

101105T4HKA

HOUSEKEEPING AND ACCOMMODATION LEVEL 5

HOS/OS/HK/CR/03/5/A

Manage Housekeeping Operations

Nov/Dec 2024



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

OBSERVATION CHECKLIST

INSTRUCTIONS TO 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

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
TASK1 : SAFETY, HYGIENE AND WORK ORGANIZATION			
A). GROOMED AND HYGEINE			
• Cleaned and well pressed uniform	1		
• No jewellery and minimal makeu	1		
• Short cleaned nails with no vanish	1		
• Flat cleaned closed shoes	1		
• Hands kept clean throughout	1		
(Award 2 Marks for each activity or zero)			
SUBTOTAL	5		
B). SAFETY OBSERVED			
• Warning signs displayed	2		
• Gloves worn	2		
• Dust marks worn	2		
(Award 2 Marks for each activity or zero)			
SUBTOTAL	6		
C). WORK ORGANIZATION			
• Equipment and materials collected and well assembled	2		
• Enough water collected and heated	2		

• Surface /work areas well prepared • Labelled equipment and materials • Cleaning and safety signs displayed • Placed equipment and materials in relation to work area <i>(Award 2 Marks for each activity or zero)</i>	2		
SUBTOTAL	12		
TASK 2: DAILY CLEANING PROCEDURE OF A CORRIDOR			
A) OPERATIONAL SKILLS • Choice of correct equipment for task • Choice of correct materials for task • Systematic in carrying out tasks • Worked following the cleaning principles. (i) Dry cleaned before wet cleaning (ii) Dusted after sweeping (iii) Not stepping on cleaned areas • Tidiness during work <i>(Award 2 Marks for each activity or zero)</i>	2		
SUBTOTAL	14		
B) DEMONSTRATED THE SKILLS • Setting up for the demonstration • Introduction to the demonstration • Correct timing for the demonstration • Ability to talk and show • Results for the demonstration • Clearing after demonstration <i>(Award 2 Marks for each activity or zero)</i>	2		
SUBTOTAL	12		
C) FINAL APPEARANCE • Cleaned well done	2		

- No marks or stain - Place appeared and smelled awesome - Place cleaned lined waste bin - Equipment well cleaned and displayed - Material containers wiped and lids replaced - Cleaned completed (Award 2 Marks for each activity or zero)	2		
	2		
	2		
	2		
	2		
	2		
	2		
SUBTOTAL	16		
TASK 4: FINAL CLEARING UP			
All items cleaned (i) Tools (ii) Equipment (iii) Cleaning materials All items returned to the store (i) Tools (ii) Equipment (iii) Cleaning materials (Award 1 Mark for each set or zero)	1		
	1		
	1		
	1		
	1		
	1		
	1		
SUBTOTAL	6		
GRAND TOTAL	71		

ASSESSMENT OUTCOME	
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	

THIS IS THE LAST PRINTED PAGE