

9-12



Housekeeping NC II

Quarter 2 – Module 3 (Week 3-4): Clean Public Areas, Facilities and Equipment (CA)



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Housekeeping NC II – Grade 9-12

Self-directed Learning Material

Quarter 2 – Module 3/Week 3-4: Clean Public Areas, Facilities and Equipment

First Edition, 2020

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Housekeeping NC II
Quarter 2 – Module 3 (Week 3-4):
Clean Public Areas, Facilities
and Equipment (CA)

Introductory Message

For the facilitator:

Welcome to the TLE/TVL Housekeeping NC II for Grade 9-12 Self-Directed Learning Material (SDLM) on “CLEAN PUBLIC AREAS, FACILITIES AND EQUIPMENT”.

This module was collaboratively designed, developed and reviewed by educators both from public and private institutions to assist you, the teacher or facilitator in helping the learners meet the standards set by the K to 12 Curriculum while overcoming their personal, social, and economic constraints in schooling.

This learning resource hopes to engage the learners into guided and independent learning activities at their own pace and time. Furthermore, this also aims to help learners acquire the needed 21st century skills while taking into consideration their needs and circumstances.

In addition to the material in the main text, you will also see this box in the body of the module:



Notes to the Teacher

This contains helpful tips or strategies that will help you in guiding the learners.

As a facilitator you are expected to orient the learners on how to use this module. You also need to keep track of the learners' progress while allowing them to manage their own learning. Furthermore, you are expected to encourage and assist the learners as they do the tasks included in the module.

For the learner:

Welcome to the TLE/TVL Housekeeping NC II for Grade 9-12 Self-directed Learning Material (SDLM) on “CLEAN PUBLIC AREAS, FACILITIES AND EQUIPMENT (CA)”.

In this module, you learn how important housekeeping is. The scope and the nature of housekeeping provide us an idea on how to clean premises public areas including facilities and equipment. Though it is a bulky task but worth sharing our service with empathy to build a relationship and gain the trust in the guest who serves as the lifeblood in any hospitality industry business. Housekeeping is the heart of the hotel without its operation will not be completed. Hence, it is important to note that you learner will take part in acquainting relevant competencies and hone your skills and have a better understanding of it.

This module was designed to provide you with fun and meaningful opportunities for guided and independent learning at your own pace and time. You will be enabled to process the contents of the learning resource while being an active learner.

This module has the following parts and corresponding icons:



What I Need to Know

This will give you an idea of the skills or competencies you are expected to learn in the module.



What I Know

This part includes an activity that aims to check what you already know about the lesson to take. If you get all the answers correct (100%), you may decide to skip this module.



What's In

This is a brief drill or review to help you link the current lesson with the previous one.



What's New

In this portion, the new lesson will be introduced to you in various ways such as a story, a song, a poem, a problem opener, an activity or a situation.



What is It

This section provides a brief discussion of the lesson. This aims to help you discover and understand new concepts and skills.



What's More

This comprises activities for independent practice to solidify your understanding and skills of the topic. You may check the answers to the exercises using the Answer Key at the end of the module.



What I Have Learned

This includes questions or blank sentence/paragraph to be filled into process what you learned from the lesson.



What I Can Do

This section provides an activity which will help you transfer your new knowledge or skill into real-life situations or concerns.



Assessment

This is a task which aims to evaluate your level of mastery in achieving the learning competency.



Additional Activities

In this portion, another activity will be given to you to enrich your knowledge or skill of the lesson learned. This also tends the retention of learned concepts.



Answer Key

This contains answers to all activities in the module.

At the end of this module you will also find:

References

This is a list of all sources used in developing this module.

The following are some reminders in using this module:

- Use the module with care. Do not put unnecessary mark/s on any part of the module. Use a separate sheet of paper in answering the exercises.
- Don't forget to answer *What I Know* before moving on to the other activities included in the module.
- Read the instruction carefully before doing each task.
- Observe honesty and integrity in doing the tasks and checking your answers.
- Finish the task at hand before proceeding to the next.
- Return this module to your teacher/facilitator once you are through with it.

If you encounter any difficulty in answering the tasks in this module, do not hesitate to consult your teacher or facilitator. Always bear in mind that you are not alone.

We hope that through this material, you will experience meaningful learning and gain deep understanding of the relevant competencies. You can do it!



