

Dry cleaners weekly record sheet
(two weeks on one sheet)

Premises name:	Machine name or reference number:	Week start date or week number:
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Load Number		1	2	3	4	5	6	Daily total weight (kg)	Solvent added (litres)
Monday	Weight (kg)								
Tuesday	Weight (kg)								
Wednesday	Weight (kg)								
Thursday	Weight (kg)								
Friday	Weight (kg)								
Saturday	Weight (kg)								
Sunday	Weight (kg)								

Make a note of the reason why any under-weight load was cleaned:
 B = Blankets D = Delicates L = Lights O = Other W = Wedding dress

Total for week:		
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Maintenance or testing required this week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Still maintenance							
Lint filter checked & cleaned							
Button trap checked & cleaned							
Tank 1 level reading (litres)							
Tank 2 level reading (litres)							

Notes:

Week start date or week number:	
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Tank 2 level reading (litres)							

Notes:

List your planned preventative maintenance in the 'maintenance or testing required this week' boxes. Record what you have done for each maintenance item with a tick. Make notes about Solvent tank levels, other maintenance, servicing or solvent leaks / spills in the space above.

Signed:	
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