

Laundry Operations 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)

Enter a number...

Water Usage (Gallons/Liters)

Enter a number...

Electricity Consumption (kWh)

Enter a number...

Gas Consumption (Therms/Cubic Meters)

Enter a number...

Wastewater pH Level

Enter a number...

Wastewater Temperature (°C/°F)

Enter a number...

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