What I Need to Know

This module was designed and written with you in mind. It is here to help you master the concept of Housekeeping. The scope of this module permits it to be used in many different learning situations. The language used recognizes the diverse vocabulary level of students. The lessons are arranged to follow the standard sequence of the course. But the order in which you read them can be changed to correspond with the textbook you are now using.

This module was anchored on the Curriculum Guide in TLE/TVL- Housekeeping NC II under the Home Economics component.

Understand concepts related to the lesson on Clean Premises.

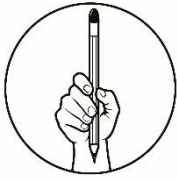
LESSON 3: CLEAN PUBLIC AREAS, FACILITIES AND EQUIPMENT (CA)

LO 2 – Apply cleaning technique - **TLE_HEHK9-12CA--IIc-d-2**

- 2.1 Discuss the cleaning technique on furniture and walling materials.
- 2.2 Follow proper storage of equipment and chemicals.

After going through this module, you are expected to:

- Enumerate the cleaning technique on furniture and walls.
- Apply techniques on how to clean furniture and walls.
- Explain how to store properly the equipment and chemicals.



What I Know

Multiple Choice

Direction: Read the questions carefully. Choose the letter that corresponds to the best answer. Write your answers on your answer sheet.

1. It helps in maintaining the efficiency of the tools and keeping their life long.
a. maintenance b. cleaning c. storing d. repair
2. Which of the following is used to remove dirt and stains on furniture?
a. mild soap b. polisher c. abrasives d. acid cleaner
3. What tool is used in cleaning painted walls?
a. towel b. tissue paper c. feather duster d. damp cloth
4. What cleaning equipment will you use to remove dust from furniture?
a. floor polisher b. carpet sweeper c. feather dusters d. vacuum cleaner
5. Which of the following cleaning materials and tools is used to remove dust and debris from smooth walls?
a. tack cloth and cheesecloth
b. clean cloth, mop pad or other soft cloth
c. flat mop with a removable dusting cloth
d. use a diluted de-greasing cleaner and a soft sponge
6. Which of the following label on a chemical container signifies the product is moderately toxic?
a. Danger b. Caution c. warning d. fragile
7. Which of the following label on a chemical container signifies the product is highly toxic and may cause permanent damage to skin and eyes?
a. Danger b. Caution c. warning d. fragile
8. Which of the following is the best way to handle a household cleaner?
a. read the label c. keep a window open
b. use rubber gloves d. wear protective shoes
9. Which of the following tools is used in dusting furniture?
a. soft broom b. squeegee c. cobwebber d. feather duster
10. What is the best way to do when transferring chemicals to a new container?
a. label the container c. just leave the chemicals inside the cabinet
b. wear gloves d. store the chemical in a locked container

Lesson

1

Apply Cleaning Technique

In this lesson, you will be acquainted with the cleaning technique on furniture and walling materials and how to store cleaning equipment and chemicals.



What's In

Before we proceed to another lesson let us try to recall your past lessons.

Direction: Identify what is being described in the following sentences. Write your answers on your answer sheet.

- _____ 1. A cleaning tool that is used to eliminate pungent odor.
- _____ 2. Cleaning chemicals that are used to kill harmful bacteria.
- _____ 3. Equipment that will protect you against health or safety risks at work.
- _____ 4. It is used directly over the mouth and tied-up at the back of the head to stop any fumes or viruses affecting the cleaner.
- _____ 5. This can be used to protect potential eye contact with substances generally for both major and light cleaning duties.



What's New



How do you clean your home?

How do you think a clean home helps your family stay healthy?

Source:

<https://www.thriftyfun.com/Cleaning-Wood-Furniture-1.html>

Instruction:

1. You will be surveying your household's common chemicals and cleaning tools/equipment.
2. Fill in the table below, be sure to look in various rooms around your home. Include under the kitchen and bathroom sinks, in the laundry room, and a garage, if applicable.
3. Note: You will only be inspecting the outside of each chemical container.
4. Answer the questions below as you complete your survey.
5. Write your answers on your answer sheet.

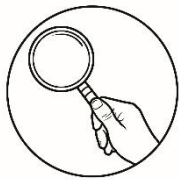
Discussion Questions:

1. How many cleaning tools/equipment you find at home?
2. How many chemicals did you find at home?
3. In what rooms did you find these chemicals?
4. Did any of the chemicals you found have warning labels? Which ones?

Student Worksheet

HOUSEHOLD CHEMICAL SURVEY

Name of Item/Chemical	Type	Location	What is it used for?



