

# Technology and Livelihood Education - Housekeeping

## Quarter 1 – Module 4: Set Up Equipment and Trolleys



GOVERNMENT PROPERTY  
**NOT FOR SALE**

**Technology and Livelihood Education - Housekeeping Grade 9**  
**Quarter 1– Module 4: Set Up Equipment and Trolleys**

**First Edition, 2020**

**Republic Act 8293, section 176** states that: No copyright shall subsist in any work of the Government of the Philippines. However, prior approval of the government agency or office wherein the work is created shall be necessary for exploitation of such work for profit. Such agency or office may, among other things, impose as a condition the payment of royalties.

Borrowed materials (i.e., songs, stories, poems, pictures, photos, brand names, trademarks, etc.) included in this module are owned by their respective copyright holders. Every effort has been exerted to locate and seek permission to use these materials from their respective copyright owners. The publisher and authors do not represent nor claim ownership over them.

Published by the Department of Education

**Development Team of the Module**

**Writers:** Chriselin M. Pacaldo, Mae D. Marapao

**Editor:** Dennie N. Claros

**Reviewers:** Lovely Joy C. Dahuya, Gilda P. Acueza, Zaldy II B. Devibar

**Illustrator:** Mae D. Marapao

**Layout Artist:** Cherrie M. Pil

**Template Developer:** Neil Edward D. Diaz

**Management Team:** Winnie E. Batoon  
Filomena M. Lopez  
Chona M. Calatrava  
Teresita E. Helgason  
Mary Ann O. Eliseo  
El Sheba F. Alcano  
Jennie D. Rivera

**Printed in the Philippines by** \_\_\_\_\_

**Department of Education – Region XI, Division of Island Garden City of Samal**

Office Address: Sitio Pasig, Brgy. Peñaplata, District II, Island Garden City of Samal  
Contact Number: 0961-2130-766  
E-mail Address: lrms.samalcity@deped.gov.ph

## Technology and Livelihood Education Housekeeping

Quarter 1 – Module 4:  
Set Up Equipment and Trolleys

# Introductory Message

## For the facilitator:

Welcome to the Subject Technology and Livelihood Education (TLE) - Housekeeping Grade 9 of the Alternative Delivery Mode (ADM) Module for lesson: **Set Up Equipment and Trolleys**.

This module is collaboratively designed, developed, and evaluated by select secondary TLE teachers with the help of expert-teachers, school heads, and division program supervisor who specialize in EPP/TLE of the Schools Division of the Island Garden City of Samal. It will serve as your aid and guide in helping students achieve the standards set by the K to 12 Curriculum. Through this, students will be able to meet and overcome personal, social, and economic challenges in learning.

This course aims to guide and enable students to become independent learners in going through the various learning activities based on their abilities, speed, and time. It also targets to assist students achieve 21<sup>st</sup>-century skills with utmost consideration of their needs and living conditions.

As a facilitator, you are expected to provide students with an orientation or preliminary information on how they will use this module. You need to also monitor and record their progress while allowing them to manage their own learning. Aside from this, you are expected to further encourage and guide the students as they carry out the activities included in this module.

## For the learner:

Welcome to the Subject Technology and Livelihood Education (TLE) - Housekeeping Grade 9 of the Alternative Delivery Mode (ADM) Module for lesson: **Set Up Equipment and Trolleys**.

This module is created to meet your educational needs. It aims to help you in your studies while you are not inside the classroom. Also, it seeks to give you meaningful work and opportunities to learn lessons.

This module has components and icons that you must go through to process your learning.



#### Let Us Learn

In this section, you will know the skills that you must learn in this module.



#### Let Us Try

This section will test your previous knowledge or skills of the lesson in the module through a preliminary assessment.



#### Let Us Study

There will be brief exercises to help you connect your previous knowledge to the current lesson. In this section, the new lesson will be introduced through a story, poem, play, introductory problem, task, or situation.



#### Let Us Practice

There will be a short discussion in this section. This aims to help you understand new concepts and skills.



#### Let Us Practice More

This section consists of guided activities and free practices that will further enhance your understanding and skills of the subject matter. You can check your answers in the practice activities using the answer key in the last section of this module.



