Laundry Operations Review

Date:_____
Laundry Name:_____
Review Completed By:_____

	YES	NO
I. Equipment		
a. Is there a formal preventative maintenance program?		
b. Is all equipment operating correctly?		
c. Does laundry have spare parts inventory in accordance with manufacturer recommendations?		
d. Have plant engineers received formal training from the manufacturers?		
e. Was the boiler inspected during the past twelve months?		
f. Is there adequate tempered water being supplied to all washers at all times?		
G. Is steam pressure adequate to supply all equipment at required levels at all times?		
II. Human Resources		
a. Are there written, up to date, job descriptions for all management positions?		
b. Are there written, up to date, job descriptions for all hourly positions?		
c. Are there production standards for each position in the laundry?		
d. Are standards communicated to the employees?		
e. Is individual performance tracked?		
f. Do all employees receive regular written performance evaluations?		
g. Are there any formal training programs in place?		
h. Are there any formal safety programs in place?		
i. Are maintenance engineers given a proficiency test prior to hiring?		
j. Does the plant require pre-employment drug screening?		
k. Does the plant require random drug screening?		
l. Does the plant have formal incentive programs?		
m. Are drivers given a road test prior to hiring?		

III. Operations

	YES	NO
a. Are clean pieces and pounds recorded accurately by item?		
b. Are stain and torn items being rejected, identified and recorded in the Production Process?		
c. Are there production standards for all areas of plant operations?		
d. Is individual operator productivity measured and recorded hourly?		
e. Are all operating costs identified and reported?		
f. Does the plant have budgets for all cost centers?		
g. Does the plant have quality standards for all items?		
h. Does the plant perform random quality sampling?		
i. Are all customer issues identified and solved on a timely basis?		
j. Is there a physical inventory of all items taken monthly?		
k. Does the hotel maintain a 4 par inventory of all items?		
l. Are all OSHA logs posted and up to date?		
m. Are MSDS sheets posted and up to date?		
n. Is wash chemistry verified through daily titrations?		
o. Does the plant process and return all items within 24 hours?		
p. Does the plant have clearly defined security procedures?		
q. Are new goods stored at the plant kept in a secure/locked location?		
r. Does the plant have a written disaster plan to handle breakdowns and natural disasters?		
s. Does the laundry send wash test pieces to the International Fabricare Institute regularly?		
t. Does the plant comply with local wastewater regulations and permits?		
u. Does the plant utilize waste heat reclamation equipment?		
v. Does the plant utilize water re-use equipment?		
w. Does the plant have power plant redundancy?		
x. Are loads to and from the plant secured using locks or seals?		
y. Are pillowslips and washcloths laundered using special formulas?		
z. Are drycleaning wastes disposed of as hazardous waste?		
aa. Does plant provide formal testing of new items prior to purchase?		
bb. Are there formal housekeeping procedures?		
cc. Are there formal audit procedures in place to verify compliance?		
Is there a production schedule for each department?		
Is the production schedule posted?		
Are all safety procedures in writing?		
Have all safety procedures been communicated to each employee?		
Does each employee know how to turn their machine off?		