What is It

Cleaning Technique on Furniture and Walling Materials

In maintaining furniture, there are a lot of ways to do it, such as dusting, cleaning, waxing and polishing. For the wood furniture to keep looking best at all times you must do the four-cleaning task.

Dusting Wood Furniture

Maintain frequent dusting to keep the wood furniture in its best shape. Dust can cause airborne deposits that may build up and can scratch the surface of wood furniture.

Common dusting tools needed in dusting

1. Feather Dusters
2. Lambswool Dusters
3. Electrostatic Dusters
4. Microfiber Cloths
5. Cotton Cloth
6. Dust mop
7. Paintbrush

Cleaning Wood Furniture

In cleaning wood furniture, never use all-purpose cleaning sprays, like the ones used in kitchen tables, unless your furniture is coated with plastic. Avoid cleaning wood with water as well. Use oil polishes, cleaners, and furniture oils in cleaning wood furniture to protect the wood by making the surface more slippery.

Applying Furniture Wax

Applying wax to the furniture provides long-lasting protection. Use paste wax or liquid specifically for furniture depending on use, paste wax may protect the furniture for two years. Liquid wax is much easier to apply and leaves a thinner coating. It can be applied more frequently rather than paste wax.

Cleaning Walls

Cleaning walls requires some basic knowledge about what type of walls are made of. Dusting and cleaning of walls must be done regularly, so you will not have to wash them very often.

- Use a vacuum cleaner hose with a brush attachment to remove dust and debris from any type of wall.

- Use a flat mop with a removable dusting cloth to remove dust and debris from smooth walls.
- Use a tack cloth, cheesecloth, or microfiber dusting cloth to remove dust and debris from any type of wall and trim.
- Use warm water with a soft sponge to wash painted walls with less durable finishes such as flat finishes, eggshell finishes, or stains.
- Use a diluted de-greasing cleaner and a soft sponge to wash painted walls with more durable finishes such as semi-gloss or glossy.
- Use a clean cloth mop pad or other soft cloth to dry walls after washing.

How to Clean Dust and Debris from Walls with a Flat Mop

Another easy method for dusting walls is to use a flat mop with a removable dry dusting cloth. In case, if a flat mop with a removable dry dusting cloth is not available, a dry sweeper or something similar can be used. You can simply use and follow these steps or procedures.

1. Put a clean dusting cloth on the flat end of the mop.
2. Start at the top of the walls and work your way down.
3. Gently press the dusting cloth flat against the wall and drag it down the entire wall.
4. Move the mop over so it slightly overlaps the section you just dusted and repeat the action.
5. If the cloth gets dusty or dirty, replace it with a new one and continue cleaning.
6. Since trim, molding, and baseboards aren't always flat, you may want to vacuum off those pieces after dusting the wall.

How to Wash Walls with Dish Soap?

If you plan to wash your walls, a grease-cutting cleaner like dish soap works great. Here's how to use clear dish soap to avoid any color transfer or tinted residue. You don't want to use this method on wood walls or walls with less durable paint finishes.

1. Gather two clean buckets, a soft sponge, a few towels, and a clean, dry cloth.
2. Fill one bucket with warm water only.
3. Fill the other bucket with a simple solution of warm water and a little dish soap.
4. Line the floor in front of the wall you're cleaning with towels to catch drips.
5. Dip the sponge in the soapy water and wring out until damp.
6. Start at the top of the wall on one side. Use a circular motion with light pressure to wash the area.
7. Repeat Steps 5 and 6 on a large section of the wall.

8. Dip the nearly dry sponge in the bucket of water and wring until damp.
9. Wipe the areas you just cleaned with soap to rinse.
10. Use the dry cloth to dry the wall following the same motions used to wash it.

How to Clean Painted Walls?

If you want to clean painted walls without removing the paint, you should first test a hidden area of the wall. Then you can dust or wash using the methods that didn't damage the test area.

- For newly painted walls, wait at least 2 weeks after painting before you try to wash the walls.
- Test your selected cleaning method on a small, hidden spot of the wall such as near a baseboard in a corner or behind a wall hanging.

Proper Storage of Cleaning Chemicals

Following proper handling and storage of cleaning chemicals is one of the most important steps to ensure your facility is not only clean but safe as well.

Here are a few things to remember in storing chemicals.

- Label all chemical containers.
- Provide specific storage space for each chemical and ensure to return after each use.
- Store volatile toxics and odoriferous chemicals in ventilated cabinets.
- Store flammable liquids in approved flammable liquid storage cabinets.