#### Let Us Remember

This section contains questions or sentence or paragraph completion that will process what you have learned in the lesson.



#### Let Us Assess

This section contains activities that will help you translate new knowledge or skills into real situations or realities of life.



#### Let Us Enhance

In this section, you will be given additional activity to enhance your learning or skill in the lesson.



#### Let Us Reflect

This section is an activity that aims at assessing or measuring the level of learning in acquiring meaningful knowledge and skills through reflective questions.



#### Answer Key to Activities

This section contains the correct answers in all the activities in this module.



#### References

This is located on the last page of the module where it contains a record of the sources of data/authorship in the creation or writing of this module.

The following are important reminders in utilizing this module:

1. Handle this module with care. Do not write or put other marks in any part of this module. Use a separate sheet of paper in answering the practice activities.
2. Do not forget to answer the *Let Us Try* before proceeding to the other practice activities inside this module. Maintain honesty and integrity in doing or performing the practice activities and in checking the answers.
3. Read carefully the instructions before doing each practice activity.
4. Finish the current practice activity before going to the next ones.
5. Return this module to your teacher or facilitator after answering all the activities.

If ever you find it hard to answer the practice activities in this module, do not hesitate to refer to your teacher or facilitator. You can also ask for help from your mother or father, or from your older siblings, or from anyone else in the house who is older than you. Always remember that you are not alone.

We hope, through this module, that you will experience meaningful learning and will fully acquire your desired knowledge. You can do this!



## Let Us Learn!

The lesson deals with the skills and knowledge required for you to accomplish the learning outcomes of this module.

You are expected to complete the series of learning activities contain in this training materials at the end of this module.

The main lesson in this module:

### **LO 1. Setup equipment and trolleys (TLE\_HEHK9-12RG-If-h-3)**

- 1.1 Correctly select and demonstrate proper use of tools, materials, and equipment according to task requirement.
- 1.2 Properly set trolley/caddy with cleaning materials according to needs and with the institutional standards.



## Let Us Try!

Before you begin with the module proper, take this test to find out how much you already know about our topic.

### **I. True or False**

Direction: Read the sentences carefully. Write **True**, if the sentence is correct and **False**, if it is incorrect. Write your answer on a separate sheet of paper.

- \_\_\_\_\_ 1. It is standard industry practice that no 'extra' bags are hung off housekeeping trolleys.
- \_\_\_\_\_ 2. Never lift anything on your own that weighs under 16kg-this is a recommendation from OSH authorities.
- \_\_\_\_\_ 3. When loading the trolley, ensure it is loaded safely and does not prevent any danger to others.
- \_\_\_\_\_ 4. Always position the trolley near the wall and of the guest's way.
- \_\_\_\_\_ 5. Always push the trolley, don't pull it – it is important for you to see where you are going.
- \_\_\_\_\_ 6. Always stock items in their designated place on the trolley – it is best to position heavy items above to prevent the trolley from overturning.
- \_\_\_\_\_ 7. Lift anything on your own that weighs over 16kg-this is a recommendation from OSH authorities.
- \_\_\_\_\_ 8. The primary concern when handling trolleys is to ensure the safety of the room attendant

- \_\_\_\_\_ 9. The maids' cart should be full enough to carry all the required supplies for one shift work.
- \_\_\_\_\_ 10. The amount of supplies loaded on to the cart depends upon the number of rooms, type of rooms to be serviced on the assigned floor.

## II. Matching Type

Direction: Column A lists the cleaning equipment of room attendant. Match items in Column A that tells the correct definition of terms listed in Column B. Write only the letter of your answer on your activity notebook.

