

Laundry Shift Time Log

the property · the laundry room · One sheet per shift · Print, carry, write, scan back · August 2026

This sheet answers one question: what are the laundry hours actually spent on? Fill it during one full shift. No judgement is being made about anyone's pace — the question is where the hours go, not how hard anyone works.

DATE _____ FILLED IN BY _____ SHIFT START _____ SHIFT END _____
PEOPLE ON SHIFT _____

Activity codes

Code	Means
P	Processing — loading or unloading washers and dryers, running the ironer, folding, stacking
R	Receiving — collecting, sorting and weighing soiled linen coming in
D	Distribution — delivering clean linen to floors, filling pars, cart trips out of the room
S	Supporting housekeeping — anything done for room attendants that is not laundry
W	Waiting — machines running, nothing to load, unload, fold or deliver
O	Other — write what it was in the note column

The log

One row per stretch of activity. When the activity changes, start a new row. Rough times are fine; a row that says "about 40 minutes" is worth more than a blank.

[illegible]

Before handing this in, do the check. Add up (minutes $\times$ people) across every row and write the total here: _____ person-minutes.

Now multiply the shift length by the people on shift: _____ person-minutes.

If the two differ by more than an hour, the log has a hole — find the missing stretch and add a row for it, even if the row is code **W**. A log that only records the busy parts answers the wrong question.

The counters — answer once, first visit

1. Do the washers show a weight or load counter?

A cumulative counter turns the whole demand question into two photographs a day.

- ☐ Yes – write what it reads and where: _____
- ☐ No

2. Does the ironer have a counter (items, feet, or hours)?

- ☐ Yes – reading and units: _____
- ☐ No

3. Is there a scale anywhere linen could be weighed on receipt?

- ☐ Yes — where: _____
- ☐ No — then carts are the proxy: weigh **one** full cart of soiled linen once (any bathroom scale works: person holding cart-load minus person), write it here: _____ lb per full cart

Daily poundage log — one line a day, four to six weeks

This is the series everything else waits on. Pounds from the counter if one exists, otherwise carts $\times$ the pounds-per-cart figure from question 3. Departures and occupied rooms come from the front desk's night numbers — ask for "departures and rooms occupied for yesterday."

[illegible]

Print this page again when the rows run out. Both departures and occupied rooms are recorded because the night-audit data says most of this house turns over nightly — which of the two actually drives the poundage is exactly what this log will settle.

the property · the laundry room · Pairs with the Laundry Field Worksheet (the seven room questions). This sheet measures hours and pounds; it assumes neither.