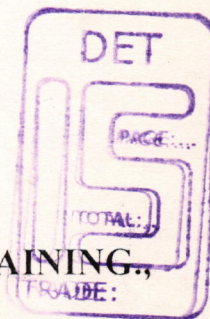


LIST OF COMMITTEE MEMBERS FOR THE TRADE OF HOUSEKEEPING *Management*

MEMBERS AND EXPERTS

01. Mr.S.SUBBAIAH ., M.E., M.B.A.,
REGIONAL JOINT DIRECTOR.
DEPARTMENT OF EMPLOYMENT AND TRAINING.,
MANNARPURAM.
TRICHY - 20
02. Mrs.BANUMATHI ELANGO VAN., D.H.M.C.T., M.T.M.,C.H.T.,
PRINCIPAL
THE ORIENTAL INDUSTRIAL SCHOOL OF HOTEL MANAGEMENT
& CATERING TECHNOLOGY.
NO.2889 SRINIVASAM PILLAI ROAD.,
HOTEL ORIENTAL TOWERS.,
THANJAVUR -613 001
03. Mr.C.SWAMINATHAN., B.H.M., C.T & A.N., M.T.M.,
PRINCIPAL
INDIAN INSTITUTE OF HOTEL MANAGEMENT AND CATERING
TECHNOLGY.
NO.22 SHIVAJI NAGAR.,
NEAR MEMPALAM
THANJAVUR.
04. Miss.M.DHEEPA ., B.Sc., H.M & C.T.,
FACULTY
THE ORIENTAL INDUSTRIAL SCHOOL OF HOTEL MANAGEMENT
& CATERING TECHNOLOGY.
05. Mr.R.VALLARAJ ., B.Sc., H.M & C.T.,
FACULTY
INDIAN INSTITUTE OF HOTEL MANAGEMENT AND CATERING
TECHNOLOGY.



COURSE DETAILS

Name of Trade : **HOUSE KEEPING MANAGEMENT**

Qualification : **10TH PASS / FAIL**

Age : **14-40 Years**

Duration : **1 Year**

Number of Trainees : **20**

Number of Practical hours : **32 hrs. per week**

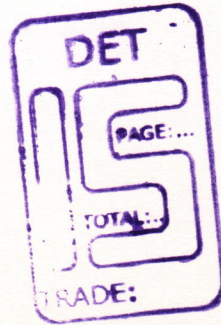
Number of Theory Hours : **12 hrs. per week**

Space Required

Workshop : **350 sq. feet**

ClassRoom : **200 sq. feet**

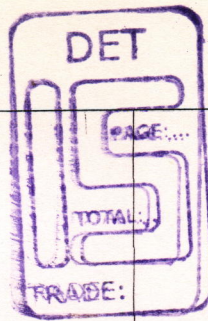
Power Required in KW : **2 k.w.**



SYLLABUS FOR HOUSEKEEPING *Management* DEPARTMENT



WEEKS	THEORY	PRACTICAL
<p>WEEK-01</p>	<p style="text-align: center;"><u>UNIT -I</u></p> <p>ROLE OF HOUSEKEEPING IN THE HOSPITALITY INDUSTRY</p> <p><i>Aim: To understand about Hotel industry and Role of the House Keeping Department.</i></p> <p>Evolution and history of Hotel Industry – Definition – Importance of House Keeping Department.</p>	<p>Visiting Hotel Industry.</p>
<p>WEEK -02</p>	<p style="text-align: center;"><u>UNIT II</u></p> <p>LAYOUT AND ORGANISATION STRUCTURE OF HOUSE KEEPING DEPARTMENT</p> <p><i>Aim: To get the fair knowledge of different type of Hotels and House keeping department .</i></p> <p>Small hotels, medium hotels, large hotels.</p>	<p>Visiting various types of hotels and house keeping department.</p>



UNIT III

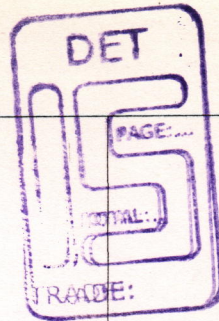
Week -03
Week-04
Week -05
&
Week-06

QUALITIES, ATTITUDES,
JOB DESCRIPTION, JOB
SPECIFICATION OF HOUSE
KEEPING STAFF

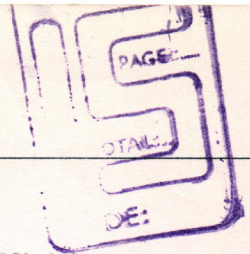
Visiting house
keeping department
and its staff (to know
their role).

