



# Laundry Operations Checklist

## Pre-Operation Checks

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

**Start Time of Laundry Operations**

**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)

Enter a number...

### Bleach Level (Gallons)

Enter a number...

### Softener Level (Gallons)

Enter a number...

### Spotter/Pre-Treatment Level (Gallons)

Enter a number...

### 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