

# Hotel Laundry Room Maintenance Checklist

Date:

Staff 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