

# 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