# The Legend House - Daily Tumble dryer Filter Cleaning Record

Instructions:

* The lint filters must be cleaned at least once a day.
* Open the door of the tumble dryer and locate the filter. It is usually located at the bottom of the dryer door or inside the drum.
* Remove the filter carefully and brush away any lint, dust, or debris that you can see with your fingers or a soft-bristled brush.
* If there is any residue in the filter, take it out and wash it with soap and water, then dry it thoroughly before placing it back in the tumble dryer. Remember, the filter must be completely dry before putting it back in the dryer.
* The filter must be cleaned every day before using the tumble dryer. This is to prevent the build-up of lint and debris, which can cause the dryer to overheat and become a fire hazard.

**Please record below who cleaned the filter and the date it was last cleaned.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Employee Name** | **Dryer Name/ Number** | **Filter Cleaned (Yes/ No)** | **Comments/ Remarks** | **Auditor’s Initials**  **& date** |
| ***Example***  01/01/2022 | John Smith | Dryer 1 | Yes |  |  |
| ***Example***  02/01/2022 | John Smith | Dryer 1 | No | Filter was replaced instead |  |
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