*Aim: to know the importance
of house keeping department
and role of house keeping
staff.*

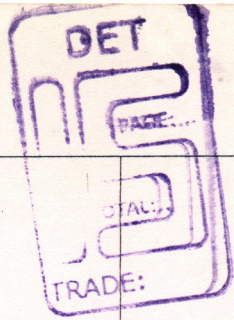
Executive House keeper –
asst. house keeper- laundry
manager- shift in charge- dry
cleaning supervisor- spotter
come presser-laundry clerk
uniform room supervisor-
uniform room attendants-
linen room supervisor- linen
room attendants- floor
supervisor- public area
supervisor – attendants-
house man- head house man
– desk control supervisor –
clock room attendants-night
supervisor- upholsterers –
tailors .



<p>Week-07 & Week-08</p>	<p style="text-align: center;"><u>UNIT IV</u></p> <p>CO-ORDINATION OF HOUSE KEEPING WITH OTHER DEPARTMENTS</p> <p><i>Aim: to understand other departments which co-ordinate with house keeping department.</i></p> <p>Front office – personnel – purchase – F & B service – maintenance – laundry – stores – security.</p> <p style="text-align: center;"><u>UNIT V</u></p> <p>MANNING</p> <p><i>Aim- To know about the Recruitment formalities of Housekeeping personals.</i></p> <p>Manning-Recruitment-Selection process.</p>	<p>Visiting various departments in hotel industry.</p>
--------------------------------------	---	--



<p>Week-10 Week-11 Week-12 & Week-13</p>	<p style="text-align: center;"><u>UNIT-VI</u></p> <p>TYPES OF ROOMS AND KEYS</p> <p><i>Aim- to know about different types of rooms and keys.</i></p> <p>Single room-Double room-Twin room-Suit room-studio room-cabana-duplex suit-Efficiency-Hospitality suit-Pent house-Villa/cottage. Guest key-Section master key-Master key-Grand master key-Floor master key-floor double lock key-Bathroom double lock key-Window key-Pantry key-Chute key.</p>	<p>Visiting various Types of rooms and handling various keys.</p>
<p>Week-14 Week-15 Week-16 Week-17 & Week-18</p>	<p style="text-align: center;"><u>UNIT-VII</u></p> <p>CLEANING EQUIPMENT AND CLEANING AGENTS</p> <p><i>Aim- To know about cleaning equipments and agents and their usage.</i></p> <p>Selection-storage-classification -Room cleaning procedure-Bed making procedure-Bath room cleaning procedure-Turn down service-Glass cleaning-Water-liquid cleaning agents-washing soda-soda bars, powders, flakes-abrasives-polishes-Selection of cleaning agents & principles.</p>	<p>Identification of cleaning, equipments and agents and their application.</p> <p>Polishing – Brasso, silvo, Furniture's.</p>



UNIT-VIII

Week-19

MAIDS CART

Aim- To get the fair knowledge about maids cart and its usage.

Definition-importance-
stacking of maids cart – Care
and maintenance .

Identification and
using of maids cart
and its stacking
materials.

UNIT IX

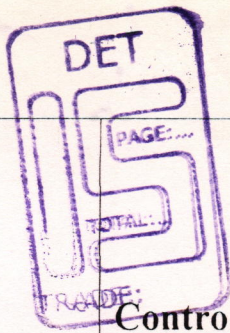
Week-20
Week-21
Week-22
Week-23
Week-24
Week-25
&
Week-26

CLEANING PROCEDURES

Aim: to get the thorough knowledge about various cleaning procedures.

Rules to be followed in floors
–rules for entering a room –
room cleaning – bed making-
bath room cleaning- second
and evening service- weekly
and spring cleaning – public
area cleaning
Room reports – check list-
reportable matters list.

Cleaning procedures
of the following areas
walls-wall coverings-
floors – floor finishes
– carpets- room
cleaning – bed
making – bathroom
cleaning- evening
service- public area
cleaning – weekly
cleaning- spring
cleaning
Preparing room
report and check list-
reportable matters
list.
Learning of rules to
be followed in the
floors and rooms.



