

COMMERCIAL LAUNDRY EQUIPMENT MAINTENANCE CHECKLIST

(Daily Washer Tasks)

Daily Washer Maintenance

from to

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Inspect the washer drum for foreign objects (coins, pins, buttons) before running loads. Remove any items found.							
Check that detergent, fabric softener, and chemical dispensers are filled and dispensing correctly.							
Inspect door seals/gaskets for debris, buildup, or trapped items. Wipe clean with a damp cloth.							
Check for water leaks around the machine, hose connections, and on the floor underneath.							
Listen for unusual noises during the wash and spin cycles (grinding, banging, or excessive vibration).							
Verify the machine completes its full cycle without error codes or mid-cycle stops.							
Wipe down the machine exterior (top, front, side panels) to remove detergent splatter and lint.							
Leave washer doors open at end of day to allow the drum to air dry and prevent mold/odor buildup.							
<i>Additional Task:</i>							

Instructions:

Complete at start and end of each day. Leaving washer doors open overnight is critical to prevent mold and mildew growth inside the drum and gasket folds. Never use bleach to clean gaskets unless specified by the manufacturer.

COMMERCIAL LAUNDRY EQUIPMENT MAINTENANCE CHECKLIST

(Daily Dryer Tasks)

Daily Dryer Maintenance

from to

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Clean the lint filter/screen after every load or at minimum at the start and end of each day. This is the #1 fire prevention task.							
Inspect the area around each dryer for lint accumulation, flammable materials, or combustible items. Remove immediately.							
Check the dryer drum for foreign objects before running loads.							
Verify the dryer completes its full cycle and clothes are drying within the expected time. Longer cycles indicate airflow issues.							
Inspect the door seal for wear, hardening, cracking, or gaps. A poor seal allows heat to escape and increases energy costs.							
Wipe down the dryer exterior and control panel. Do NOT use alcohol-based cleaners on control panels.							
Check that the exhaust vent damper on the exterior wall/roof opens during operation and closes when the dryer stops.							
<i>Additional Task:</i>							

Instructions:

Lint buildup is the #1 cause of dryer fires. Clean lint filters after every load in high-traffic facilities. Remove ALL flammable materials from the area surrounding dryers. If drying times increase noticeably, check the lint duct and exhaust vent immediately.

COMMERCIAL LAUNDRY EQUIPMENT MAINTENANCE CHECKLIST

(Weekly Maintenance)

Weekly Maintenance Tasks

from to

TASK	1ST	2ND	3RD	4TH	5TH
WASHERS: Run an empty hot-water cleaning cycle with a washer cleaner or mild vinegar solution to remove detergent buildup and odors.					
WASHERS: Inspect inlet hoses and connections for bulges, cracks, soft spots, or slow leaks.					
WASHERS: Check drain hoses and floor drains for slow flow, clogs, or standing water.					
WASHERS: Inspect the detergent/chemical dispenser trays. Remove and clean to prevent buildup and clogs.					
DRYERS: Shine a flashlight into the lint filter duct opening. Vacuum out any visible lint accumulation inside the duct.					
DRYERS: Inspect the exhaust vent hood on the building exterior. Clear any lint, debris, or bird nests blocking the damper.					
DRYERS: Clean the moisture sensor bars inside the drum with a rubbing alcohol-dampened cloth. Residue on sensors causes inaccurate dry times.					
ALL: Check that all machines are level and stable. Re-level any machines that vibrate or walk during operation.					
<i>Additional Task:</i>					

Instructions:

Weekly tasks apply to both washers and dryers as labeled. Machines that vibrate excessively should be re-leveled immediately – prolonged vibration damages shock absorbers, bearings, and the floor underneath the machine.

COMMERCIAL LAUNDRY EQUIPMENT MAINTENANCE CHECKLIST

(Monthly Inspection)

Monthly Inspection Tasks

Date

TASK	STATUS
WASHERS: Inspect belts and pulleys for fraying, cracking, glazing, or misalignment. Report worn belts to maintenance for replacement.	
WASHERS: Check water inlet valve screens/filters for sediment or mineral buildup. Clean or replace as needed.	
WASHERS: Inspect shock absorbers and suspension springs. Excessive vibration during spin may indicate worn components.	
DRYERS: Clean lint and debris from around the burner area (gas dryers) or heating elements (electric dryers).	
DRYERS: Vacuum lint from the blower fan, motor vents, and interior cabinet areas accessible without disassembly.	
DRYERS: Wipe the high-limit thermostat and thermistor (including perforated cover) to remove accumulated lint.	
ALL: Inspect all electrical cords, plugs, and outlets for damage, fraying, or scorching. Report issues immediately.	
ALL: Check gas connections (gas dryers) for leaks using a gas leak detector or soap solution.	
ALL: Update the maintenance log with all tasks completed, issues found, and any service requests submitted.	
<i>Additional Task:</i>	