Column A	Column B
<p>_____ 1. Room attendant</p> <p>_____ 2. Protective gloves</p> <p>_____ 3. Housekeeping trolley</p> <p>_____ 4. Dustpan</p> <p>_____ 5. Cloths</p> <p>_____ 6. Buckets</p> <p>_____ 7. Brooms and brushes</p> <p>_____ 8. Mops</p> <p>_____ 9. Warning signs</p> <p>_____ 10. Vacuum cleaner</p>	<p>a. These should be fully operational, not leaking, easy to operate, and not smelly.</p> <p>b. Used for cleaning, polishing, and dusting, every trolley will need to have lots of these.</p> <p>c. It is vital to collect dirt, dust, and rubbish.</p> <p>d. These should be sufficient in number as dictated by the establishment, clean, and sufficiently bristled.</p> <p>e. Used for washing floors, polishing, and dusting, depending on the areas to be cleaned.</p> <p>f. A good supply of disposable gloves should be on each trolley.</p> <p>g. Used when a public area is being cleaned as part of the overall room preparation process.</p> <p>h. This must be checked to see it is empty at the start of the shift, spare bags are available (where appropriate), that the machine is fully functional and that there are no frayed cords or other safety problems.</p> <p>i. Handle and load housekeeping trolley correctly.</p> <p>j. It is the most important equipment for room attendants because it is a place to carry all supplies needed to clean rooms.</p>



## Lesson 4

# Set Up Equipment and Trolleys



### Let Us Study!

Housekeeping trolley is the most important equipment for room attendants because it is a place to carry all supplies needed to clean rooms. As a room attendant, you must understand how to handle and load housekeeping trolley correctly because trolleys are large items and when fully loaded can be extremely heavy.

When loading the trolley, ensure it is loaded safely and does not prevent any danger to others. Here are the key points to remember when stocking or handling trolleys:

- When identified, immediately report any damage or faults with the trolley- all housekeeping departments should have periodical checks done on equipment by Maintenance Department.
- Always push the trolley, don't pull it – it is important for you to see where you are going.
- Always stock items in their designated place on the trolley – it is best to position heavy items on the bottom to prevent the trolley from overturning. If you are not sure where things go, ask!
- If more supplies are needed than the trolley can hold, you will have to refill the trolley during the shift returning to the floor storeroom: trolleys should never be overloaded.
- Never lift anything on your own that weighs over 16kg- this is a recommendation from OSH authorities. There are no maximum weight restrictions as the current approach is to assess every lifting need on an individual basis and use the most appropriate technique depending on the type of load, how far it has to be moved or the size of the load.
- Be prepared to ask for help when needed- this may be a request for help such as to do a 'team lift' or a request for information. You must also be prepared to provide help when required.
- Always position the trolley near the wall and out of the guest's way. The trolley will normally be parked across the guest's door to prevent any unauthorized person accessing the room. This procedure will depend on house policies and procedures.
- It is standard industry practice that no 'extra' bags are hung off housekeeping trolleys.

You must keep on mind that all items should be positioned on the trolley so they won't fall over or fall off: in addition, nothing should protrude. Besides, place the trolley appropriately and don't leave them in the middle of the corridor as it makes it harder for movement of people in the corridor and more appealing for theft.

Remember, the primary concern when handling trolleys is to ensure the safety of the room attendant. So, please always be mindful when handling and loading the trolley.

As a room attendant, you need various pieces of equipment to service a guest room. The equipment is usually stored on a housekeeping storeroom on each floor or in some central location. In this lesson, it will explain a range of cleaning equipment you need to know so that you are able to use them appropriately.

Equipment that needs to be correctly selected and prepared before it is used may include:

### **1. Housekeeping trolley**

A housekeeping trolley is sometimes called a 'Maids' trolley'. Check to see it is clean, presentable, and safe. There should be no jagged bits, nothing should protrude to present a potential hazard, and the wheels should move easily and smoothly.

The trolley and all the equipment listed below are usually stores in a floor housekeeping store or linen room that also contains stocks of trolley supplies such as give-away, spare light globes, and toilet paper.

It is a standard industry requirement that nothing that is not part of the original design of the trolley is allowed to hang from the trolley such as plastic or other bags. Hanging extra items off the trolley certainly spoils and cheapens the appearance of the trolley as well presenting a possible obstruction or hazard.

The trolley may be fitted with one or two large bags that are part of the original design-one bag for used linen and one bag for rubbish. The floor housekeeping storeroom must be locked after you have taken your trolley and supplies out of it.



