

Introduction and Course Objectives	To enable the students to understand works performed over control desk, linen room and various public areas. It also focusses on briefing the students about the various cleaning agents used for cleaning various stains.
Main Concepts	Housekeeping Control desk, Uniform Room and Cleaning Equipment
Student Learning Objectives	To learn about the Housekeeping control desk, Uniform & Tailor room and cleaning equipment used in the department
Prospects	After completion of first year this course the students will acquire the basic knowledge and can easily work in the housekeeping area in service industry at entrant level.

UNIT – 1 CLEANING EQUIPMENTS: Types of equipment's, Operating principles of equipment's, Characteristics of good equipment (Mechanical, manual), Storage, upkeep, maintenance of equipment.

UNIT – 2 HOUSE KEEPING CONTROL DESK: Importance, role, co-ordination, checklist, Forms, formats & registers used in the desk reports, Role of computers, snapshots of software, Lost & found, Key control, Gate pass, Indenting from stores

UNIT – 3 LINEN, UNIFORM: Lay out, Types of linen, sizes, linen exchange procedures, Storage facilities and conditions, Par stock. (Introduction & definition), Discard procedure, use of discard

UNIT - 4 TAILOR ROOM: Inventory system, Functions of uniform room, Functions of tailor room

Practical's

- Applying Brasso.
- Bed making – traditional
- Glass cleaning tasks – mirror, glass, window pane
 - Sweeping, Scrubbing and Mopping
 - Wet and Dry dusting
 - High ceiling cleaning – cobwebs
- Demonstration of Public area cleaning – Restaurant
- Demonstration of Public area cleaning - Offices, corridors
- Forms and formats – occupancy slip, gate passes, job order, lost and found register, key register