

DAILY OPERATIONS LOG

Laundry Management Facility ID: #4402

Date: _____
Shift: ☐ Morning ☐ Evening

ORDER ID	CUSTOMER NAME	SERVICE TYPE	WEIGHT	SPECIAL INSTRUCTIONS	STATUS	STAFF INIT.
#L-9021	Jameson, Robert	Wash & Fold	12 lbs	No fabric softener on linens	READY	TK
#L-9022	Sarah Miller	Dry Clean	--	Hand wash silk blouse	PROCESSING	AM
#L-9023	Hotel Grand (Bulk)	Commercial	145 lbs	Stain removal on Batch B	PENDING	--

Operator Signature

Quality Control Check

Facility Manager