UNIT X

Week-27
Week-28
&
Week-29

CONTROL DESK

Aim : to understand about various operation of control desk and its importance.

Control desk activities, maintaining files and registers, Lost and found procedures.

Definition importance layout - duties and responsibilities- files and registers-lost and found process.

UNIT XI

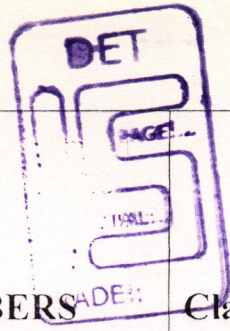
Week-30
Week-31
Week-32
Week-33

LINEN, UNIFORM AND LAUNDRY

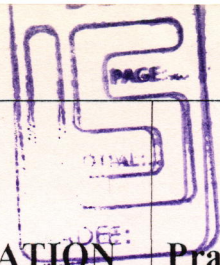
Aim: to get fair knowledge about the operations taking place in linen and laundry department .

Washing, ironing and storage.

Definitions and layout location- equipment and uses- classification - exchange of linen- inspection- dispatch- control -storage-activities stock taking procedures- floor pantry- par stock- registers maintained.



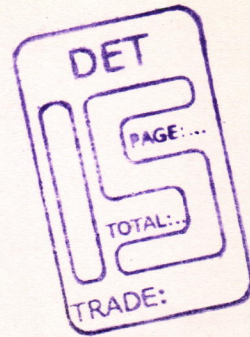
<p>Week-34</p>	<p style="text-align: center;"><u>UNIT XII</u></p> <p>FABRICS AND FIBERS</p> <p><i>Aim: to understand about fabrics and fibers and its usage.</i></p> <p>Definition – classification – uses- selection factor.</p>	<p>Classification of fabric , and fibers usage and selection.</p>
<p>Week-35 & Week-36</p>	<p style="text-align: center;"><u>UNIT XIII</u></p> <p>STAIN REMOVAL</p> <p><i>Aim: to know various stains and removing procedures.</i></p> <p>Definition - types of stain – stain identification – stain removal agents- stain removal of various surfaces.</p>	<p>Identification of stains and removing procedures.</p>
<p>Week-37 Week-38</p>	<p style="text-align: center;"><u>UNIT XIV</u></p> <p>FLORAL ARRANGEMANT</p> <p><i>Aim: to get thorough knowledge about flower arrangements and its importance.</i></p> <p>Principles –types of flower arrangements – areas and decorations of floral arrangements –importance- rules of making flower arrangements.</p>	<p>Arranging flowers in various sizes and styles.</p>



<p>Week-34 & Week-40</p>	<p style="text-align: center;"><u>UNIT XV</u></p> <p>INTERIOR DECORATION</p> <p><i>Aim: to understand the importance of interior decoration.</i></p> <p>Lighting- colour- furniture and fixtures -wall- wall coverings - floor- floor finishes- redecorations/ refurbishing - snagging list.</p>	<p>Practicing interior decorations in various methods and styles at different areas.</p>
<p>Week-46 Week-47 & Week-48</p>	<p style="text-align: center;"><u>UNIT XVI</u></p> <p>PEST CONTROL</p> <p><i>Aim: to know about various pest and pest control procedures.</i></p> <p>Definition - effects caused by pest -precautions - control of pest.</p>	<p>Identification different types of pest and its precautions, ways to control pest.</p>
<p>Week-49 43 Week-50 44</p>	<p style="text-align: center;"><u>UNIT XVII</u></p> <p>HANDLING EMERGENCY SITUATIONS</p> <p><i>AIM: Understanding emergency situations- its effects and elucidations.</i></p> <p>Theft - fire-injurious - accidents- natural calamities.</p>	<p>Handling Emergency situations and elucidations.</p>

Industrial Exposure Training permitted for Two months only. Either during winter or summer after the prior permission obtained from Director of Employment and Training .Chennai.

ACHIVEMENTS



01. After completion of training the trainee can efficiently discharge his duties by cleaning rooms, toilets, public areas, back office, laundry (as a valet) etc.

