

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.

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 — this is a fire hazard when packed. 3 photos 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

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