Many cleaning chemicals can be flammable or corrosive – posing risk to the user. There can be dangerous consequences when you use chemicals mistakenly, so a good rule of thumb is familiarized the following “signal words” and where they typically appear on containers:

- *Caution* – the product should be used carefully but is relatively safe.
- *Warning* – the product is moderately toxic.
- *Danger* – the product is highly toxic and may cause permanent damage to the skin and eyes.

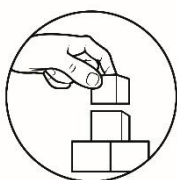
Safe Handling of Chemicals

1. NEVER mix any chemicals
2. Follow manufacturer's instructions regarding dilution rates/uses
3. Wear protective clothing
4. Clean up spillage promptly
5. Do not store glass chemical containers on the floor (without secondary containment) or window ledges.

6. Chemical storage areas should be well lit, appropriately ventilated and kept away from aisles, exits, and heat.
7. Minimize storage on the lab bench, in fume hoods, and other work areas.
8. Use first-in, first-out system (oldest chemicals first); to avoid degradation of older chemicals and their containers.
9. Inspect stored chemicals often for expiration, deterioration and chemical integrity.

Clean, Check and Store Cleaning Equipment and Chemicals

- Clean and check all equipment
- Store tidily
- Empty and wash buckets and mops
- Clean all brushes
- Store all similar items together
- Clean and restack trolley
- Remove any waste
- Refill chemical bottles
- Sort cleaning clothes
- Check protective equipment



What's More

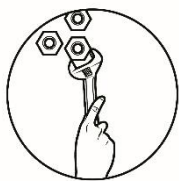
Direction: Read and analyze each question carefully. Write the word **TRUE** if the statement is correct and the word **FALSE** if it is incorrect. Write your answer on your answer sheet.

- _____ 1. Dust can cause airborne deposits that may build up and scratch the surface of furniture.
- _____ 2. You can use all-purpose cleaning sprays in cleaning wood furniture.
- _____ 3. Applying wax to the furniture provides long-lasting protection.
- _____ 4. To clean newly painted walls you must wait for 3 days before you wash the walls.
- _____ 5. Store flammable liquids in approved flammable liquid storage cabinets.



What I Have Learned

- ❖ Ways in cleaning furniture and walls are
 - (a) dusting
 - (b) cleaning
 - (c) waxing
 - (d) polishing.
- ❖ Tools needed in cleaning furniture are a feather duster and a cleaning cloth. The flat mop is a cleaning material used for an easy dusting of walls. A classic feather duster is an ostrich-feather duster that can easily remove dust. Treated cloths is a lint-free treated non-scratching cloth that picks up and holds dirt.
- ❖ Proper handling and storage of cleaning chemicals are important to ensure the facility is safe. The signal words in handling chemicals are: **Caution** - the product should be used carefully. **Warning** - the product is moderately toxic. **Danger** - the product is highly toxic and may cause permanent damage to the skin and eyes.
- ❖ Few things to remember in storing chemicals:
 - (a) Label all chemical containers.
 - (b) Provide specific storage space for each chemical and ensure to return after each use.
 - (c) Store volatile toxics and odoriferous chemicals in ventilated cabinets.
 - (d) Store flammable liquids in approved flammable liquid storage cabinets.



What I Can Do

Let's Do This!

Now, it appears that you are already familiar with the cleaning technique used in cleaning walls and furniture as well as the proper storage of cleaning equipment and chemicals. Let us test your underpinning knowledge and skills by supplying the blanks with the correct word or words to complete the sentence. Write your answer on your answer sheet.

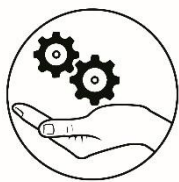
1. Maintain frequent _____ to keep the wood furniture in its best shape.
2. Applying _____ to the furniture provides long-lasting protection.
3. Use a _____ with a removable dusting cloth to remove dust and debris from smooth walls.
4. For newly painted walls, wait at least _____ weeks after painting before you try to wash the walls.
5. Many cleaning chemicals can be _____ or corrosive – posing risk to the user.
6. Provide specific _____ space for each chemical.
7. Store volatile toxics and odoriferous chemicals in _____.
8. _____ is the product that should be used carefully but is relatively safe.
9. Follow _____ in re dilution rates/uses
10. Use _____ system to avoid degradation of older chemicals and their containers.



