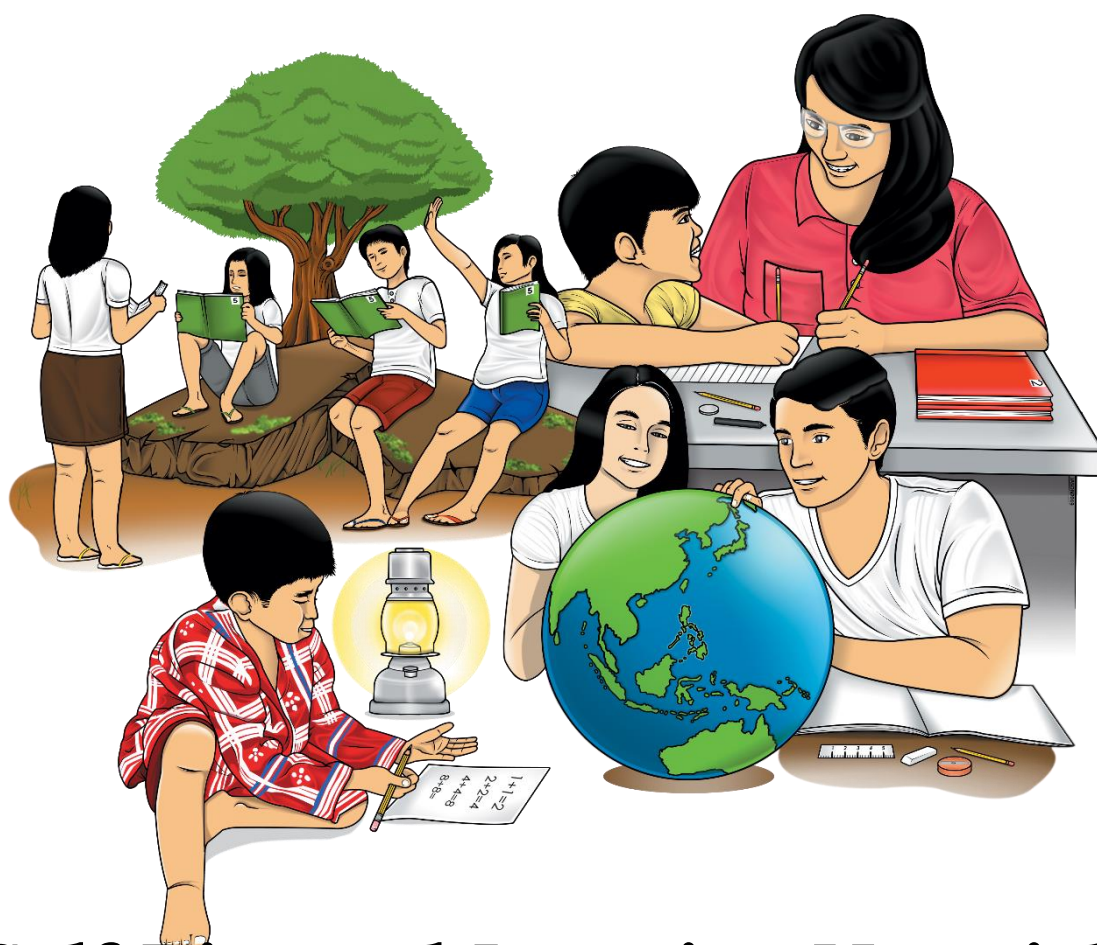


9-12

HOUSEKEEPING

NC II

**Quarter 2 – Module 4/Week 5-7:
CLEAN PUBLIC AREAS,
FACILITIES AND EQUIPMENT (CA)**



Self-Directed Learning Material

Department of Education – Republic of the Philippines

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Housekeeping NC II – Grade 9-12**Self-directed Learning Materials****Quarter 2 – Module 4/Week 5-7: Clean Public Areas, Facilities and Equipment
First Edition, 2020**

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9-12

Housekeeping NC II

**Quarter 2 – Module 4/Week 5-7:
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”.

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 5 – Maintain and store cleaning equipment and chemicals - **TLE_HEHK9-12CA-Iii-j-5**

- 5.1 Use and maintain cleaning tools, materials, and equipment effectively in accordance with the manufacturer's instructions and hotel standards
- 5.2 perform institutional routine maintenance with standard operating procedures;
- 5.3 identify and report common problems in cleaning tools and equipment.
- 5.4 Observe safety procedures in safekeeping of cleaning tools, equipment, and chemicals following the security standards

After going through this module, you are expected to:

- Explain the proper ways of maintaining cleaning tools, materials, and equipment.
- Discuss the rules on how to use correctly the cleaning tools and equipment.
- Share the safe work practices when using and keeping the chemicals, cleaning tools and equipment.



