LONDONIST HOSPITALITY – Laundry Funcions

Weekly Collection Preparation

1

Operations Assistant
OMERCAN Akcit

Prepare the Weekly Collection Preparation List detailing: pick-up schedules, client information, and item details.
Send the list to the Project Manager for approval.

Project Manager
MUSTAFA Ozyildiz

Review and approve the list.

Operations Assistant
OMERCAN Akcit

Share the approved list with the Driver for execution

Collection and Delivery

2

Assigned Driver
-

- Collect items from clients (Airbnb, Unit 1: Sorting and Categorization

- Laundry Supervisor: Unit 1: Sorting and Categorization

Warehouse Process

3

Laundry Supervisor
JAY Espina

Unit 1: Sorting and Categorization
a. Inspect and categorize items (e.g., linens, pillowcases, towels). Check for stains or damage
b. Count and log all items into the Data Management System.
c. Decide on:
- Detergent quantities required.
- Washing program for each item type.
- Priority of items based on urgency.

Unit 2: Washing
Items are washed according to the supervisor's instructions (program, detergent, time).

Unit 3: Drying – Pressing/Ironing
Items are dried appropriately, maintaining care instructions/ Items are pressed and ironed.

Unit 4: End of process
- Conduct item condition checks and a final count to ensure quality and completeness.
- Ensure all items meet quality standards before logging them into the system.
- Add **Photo Documentation:** Supervisors can take photos of damaged items as evidence for communication with clients if needed.

Data Recording

4

Laundry Supervisor
JAY Espina

Log completed collections (washed, dried, pressed items) into the Data Management System.

Shelving and Storage

5

Laundry Supervisor
JAY Espina

- Conduct a final review of packaged items to ensure accuracy before they leave the warehouse.

- Place cleaned, dried, and pressed items on designated shelves.

- Record the placement of items into the Data Management System.

Packaging and Delivery Preparation

6

Operations Assistant
OMERCAN Akcit

Laundry Supervisor
JAY Espina

- Collaborate to arrange and package items for client delivery.
- Log prepared packages into the Data Management System.

Delivery to Clients

7

Operations Assistant
OMERCAN Akcit

Confirm the driver has collected the correct items for delivery.

Assigned Driver
-

Deliver packages to clients. (Drivers can have a detailed checklist of items for delivery, with confirmation signatures or timestamps for proof of handover to clients.)

Laundry Supervisor
JAY Espina

Ensure all outgoing packages are logged in the Data Management System.