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MODULE 1

ACCOMMODATION OPERATIONS ATTENDANT

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

Perform Laundry Operations

September – December 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.

CANDIDATE & ASSESSOR DETAILS

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

PRACTICAL BRIEF

In this practical, 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**.

SESSION 1 (4 HOURS): LAUNDER ARTICLES AND FABRICS AND DRY CLEAN ARTICLES AND FABRICS

Assessment Date:		
Assessment Venue:		

PRACTICAL CHECKLIST

No.	Items of evaluation	Max Marks	Awarded
1.	Donned PPEs as per work requirement (Gloves, safety shoes, mask, correct uniform) *(award 1 mark for each correctly worn PPE)*	4	
2.	Properly organized and labelled the work station, equipment and materials (Assembled equipment,	8	

	assembled cleaning materials, has enough water, displayed signage) *(Award 2 marks for correct set up)*		
3.	Received and identified required number of correct articles (filled laundry slip), sorted articles and fabrics correctly by type and color *(Award 1 mark for each factor)*	4	
4.	Applied appropriate pre-treatment and stain removal as per the fabric care procedure a) White cotton bedsheets – soaked, stain removed (4 marks) b) Acrylic sweaters – measured (2 marks) c) Denim trousers – not soaked (2 marks) d) Plastic shower curtains – not soaked (2 marks) e) Silk ties – not soaked (2 marks) *(Award marks as guided)*	12	
5.	Laundered each fabric as per appropriate fabric care procedures. a) White cotton bedsheets – friction and rubbing method. b) Acrylic sweaters – kneading and squeezing. c) Denim trousers – light rubbing. (rinsed in salty water) d) Plastic shower curtains – spotting cleaning and sponging. e) Silk ties – dry cleaning. *(Award 4 marks for each mark for washing, first rinsing and final rinsing and the fabric well laundered)*	20	

6.	Used drying method suitable as per appropriate fabric care procedures. a) White cotton bedsheets – dried under direct sunlight (drip drying) b) Acrylic sweaters – dry under shade (flat) c) Denim trousers – dry under moderate sunlight (drip) d) Plastic shower curtains – dry under shade (flat) e) Silk ties – rolled on a towel to remove excess moisture *(Award 2 marks for each fabric (5) well dried)*	10	
7.	Maintained hygiene and safety protocols. (mopped away spilled water, waste water is appropriately disposed) *(Award 2 marks for hygiene and 2 marks for safety observed)*	4	
8.	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 Session 1	**68**	
REMARKS:			

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

SESSION 2 (4 HOURS): PERFORM FINISHING OF ARTICLES AND FABRICS

Assessment Date:	
Assessment Venue:	

PRACTICAL CHECKLIST

No.	Items of evaluation	Max Marks	Awarded
1.	Donned PPEs as per work requirement (gloves, safety shoes, mask, correct uniform) *(Award 1 mark for each correctly worn PPE)*	4	
2.	Properly organized and labelled the work station and finishing equipment. (Assembled finishing equipment, assembled cleaning materials, displayed signage) *(Award 2 marks for correct set up)*	6	
3.	Ironing/pressing done per fabric specifications a) White cotton bedsheets- ironed under hot temp.(dampened) b) Acrylic sweaters- pressed with a warm iron Press by placing piece of cloth on top of the article. (no dampening). c) Denim trousers – pressed with a moderately warm iron. d) Plastic shower curtains – pressed with a cool iron. (no dampening) e) Silk ties. Pressed with a warm iron indirectly (used a light piece of cloth like an old bedsheet, no dampening) or with a cool iron. *(Award 3 marks per correct fabric (5) finishing systematically)*	15	
4.	Articles of each fabric aired *(Award 2 marks for correct airing per fabric (5))*	10	
5.	Article free from creases and stains *(Award 1 marks for clean and presentable per fabric (5))*	5	
6.	Maintained safety during finishing (burn risk, posture) *(Award 3 marks for each inspection)*	6	
7.	Carried out post-finishing activities(cleared work station, stored equipment in a clean, dry and secure environment)	4	

	(Award 4 marks for conducting of post-finishing activities)		
	Total Session 2	**50**	
REMARKS:			

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

SESSION 3 (4 HOURS): PERFORM LINEN CONTROL OPERATIONS

Assessment Date:	
Assessment Venue:	

PRACTICAL CHECKLIST

No.	Items of evaluation	Max Marks	Awarded
1.	Donned PPEs as per work requirement (gloves, safety shoes, mask, correct uniform) *(Award 1 mark for each correctly worn PPE)*	4	
2.	Properly organized the work station for linen control (Assembled recording documents, assembled linen room equipment and materials, displayed signage) *(Award 2 marks for correct set up)*	6	
3.	Cleaned linen is folded *(Award 2 marks for proper folding per fabric (5))*	10	
4.	Folded linen stored properly *(Award 2 marks for proper storage per fabric (5))*	10	

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 Session 4	**47**	
REMARKS:			

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

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 Marks	Awarded
1.	State two previous preparation activities carried out before actual laundry process.	• Collecting equipment, materials • Labelling of equipment and material • Identification of laundry stations	2	

		• Fetching water and boiling • Preparing and cleaning of the laundry room		
2.	Name two ways in which fabrics and articles are sorted in laundry.	• According to colour • According to fabric type • According to degree of soilage • According to the use of the article/fabric	2	
3.	Identify two methods of washing articles and fabrics	• Kneading and squeezing • Friction and rubbing	2	
4.	State **two** methods used to identify stains before laundering?	• Visual check, • fabric reaction test, • label review	2	
5.	Highlight four methods of drying fabrics and articles	• Flat drying • Hanging • Drip drying • Drying under shade • Spin drying • Tumble dry	4	
6.	List **two** reasons airing is important before storage?	• Prevents mold, • removes moisture, • preserves freshness	2	
7.	Define the term dry cleaning in laundry	• Dry cleaning is the process of cleaning fabrics using chemical solvents without the use of water.	2	

		• Dry cleaning is a method of cleaning fabrics without water, using chemical solvents like perchloroethylene to remove dirt and stains from delicate or non-washable items.		
8.	State TWO methods of finishing laundered articles and fabrics.	• Ironing. • Steaming. • Pressing	2	
9.	Name three types if irons that can be used in finishing articles	• Electric iron box • Charcoal iron/ traditional iron box • Steam/pressure iron box • cordless iron box	3	
10.	State two qualities of a good linen room	• Have proper lighting. • Have proper ventilation. • Have lockable cabinets. • Have strong slatted shelves for storage. • Have grilled doors for security.	2	
11.	Give two reasons why linen control sheet is updated	• To track linen usage and prevent loss or theft through accurate recording. • To keep accurate records of linen movement • Helps in tracking usage, Minimizing losses • Maintaining proper inventory	2	
	TOTAL ORAL		**25**	

SUMMARY OF ASSESSMENT

PRACTICAL ASSESSMENT			
S/N	**SECTION**	**Total Marks**	**Marks Awarded**
1.	Assessment 1	68	
2.	Assessment 2	50	
3.	Assessment 3	47	
	Total	**165**	
	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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