre-Treatment Level (Gallons)

Detergent Concentration (as per manufacturer's instructions)

- ☐ Correct
- ☐ Too High
- ☐ Too Low

Bleach Dilution (as per manufacturer's instructions)

- ☐ Correct
- ☐ Too High
- ☐ Too Low

Notes on Chemical Usage/Observations

Write something...

Date of Last Chemical Inventory

Enter date...

Upload MSDS/SDS for Chemicals

 Upload File

Water & Utility Monitoring

Tracking water usage, energy consumption, and waste water quality.

Water Meter Reading (Start)

Enter a number...

Water Meter Reading (End)

Water Usage (Gallons/Liters)

Electricity Consumption (kWh)

Gas Consumption (Therms/Cubic Meters)

Wastewater pH Level

Wastewater Temperature (°C/°F)

Water Quality Observation (Visual)

- ☐ Clear
- ☐ Slightly Cloudy
- ☐ Cloudy
- ☐ Discolored

Notes on Utility Performance/Anomalies

Write something...

Safety & Hygiene

Ensuring a safe and hygienic laundry environment.

PPE Usage - Observed Compliance?

- ☐ Gloves
- ☐ Eye Protection
- ☐ Mask/Respirator
- ☐ Foot Protection
- ☐ Fully Compliant
- ☐ Partial Compliance
- ☐ Non-Compliant

Temperature of Laundry Room (Celsius/Fahrenheit)

Enter a number...

Record any spills or leaks observed (detergent, chemicals, etc.)

Write something...

Ventilation System Functioning Correctly?

☐ Yes

☐ No

☐ N/A

Date of Last Deep Clean of Laundry Area

Enter date...

Note any unusual odors detected. (e.g., Chemical smell, mold, mildew)

Write something...

Fire Extinguisher Inspection Date Current?

- ☐ Yes
- ☐ No
- ☐ N/A

Name of Person Conducting Safety Check

Write something...

Signature of Person Completing Checklist

Equipment Maintenance & Repairs

Scheduled and unscheduled maintenance and repair tasks.

Last Preventative Maintenance (PPM) Date - Washers

Enter date...

Last Preventative Maintenance (PPM) Date - Dryers

Enter date...

Washer - Cycle Counter (record current)

Enter a number...

Dryer - Cycle Counter (record current)

Enter a number...

Description of Any Repairs Performed Today (Washer/Dryer)

Write something...

Washer - Abnormal Noise During Cycle?

☐ Yes

☐ No

Dryer - Unusual Smell or Smoke Detected?

☐ Yes

☐ No

Upload Photos of Any Equipment Issues

 Upload File

Details of any outstanding repairs needing attention

Write something...

Waste Management

Proper handling and disposal of laundry-related waste.

Quantity of Recyclable Lint (lbs)

Enter a number...

Quantity of General Waste (lbs)

Enter a number...

Quantity of Hazardous Waste (e.g., solvent-soaked rags) (lbs)

Enter a number...

Waste Disposal Method (Recycling, Landfill, Incineration)

- ☐ Recycling
- ☐ Landfill
- ☐ Incineration
- ☐ Other

Comments or observations regarding waste management practices.

Write something...

Date of last waste disposal.

Enter date...

Waste Container Condition (Good, Fair, Poor)

- ☐ Good
- ☐ Fair
- ☐ Poor