

GUJARAT TECHNOLOGICAL UNIVERSITY

Diploma in Hotel Management & Catering Technology

Second Year (DHMCT)

Subject Code

Subject Name HOUSE KEEPING II

Sr. No.	Course content
1.	CLEANING OF PUBLIC AREAS AND OTHER AREAS: 1.1 Front of the house & other functional areas. 1.2 Task performed (breakdown) and special projects.
2.	SAFETY AND SECURITY: 2.1 Safety & safety equipments. 2.2 Osha regulations. 2.3 Osha Hazard Communication standard 2.4 Security. 2.5 Hazcomm Program 2.6 Task Breakdown :- Safety & Security
3.	HOUSE KEEPING CHEMICALS: Different types of Chemical and their uses.
4.	BUDGETING PROCESS: 4.1 The budget process. 4.2 Planning to operating budget. 4.3 Budgeting expenses .
5.	MANAGING INVENTORIES: 5.1 Guest supplies, guest loan items. 5.2 Uniforms. 5.3 Machines and equipments. 5.4 Par levels
6.	MANAGING OPL [On Premises Laundry]: 6.1 Introduction to OPL 6.2 Planning and Layout of OPL 6.3 Machinery and equipments. 6.4 The flow cycle of linen through opl 6.5 Laundry Service (valet service) 6.6 Managing laundry at time of Breakdown
7.	MANAGING KEY: Types of KEY. KEY Controlling Key cards Electronically operated key

8.	MAINTENANCE OF RECORDS: Logbook and H.K. Reports Duty allocation Sheet Occupancy Report & Various register Room inspection Check list
9.	CARPET & FLOORS: Types of carpet & floors Maintenance and problems. Equipments Cleaning methods
10.	LABORATORY EXPERIMENTS: 1. Cleaning of offices 2. Cleaning of public areas 3. Uses of chemical for cleaning. 4. Stain removing 5. How to supervising cleaning? 6. Mock laundry service.

Reference Books:

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| 1. House Keeping Manual | by Sudhir Andrews |
| 2. Professional hotel management | |
| 3. Security, Safety & First Aid in Hospitality Industry | Bhushan, Ekta |
| | Rajat publications New Delhi |
| 4. Professional Housekeeping | Madhukar, M |
| | Rajat publications New Delhi |