### **2. Vacuum cleaner**

This must be checked to see it is empty at the start of the shift, spare bags are available (where appropriate), that the machine is fully functional and that there are no frayed cords or other safety problems. A check should also be made to ensure that all vacuum machine tools/accessories that need to be used are available.



### 3. Mops

Ensure the mop head looks presentable as guests will be able to see this and may infer a lack of cleanliness in other or all cleaning from seeing a dirty mop head. Also ensure it has been sanitized to kill bacteria. Mops may include wet mops for washing floors and dry mops for polishing and dusting, depending on the areas to be cleaned.



### 4. Brooms and brushes

These should be sufficient in number as dictated by the establishment, clean, and sufficiently bristled. The most common types of brooms and brushes are:

- Carpet brush
- Scrubbing brush
- Sink brush
- Silk brush
- Toilet brush
- Wall brush
- Soft broom
- Hand brush



Not all types will be required on all trolleys. It will depend on the facilities to be cleaned, and what exists elsewhere in the property for staff to use such as brushes or brooms available in-room.

### 5. Buckets

These should be fully operational, not leaking, easy to operate, and not smelly. Buckets may be required for wet mopping and most room servicing trolleys will also feature a couple of plastic bucket-type containers used to hold cleaning materials, cloths, chemicals and used carry items into a guest room.



### 6. Protective gloves

A good supply of disposable gloves should be on each trolley. Specific house requirements in relation to individual Occupational Safety and Health (OSH) issues may require other, more substantial protective clothing (including gloves) be worn.

It is standard procedure in all premises that room attendants wear protective gloves when cleaning and handling chemicals.



### 7. Cloths

Used for cleaning, polishing, and dusting, every trolley will need to have lots of these. Some are made from materials and some are disposable. Types of cloth that commonly used by room attendants are mop cloth, grass cloth, microfiber cloth, etc.



## 8. Warning signs

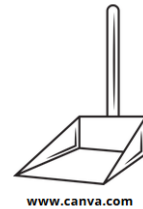
These are safety signs used when a public area is being cleaned as part of the overall room preparation process. Warning signs are used to warn customers of the danger or when nominated area are being cleaned. It may be standard procedures that they are displayed whenever cleaning duties are being undertaken, regardless of location and regardless of the type of cleaning.



## 9. Dustpan

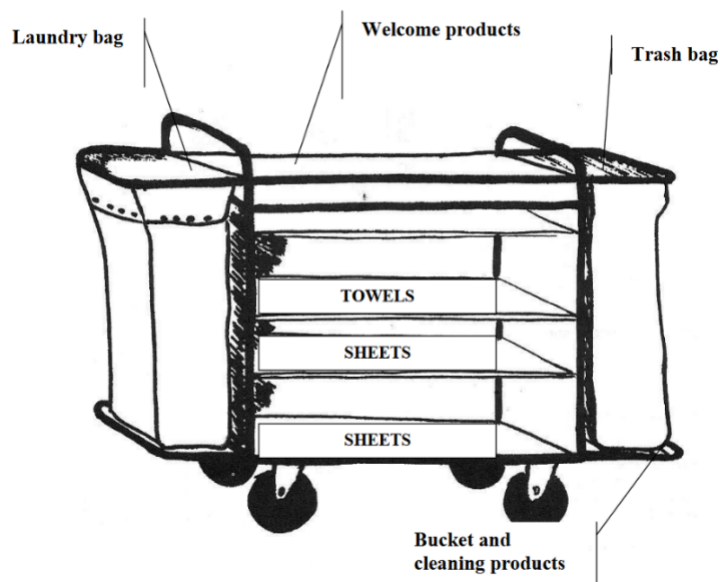
A dustpan is vital to collect dirt, dust, and rubbish. Dustpan is useful when you are sweeping an area.

Make sure every equipment are clean prior to use. It is also necessary to ensure that all equipment is cleaned out of all dirt and other waste products and placed back in a suitable location for further use.