1. It is the systematic care and protection of tools, equipment, and machines to keep them safe, in usable condition, limit downtime and extend productivity.
 - a. storing
 - b. preventive maintenance
 - c. safekeeping
 - d. cleaning
2. Where is the place to store the vacuum cleaner?
 - a. on the floor
 - b. inside storage cabinet
 - c. behind the door
 - d. under the table
3. Where should you store chemicals to reduce the probability of an injury?
 - a. anywhere on the house
 - b. on the floor away from walls
 - c. on shelves about shoulder high
 - d. off the floor inside the cabinet
4. Which of the following you should do to prevent the serious breakdown of cleaning equipment?
 - a. schedule regular checkup
 - b. ready equipment manual
 - c. cleans them every day
 - d. store them anywhere
5. What is the best thing to do to avoid electric shock or short circuits?
 - a. store the equipment inside the cabinet
 - b. do not expose equipment to rain or water
 - c. clean the equipment after use
 - d. wipe the equipment before use
6. Which of the following is the caused of failing to turn on the vacuum fan?
 - a. excessive dusting
 - b. not storing properly
 - c. everyday usage
 - d. turn on and off
7. Which of the following is *true* regarding good practices in proper maintenance of tools and equipment?
 - a. the parts should be placed in the cabinet above you
 - b. should be properly placed in the proper storage area
 - c. use a plastic bag or box for storing small tool parts
 - d. the maintenance of tools is everybody's' responsibility
8. Which of the following will you use in handling hazardous chemicals?
 - a. goggles
 - b. apron
 - c. hairnet
 - d. protective shoes
9. Which of the following is the right thing to do if the cleaning tools and equipment are not functioning?
 - a. attached a "*do not use tag*" for it is not safe to use
 - b. keeps it in the clean and dry storage area
 - c. report to the supervisor to buy a new one
 - d. just leaves it anywhere for it is no longer useful
10. It refers to the actual conditions in the work environment that provide for freedom from injury and damage to property.
 - a. safety
 - b. security
 - c. maintenance
 - d. storing

Lesson

1

Maintain and Store Cleaning Equipment and Chemicals



What's In

Let's Review!

Items below are related to the proper handling and storing of trolleys and equipment including cleaning of tools in clean dry and wet areas. Write the word **TRUE** if the statement is correct and the word **FALSE** if it is incorrect. Use an activity sheet for your answer.

- ____ 1. Do not store trolleys in walkways, doorways, or passages.
- ____ 2. When cleaning trolleys it should be by the manufacturer's instructions.
- ____ 3. It is alright to handle equipment while under the influence of alcohol, serious injury, or feeling of tiredness.
- ____ 4. It is important to check the condition of the trolley before use.
- ____ 5. Always keep the trolley clean by keeping it safe in a clean and dry location.
- ____ 6. The use of specialized detergents and conditioners in wet areas are stronger than home laundry products.
- ____ 7. Dry cleaning utilizes a gentle washing cycle with biodegradable soaps and conditioner.
- ____ 8. Wet cleaning is superior to water in the removal of oily or greasy residues which are the base component of many stains.
- ____ 9. The general rule in dry cleaning is less risky from a food perspective than wet cleaning.
- ____ 10. The best methods in cleaning include dry and wet cleaning.



What's New

VOCABULARY CHECK

Let us check how much you know about the meaning of the following words! Match column A with its definition in column B.

Column A	Column B
1. Housekeeping	a. An act or process of preserving a tool or equipment.
2. Maintenance	b. Devices that can be used to achieve a task, but not consumed in the process
3. Preventive or proactive activity	c. A device that uses an air pump to create a partial vacuum to suck up dust and dirt.
4. Tools	d. A planned and scheduled process is usually carried out to keep something functional.
5. Vacuum cleaner	e. The act of cleaning the rooms and furnishings of a home.



What is It

Correct Maintenance of Cleaning Tools and Equipment

Part of a health and safety strategy is to maintain tools and equipment regularly. This helps to identify safety problems before they become a serious hazard. Only qualified people should carry out the maintenance. They should also keep records of their inspections.

