

HOSPITALITY LINEN AND LAUNDRY TEMPLATE

Linen and Laundry Checklist

Standardize soiled handling, sorting, stain treatment, wash formulas, chemical dosing, drying, finishing, clean-linen inspection, storage, distribution, vendor quality, inventory loss, maintenance, and release.

PROPERTY / LAUNDRY

DATE / SHIFT

BATCH / LINEN TYPE

SUPERVISOR / REVIEWER

1. Shift setup, laundry scope, staffing, equipment, schedules, and readiness

1

Confirm the property, date and shift, laundry supervisor, operators, linen-room attendants, transport staff, and final reviewer.

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Forecast linen demand before the laundry peak begins.

2

Review expected occupancy, departures, banquets, spa or pool demand, restaurant linen needs, uniform requirements, and other forecasted linen volume for the shift.

CRITICAL

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Equipment readiness matters as much as staffing.

3

Verify washers, dryers, ironers, presses, folders, steam equipment, carts, scales, dosing systems, and other laundry equipment are available and ready for scheduled use.

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Keep chemicals and clean packaging stocked.

4

Confirm required detergents, bleaches where approved, sour or neutralizing products, stain treatments, fabric-care products, bags, PPE, and clean packaging or covers are available.

CRITICAL

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Separate clean and soiled workflows from the start.

5

Check clean-linen and soiled-linen routes, collection points, linen rooms, laundry receiving area, and clean storage areas are orderly and ready before processing begins.

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Document downtime before it creates room delays.

6

Record staffing gaps, equipment downtime, chemical shortages, contractor delays, utility interruptions, unusual linen demand, or other conditions that could affect supply continuity.

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Flag unusual demand early.

2. Soiled linen collection, bagging, transport, segregation, and receiving control

7

Collect soiled sheets, pillowcases, towels, bath mats, robes, table linen, uniforms, and other textiles in the designated bags, hampers, or carts without placing them on clean surfaces.

CRITICAL

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Contain soiled linen during collection and transport.

8

Keep wet or heavily soiled linen in suitable leak-resistant containment where needed to prevent leakage during transport.

CRITICAL

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Use leak-resistant containment for wet or heavily soiled textiles.

9

Avoid unnecessary shaking or agitation of heavily soiled linen during collection and transport, especially when contamination is visible.

CRITICAL

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Minimize unnecessary agitation of heavily soiled linen.

10

Separate guest linen, food-and-beverage linen, spa or pool textiles, uniforms, and other categories when the property's laundry process requires different handling or wash formulas.

CRITICAL

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Segregate categories when wash formulas differ.

11

Check pockets, folds, and bundles according to the approved procedure for guest property, utensils, pens, sharp objects, or other foreign items before loading equipment.

CRITICAL

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Foreign objects can injure workers and damage machines.

12

Record unusual contamination, sharps or broken-glass hazards, chemical contamination, excessive oil or grease, pest evidence, or other items requiring supervisor or special handling.

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Special contamination needs supervisor control.

3. Sorting, stain classification, fabric type, damage screening, and pre-treatment

13

Sort linen by item type, color, fabric, soil level, stain type, required wash program, and finishing method according to the property's approved laundry process.

CRITICAL

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Sorting accuracy protects both wash quality and fabric life.

14

Identify stains such as food, beverage, cosmetics, blood, oil, rust, ink, or other marks and apply only approved pre-treatment methods suitable for the fabric.

CRITICAL

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Use only approved stain treatments.

15

Check linen for tears, holes, fraying, burned areas, permanent stains, broken fasteners, damaged hems, or other defects before or after washing as the process requires.

CRITICAL

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Condemned linen should not drift back into clean stock.

16

Remove condemned linen from normal circulation and place it in the approved repair, rag conversion, recycling, or disposal stream.

CRITICAL

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Separate incompatible textile loads.

17

Avoid mixing heavily soiled or incompatible textile categories when doing so could reduce wash effectiveness, damage fabric, or contaminate cleaner items.

CRITICAL

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Recurring stains may reveal an upstream operating issue.

18

Record recurring stain categories or damage patterns that may indicate room, restaurant, spa, guest-use, chemical, equipment, or handling problems upstream.

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Track damage patterns by source.

4. Wash formulas, chemical handling, dosing, machine loading, and cycle selection

19
Select the approved wash formula for the textile type, soil level, color, fabric specification, and intended use before starting the cycle.
CRITICAL
LAUNDRY

Release
Recheck
Hold batch
N/A

Execution tip: Match every load to the approved wash formula.

20
Verify detergent and chemical products are clearly identified, connected to the correct dosing line where applicable, and used according to the product label, SDS, and property procedure.
CRITICAL
LAUNDRY

Release
Recheck
Hold batch
N/A

Execution tip: OSHA HazCom requires information, labels, SDSs, and training for hazardous chemicals.