## Preparing to use the Cleaning Cart

- At the beginning of the workday or after, get job assignment from head housekeeper, number of rooms to be cleaned, additional services such as a cot, VIP room, room master key
- Prepare the cart in the office stock the cart with the clean linens necessary to prepare each room
- Give yourself a security margin of 10% extra linens in case of need
- Refer to the diagram below
- Stock the cart with welcome products on the top of the cart in the proper compartments
- Install the bucket containing cleaning products and materials
- Put in place the laundry bag and the trash bag



### **Trolley or Maids' cart setting**

- Houseman / Housemaid sets his trolley as per the standard, like bed sheets in one shelf, towels in another, bathroom amenities in a separate drawer.
- Maids cart can be compared as a giant toolbox, it should be stocked with all the required amenities to complete a complete shifts room cleaning.
- The maids' cart should be spacious enough to carry all the required supplies for one shift work. The cart should be light weight, easy to clean and easily maneuverable.
- The cart must be always well organized and well stocked before starting each shift.
- A well-stocked maids' cart will avoid unnecessary trips to the floor pantry.
- The amount of supplies loaded on to the cart depends upon the number of rooms, type of rooms to be serviced on the assigned floor.
- The carts are normally stocked from the floor pantry.
- Never over stock or under stock the cart: *Overstocking* will increase the risk of accidents or damage to the supplies. Whereas *understocking* can slow down the efficiency of cleaning because of the regular trips to the floor pantry to collect the required items.
- Record the items loaded on the cart on the Room assignment sheet.

Few examples of supplies loaded on the maids' cart:

1. Shampoo
2. Moisturizer
3. Mouthwash
4. Foam bath
5. Sewing kit
6. Shower cap
7. Shoeshine
8. Detergent
9. Loofah
10. Disposal bag
11. Toilet rolls
12. Tissue box
13. Soap dish
14. Bath towel
15. Hand towel
16. Face towel
17. Bathmat
18. Bed spread
19. Pillow covers etc.

The cleaning supplies are kept in a separate hand caddy, below are few items stocked on the hand caddy.

1. Toilet cleaning solution
2. Bowl brush
3. Toilet brush
4. All-purpose cleaner

5. Cleaning clothes
6. Rubber gloves

- On one end of the cart there will be a bag for storing the dirty / soiled linens.
- There will be a garbage bag in one corner of the maids' cart with a lid on it.

Once the shift is over the maids' cart / maids' trolley to be moved back to the floor pantry and all the shelves to be locked.

Let us check of how you understand the lesson.

**Q1.** Who is responsible for setting up the maids' cart / trolley?

**Q2.** What should be looked for while purchasing a maids' cart / floor trolley?

**Q3.** What is the disadvantage of overstocking and understocking maids' cart?

**Q4.** Can you give few examples of guest room supplies loaded in cart?

**Q5.** What is a hand caddy?



### Let Us Practice!

Direction: Draw in your activity notebook the different tools, equipment, supplies, and materials prepared and loaded in the cart.