Preventive Maintenance is the systematic care and protection of tools, equipment, and machines to keep them in a safe, usable condition limit downtime, and extend productivity.

The successful maintenance program is:

1. Well organized and scheduled
2. Controls hazards
3. Defines operational procedures
4. Trains key personnel

General requirements for tools and equipment maintenance include:

1. Obtaining a copy of the maintenance schedule recommended by the manufacturer
2. Ensuring that maintenance is performed as required
3. Ensuring that the persons(s) performing the maintenance are competent (e.g. licensed mechanic)
4. Specifying who is responsible for overseeing equipment maintenance and where the records are kept
5. Setup a system for removal and tagging of damaged or defective tools and equipment.

Taking care of tools and equipment, and keeping them well maintained, will make them last longer before needing replacement. Properly stored cleaning tools and equipment will be easy to find when needed and are less likely to be lost.

Good practices include:

1. Parts should be properly stored and labeled.
2. Tools should be properly placed in proper storage and labeled.
3. Use bins for storing small parts.
4. Consider making an individual responsible for the good maintenance of tools and parts.

Use equipment correctly and safely

All cleaning equipment should be used correctly, and only used for the purpose for which it was intended.

Use of equipment must be in accordance with the manufacturer's instruction at all times, this means you must access the instructions for each item and take time to read the manual.

General Rules in the Use of Cleaning Equipment

1. Check electrical appliance and equipment before use. Check if there are frayed wires, loose plugs and connections. Never use any appliance that is defective.
2. Handle equipment with care and make sure it does not bump on hard surfaces.
3. Clean and store equipment in their custodial room immediately after use.
4. Empty dust bags of dry vacuum cleaners before they overload and after each use.
5. Follow manufacturer's operating instruction.
6. Schedule a regular check-up of equipment to prevent serious breakdown.
7. To avoid electric shock or short circuit, do not expose equipment to rain or water. Store them indoors to protect them from getting wet.

Common Problems on Chemicals

The use of hazardous chemicals and detergents can cause burning and breathing problems. Housekeepers normally use mild detergents for daily use. However, potent chemicals like acids and potent detergents are unavoidable. Exposure to these chemicals cause nausea, allergy, burns vomiting breathing problems, skin rashes etc. Cleaners must be trained in the safe use of these chemicals. Suppliers often provide the training and safety manual in the use of these chemicals. Cleaners must be provided with goggles, gloves and masks for operations that involve the use of hazardous chemicals.

Common Problems in Cleaning Tools and Equipment

Cleaning tools and equipment should be cleaned and maintained properly to ensure continued performance. But given their daily use, it's only natural that these machines start to break down during use.

Common cleaning tools and equipment problems:

1. **Excessive dusting** – this is caused by failing to turn on the vacuum fan. Other causes include a clogged hopper dust filter, damaged vacuum hose and worn brush skirts & dust seals. Resolve this problem by replacing the brush skirts and dust seals. The same applies to a damaged vacuum hose. Don't forget to clean the dust filter and turn on the vacuum fan.
2. **Poor sweeping performance** – this may be due to some reasons including worn brush bristles, failure of the main and side brushes, improper adjustment of the main and side brushes, damaged or worn hopper skirts and more. You can improve sweeping performance by replacing the large debris trap, emptying the hopper, replacing the hopper skirts and brushes. Improperly adjusted main and side brushes should be adjusted and debris removed from the drive mechanism.
3. **No machine power** – from low battery power and clogged filter to switching on the emergency stop, many things could cause zero machine power. To get your floor sweeper running, turn the emergency stop off then restart the machine. You should also consider charging the battery and cleaning or replacing the dust filter.
4. **Failure to operate** – a scrubber dryer may fail to operate if the batteries are discharged. An emergency stop is activated, the battery is loose, or the main fuse blew. A faulty key switch can also compromise the machine's ability to run. Replacing blown fuses and faulty battery as well as tightening loose battery cables will get the machine running again.
5. **Poor water pickup** – some things can cause poor water pickups such as clogged vacuum hose, damaged squeegee blades, full recovery tank, loose vacuum hose connections, low battery charge and more. Measures that will improve water pickup include replacing damaged vacuum hoses, cleaning the filter, draining the recovery tank, tightening hose connections, position the tank cover properly and replacing worn brushes.

