Name:  
Strand:  
Grade Leve/Section:

Date:

**Written Task 3**

**A.   Multiple Choice**

***Directions*:**    Choose the letter of the best answer.  Write the letter of your answer on the blank before each number.

\_\_\_\_\_  1.    \_\_\_\_\_\_\_\_\_\_ is a cleaning agent  used for hiding bad smells.

1. deodorant
2. detergent
3. disinfectant
4. polishes

\_\_\_\_\_  2. Synthetic detergent is made from organic chemicals derived from petroleum.  It is used extensively in housekeeping for cleaning tsk and washing up the floors.  It may be in the form of a powder, liquid, gel, or \_\_\_\_\_\_\_\_\_\_.

1. flakes
2. chunks
3. crystal
4. cream

\_\_\_\_\_  3. Polishes are  cleaning agents applied to a surface to form a non-protective layer and thus guard against ginger marks, stains, and scratches.  The following are polishes used in housekeeping except:

1. metal polish
2. floor polish
3. furniture polish
4. shoe polish

\_\_\_\_\_  4. This is the first step in bathroom cleaning

1. begin cleaning by flushing the toilet to check whether it is working or not.
2. Wear protective gloves and goggles
3. Apply cleaning solution in circular motion around and  inside the top of toilet bowl
4. Put cleaning solution on the walls beside and behind the toilet and under the vanity

\_\_\_\_\_  5. Cleaning solution placed in the toilet bowl while cleaning should be soaked for

1. 5 minutes
2. 15 minutes
3. 7 minutes
4. 10 minutes

\_\_\_\_\_  6. Toilet bowl should be cleaned on a

1. weekly basis
2. daily basis
3. monthly basis
4. three times a day

\_\_\_\_\_  7. To dry the entire toilet bowl after cleaning, one should used \_\_\_\_\_\_\_ in removing all marks.

1. a clean dry cloth
2. a toilet paper
3. a damp cloth
4. a towel

\_\_\_\_\_  8. Use a \_\_\_\_\_\_\_\_\_\_ to collect hair from the vanity, toilet, bathtub, and floor.

1. damp cloth
2. clean dry cloth
3. dry tissue
4. towel

\_\_\_\_\_  9. All the dirty items removed from room should be placed in \_\_\_\_\_\_\_\_\_\_ in the maid’s cart or trolley.

1. linen bag
2. trash bag
3. plastic bag
4. shelves of trolley

\_\_\_\_\_ 10. \_\_\_\_\_\_\_\_\_\_ of tools helps in maintaining their efficiency and keeping its life long.  It is therefore essential to check all tools before keeping it while observing the routine “clean up before keeping it”

1. maintenance
2. cleaning
3. storing
4. repair

**B.   True or False**

***Directions:***   Write TRUE if the statement is correct and FALSE if the statement is incorrect.

\_\_\_\_\_  1. The housekeepers themselves are the ones who decide on their own schedule.

\_\_\_\_\_  2. The common task for all the employees of housekeeping is to provide a product for the guest.

\_\_\_\_\_  3. Acid cleaner, like citric acid ad acetic acid, is used for metal cleaning.

\_\_\_\_\_  4. Basic cleaning agents are used in laundry and are particularly good for removing grease.

\_\_\_\_\_  5. Water is a cleaning agent that is very important in rinsing and finishing the final cleaning process.

\_\_\_\_\_  6. Disinfectants are useful for cleaning grease or polishing of surfaces.

\_\_\_\_\_  7. Most disinfectants have a strong smell and therefore should be used in recommended amounts in areas where germ control is required.

\_\_\_\_\_  8. Detergents are substances or chemicals used to remove very stubborn stains from various surfaces.

\_\_\_\_\_  9. Maintenance and tools helps in maintaining their efficiency in keeping their life long.

\_\_\_\_\_ 10. It is always advisable to use mild cleaning agents as they are friendlier to use which are less to cause damage and injury.

**C.    Answer the following:**

1. How do you maintain the efficiency of tools and equipment?
2. Why is cleaning tools and equipment important before sorting it?

**C. Safety in the Workplace**

**Directions:** Write a risk prevention for each of the critical points identified below:

|  |  |
| --- | --- |
| **Critical Points** | **Risk Prevention** |
| 1.   Handling trash |  |
| 2.   Contamination of clean linen |  |
| 3.   Handling toxic cleaning products |  |
| 4.   Using  the  wrong  product  on  the surface |  |
| 5.   Excess fatigue and back pain |  |