1. Bath towel

2. Pillow covers

3. Toilet brush

4. Loofah

5. Bucket

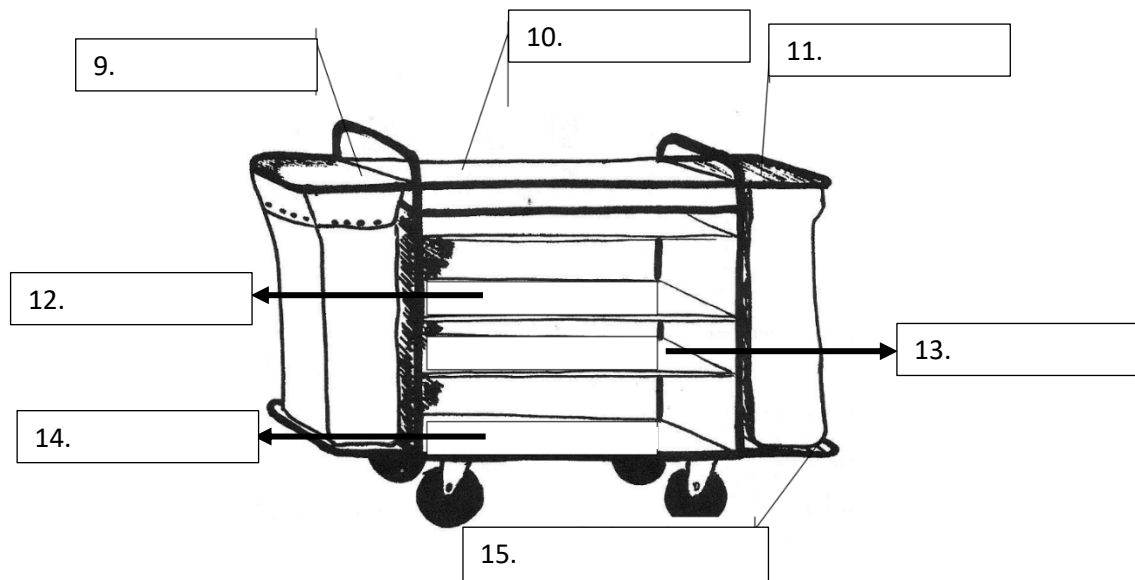
6. Mop

7. Broom

8. Gloves

Criteria	
Originality	10 points
Creativity	10 points
Cleanliness	10 points
<b>Total</b>	<b>30 points</b>

- I. Label the parts of the housekeeping trolley. Name the following materials or products needed in preparing the cleaning cart. Write your answer on your activity notebook.



### Let Us Practice More!

Direction: Pick five (5) tools/equipment/supplies/materials in the box below and write its function. Write your answer in your activity notebook.

brush	mop	bucket	protective gloves
vacuum cleaner	broom	dustpan	hand towel
bath towel	warning signs	cloth	bathmat
disposal bag	mouthwash	shampoo	detergent
shower cap	sewing kit	face towel	pillow covers

## II. Demonstration

Direction: Make a short video using the tools available in your house. Ask assistance from any member of your family for your output. Send your output through messenger, CD/USB. Your performance will be graded using the rubric below.

**Group 1:** hand towel, soap, detergent, cloth, mop

**Group 2:** vacuum cleaner, bucket, face towel, loofah, broom

**Group 3:** brush, warning signs, bath towel, shampoo, shower cap

**Group 4:** sewing kit, pillow covers, bathmat, dustpan, protective gloves

**Group 5:** disposable bag, all-purpose cleaner, mouthwash, toilet brush, trolley

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





## Let Us Remember!

Maid's Trolley, also called as a room attendants' trolley, or chamber maid's trolley, this is perhaps the most significance piece equipment in the housekeeping department. It is like a giant toolbox, stocked with everything necessary to service a guest room effectively. Most such carts available now are made of metal, but sometimes wooden carts may be in use.

The cart should be spacious enough to carry all the supplies needed for a GRA to complete half a day's room assignments. Since the cart is large and may be heavily loaded, it must be easily movable as well. The ideal cart would have fixed wheels at one end and castor –wheels at the other. The cart should be well organized so that the GRA's do not have to waste time in searching for supplies or make frequent trips back to the supply room. Also, if the cart is not stacked neatly, it will look very unsightly.

They are more useful than hand caddies when a large amount of supplies and items are to be carted or replaced. They are ideal for the efficient removal and carriage of smaller pieces of cleaning equipment, cleaning agents, linen and rubbish.

They eliminate the time wasted in assembling equipment at the work location or moving them from one place to another.

### Care & maintenance:

- All carts and trolleys need to be kept clean, wiped daily and stored locked.
- The room should be dry area and it should be well ventilated.
- The soiled linen bag and trash bags should be emptied.
- A thorough cleaning may be done once a week.
- The wheels may be oiled during this cleaning for the smooth movement of the trolley.
- Carts and trolleys should be never used as general dumping grounds when not in use.
- All the linens and amenities should be well arranged when the shift is completed so that it will be easier to replenish extra items when necessary.

### Enumeration

Direction: Enumerate the following in any order. Write your answer on your activity notebook.

A. Give five examples of supplies loaded on the maids' cart.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

B. Give five items of cleaning supplies stocked on the hand caddy.

6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_



## Let Us Assess!

### I. Fill in the blank

Direction: Identify the correct answers of the given statement below. Choices are given on the box. Write your answer on a separate sheet of paper.