02. Trainee can assess the requirement . (cleaning equipments , agents, manpower etc.) needed to perform a task allotted to him/her.

03. Enables the trainee to get a job in star hotel, resorts, club, ships, flight catering, industrial canteen, outdoor catering, restaurants, off shore rigs, contract cleaning in shopping arcades, malls, companies etc.



**LIST OF TOOLS AND EQUIPMENTS FOR
HOUSEKEEPING DEPARTMENT *management***

LINEN AND DRY CLEANING EQUIPMENTS

CLEANING AGENTS

CLEANING EQUIPMENTS

ROOM FURNITURE AND FIXTURES

ROOM AMENITIES

INDUSTRIAL SCHOOLS

TRADE SYLLABUS – REVISED

Name of the Trade : HOUSE KEEPING MANAGEMENT

SPACE REQUIRED:

(1) Workshop/Lab : 350 sq. ft.

(2) Class Room : 200 sq. ft.

Trade Theory : No change

Trade Practical : No change

List of Tools & Equipments

For The Trade of HOUSE KEEPING MANAGEMENT

(FOR A BATCH OF 20 TRAINEES)

Linen and Dry Cleaning Equipment

Sl.No.	Name of the Item	Quantity Revised
1.	Washing machine	1
2.	Ladders	1
3.	Cupboard	1
4.	Racks	1
5.	Iron box	1
6.	Hanging rail	1
7.	Hangers	5
8.	Coat brushes	1
9.	Table	1
10.	Linen bags	5
<u>CLEANING AGENTS</u>		
11.	Water	
12.	Ammonia	
13.	Methylated spirits	
14.	Paraffin	
15.	Turpentine	
16.	Vinegar	
17.	Hydrochloric acid	
18.	Carbon tetrachloride	
19.	Washing soda	
20.	Soda -bars, powder, flakes	
21.	Brasso	
22.	Silvo	
23.	Varnish	
24.	Soap oil	
25.	Phenyl	
26.	Harpic	
27.	Collin	
28.	Bleaching power	
<u>CLEANING EQUIPMENTS</u>		
29.	Electronic vacuum cleaner	1
30.	Maids cart	1
31.	Pesticide equipment	1
32.	Dust pans	10
33.	Soft sweeping broom	10
34.	Yard broom	2
35.	Hard broom	3
36.	Wastepaper basket	3
37.	Toilet brush	3
38.	Carpet hand brush	2
39.	Feather duster	2
40.	Cob web remover	3

41.	Water closet brush	3
42.	Mops	5
43.	Floors scrubber	2
44.	Water pusher /wiper	2
45.	Cloth dusters	5
46.	Glass cloth	5
47.	Cleaning rubber gloves	5
48.	Equipment racks	1
49.	Double Bed	1
50.	Bath room mirror	1
51.	Dressing Table	1
52.	Telephone	1
53.	Cupboard	1
54.	Tea poi	1
55.	Sofa	1
56.	Chair	2
57.	Television and remove	1
58.	Fan	1
59.	Air conditioner	1
	ROOM FURNITURE AND FIXTURES	
60.	Telephone directory	1
61.	Water tumblers	2
62.	Service directory	1
63.	Hangers	3
64.	Do not disturb cards	1
65.	Ash tray	1
66.	Scribbling pad	1
67.	Letter pad	1
68.	Bud vase	1
69.	Sewing kit	1
70.	Flask	1
71.	Water jug	1
72.	Match box	1
73.	Candle stand	1
74.	Guest stationery	As required
75.	Bible/Gita	1
76.	Telegraph form	1
77.	Envelops	5
78.	Ball point pens	1
79.	Bed sheets	2
80.	Pillow cases	4
81.	Pillow	4
82.	Bath towels	2
83.	Face towels	2
84.	Hand towels	2

85.	Bath robe	1
86.	Mattress protectors	1
87.	Night spreads	1
88.	Blanket	1
89.	Gargle tumblers	1
90.	Shoe mitts	1
91.	Soaps /soap dish	1
92.	Toilet tissues	1
93.	Shampoo <i>x</i>	2
94.	Powder <i>x</i>	1
95.	Body lotion	1
96.	Shower curtains	1
97.	Curtains	2
98.	Bubble bath	1
99.	Shower caps	2
100.	Business man kit	1