Assessment

Direction: Read the questions carefully. Choose the letter that corresponds to the best answer. Use a clean sheet of paper for your answer.

1. What is the best way to do when transferring chemicals to a new container?
 - a. wear gloves
 - b. label the container
 - c. just leave the chemicals inside the cabinet
 - d. store the chemical in a locked container
2. Which of the following tools is used in dusting furniture?
 - a. squeegee
 - b. soft broom
 - c. feather duster
 - d. cobwebber
3. Which of the following is the best way to handle a household cleaner?
 - a. keep a window open
 - b. use rubber gloves
 - c. read the label
 - d. wear protective shoes
4. Which of the following label on a chemical container signifies the product is highly toxic and may cause permanent damage to skin and eyes?
 - a. warning
 - b. Caution
 - c. danger
 - d. fragile
5. Which of the following label on a chemical container signifies the product is moderately toxic?
 - a. Danger
 - b. Caution
 - c. warning
 - d. fragile
6. Which of the following cleaning materials and tools is used to remove dust and debris from smooth walls?
 - a. tack cloth and cheesecloth
 - b. clean cloth, mop pad or other soft cloth
 - c. flat mop with a removable dusting cloth
 - d. use a diluted de-greasing cleaner and a soft sponge
7. What cleaning equipment will you use to remove dust from furniture?
 - a. floor polisher
 - b. vacuum cleaner
 - c. feather dusters
 - d. carpet sweeper
8. What tool is used in cleaning painted walls?
 - a. towel
 - b. tissue paper
 - c. damp cloth
 - d. feather duster
9. Which of the following is used to remove dirt and stains on furniture?
 - a. mild soap
 - b. polisher
 - c. abrasives
 - d. acid cleaner
10. It helps in maintaining the efficiency of the tools and keeping their life long.
 - a. maintenance
 - b. cleaning
 - c. storing
 - d. repair



Additional Activities

Directions: Answer the table below by indicating the tools/equipment/materials/supplies used in performing the given household tasks and the safety practices to be observed. Choose only (2) two areas in your house in which you will record your performance task through video with a time limit of 3 minutes and submit your output through email or any other platform at your convenience.

HOUSEKEEPING TASKS			
Tasks	Tools/equipment used	Supplies /materials used	Safety precautions to be observed
1. Dusting furniture/displays			
2. cleaning walls			

RUBRIC FOR PERFORMANCE						
Criteria	Highly Skilled	Skilled	Moderately Skilled	Unskilled	No Attempt	Score
Used of tools equipment and materials (30%)	(29-30) Appropriate selection, preparation and use of materials and tool/equipment all the time	(27-28) Appropriate selection, preparation and use of materials and tool/equipment most of the time	(25-26) Appropriate selection, preparation and use of materials and tool/equipment some of the time	(23-24) Never selects, prepares and use appropriate materials and tools/equipment	(21-22) No attempt to use tools/equipment	
Application of procedure (30%)	(29-30) Systematic application of procedure all the time without supervision	(27-28) Systematic application of procedure most of the time with minimum supervision	(25-26) Systematic application of procedure some of the time with constant supervision	(23-24) Never follows the systematic application of procedure and highly development on supervision	(21-22) No attempt to apply the procedure to project	
Safety Work Habits (25%)	(24-25) Highly self-motivated and observes all safety precautions at all times	(22-23) self-motivated and observes most safety precautions most of the time	(20-21) Self-motivated and observes sometimes some safety precautions	(18-19) Needs to be motivated and does not observe safety precaution	(16-17) No motivation and disregards precautions	
Speed/Time (15%)	(14-15) Work finished ahead of time	(12-13) Work finished on time	(10-11) Work finished close to the given time	(8-9) Work finished beyond the given time	(6-7) No concept of time	
Total Score						



Answer Key

What I Know

1. b
2. a
3. d
4. d
5. c
6. c
7. a
8. a
9. d
10. a

What's In

1. deodorant
2. disinfectant
3. PPE
4. masks
5. glasses or goggles

What's New

Student's answers may vary.

What's More

1. True
2. False
3. True
4. False
5. True

What Can I Do

1. Dusting
2. Wax
3. Flat mop
4. 2
5. Flammable
6. Storage
7. Ventilated cabinets
8. Caution
9. Manufacturer's instructions
10. Fist-in, first-out

Assessment

1. b
2. c
3. c
4. c
5. c
6. c
7. b
8. c
9. a
10. b

Additional Activities

Student's answers may vary.
Please refer to the rubric.

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