



Housekeeping Department (Laundry Section)

Organization: **CUEA**
 Department: **Housekeeping Department**
 Section: **Laundry**
 Campus: _____

Doc No: **CUEA/Housekeeping 05**
 Revision Status: **01**
 Issued by: **Housekeeper**
 Authorized by: **DVC, Administration**

STAFF LAUNDRY LIST

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>
Shirts	[____]	Shirts	[____]	Shirts	[____]
T-Shirts	[____]	T-Shirts	[____]	T-Shirts	[____]
Under Vest	[____]	Under Vest	[____]	Under Vest	[____]
Jackets	[____]	Jackets	[____]	Jackets	[____]
Sweaters	[____]	Sweaters	[____]	Sweaters	[____]
Pullovers	[____]	Pullovers	[____]	Pullovers	[____]
Kaunda Suits	[____]	Kaunda Suits	[____]	Kaunda Suits	[____]
Long Trousers	[____]	Long Trousers	[____]	Long Trousers	[____]
Pair of Shorts	[____]	Pair of Shorts	[____]	Pair of Shorts	[____]
Jeans	[____]	Jeans	[____]	Jeans	[____]
Table Clothes	[____]	Table Clothes	[____]	Table Clothes	[____]
Pair of Socks	[____]	Pair of Socks	[____]	Pair of Socks	[____]
Towels	[____]	Towels	[____]	Towels	[____]
Bed Sheets	[____]	Bed Sheets	[____]	Bed Sheets	[____]
Bed Covers	[____]	Bed Covers	[____]	Bed Covers	[____]
Blankets	[____]	Blankets	[____]	Blankets	[____]
Pillow Cases	[____]	Pillow Cases	[____]	Pillow Cases	[____]
Mosquito Nets	[____]	Mosquito Nets	[____]	Mosquito Nets	[____]
Albs	[____]	Albs	[____]	Albs	[____]

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 st Week Date: _____				
2 nd Week Date: _____				
3 rd Week Date: _____				

CUEA/DVC ADM/HSK/01 L1

