



LAUNDRY LOG

The Laundry Log is a recap of the Laundry time studies completed by the DSP or person who does the laundry)

House: Earl Road Farrand Avenue Fifth Street Royal Road

Date Completed: _____ By: _____
Title & Name

Period Covered: From _____ to _____
 Must be, at least, two week, time studies every quarter – 10 time studies on Log.

Reviewed by: _____ Date: _____
Title & Signature

This form is to be completed from the two week time studies every quarter and turned in to the Accountant or CFO immediately upon completion.

| Date | Resident # or Items | # of Loads | Staff Signature | Total Time Study Minutes | Team Leader/Supervisor Initials |
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Attach Time Studies to the Laundry Log Recap.