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ACCOMMODATION OPERATIONS ATTENDANT

MODULE 1

HOS/OS/ACO/CR/02/4/MA

PERFORM LAUNDRY OPERATIONS

SERIES: JULY/AUGUST 2025

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

PRACTICAL ASSESSMENT CHECKLIST

INSTRUCTIONS TO THE ASSESSOR:

1. This assessment is to take place in the prescribed order as arranged in the tool.
2. Capture clear **photographs** and/or **videos** of each candidate's work at critical points as they perform the tasks and label all media files with: Candidate Registration Number, Unit Code, Practical Session Number, and Date.
3. Record candidate scores and assessor remarks in the observation checklists for each session.
4. Store all completed checklists, media files, and candidate drawings in a secure digital/physical folder per candidate.

1. CANDIDATE & ASSESSOR DETAILS

Candidate Name:	**CDACC Reg. No.:**
Assessor Name:	**Assessor ID Number:**

2. PROJECT BRIEF

In this project, the candidate must demonstrate competence in all four Elements of this unit by completing three hands-on sessions Practical 1 – 3 (each ~4 hours) followed by oral assessment (~1 hour). Tasks must follow **workplace standards**, **fabric care procedures**, and **occupational safety protocols**.

3. CUTTING LIST (PER CANDIDATE)

Item	Qty.	Provided by
Simulated laundry room(work station)		Centre
Tables	1	
Water	As req.	
Manilla paper	1	
Laundry slip	2 forms	
Linen control sheet	2 forms	
Linen dispatch sheet	2 forms	
Plastic table cloth	1 pc	
Marker pens	1	
Laundry basket	1	
Ironing box/ ironing boards (blankets and sheet)	1 each per candidate	

Buckets (20 ltrs)	3	
Gas cylinder/ electric kettles/ jiko/ water heater	1	
Medium sized saucepans/ sufuria	1	
Detergent (powder/ liquid)	500g/ 500ml	
Laundry bleach; jik /ace	100 ml	
Solvents; white spirit Borax	200 ml 100 ml	
Heavy duty gloves	1 pair	
Laundry starch	100 g	
Laundry blue	30 g	
Disinfectant	200 ml	
Fabric conditioner	200 ml	
Basins	4 per candidate	
Hangers	6	
Mops and mop bucket	1 of each	
Pens	2	Candidate
Foolscarps	As req.	
PPE(Navy blue uniform, black shoes, dustcoat, hair net)	1 per candidate	
Laundering articles : 2 articles of the following fabrics: a) Cotton b) Linen c) Silk d) Wool e) Polyester f) Acrylic	18 articles (2 of each fabric)	

g) Rayon h) Denim and i) Leather		

4. **SECTION 1 (SESSION 1 – 4 HOURS):** Launder Articles and Fabrics and Dry clean Articles and Fabrics

Assessment Date:	
Assessment Venue:	

Elements Covered

1. Launder Articles and Fabrics
2. Dry clean articles and fabrics

4.1 **Tasks**

You are required to work with **two articles** of the following **nine** (9) fabrics;

a) Cotton
b) Linen
c) Silk
d) Wool
e) Polyester
f) Acrylic
g) Rayon
h) Denim and
i) leather

- Preparation of articles (receiving, sorting, tagging)
- Fabric identification
- Pre-treatment and stain removal
- Washing / dry clean using appropriate methods
- Drying using correct equipment

4.2 Practical Checklist

No.	Items of evaluation	Max Marks	Awarded
1.	Donned PPEs as per work requirement (gloves, apron,	4	

	safety shoes, mask) *(award 1 mark for each correctly worn PPE)*		
2.	Properly organized the work station equipment and materials (Assembled equipment, assembled cleaning materials, has enough water, displayed signage) *(Award 2 marks for correct set up)*	8	
3.	Received required number of articles(filled laundry slip), sorted articles and fabrics correctly by type and color *(award 2 marks for each factor)*	4	
4.	Identified fabric type and selected washing method as per fabric care procedure *(award 3 marks for proper identification of fabric and 3marks for proper washing method)*	6	
5.	Applied appropriate pre-treatment and stain removal as per the fabric care procedure *(award 2 marks for correct pre-treatment and 2 marks for proper stain removal per fabric(9))*	36	
6.	Laundered each fabric as per appropriate fabric care procedures. *(award 2 marks for each fabric well laundered)*	18	
7.	Used drying method suitable as per appropriate fabric care procedures. *(award 2 marks for each fabric(9) well dried)*	18	
8.	Maintained hygiene and safety protocols(mopped away spilled water, waste water is appropriately disposed) *(award 2 marks for hygiene and 2 marks for safety*	4	

	observed)		
9.	Carried out post-laundering activities(emptied and cleaned equipment, cleared work station, stored equipment and material) (*Award 2 marks for each activity performed)*	6	
Total Section 1		**76**	

NB: Photos and videos should be taken as the candidate performs items 2,3,4,5,6,7,8 and 9.