21
Do not mix laundry chemicals manually unless the approved process specifically requires it and the product instructions, training, PPE, and controls support the task.
CRITICAL
LAUNDRY

Release
Recheck
Hold batch
N/A

Execution tip: Do not improvise chemical mixtures.

22
Load washers within the equipment's approved capacity so textiles can move adequately and the cycle can perform as intended.
CRITICAL
LAUNDRY

Release
Recheck
Hold batch
N/A

Execution tip: Overloading can reduce wash effectiveness.

23
Confirm the correct water level, temperature program, cycle steps, chemical dosing, extraction settings, and other programmable parameters are selected for the approved formula.
CRITICAL
LAUNDRY

Release
Recheck
Hold batch
N/A

Execution tip: Verify the selected cycle before starting.

24
Stop and escalate abnormal chemical odor, dosing failure, leakage, machine alarm, unsafe vibration, incomplete filling or draining, or other condition that could affect worker safety or wash quality.
LAUNDRY

Release
Recheck
Hold batch
N/A

Execution tip: Dosing or leakage failures require immediate attention.

5. Washing, rinsing, extraction, wash-quality verification, and rewash control

- 25 Observe washer operation for normal filling, agitation or rotation, drainage, rinsing, extraction, and absence of unusual noise, leakage, or vibration. **CRITICAL** LAUNDRY
- Release Recheck Hold batch N/A

Execution tip: Watch the actual machine cycle, not only the timer.

- 26 Check completed linen for visible soil, stain removal, chemical residue, odor, color transfer, fabric damage, or other evidence that the wash result did not meet standard. **CRITICAL** LAUNDRY
- Release Recheck Hold batch N/A

Execution tip: Visible residue or odor can signal a failed wash.

- 27 Confirm items requiring rewash are identified and routed through an approved rewash or stain-treatment process rather than mixed immediately with clean finished linen. **CRITICAL** LAUNDRY
- Release Recheck Hold batch N/A

Execution tip: Keep rewash separate from released clean linen.

- 28 Avoid repeated aggressive rewash cycles that could damage textiles; escalate persistent stains or quality failures for supervisor review and condemnation decisions. **CRITICAL** LAUNDRY
- Release Recheck Hold batch N/A

Execution tip: Repeated rewash can damage textiles.

- 29 Record wash failures by machine, formula, textile type, stain category, chemical issue, operator, or shift when recurring patterns are observed. **CRITICAL** LAUNDRY
- Release Recheck Hold batch N/A

Execution tip: Trend failures by formula and machine.

- 30 Hold affected batches when there is evidence of chemical overdosing, inadequate rinsing, cross-color contamination, foreign objects, or another condition that could make linen unsuitable for guest use. LAUNDRY
- Release Recheck Hold batch N/A

Execution tip: Hold suspect batches until quality is verified.

6. Drying, ironing, pressing, folding, finishing, and heat-related controls

- 31** Select the approved dryer, ironer, press, or finishing program for the textile type and avoid excessive heat that could damage fabric or shrink items. **CRITICAL** LAUNDRY
- Release Recheck Hold batch N/A

Execution tip: Use the correct heat for the fabric.

- 32** Check dryer lint filters or collection systems are cleaned at the required frequency and that lint buildup is not allowed to accumulate around equipment or vents. **CRITICAL** LAUNDRY
- Release Recheck Hold batch N/A

Execution tip: Lint buildup can become an equipment and fire-risk concern.

- 33** Verify linen is adequately dry before folding or storage so damp textiles are not packed, stacked, or left in machines for extended periods. **CRITICAL** LAUNDRY
- Release Recheck Hold batch N/A

Execution tip: Do not fold or store damp textiles.

- 34** Inspect ironed or pressed linen for scorch marks, wrinkles, creases, stains, moisture, fabric distortion, or equipment marks before final folding. **CRITICAL** LAUNDRY
- Release Recheck Hold batch N/A

Execution tip: Inspect finishing quality before folding.

- 35** Fold sheets, towels, pillowcases, table linen, robes, uniforms, and other textiles to the approved size and presentation standard for storage or distribution. **CRITICAL** LAUNDRY
- Release Recheck Hold batch N/A

Execution tip: Consistent folding helps counting and distribution.

- 36** Stop and report overheating, smoke, burning odor, abnormal dryer or ironer temperature, trapped linen, steam leak, guard issue, or other unsafe finishing-equipment condition. LAUNDRY
- Release Recheck Hold batch N/A

Execution tip: Overheating or smoke requires immediate shutdown and escalation.

7. Clean linen inspection, quality grading, folding accuracy, packaging, and release

37

Inspect clean linen under adequate lighting for stains, hair, lint, discoloration, tears, holes, fraying, scorch marks, odor, moisture, and other visible defects.

CRITICAL

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Good lighting makes linen defects easier to see.

38

Confirm linen passes the property's cleanliness and presentation standard before it is counted as available clean stock.

CRITICAL

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Only quality-passed linen should count as clean stock.

39

Separate linen requiring rewash, repair, stain treatment, or condemnation from released clean stock so it cannot be issued accidentally.