Safety Procedures in Safekeeping of Tools, Equipment and Chemicals

Safety – refers to the actual conditions in the work environment that provide for freedom from injury and damage to property.

Security – refers to the prevention or defense of theft, fire, and other emergencies.

The two hotel departments most likely to have the largest number of accidents and injuries are maintenance and housekeeping.

Housekeeping & Maintenance departments have the highest risk for accidents and injuries; because:

- ✓ Departments employ more people than other departments.
- ✓ Working in these departments require physical activity and equipment use – both of which increase the risk of accident and injury.

To reduce safety risk, the executive housekeeper must,

- ✓ Be aware of potential safety hazards
- ✓ Develop procedures to prevent accidents
- ✓ Develop ongoing safety training programs
- ✓ Be aware of the laws that regulate the work environment

Managers must train employees to recognize potentially hazardous conditions and take corrective actions before they cause injuries like sprains, strains and falls;

- ✓ Wet floors and slippery walkways
- ✓ Messy floors
- ✓ Equipment left out in the way
- ✓ Improper lifting techniques

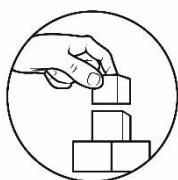
Safety tips for the hazardous condition in Housekeeping

- ✓ Housekeeping tasks often involve lifting heavy objects. Employees may also be required to move furniture to complete a thorough cleaning task.
- ✓ Incorrect lifting of heavy objects such as bags, boxes, and containers may result in strained or pulled muscles and back injury. In turn, these injuries can result in loss of work and long-term pain and suffering.
- ✓ Employees can also incur cuts and scratches when lifting items such as trash or dirty lines that contain pointy objects or broken glasses. In all instances, employees should know that conditions to look for and the special precautions to take.

Safe Work Practices

The following are the safe work practices when using cleaning chemical:

- ✓ Chemicals must be diluted, and employees should know how to correctly dilute the cleaners they are using.
- ✓ Review thoroughly and train workers on the use, storage and emergency spill procedures for cleaning chemicals.
- ✓ Review the proper protective equipment needed, such as gloves and goggles, and provide the proper protective equipment to the workers using the cleaning product.
- ✓ Ensure all containers of cleaning products and chemicals are labeled to identify their contents and hazards.
- ✓ Operate ventilation system as needed during cleaning task to allow sufficient airflow and prevent the buildup of hazardous vapors.
- ✓ Store chemicals in gallon containers off the floor within easy reach.
- ✓ Store similar chemicals in the same area.



What's More

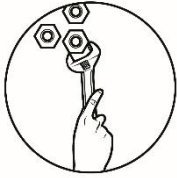
Read the statements carefully. Fill in the right words to complete the sentence. Write your answers on your activity sheet.

1. Taking care of tools and equipment and keeping them _____, will make them last longer before needing replacement.
2. All cleaning equipment should be used _____, and only used for the purpose for which it was intended.
3. Use of equipment must be in accordance with the _____ instruction at all times.
4. _____ and store equipment in their custodial room immediately after use.
5. Store similar _____ in the same area.



What I Have Learned

- Taking care of tools and equipment, and keeping them well maintained, will make them last longer before needing replacement.
- **Preventive Maintenance** is the systematic care and protection of tools, equipment, and machines to keep them in a safe, usable condition limit downtime and extend productivity.
- All cleaning equipment should be used correctly, and only used for the purpose for which it was intended.
- **Common problems in cleaning tools and equipment** are:
 - (a) excessive dusting
 - (b) poor sweeping performance
 - (c) no machine powers
 - (d) failure to operate
 - (e) poor water pickup.
- **Safety** refers to the actual conditions in the work environment that provide for freedom from injury and damage to property.
- **Security** refers to the prevention or defense of theft, fire, and other emergencies.
- Housekeeping & Maintenance departments have the highest risk for accidents and injuries.



What I Can Do

Put a check (✓) mark on the appropriate column for each of the following statements. Do this on your answer sheet.

	YES	NO
1. All cleaning tools and equipment must be properly maintained so that workers will not be in danger.		
2. Preventive maintenance is the system care and protection of tools, equipment, and machines to keep them in a safe, usable condition, limit downtime and extend productivity.		
3. Damaged or defective tools/equipment should be tagged and removed from service.		
4. Properly stored tools and equipment will be easy to find when needed and are less likely to be lost.		
5. Storing anywhere of small parts of cleaning equipment is a good practice on proper storage.		



