

101106T4HKA

HOUSEKEEPING MANAGEMENT LEVEL 6

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

Manage Housekeeping Operations

March/April 2025



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION
COUNCIL (TVET CDACC)**

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

Candidate's Name & Registration Code			
Assessor Name & Registration Code			
Venue of Assessment			
Date of Assessment			
Items to be Evaluated: <i>Please award marks as appropriate. Give a brief comment on your observation.</i>	Marks Available	Marks Obtained	Comments
HYGIENE			
a) Personal hygiene			
i. Correct shoes worn	1		
ii. Proper attire worn	1		
iii. Hair held at the back	1		
iv. No jewelry worn	1		
v. Nails cut and no polish applied	1		
(Award marks for correct steps or zero)			
b) Safety hygiene			
i. Observing safety measures during work	2		
ii. Observing hygiene measures during work	2		
(Award marks for correct steps or zero)			
c) Environmental Hygiene			
i. Proper disposal of waste done	1		
ii. Floor dried throughout the practical	1		
(Award marks for correct steps or zero)			
SUB-TOTAL	11		
WORK ORGANIZATION AND OPERATIONAL SKILLS			
d) Work organization			

i. Equipment and materials collected and well-assembled	2		
ii. Enough water collected and heated	2		
iii. Surface /work areas well prepared	1		
iv. Labelling of equipment and materials	1		
v. Cleaning and safety signs displayed (Award marks for correct steps or zero)	2		
e) Operational skills			
i. Choice of correct equipment for the task	2		
ii. Choice of correct materials for the task	1		
iii. Systematic in carrying out tasks	2		
iv. Working following cleaning principles.	2		
v. Dry cleaning before wet cleaning	2		
vi. Dusting after sweeping	1		
vii. Not stepping on cleaned areas	1		
viii. Tidiness during work (Award marks for correct steps or zero)	1		
SUB-TOTAL	20		
TASK I: OBSERVATION CHECKLIST; DAILY CLEANING OF DEANS OFFICE			
i. Surfaces well dusted(walls, ceiling, windows, doors)	2		
ii. Surfaces well cleaned(walls ,ceiling, windows, doors) using the 3 bucket water system	4		
iii. Metals well cleaned and polished	2		
iv. Window panes well-polished(used fluff-free cloth)	2		
v. Floor well swept (used brooms)	2		
vi. Floor well cleaned(used 3 water bucket system)	2		

vii. Floor well dried(used dried mop)	2		
viii. Floor well buffed(used mop)	2		
ix. Room well arranged(entrance cleaned organized files/shelves ,wall hangers)	2		
<i>(Award marks for correct steps or zero)</i>			
SUB-TOTAL	20		
TASK I: PRODUCT CHECKLIST: DAILY CLEANING OF DEANS OFFICE			
i. Organized/surfacing office is inclusive			
• Organized shelf	1		
• Table with organizers	1		
• Wall hanging hanged	1		
• Potted flower & plants	1		
• Coat hangers	1		
• Mirror	1		
ii. Office Well arranged	1		
iii. Dust-free surfaces	1		
iv. Empty lined dustbin	1		
v. Windows left open	1		
vi. Curtains well draped	1		
vii. Room well-lit	1		
(Award marks for correct steps or zero)			
SUB-TOTAL	12		
TASK II: OBSERVATION CHECKLIST; WEEKLY CLEAN OF A FILE CABINET			
i. Setting up for the demonstration	1		
ii. Introduction to the demonstration	1		
iii. Correct timing for the demonstration	1		
iv. Cleaned using 3 bucket water system	2		

v. Ability to talk and present	1		
vi. Results of the demonstration	1		
vii. Clearing after demonstration (Award marks for correct steps or zero)	1		
SUB-TOTAL	8		
TASK II: PRODUCT CHECKLIST; WEEKLY CLEAN OF A FILE CABINET			
i. Well dusted(walls, ceiling, windows, doors)	1		
ii. Well cleaned (walls, ceiling, windows, doors) using the 3-bucket water system	1		
iii. Well-dried (used fluff-free cloth)	1		
iv. Well-polished (used fluff-free cloth)	1		
v. Files well arranged (Award marks for correct steps or zero)	1		
SUB	5		
Final clearing			
i. Equipment cleaned and wiped	1		
ii. Materials cleaned and lids returned	1		
iii. Equipment and materials returned to the store	1		
iv. Dust bins emptied. (Award marks for correct steps or zero)	1		
SUB-TOTAL	4		
GRAND TOTAL	80		
ACTUAL SCORE	$\frac{x}{80} \times 100$		
ASSESSMENT OUTCOME			

The candidate was found to be:	
Competent ☐	Not yet Competent ☐
<i>(Please tick as appropriate)</i> <i>(The candidate is competent if the candidate obtains at least 50%)</i>	
Feedback from the Candidate:	
Feedback to the Candidate:	
Candidate Signature	Date:
_____	_____
Assessor's Signature	Date
_____	_____