CRITICAL

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Separate rewash, repair, and reject streams clearly.

40

Check folded linen is dry, correctly sized, neatly aligned, and easy for room attendants or service teams to identify and count.

CRITICAL

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Folded linen should be dry and identifiable.

41

Cover, wrap, or otherwise protect clean linen during transport or storage where the property's process requires protection from dust, splash, or contact with soiled areas.

CRITICAL

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Protect clean textiles during storage and transport.

42

Record quality-rejection reasons and recurring defects so the team can identify whether the cause is washing, finishing, storage, transport, supplier, or textile age.

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Track rejection reasons for continuous improvement.

8. Clean-linen storage, par levels, stock rotation, distribution, and contamination prevention

43

Store clean linen in a dedicated clean, dry, orderly area protected from floors, waste, chemicals, soiled linen, pests, splash, and unnecessary handling.

CRITICAL

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Clean linen needs protected storage.

44

Keep clean linen carts, shelving, covers, bins, and distribution equipment clean and suitable for contact with finished textiles.

CRITICAL

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Distribution carts should be clean too.

45

Maintain clear separation between clean-linen flow and soiled-linen receiving or transport routes wherever the property layout and process allow.

CRITICAL

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Avoid clean/soiled crossover where practical.

46

Count and replenish floor pantries, housekeeping carts, restaurant linen points, spa or pool stores, and other issue locations to the approved par level.

CRITICAL

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Par levels should match operational demand.

47

Use stock rotation and issue controls appropriate to the property so older clean stock is used and excessive linen remains are not trapped at remote storage points.

CRITICAL

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Use stock rotation to reduce hidden aging inventory.

48

Escalate low stock, unusual consumption, unexplained loss, wet storage, pest evidence, chemical exposure, dirty shelving, or other condition that could compromise clean linen availability or quality.

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Wet or pest-affected storage requires immediate action.

9. Outsourced laundry, vendor handoff, transport, receiving, shortages, and service quality

49

Verify outsourced laundry collections and deliveries use the correct property, vendor, date, batch, item category, and documented quantity or weight.

CRITICAL

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Vendor handoffs should be countable and traceable.

50

Keep clean delivered linen protected during unloading and segregated from soiled returns, waste, dirty carts, loading-dock contamination, or weather exposure.

CRITICAL

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Protect clean deliveries during unloading.

51

Inspect a representative sample of outsourced linen for cleanliness, odor, dryness, folding quality, stains, damage, foreign items, and compliance with the agreed standard.

CRITICAL

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Sample vendor quality at every delivery frequency defined by the property.

52

Record shortages, overages, damaged linen, rejected items, delayed deliveries, repeated rewash, packing issues, or other vendor-service failures at receiving.

CRITICAL

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Record shortages and rejects before acceptance is closed.

53

Confirm urgent shortages or rejected vendor batches are escalated early enough to protect room turnover, banquets, restaurant service, spa or pool operations, and uniforms.

CRITICAL

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Escalate shortages before rooms or outlets run out.

54

Trend vendor performance by quality rejection, loss, turnaround time, shortage, damage, delivery reliability, and corrective-action closure.

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Trend vendor quality and delivery reliability.

10. Safety, maintenance, inventory loss, corrective actions, metrics, and final sign-off

55

Keep laundry floors, aisles, machine approaches, loading zones, and work areas clean and free from uncontrolled water, lint, cords, bags, and other slip or trip hazards.

CRITICAL

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Keep laundry walking surfaces dry and clear.

56

Verify chemical labels, SDS access, employee information or training, and PPE practices are maintained according to the property's hazard-communication program and applicable requirements.

CRITICAL

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Follow SDS, labeling, and PPE requirements for laundry chemicals.

57

Report damaged guards, doors, emergency stops, electrical components, steam lines, hoses, drains, exhaust systems, carts, or other laundry equipment defects to maintenance promptly.

CRITICAL

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Equipment defects need maintenance ownership.

58

Track linen discard, loss, rewash, repair, stain rejection, vendor rejection, low par, damaged stock, and unexplained consumption by item type and department.

CRITICAL

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Loss and rewash are useful operational KPIs.

59

Assign corrective actions for recurring wash-quality failures, chemical issues, equipment faults, shortages, contamination risks, handling errors, or vendor problems with owners and due dates.

CRITICAL

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Repeated failures need corrective actions, not workarounds.

60

Record the final laundry status, available critical linen stock, equipment restrictions, unresolved shortages, corrective actions, supervisor, reviewer, date, time, and sign-off.

LAUNDRY

Release

Recheck

Hold batch

N/A

Execution tip: Final sign-off should show shortages and restrictions.

RUN THIS CHECKLIST DIGITALLY

Turn laundry checks into
verified clean-stock release and visible linen control

Capture batch quality, rewash, equipment, chemicals, shortages, vendor issues, corrective actions, and clean release in Taqtics.

Try Linen & Laundry in Taqtics