READY TO INSPECT — FIELD CHECKLIST

# Commercial laundry equipment annual maintenance checklist

The annual laundry equipment service is the deep pass: the measurements, cleanings and tests a quarterly round doesn't reach. This checklist keeps the full service on record with the photos that make it defensible later. Work is commonly verified against manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The laundry-equipment service tech on the annual service visit.  When: Once a year, with panels off to reach the belts, bearings and the parts of the exhaust the quarterly round can't.

## Before the service

- [ ] Service window agreed and machines taken out of use
  Laundry lead or the owner agreed which machines come out and for how long, users told through signs, loads pulled and out-of-service tags hung before panels come off.
  No photo required

- [ ] Every energy source locked and tagged at each machine
  Power, gas, steam and water isolated where fitted. Powered checks (amps, burner, elements, safeties): people clear, panels on, locks off by whoever hung them, re-locked before hands go back in.
  1 photo required

## Drive and bearings

- [ ] Belts, pulleys and bearings inspected
  Belts free of glazing and cracks, tension correct, drum and motor bearings quiet with no play or heat.
  2 photos required

- [ ] Drum, seals and suspension checked
  Drum turning true, shock absorbers or suspension springs intact, door and drum seals not leaking or shredding.
  1 photo required

- [ ] Drive motor current read against the nameplate
  Amps read in wash, extract or tumble under the site's energized-work procedure and PPE, within the nameplate and against last year's reading.
  1 photo required

## Heat source

- [ ] Gas or steam heat serviced where fitted
  Gas burner clean with a steady flame and no sooting, or steam coil, trap and valve holding and heating, per the instructions.
  No photo required

- [ ] Gas connector and shutoff leak-checked on gas dryers
  On gas dryers, manual shutoff operating, connector not kinked or chafed, joints leak-checked with solution or a detector, no gas odor at the burner.
  No photo required

- [ ] Heating elements read on electric dryers
  On electric dryers, each element's resistance or current read against its rating, terminals not scorched, no element sagging off its supports.
  No photo required

## Exhaust and connections

- [ ] Full exhaust run and termination cleaned
  Concealed duct, any shared manifold and the rooftop or wall cap cleared end to end, back-draft flap free. Lint here is a fire hazard.
  2 photos required

- [ ] Water, drain and electrical connections gone over
  Hoses and valves resealed as needed, drain clear, terminals and cord tight with no scorching at the block. 1 photo required
- [ ] Blower wheel and internal ducting cleared of lint
  With panels off, blower wheel, housing and internal transition cleaned, a deeper pass than the quarterly vacuum, no lint caked on the wheel or near the heat. 1 photo required

## Safeties and return to service

- [ ] Door interlock proven on every washer and dryer
  No machine starts with the door open; washers keep the door locked until the drum stops, dryers stop drum and heat when the door opens, none bypassed, jumpered or taped. No photo required
- [ ] Dryer high-limit and airflow switch trip tested
  High-limit and airflow or sail switch proven to cut the heat by the manufacturer's test procedure, reset as described, none jumpered or bypassed. No photo required
- [ ] Guards refitted, locks removed and a full cycle run
  Guards and panels fastened, locks removed by whoever hung them, each machine run through a complete cycle with no leaks, noise or fault code. 1 photo required
- [ ] Annual readings logged as the machine's baseline
  Motor amps, heat readings, belt condition and safety test results entered against each machine so next year's service compares against them. No photo required