



## Housekeeping Department (Laundry Section)

Organization: **CUEA**  
 Department: **Housekeeping Department**  
 Section: **Laundry**  
 Campus: \_\_\_\_\_

Doc No: **CUEA/Housekeeping 07**  
 Revision Status: **00**  
 Issued by: **Housekeeper**  
 Authorized by: **DVC, Administration**

### LAUNDRY LIST FOR VACATED ROOMS

Room No: .....

<u>Items Week 1</u>	<u>No.</u>	<u>Items Week 2</u>	<u>No.</u>	<u>Items Week 3</u>	<u>No.</u>
Blankets	[ ____ ]	Blankets	[ ____ ]	Blankets	[ ____ ]
Pillow Cases	[ ____ ]	Pillow Cases	[ ____ ]	Pillow Cases	[ ____ ]
Mosquito Nets	[ ____ ]	Mosquito Nets	[ ____ ]	Mosquito Nets	[ ____ ]
Window Nets	[ ____ ]	Window Nets	[ ____ ]	Window Nets	[ ____ ]
Window Curtains	[ ____ ]	Window Curtains	[ ____ ]	Window Curtains	[ ____ ]
Towel	[ ____ ]	Towel	[ ____ ]	Towel	[ ____ ]
Bed Cover	[ ____ ]	Bed Cover	[ ____ ]	Bed Cover	[ ____ ]
Albs	[ ____ ]	Albs	[ ____ ]	Albs	[ ____ ]
Chair Covers	[ ____ ]	Chair Covers	[ ____ ]	Chair Covers	[ ____ ]
Stoles	[ ____ ]	Stoles	[ ____ ]	Stoles	[ ____ ]
Bed Sheets	[ ____ ]	Bed Sheets	[ ____ ]	Bed Sheets	[ ____ ]
Others :.....	[ ____ ]	Others :.....	[ ____ ]	Others :.....	[ ____ ]
.....	[ ____ ]	.....	[ ____ ]	.....	[ ____ ]

#### For Official Use

Week (Date)	Name / Signed Collected by: (Room Attendant)	Name / Signed Verified by: (Laundry Attendant)	Name / Signed Released by: (Laundry Attendant)	Name / Signed Collected by: (Room Attendant)
1 <sup>st</sup> Week Date: _____				
2 <sup>nd</sup> Week Date: _____				
3 <sup>rd</sup> Week Date: _____				

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