



Group Home Laundry Time Study

House: Earl Road Fifth Street Royal Road

Staff Name: _____ Date of Study: _____

Please Print

(Separate Time Study for each load)

Identify the amount of time staff spends performing each task listed below. Do not count time spent working on other tasks while machine is operating. Do not include the time that the machines are running. Also, time staff spends training clients on doing their own laundry is not to be included. **Required:** Two week time studies very quarter (should be different weeks in each quarter.) A total of 10 time studies are to be completed and transferred to the Laundry Log.

PROCEDURE	ACTUAL TIME PER LOAD
A. Gather and sort laundry, pre-sort, load washer and add detergent; start	_____ MIN
B. Transfer from washer to dryer; start dryer	_____ MIN
C. Remove laundry from dryer; fold, sort and put away	_____ MIN
D. Other (explain) ALWAYS CLEAN LINT FILTER AFTER EACH LAUNDRY.	Do not include this item in time.
TOTAL TIME PER LOAD	_____ MIN
Staff Person's Signature _____	Completing Time Study
Type of Laundry Load: _____	Item or Items in Laundry
Resident Initials (if one person's laundry)	Put initials only for privacy
Supervisor Signature: _____	Person Reviewing Time Study

Completed Time Studies and Attachments are to be given to Accountant or CFO and originals will be kept in the Accounting department at the Michigan City location.