5. SECTION 2 (SESSION 2 – 4 HOURS): Perform Finishing of Articles and Fabrics

Assessment Date:	
Assessment Venue:	

Elements Covered

1. Perform Finishing of Articles and Fabrics

5.1 Tasks

You are required to work with **two articles** of the following **nine** (9) fabrics;

a) Cotton
b) Linen
c) Silk
d) Wool
e) Polyester
f) Acrylic
g) Rayon
h) Denim and
i) leather

- Ironing and pressing as per fabric care procedures
- Airing of laundered items
- Use of finishing equipment

5.2 Practical Checklist

No.	Items of evaluation	Max Marks	Awarded
1.	Donned PPEs as per work requirement (gloves, apron, safety shoes, mask) *(award 1 mark for each correctly worn PPE)*	4	
2.	Properly organized the work station and finishing equipment (Assembled finishing equipment, assembled cleaning materials, , displayed signage) *(Award 2 marks for correct set up)*	6	
3.	Selected and used appropriate finishing equipment(ironing boards, ironing boxes, hangers) *(award 2 marks for correct use of equipment)*	6	
4.	Ironing/pressing done per fabric specifications *(award 3 marks per correct fabric(9) finishing)*	27	
5.	Articles of each fabric aired *(award 2 marks for correct airing per fabric(9))*	18	
6.	Article free from creases and stains *(award 2 marks for clean and presentable per fabric(9))*	18	
7.	Maintained safety during finishing (burn risk, posture) *(award 3 marks for each inspection)*	6	
8.	Carried out post-finishing activities(cleared work station, stored equipment in a clean, dry and secure environment) *(award 4 marks for conducting of post-finishing activities)*	4	
Total Section 2		**89**	

NB: Photos and videos should be taken as the candidate performs item 2, 3, 4, 5, 6, 7 and 8.

6. SECTION 3 (SESSION 3 – 4 HOURS): Perform Linen Control Operations

Assessment Date:	
Assessment Venue:	

Elements Covered

1. Perform Linen Control Operations

6.1 Tasks

You are required to work with **two articles** of the following **nine** (9) fabrics;

j) Cotton
k) Linen
l) Silk
m) Wool
n) Polyester
o) Acrylic
p) Rayon
q) Denim and
r) leather

- Linen storage
- Linen dispatch
- Linen control sheet documentation

6.2 Practical Checklist

No.	Items of evaluation	Max Marks	Awarded
1.	Donned PPEs as per work requirement (gloves, apron, safety shoes, mask) *(award 1 mark for each correctly worn PPE)*	4	
2.	Properly organized the work station for linen control (Assembled recording documents, assembled linen room	6	

	equipment and materials, displayed signage) *(Award 2 marks for correct set up)*		
3.	Cleaned linen is folded *(award 4 marks for proper folding per fabric(9))*	36	
4.	Folded linen stored properly *(Award 3 marks for proper storage per fabric(9))*	27	
5.	Linen control sheet is updated accurately (type of article, total number of articles, condition of articles,) *(award 3 marks or zero)*	3	
6.	Linen is labeled, packaged and dispatched as per linen room procedures. *(award 3 mark for adherence to procedure)*	3	
7.	Documented dispatched articles *(award 2 marks for correct documentation)*	2	
8.	Final clearance, waste segregated & disposed appropriately *(award 2 marks for final clearance,5 marks for waste segregation and 2 marks for disposal)*	9	
Total Section 3		**80**	

NB: Photos and videos should be taken as the candidate performs items 2, 3, 4, 5, 6, 7 and 8.

7 SECTION 4: ORAL ASSESSMENT (25 marks)

Assessor to award 1 mark for each correct response given by the candidate in the table below:

Q#	Question	Expected answer (key points)	Max	Awarded

			Marks	
1.	What is dry cleaning and when is it used?	Non-water-based cleaning for delicate/sensitive fabrics	2	
2.	What are **two** fabric types that can be dry-cleaned?	Animal origin; Cotton , Silk, Wool Synthetic; acetate and rayon fabrics	2	
3.	Which **two** safety practices are observed in laundry operations?	PPE use, proper chemical handling, equipment safety	2	
4.	State **two** methods used to identify stains before laundering?	Visual check, fabric reaction test, label review	2	
5.	What **four** steps do you follow in linen dispatch	Fold, package, label, update sheet, transport	4	
6.	List **two** reasons airing is important before storage?	Prevents mold, removes moisture, preserves freshness	2	
7.	Name **two** mechanical laundry equipment and their use	Washer – washing; Press – ironing, spinner - drying	2	
8.	Mention **two** causes of fabric damage in laundry	Excessive heat, harsh chemicals	2	
9.	State **three** advantages of cotton fabric.	Highly absorbent, Comfortable and wearable, Cotton fabric has lasting qualities, Can be used in many applications(dying e.t.c)	3	
10.	List **two** laundry system	On-site laundry, Off-site laundry, Linen hire, Contract laundry services	2	

11.	Name **two** types of ironing box	Steam iron box, dry iron box, cordless iron box, traditional iron box	2	
	TOTAL ORAL		**25**	

8 SUMMARY OF ASSESSMENT

PRACTICAL ASSESSMENT			
S/N	**SECTION**	**Total Marks**	**Marks Awarded**
1.	Assessment 1	76	
2.	Assessment 2	89	
3.	Assessment 3	80	
	Total	**245**	
	Percentage (100%)		
ORAL ASSESSMENT			
1.	Oral Assessment	**25**	
	Percentage (100%)		

ASSESSMENT OUTCOME

The candidate was found to be:

Competent ☐ Not yet Competent ☐

(Please tick as appropriate)

The candidate is competent if the candidate obtains an average of at least 50%

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