

LAUNDRY

Date _____

Time _____

Location _____

Internal Audit		Points		STANDARD MET		Comments/ Follow-up Action
		Max	Actual	Y	N	
	In-House Linen Rotation					
	Do you have procedures in place and being followed to:					
1	Record linen in/out?					
2	Inventory linen?					
3	Account for and dispose of unusable linen?					
4	Clean bedspreads, blankets, and bed pads?					
5	Handle food and beverage linen?					
	Chemicals					
	Do you have procedures in place and being followed to:					
6	Test water conditions?					
7	Ensure proper wash formulas are used?					
8	Pre-spot linens?					
9	Inventory chemical supplies?					
10	Proper chemical handling?					
	Guest Laundry					
	Do you have procedures in place and being followed to:					
11	Ensure garments are cleaned properly?					
12	Inspect garments for damage prior to cleaning?					
13	Replace buttons?					
14	Do alterations/repairs?					
15	Ensure proper garment tagging?					
16	Contact guest immediately regarding damaged items?					
17	Deliver items according to posted schedule?					
	In-House Laundry					
	Do you have procedures in place and being followed to:					
18	Treat stains?					
19	Separate F&B linen?					
20	Treat water quality if needed?					
21	Weigh linen?					

22	Adhere to wash formulas?					
	Are procedures in place & being followed to maintain:					
23	Department safety?					
24	MSDS sheet?					
25	Production log?					
26	Pulling linen from carts?					
27	Equipment?					
28	Facility cleanliness?					
29	Cleaning bedspreads, blankets and bed pads on a regularly schedule basis?					
30	Linen discard log?					
	General Laundry					
	Do you have procedures in place and being followed to:					
31	Train employees?					
32	Use a duties checklist?					

TOTAL Points reached in this Area:	0	0	0	0	Minimum to be reached: 80%
Performance in % in this Area	100%		#DIV/0!	#DIV/0!	