

LAUNDRY ROOM CHECKLIST

Date: _____ Time: _____

Employee(s): _____

DAILY/REGULARLY

- Exterior lighting over entrances/exits and walkways working
- NFPA approved fire extinguisher(s) in proper place(s)/fully charged/inspected and maintained per NFPA standards
- Area behind dryers free of lint/trash build-up to prevent fires
- No standing water/cleaning agents/raised or missing tiles which may cause slips/falls
- Floor drains have covers
- Storage room doors posted "Employees only"/"Not an Exit" and kept locked
- Maintenance logs kept/updated as necessary whenever repairs/complaints are made

WEEKLY/MONTHLY

- NFPA approved fire extinguisher(s) in proper place(s)/fully charged/inspected and maintained per NFPA standards
- GFCI outlets tested per NEC
- Circuit breaker boxes/thermostats locked if accessible to public

ANNUALLY/BIANNUALLY

- Exterior lighting over entrances/exits and walkways installed/working properly
- NFPA approved fire extinguisher(s) in proper place(s)/fully charged/inspected and maintained per NFPA standards
- Entry/exit steps/ramps in good condition(built to building code) and painted w/yellow stripes to call attention to them
- Entry door identified as "The Laundry" w/hours posted
- Hot water heater enclosed to prevent tampering
- Fluorescent lights covered or encased in protective plastic tubes to prevent shattering
- Electrical outlets in the presence of moisture have GFCI's installed per NEC
- Dryer hoses attached to dryers and dryer vent covers attached on exterior of building and not protruding in walkways
- Exit signs installed over exit door(s)
- EMERGENCY INFORMATION POSTED (telephone #'s, campground address, etc.)
- Instructions for proper use/operation of washer/dryer use posted including notification of hard/soft water
- Irons (if provided) have automatic shut-offs/instructions for proper use/operation and stored out of the reach of children
- All fixtures/furniture/appliances in good/proper working condition

Disclaimer: The preceding sample checklist is provided as an example for informational purposes. We recommend you look over the checklist as you may need to add or delete items or the time frames depending on your operation and usage. Evergreen makes no charge of being experts in any field other than insurance. These documents are provided for informational purposes and we advise that you check with local, state or federal authorities regarding codes or ordinances in your area.