Dustpan	Cloths	Buckets	Houseman/Housemaids
Vacuum cleaner	Housekeeping trolley	Protective gloves	
Overstocking	Warnings signs	Understocking	

1. \_\_\_\_\_ is the most important equipment for room attendants because it is a place to carry all supplies needed to clean rooms.
2. \_\_\_\_\_ used for cleaning, polishing, and dusting, every trolley will need to have lots of these.
3. \_\_\_\_\_ used to hold cleaning materials, cloths, chemicals and used carry items into a guest room.
4. \_\_\_\_\_ this must be checked to see it is empty at the start of the shift, spare bags are available (where appropriate), that the machine is fully functional and that there are no frayed cords or other safety problems.
5. \_\_\_\_\_ it is standard procedure in all premises that room attendants wear this when cleaning and handling chemicals.
6. \_\_\_\_\_ is vital to collect dirt, dust, and rubbish. It is useful when you are sweeping an area.
7. \_\_\_\_\_ used to warn customers of the danger or when nominated area are being cleaned.
8. \_\_\_\_\_ it will increase the risk of accidents or damage to the supplies.
9. \_\_\_\_\_ it can slow down the efficiency of cleaning because of the regular trips to the floor pantry to collect the required items.
10. \_\_\_\_\_ sets his trolley as per the standard, like bed sheets in one shelf, towels in another, bathroom amenities in a separate drawer.



### Let Us Enhance!

Let us test of how far you have reached your knowledge.

Direction: Given are the following cleaning materials prepared and loaded in the housekeeping trolley. Write the importance in maintaining the cleanliness of the rooms and other included areas. Do it on a separate sheet of paper.

Cleaning materials	Uses
1. Buckets	
2. Cloths	
3. Mops	
4. Protective gloves	
5. Dustpan	



### Let Us Reflect!

Good job learner!

The efforts of housekeeping speak for themselves. The result of sincere as well as faux housekeeping efforts are noticeable. The housekeeping staff needs to execute cleaning and maintenance tasks at various places inside the hotel. The most important task is cleaning and maintaining guest rooms and guest bathrooms. The guests assess the cleanliness in this area critically.

By following the best cleaning and maintenance practices, the housekeeping staff can contribute to retain the satisfied guests as well as to generate new guests willing to repeat their visit to the hotel. This brings in more revenue to the hotel business. To perform towards guest satisfaction and work productivity together, the housekeeping staff needs to structure the cleaning and maintenance procedures and follow them appropriately.



## Answer key to Activities

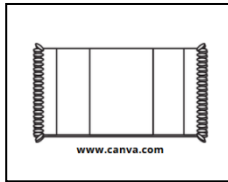
### Let Us Enhance

Cleaning materials	Uses
1. Buckets	Used to hold cleaning materials, cloths, chemicals and used carry items into a guest room.
2. Cloths	Used for cleaning, polishing, and dusting, every trolley will need to have lots of these.
3. Mops	Used for washing floors, for polishing, and dusting.
4. Protective gloves	Used when cleaning and handling chemicals.
5. Dustpan	Used to collect dirt, dust, and rubbish.

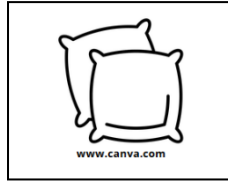
Let Us Assess  
1. Fill-in-the blank  
Housekeeping trolley  
2. Cloths  
3. Buckets  
4. Vacuum cleaner  
5. Protective gloves  
6. Dustpan  
7. Warning signs  
8. Overstocking  
9. Understocking  
10. Houseman/Housemaids

Let Us Remember  
Enumeration. Any of which may do.  
A. Five examples of supplies loaded on the  
maids' cart  
• Shampoo  
• Tissue box  
• Mouthwash  
• Foam bath  
• Sewing kit  
• Shower cap  
• Sheshine  
• Detergent  
• Loofah  
• Disposal bag  
B. Five items of cleaning supplies stocked on the  
hand caddy. Any of which may do.  
• Toilet cleaning solution  
• Bowl brush  
• Toilet brush  
• All-purpose cleaner  
• Cleaning clothes  
• Rubber gloves