Assessment

Read the questions carefully. Choose the letter that corresponds to the best answer and write it on your answer sheet.

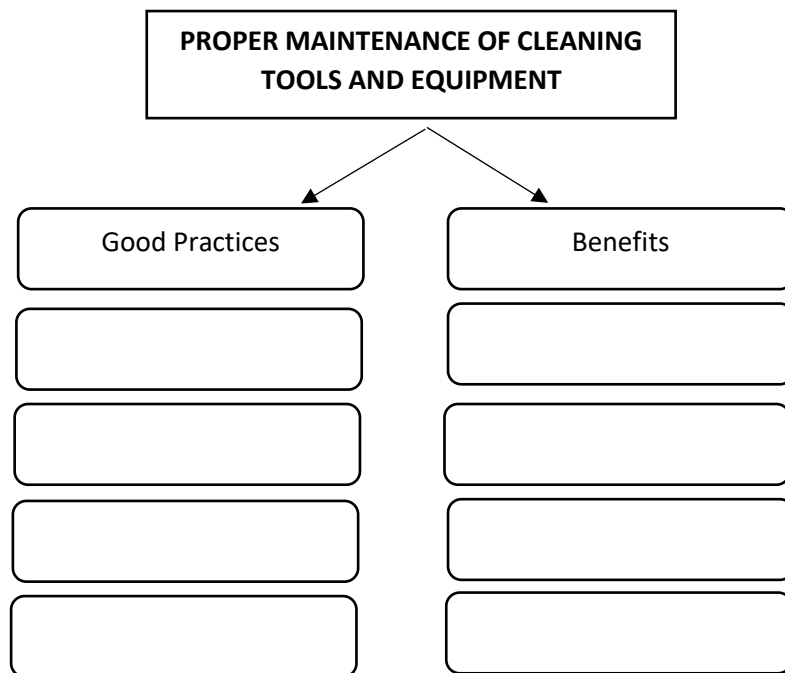
1. It refers to the actual conditions in the work environment that provide for freedom from injury and damage to property.
a. safety b. security c. maintenance d. storing
2. Which of the following is the right thing to do if the cleaning tools and equipment are not functioning?
a. attached a “do not use tag” for it is not safe to use.
b. keeps it in the clean and dry storage area.
c. report to the supervisor to buy a new one.
d. just leave it anywhere for it is no longer useful.
3. Which of the following will you use in handling hazardous chemicals?
a. goggles b. apron c. hairnet d. protective shoes
4. Which of the following is *true* regarding good practices in proper maintenance of tools and equipment?
a. the parts should be placed in the cabinet above you
b. should be properly placed in the proper storage area
c. use a plastic bag or box for storing small tool parts
d. the maintenance of tools is everybody's' responsibility
5. Which of the following is the cause of failing to turn on the vacuum fan?
a. excessive dusting c. everyday usage
b. not storing properly d. turn on and off
6. What is the best thing to do to avoid electric shock or short circuits?
a. store the equipment inside the cabinet
b. do not expose equipment to rain or water
c. clean the equipment after use
d. wipe the equipment before use
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c. on shelves about shoulder high
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a. on the floor c. behind the door
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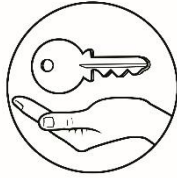


Additional Activities

GRAPHIC ORGANIZER

Direction: Discuss the benefits and good practices in proper maintenance of cleaning tools and equipment through a graphic organizer. Do this on your answer sheet. Follow the template below.





Answer Key

<p>What's In</p> <p>1. TRUE 2. TRUE 3. FALSE 4. TRUE 5. TRUE 6. FALSE 7. TRUE 8. FALSE 9. FALSE 10. TRUE</p> <p>What I know</p> <p>1. b 2. b 3. d 4. a 5. b 6. a 7. b 8. a 9. a 10. a</p> <p>What's New</p> <p>1. e 2. d 3. a 4. b 5. c</p>	<p>What's More</p> <p>1. well maintain 2. correctly 3. manufacturer's 4. clean 5. chemicals</p> <p>What I can do</p> <p>1. YES 2. YES 3. YES 4. YES 5. NO</p>	<p>Assessment</p> <p>1. a 2. a 3. a 4. b 5. a 6. b 7. a 8. d 9. b 10. b</p> <p>Additional Activities</p> <p>Answers may vary</p>
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