

101106T4HKA

HOUSEKEEPING AND ACCOMODATION LEVEL 6

HOS/OS/HK/CR/04/6/A

Manage Housekeeping Operations

Nov/Dec 2024



**TVET CURRICULUM DEVELOP
COUN**

**SSMENT AND CERTIFICATION
ACC)**

PRACTICAL ASSESSMENT

INSTRUCTIONS TO ASSESSOR

1. Assess the candidate as the practical progress observing the critical areas
2. You are required to mark the practical as the candidate performs the tasks
3. You are required to take video clips at critical points
4. Ensure the candidate has a name tag and registration code at the back and front

OBSERVATION CHECKLIST

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Candidate's name & Registration Code			
Assessor's name & Registration Code			
Unit of Competency			
Venue of Assessment			
Date of assessment			
Items to be evaluated: <i>Please award marks as instructed. Give a brief comment on your observation.</i>	Marks allocated	Marks obtained	Comments
Checked grooming for candidates			
a. Well-kept hair b. Wore clean uniform c. Wore closed shoes d. Wore no jewelry <i>(Award 1 Mark for correct steps or zero)</i>	 1 1		
Sub-total			
Task 1: Prepare and collect equipment and materials from the store			
i. Housekeeping tools and equipment a. Soft hand brush b. Brooms c. Mops and mop buckets d. Cobweb brush e. Buckets f. Yellow dusters g. Fluff-free cloths h. Cleaning cloths i. Sponges and rugs	 1 1 1 1 1 1 1 1 1		

ii. Cleaning materials			
a. Liquid detergents	1		
b. Stain removers	1		
c. Air fresheners	1		
d. Window cleaner	1		
e. Wood polish	1		
f. Disinfectant	1		
g. Water (hot and cold)	1		
h. Metal polish	1		
(Award 1 Mark for correct steps or zero)			
Sub-total	17		
Work organization:			
a. Ensured organization at the workstation			
b. Used correct equipment			
c. Practiced control of equipment materials			
d. Used appropriate cleaning procedures	1		
(Award 1 Mark for correct steps or zero)			
Sub-total	4		
Task 2: Demonstrate cleaning of a vacant room to look like a (principal's office) and prepare it ready for use			
a. Dry dusted surfaces after sweeping	1		
b. Damp-dusted furniture in the room	2		
c. Erected warning signs safety precautions	1		
d. Cleaned the walls, spot cleaned and no stains left	2		
e. Cleaning procedures (used 3 water bucket system)	3		

f. Cleaned windows and panes	2		
g. Cleaned lighting and ceiling	2		
h. Cleaned the floor of the room	1		
i. Used air freshener after cleaning	1		
j. Followed standard operating procedure	1		
(Award Marks for correct steps or zero)			
Sub-total	16		
Serviced the room			
a. Room well cleaned and smelled fresh	1		
b. Room well-arranged			
c. Checked the working of lights in the r			
d. Checked that guest supplies were all			
e. Checked the curtains hanging well	1		
f. Checked furniture in the room	1		
g. Checked working of doors in the room	1		
h. Checked filing of documents, in the correct order	1		
(Award Marks for correct steps or zero)			
Sub-total	8		
Task 3: Demonstrated cleaning of a mop			
a. Items well-assembled	1		
b. Dusted the handle using a yellow duster	1		
c. Removed hairs and fluffs from the fiber/head	1		
d. Damp cleaned the handle rinsed and dried			

e. Washed fiber using three water bucket system with disinfectant	1		
	1		
f. Squeezed excess water and hung to dry; no water visible	1		
	1		
g. Equipment's cleared <i>(Award Marks for correct steps or zero)</i>			
Subtotal	7		
8. Final cleaning			
a. Cleaned equipment and materials	1		
b. Cleaned containers for the agents	1		
c. Waste disposed	1		
d. Equipment returned to the store	1		
<i>(Award 1 Mark for correct steps or zero)</i>			
Sub-total			
Grand Total			
TOTAL			
ASSESSMENT OUTCOME			
The candidate was found to be: Competent ☐ Not yet competent ☐ <i>(Please tick as appropriate)</i> <i>(The candidate is competent if he/she obtains 50% or higher)</i>			
Feedback from the candidate:			
Feedback to the candidate:			
Candidate's Signature		Date	

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Assessor's Signature	Date
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