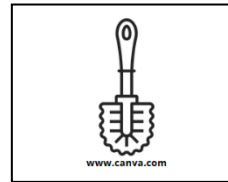
## Let Us Practice



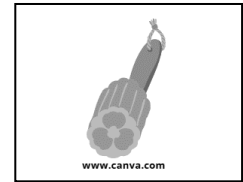
1. Bath towel



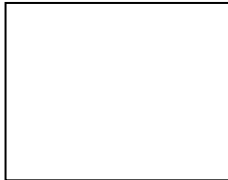
2. Pillow covers



3. Toilet brush



4. Loofah



5. Bucke



6. Mop

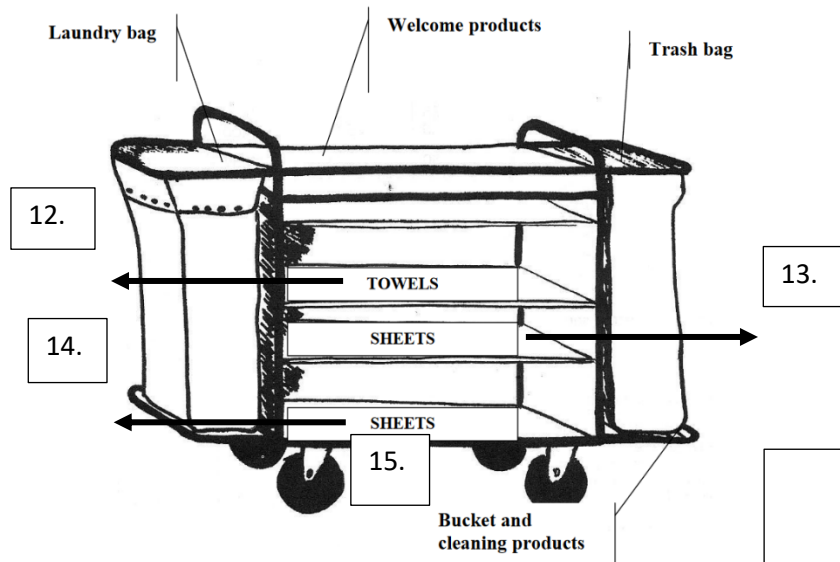


7. Broom

10



11.



- Let Us Try
- I. True or False
1. T
  2. F
  3. T
  4. F
  5. T
  6. F
  7. F
  8. T
  9. F
  10. T
- II. Matching Type
11. i
  12. f
  13. c
  14. j
  15. b
  16. a
  17. d
  18. e
  19. g
  20. h



## References

By “AJAR Hospitality” accessed June 26, 2020

<https://www.ajar.id/en/post/how-to-handle-and-load-housekeeping-trolley-correctly>

By “AJAR Hospitality”, accessed June 26, 2020

<https://www.ajar.id/en/post/cleaning-equipment-for-room-attendants>

“SETUPMYHOTEL”, accessed June 26, 2020

<https://setupmyhotel.com/train-my-hotel-staff/how-to-define-sop-in-hotels/housekeeping-sop/274-trolley-maids-cart.html>

“Hotellerie Restauration”, accessed June 26, 2020

[http://www.hotellierestauration.acversailles.fr/IMG/pdf/1\\_Chambermaids\\_cart.pdf](http://www.hotellierestauration.acversailles.fr/IMG/pdf/1_Chambermaids_cart.pdf)

“HmHub”, accessed June 26, 2020

<https://hmhub.me/maids-trolley-contents-and-set-up/>

Pinterest Collection by Grace Ye, accessed June 26, 2020

<https://www.pinterest.ph/hotelsupplies/housekeeping-cleaning-trolley/>

Watch YouTube Channel of Curriculum Wadhwani

[https://www.youtube.com/watch?v=A4\\_MBrdCEYA](https://www.youtube.com/watch?v=A4_MBrdCEYA)

**For inquiries or feedback, please write or call:**

Department of Education – Region XI, Island Garden City of Samal

Address: Sitio Pasig, Brgy. Peñaplata, District II, IGaCoS

Contact No.: 0926-692-8349

Email Address: [lrms.samalcity@deped.gov.ph](mailto:lrms.samalcity@deped.gov.ph)