READY TO INSPECT — FIELD CHECKLIST

Commercial laundry equipment quarterly maintenance checklist

A quarterly laundry equipment round is short on purpose: it catches the wear items that fail between annual services. This checklist is sized for a tech with a phone. Every item says what to look at and the photo that proves the round happened. Work is commonly verified against manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The laundry-equipment or maintenance tech on the quarterly round. When: Every quarter. Lint accumulation and creeping leaks are the two things that get worse fast between visits.

Before the round

- [ ] Laundry lead or owner told and machines tagged out of use
  Laundry lead or the owner told which washers and dryers are coming down, users told through signs, loads finished or pulled, out-of-order tags hung before any panel comes off.
  No photo required

- [ ] Lock and tag on each machine before panels open
  Power locked, gas or steam valve shut where fitted. Powered checks (airflow, drain, controls, stop): people clear, panels on, locks off by whoever hung them, re-locked before hands go back in.
  1 photo required

Dryer lint and exhaust

- [ ] Lint screen and exhaust duct cleaned and clear
  Screen clean and undamaged, full exhaust duct opened and cleared of lint, termination flap moving freely. Packed lint is a fire hazard.
  3 photos required

- [ ] Lint compartment and cabinet base vacuumed out
  Lint cleared from below the screen housing, around the heat source and along the cabinet base, none packed against the motor, wiring or burner box.
  1 photo required

- [ ] Makeup and combustion air to the dryers open
  Room makeup air openings clear and not closed off or stacked with linen, and gas dryers' combustion air supply unobstructed, so no dryer is starved.
  1 photo required

- [ ] Dryer airflow and heat proven on a cycle
  Good airflow at the termination, cycle heating and drying in normal time, no lint blowing back into the room.
  1 photo required

Water and drainage

- [ ] Water supply, drain connections and leaks checked
  Fill hoses and drain sound with no weeping at the connections, no rust trail at the washer base, floor drain flowing.
  2 photos required

- [ ] Washer drain valve and lint screen cleared
  Trough or sump lint screen emptied, drain valve dumping quickly at the end of a bath with no slow drain or water held in the drum.
  1 photo required

- [ ] Chemical inlet at each washer checked
  Injection tubes to the machine sound, not kinked or brittle and not dripping at the inlet, or dispenser cups flushing clean; no chemical residue eating the cabinet.
  1 photo required

- [ ] Safety data sheets on hand for the chemicals in use
  A current safety data sheet in the laundry for every detergent, bleach and sour connected to the machines, matching the products actually on the pumps or shelf.
  No photo required

Mounting and controls

- [ ] Leveling and anchorage verified
  Machine sitting level and solid, feet locked, any required anchor bolts tight, no rocking under an unbalanced spin.
  1 photo required
- [ ] Controls and door interlock working
  Cycle selections responding, door or lid interlock stopping the drum, no fault codes standing on the display.
  1 photo required
- [ ] Emergency stop tested where fitted
  Stop button pressed mid-cycle halts the drum and heat, machine will not restart until the stop is reset, button clear and unobstructed.
  No photo required

Return to service

- [ ] Panels refitted, locks removed and machines back in use
  Every panel and guard fastened, locks removed by whoever hung them, tags cleared and the laundry lead or owner told which machines are back.
  1 photo required
- [ ] Quarterly findings logged against each machine
  Lint found, leaks, drain speed and any interlock or stop defect entered against the machine's tag so the next round can see what changed.
  No photo required