

# Inspection Checklist: Laundry

*Does your business wash, dry, starch, or iron clothes, household linens, or other washable fabrics on the premises for the public—but is not a Laundromat?*

*Does your business accept laundry for washing or ironing off premises?*

**Use this checklist to learn what our inspectors look for and help avoid violations. All businesses also must comply with the General Retail Inspection Checklist, which is included at the end for easy reference.**

	Requirement	Do you meet this requirement?
	<b>Licenses</b>	
1	Businesses that wash, dry, starch, or iron clothes, household linens, or other washable fabrics on the premises for the public must have a DCA <u>Laundry license</u> .	<input type="checkbox"/> Yes
2	Businesses that only accept laundry for washing or ironing off premises must have a DCA <u>Laundry Jobber license</u> .	<input type="checkbox"/> Yes
3	DCA's new combined license and complaint sign must be posted where all customers can see it. Until you receive the new sign, which DCA is sending during the license renewal period, you must continue to post both your license and the complaint sign.  <b>Note:</b> DCA combined the license and the complaint sign, previously separate documents, into one consolidated sign. New licensees and licensees that renew after October 15, 2013 will receive the new sign. Renewing licensees must remove the old license document and complaint sign that DCA previously provided and post the new combined sign. For more information about this new regulation, go to <b><a href="http://nyc.gov/consumers">nyc.gov/consumers</a></b> .	<input type="checkbox"/> Yes
	<b>Signs</b>	
4	A business cannot have a price list that contains different prices for men and women for the same services. <b>Tip:</b> A price list that contains different prices for laundering “shirts” and “blouses” is not permitted, for example.	<input type="checkbox"/> Yes
5	If there is a minimum weight for laundry service and the business charges for each pound above the minimum, the price for the minimum weight, the price for each additional pound, and any qualifications must be clearly posted for customers to see.	<input type="checkbox"/> Yes
6	If a business offers different services at different prices, each type of service and the differences between the services must be clearly explained.	<input type="checkbox"/> Yes
7	A price list must be posted and visible where orders are placed or payments are made by customers.	<input type="checkbox"/> Yes
8	The price list must contain each of the following: <ul style="list-style-type: none"> <li>■ List of services available</li> <li>■ Minimum price for each service</li> </ul>	<input type="checkbox"/> Yes

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	Requirement	Do you meet this requirement?
	<ul style="list-style-type: none"> <li>■ Description of what might increase the price (example: embellishments, special materials, etc.)</li> <li>■ Range of the additional charges (example: "\$5 base price plus up to \$20")</li> <li>■ Hourly labor rate, if applicable</li> </ul>	
9	A business must clearly post its refund policy near the register where customers can see it.	<input type="checkbox"/> Yes
10	If there are limitations on using credit cards, such as minimum purchase amounts, the policy must be clearly posted near the register and the entrance.	<input type="checkbox"/> Yes
	<b>Receipts and Claim Tickets</b>	
11	The business' claim tickets, receipts, business cards, and flyers must contain each of the following: <ul style="list-style-type: none"> <li>■ Business name</li> <li>■ Business address</li> <li>■ DCA License number</li> </ul>	<input type="checkbox"/> Yes
12	Claim tickets must also include the customer's name and address and each of the laundry charges (not just the total charge).	<input type="checkbox"/> Yes
13	Receipts must be given to customers for purchases over \$20 and upon request for purchases between \$5 and \$20.	<input type="checkbox"/> Yes
14	Receipts must include each of the following: <ul style="list-style-type: none"> <li>■ Date of purchase</li> <li>■ Amount paid for each item or service</li> <li>■ Total amount paid</li> <li>■ Separate statement of tax</li> <li>■ Name and address of the business</li> <li>■ DCA license number</li> </ul>	<input type="checkbox"/> Yes
	<b>Scales</b>	
15	If laundry is weighed on the premises, each scale must have a DCA seal and be inspected annually.  <b>Tip:</b> Request a scale inspection <a href="#">online</a> or by calling 311.	<input type="checkbox"/> Yes

Updated 10/09/2013



Bill de Blasio  
Mayor

**Department of  
Consumer Affairs**

Julie Menin  
Commissioner

42 Broadway  
New York, NY  
10004

Visit [nyc.gov](http://nyc.gov) and  
search "Business  
Toolbox"

Contact 311  
(212) NEW-YORK  
(Outside NYC)

*New York City businesses must comply with all relevant federal, State, and City laws and rules, which are available in DCA's Business Toolbox. Businesses are responsible for knowing and complying with current regulations that affect their business.*

# Inspection Checklist: General Retail

*Does your business sell goods or services?*

**Use this checklist to learn what our inspectors look for and help avoid violations:**

	Requirement	Do you meet this requirement?
	<b>Price Lists for Services</b>	
1	A price list with the types of services and the prices of those services must be displayed.	<input type="checkbox"/> Yes
2	The price list must be clearly posted or clearly displayed near the cash register and/or at the place(s) where orders are placed.	<input type="checkbox"/> Yes
3	If the price list states a minimum charge (e.g., “from \$ . . .”) or states a price “and up,” it must state the reason for the different prices and include the range of prices.	<input type="checkbox"/> Yes
4	If there is a sale or promotion, the pre-sale prices must also be posted for comparison.	<input type="checkbox"/> Yes
5	<p>Prices for services cannot be based on gender.</p> <p><b>Tip:</b> Words like “men’s,” “women’s,” and “ladies” cannot be used to describe the price; the difference must be described in a gender neutral way. (Example: Above the shoulder hair = \$15; Below the shoulder hair = \$30)</p> <p><b>Tip:</b> Instead of listing prices for shirts and blouses, the price must be described based on physical differences between the shirts. (Example: sequins, ruffles, fancy buttons)</p>	<input type="checkbox"/> Yes
	<b>Pricing for Goods</b>	
6	All items offered for sale must have a clearly visible price.	<input type="checkbox"/> Yes
7	For most items, the price must be attached to the item or on a sign where the item is displayed.	<input type="checkbox"/> Yes
8	If your store’s annual revenue is more than \$2 million or you are a chain store, you must individually price most food products, as well as paper products, detergents, soaps, nonprescription drugs, and health and beauty aids.	<input type="checkbox"/> Yes
9	Milk; eggs; fresh produce; snack foods that are less than 5 ounces; frozen foods; jars of baby food; and items that are less than 3 cubic inches, under 3 ounces and under \$1 do not have to be individually priced, but must have shelf prices.	<input type="checkbox"/> Yes

