

101105T4HKA

HOUSEKEEPING AND ACCOMMODATION LEVEL 5

HOS/OS/HK/CR/03/5

Manage Housekeeping Operations

July/August 2025



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

PRACTICAL ASSESSMENT CHECKLIST

INSTRUCTIONS TO THE ASSESSOR

1. Assess the candidate as the practical progresses observing the critical areas
2. You are required to mark the practical as the candidate perform 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

This guide consists of FOUR (4) printed pages.

**Assessor should check the guide to ascertain that all the pages are printed as indicated and
that no questions or answers are missing**

OBSERVATION CHECKLIST

Candidate's Name			
Candidate's Registration Code			
Assessor's Name			
Assessor's 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
a) Grooming			
• Correct shoes worn	1		
• Proper attire worn (dustcoat/sky blue uniform)	1		
• Hair held at the back	1		
• No jewellery worn	1		
• Nails cut and no polish applied	1		
(Award 1marks for each activity or zero)			
SUB-TOTAL	5		
b) Work organization			
• Equipment and materials collected and well assembled	2		
• Enough water collected and heated	2		
• Surface /work areas well prepared	2		
• Labelled equipment and materials	2		
• Cleaning and safety signs displayed	2		
• Placed equipment and materials in relation to work area	2		
(Award 2 marks for each activity or zero)			
SUB-TOTAL	12		
c) Operation skills			

- Selected correct equipment for task - Selected correct materials for task - Tasks carried out systematically <i>(Award 2 marks for correct step or zero)</i>	2		
SUB-TOTAL	6		
d) Safety and hygiene - Observed safety measures during work - Observed hygiene measures during work <i>(Award 2 marks for correct step or zero)</i>	2		
SUB-TOTAL	4		
TASK 1: CLEANED THE CORRIDOR AREA			
- All surfaces dusted (check low dusting and high dusting) - Floor well swept and dust and dirt collected properly - Marks/stains from all surfaces removed - Room walls and floor well cleaned, rinsed and dried using 3-bucket system - Window glass well cleaned rinsed and buffed without any marks - Furniture and its surroundings well cleaned, rinsed, dried, and well-arranged - Wall well cleaned and no marks left on the surface - Waste paper baskets emptied, cleaned disinfected, and well-lined - Exits well cleaned, rinsed, disinfected, and dried <i>(Award 2 marks for each activity or zero)</i>	2		
	2		
	2		
	2		
	2		
	2		
	2		
	2		
	2		

SUB TOTAL	18		
TASK 2: CORRIDOR LEFT READY FOR INSPECTION			
• Furniture arranged	2		
• Dust bin lined	2		
• Corridor cleaned as expected <i>(Award 2 marks for each activity or zero)</i>	2		
SUB-TOTAL	6		
FINAL CLEARING			
• Equipment well cleaned and stored	2		
• Material containers wiped and lids replaced	2		
• Warning signs and labels removed <i>(Award 2 marks for each activity or zero)</i>	2		
SUB TOTAL	6		
TOTAL MARKS	57		
GRAND TOTAL (X/57 *100)			

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

Marksheet

Unit Name (per OS)	Unit Code (per OS)	Total Marks	Marks Awarded	Percentage (%)
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