

**PREVENTIVE MAINTENANCE PROGRAM - LAUNDRY EQUIPMENT - COMMON AREA LAUNDRY ROOM**

**TOP LOAD WASHER**

✓ **Daily Care Checklist**

- Wipe machine tops, front and any exposed machine panels using a general household cleaning product with a microfibre cloth.
- Use only a damp microfibre cloth for cleaning control panel.
- Check washtub tubing and wipe as necessary. Use a mixture of soap and water or vinegar and water to clean inside tub.
- Leave lid open at the end of the day to allow moisture to evaporate.
- Mop floors. Note any water on floor and report to Coinamatic.

✓ **Monthly Care Checklist**

- Clean washer drum as necessary with the solution of vinegar and water, or soap and water and a damp micro fiber cloth.
- Use only a damp cloth for cleaning control panel.
- Visually inspect any deficiencies and report to Coinamatic.
- Note any water on floor and report to Coinamatic.

**FRONT LOAD WASHER**

✓ **Daily Care Checklist**

- Wipe machine tops, front and any exposed machine panels using a general household cleaning product with a micro fiber cloth. Use only a damp cloth to clean control panel.
- Check wash drum and wipe out as necessary using a mixture of soap and water, or vinegar and water and a damp microfibre cloth.
- Clean door boot area and door glass with the same cleaning mixture and a damp microfibre cloth.
- Leave door open at the end of the day to allow moisture to evaporate.
- Mop floor

✓ **Monthly Care Checklist**

- Clean detergent dispenser drawer. Remove drawer by pulling out and clean using a solution of vinegar and water as it will dissolve calcium.
- Check the door seal/boot and remove any foreign objects. You can use the solution of vinegar and water and a microfibre cloth to clean door boot.
- Visually inspect Laundry Care Centre for any deficiencies and report to Coinamatic.

## DRYER

### ✓ *Daily Care Checklist*

- Inspect area surrounding dryer for any combustible materials or flammable products or lint.
- Clean lint filter.
- Wipe the machine tops, front, and exposed side panels as required. General household cleaning products and a damp microfibre cloth are recommended.
- Use only damp microfibre cloth for cleaning control panel
- DO NOT use any chemicals or cleaning products to wipe inside dryer. A damp microfibre cloth is recommended.

### ✓ *Monthly Care Checklist*

- Clean dryer drum as necessary with a solution of vinegar and water and a damp cloth.
- Clean any debris behind dryers i.e. clothes, bounce sheets, lint, socks, etc.
- Mop floor
- Clean any grills supplying make-up air into the room

### ✓ *MONTHLY CLEANING SCHEDULE OF LAUNDRY CARE CENTRE*

- Vacuum exterior surfaces of pipes and duct work
- Clean light fixture lenses
- Machine scrub floors
- Clean all countertop surfaces



Call **1-800-561-1972** to report machine issues or use our online service request portal located at [www.coinamatic.com](http://www.coinamatic.com).