## Inspection Checklist: General Retail

	Requirement	Do you meet this requirement?
	<b>Signs</b>	
10	<p>Sale signs that advertise a percent discount—example: 20-50% off—must state the minimum percent discount.</p> <p><b>Tip:</b> Both the minimum and maximum numbers must be of equal size.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div data-bbox="355 709 651 905" style="border: 2px solid green; padding: 10px; text-align: center;"> <p><b>20-50%</b> ✓ <b>OFF</b></p> </div> <div data-bbox="792 709 1084 905" style="border: 2px solid red; padding: 10px; text-align: center;"> <p><del><b>20-50%</b></del> <del><b>OFF</b></del></p> </div> </div>	<input type="checkbox"/> Yes
11	<p>Sale signs cannot contain any of the following phrases:</p> <ul style="list-style-type: none"> <li>■ “Our list price”</li> <li>■ Below “manufacturer’s wholesale cost”</li> <li>■ “Manufacturer’s cost”</li> </ul>	<input type="checkbox"/> Yes
12	<p>Businesses that sell goods and services must post a refund policy.</p> <p><b>Tip:</b> A refund policy must be posted at each register, point of sale, or at each entrance.</p> <p><b>Tip:</b> Even if the policy is not to give refunds, a sign must be posted stating “No Refunds.”</p>	<input type="checkbox"/> Yes
13	<p>The refund policy must state any and all conditions or limitations to getting a refund. For example:</p> <ul style="list-style-type: none"> <li>■ Businesses must disclose any fees charged for refunds, such as “restocking fees.”</li> <li>■ If a business will not provide refunds for “as is” items, it must disclose that.</li> <li>■ Businesses must also disclose whether the refund will be in cash, credit, or store credit only.</li> <li>■ If proof of purchase is required for a refund, the sign must say so.</li> <li>■ A business that chooses not to offer refunds must post a sign that states, “No Refund,” or words to that effect.</li> <li>■ The sign must state that a written copy of the store’s refund policy is available on request.</li> </ul>	<input type="checkbox"/> Yes

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	Requirement	Do you meet this requirement?
14	If there are limitations on using credit cards, such as minimum purchase amounts, the policy must be clearly posted near the register and the entrance.	<input type="checkbox"/> Yes
	<b>Receipts</b>	
15	Receipts must be given to customers for purchases over \$20 and upon request for purchases between \$5 and \$20.  <b>Tip:</b> This does not apply to food and drink that is meant to be consumed on the premises.	<input type="checkbox"/> Yes
16	The receipt must include each of the following: <ul style="list-style-type: none"> <li>■ Date of purchase</li> <li>■ Amount paid for each item</li> <li>■ Total amount paid</li> <li>■ Separate statement of tax</li> <li>■ Name and address of store</li> </ul>	<input type="checkbox"/> Yes
17	Receipts for electronics that cost more than \$100 must also include the make and model number of the item.	<input type="checkbox"/> Yes
	<b>Price Accuracy</b>	
18	When items are scanned, the price must match the lowest item price, shelf price, sale price, or advertised price.	<input type="checkbox"/> Yes
19	If no scanners are used, the price at checkout must still match the lowest item price, shelf price, sale price, or advertised price.	<input type="checkbox"/> Yes
20	Tax cannot be charged on tax-exempt items.  <b>Tip:</b> Check with the <a href="#">New York State Department of Taxation and Finance</a> for a complete list of which items are exempt.	<input type="checkbox"/> Yes

# Inspection Checklist: General Retail

	Requirement	Do you meet this requirement?
	<b>Layaway Plans</b>	
21	<p>If layaway is offered, each of the following written disclosures must be provided to consumers prior to accepting any payments over \$50 in 4 installments or more:</p> <ul style="list-style-type: none"> <li>■ Description of the item, including name, brand, color, and model number</li> <li>■ Total cost of the item including tax</li> <li>■ Charge to use layaway and any cancellation fee</li> <li>■ Duration of the layaway plan</li> <li>■ Payment schedule and any consequences of missed payments</li> <li>■ Refund policy</li> <li>■ Notice of whether or not the item won't be removed from inventory until a certain number of payments have been made</li> </ul> <p><i>Example 1:</i> NOTICE: NO MERCHANDISE WILL BE REMOVED FROM INVENTORY UNTIL X% OF THE PURCHASE PRICE HAS BEEN PAID.</p> <p><i>Example 2:</i> ATTENTION: YOUR SELECTION OF MERCHANDISE WILL NOT BE ORDERED UNTIL YOU HAVE MADE YOUR NEXT TO FINAL PAYMENT.</p>	<input type="checkbox"/> Yes
	<b>Expired Over-the-counter Medication</b>	
22	It is illegal to sell over-the-counter medication after the expiration date on the label.	<input type="checkbox"/> Yes