Instructions:

Monthly tasks include both staff inspections and items to flag for professional technicians. Gas leak checks should be performed with the machine running. If you smell gas at any time, shut off the gas supply, ventilate the area, and contact your gas company or a qualified technician immediately.

COMMERCIAL LAUNDRY EQUIPMENT MAINTENANCE CHECKLIST

(Quarterly / Semi-Annual – Technician Service)

Quarterly / Semi-Annual Service

from to

TASK	1ST	2ND	3RD	4TH
Have a qualified technician perform a full inspection of all washers and dryers.				
WASHERS: Inspect and replace drive belts if cracked, glazed, or worn. Recommended replacement: approximately every 6 months with heavy use.				
WASHERS: Inspect the pump and motor for leaks, unusual noise, or overheating.				
WASHERS: Test water temperature accuracy. Verify hot and cold water reach the correct temperatures.				
DRYERS: Disconnect and clean the full exhaust duct run from dryer to exterior vent. Lint buildup in ducts is a leading cause of dryer fires.				
DRYERS: Inspect the drive belt, drum rollers, idler pulley, and bearings. Replace any worn components.				
DRYERS: Check the burner assembly (gas) or heating elements (electric) for proper operation and efficiency.				
DRYERS: Calibrate moisture sensors and temperature controls to manufacturer specifications.				
ALL: Update firmware/software on machines with digital controls if updates are available from the manufacturer.				
<i>Additional Task:</i>				

Instructions:

Exhaust duct cleaning is critical fire prevention. NFPA recommends cleaning dryer exhaust ducts at least annually, or more frequently in high-volume operations. All mechanical and electrical work should be performed by a qualified technician.

COMMERCIAL LAUNDRY EQUIPMENT MAINTENANCE CHECKLIST

(Annual Professional Service)

Annual Professional Service

Date

TASK	STATUS
Schedule a professional technician for full annual service of all washers and dryers.	<input type="checkbox"/>
WASHERS: Replace inlet hoses (recommended every 3–5 years, or immediately if bulging, cracking, or leaking).	<input type="checkbox"/>
WASHERS: Deep clean the interior drum to remove soap scum, mineral deposits, and residue buildup.	<input type="checkbox"/>
WASHERS: Inspect and replace door seals/gaskets if hardened, cracked, or no longer sealing properly.	<input type="checkbox"/>
DRYERS: Perform a thorough internal cleaning of the entire cabinet, including areas behind panels not accessible during routine maintenance.	<input type="checkbox"/>
DRYERS: Test the fire suppression system (if equipped). Verify it is functional and has not expired.	<input type="checkbox"/>
ALL: Review energy and water usage data year-over-year. Significant increases may indicate declining machine efficiency.	<input type="checkbox"/>
ALL: Assess overall machine condition and plan for replacements if any units are approaching end of service life.	<input type="checkbox"/>
<i>Additional Task:</i>	<input type="checkbox"/>

Instructions:

Inlet hoses should be replaced every 3–5 years regardless of visible condition – internal deterioration causes sudden failure and flooding. Schedule annual service during your slowest period to minimize downtime.

COMMERCIAL LAUNDRY EQUIPMENT MAINTENANCE CHECKLIST

Documentation and Compliance

Date

TASK	STATUS
Maintain a maintenance log for each machine: date, tasks performed, issues found, and person responsible.	
Record all service technician visits: date, technician name, findings, parts replaced, and next service date.	
Track lint filter cleaning frequency and exhaust duct cleaning dates for fire safety compliance.	
Log any error codes, mid-cycle stops, or customer complaints with date and resolution.	
Keep manufacturer manuals on-site for each machine model for staff reference.	
Document hose replacement dates and schedule next replacement (every 3–5 years).	
Retain all maintenance records for a minimum of 3 years for insurance and compliance purposes.	
<i>Additional Task:</i>	

Instructions:

Proper records protect your business during insurance claims and fire investigations. Lint filter and exhaust duct cleaning records are especially important – investigators check these first after a dryer fire.