

## Solvent and Product Cleaned Inventory

### Weekly Inventory Sheet: All installations

Premises Name:		Machine name or reference number:		Solvent Used:		Week start date or week number:										
Load Number	1	2	3	4	5	6	7	8	9	10	11	12	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:				
Maintenance or testing required this week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday									
Still maintenance																
Lint filter checked and cleaned																
Button trap checked and cleaned																
<b>Notes:</b>																
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:				

Note: Where the weight of clothes added is recorded in units other than kilograms, then all other measurements must be made using units that are compatible with the unit used for the weight of clothes