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MODULE 1

ACCOMMODATION OPERATIONS ATTENDANT

HOS/OS/ACO/CR/01/4/MA

Perform Front Office Operations

September - December 2025

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

CUTTING LIST

CUTTING LIST (PER CANDIDATE)

S/NO.	Item	Qty	Provided by
1.	Simulated front office desk	1 pc	Centre
2.	Reservation forms and prefilled reservation forms	As req.	
3.	Guest registration forms	As req.	
4.	Feedback forms	As req.	
5.	Hotel room rates and prices	2 forms	
6.	Prefilled bill forms and prefilled guest folio	1 of each	
7.	Wall clock and wall hangings	As req.	

8.	Suggestion box	1 per 5 candidates	
9.	Complement and complaint forms	As req.	
10.	Hotel brochures and magazines	As req.	
11.	Table and chairs	1 table 3 chairs	
12.	Filling rack	1 pc	
13.	Mop buckets	3pcs	
14.	Mops	2pcs	
15.	Cleaning agents	250 ml	
16.	Waste bins	1 pc	
17.	Mock guests	2(A couple)	Candidate
18.	Notepad and pen	1 of each	
19.	Personal protective gears	As req.	
20.	Cleaning clothes	As req.	

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