

# Laundry Service - Queue Overflow Review

Document when waiting demand exceeded capacity and what affected the queue. Setting: Laundry Service.

## Contact and reference

Name or team reference \*

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Reply email, if needed

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Date of record \*

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## Queue Overflow Review

Queue location and observed time window \*

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Arrival pattern and approximate waiting conditions \*

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Bottleneck and temporary routing used \*

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Capacity change or information to test next time

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## Laundry Service

Laundry batch and sorting or finishing station \*

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**Textile category, bag reference or wash group \***

**Care-label matching, drying method or return-bundle needs**

## Ownership and follow-up

**Team or role responsible for the next action**

**Target follow-up date**

**Current state of this record \***

- ☐ Open for review
- ☐ Waiting for information
- ☐ Next action agreed
- ☐ Completed and checked

**Next action and completion evidence**

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

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