

Hotel Laundry Room Maintenance Checklist

Date:

Staff Name: Enter name

Daily Checks

- Inspect washers and dryers for visible damage or leaks
- Clean lint traps in dryers
- Ensure detergent and chemical levels are adequate
- Wipe down surfaces and machines
- Check floor for spills or obstructions

Weekly Checks

- Deep clean washing machine and dryer interiors
- Inspect water hoses and connections
- Check dryer exhaust vents for blockages
- Test emergency shut-off switches

Monthly Checks

- Inspect electrical cords and outlets
- Check for signs of mold or mildew
- Lubricate machine parts as necessary
- Verify proper operation of all safety equipment

Notes & Observations

Add comments, issues or further observations here