

# GUJARAT TECHNOLOGICAL UNIVERSITY

## Diploma in Hotel Management & Catering Technology

### Third Year

Subject Name: **Housekeeping - III**

Sr. No.	Course content
1.	<b>Housekeeping Staffing Pattern:</b> <ol style="list-style-type: none"> <li>1.1. Standard Schedule</li> <li>1.2. Rotational Schedule</li> <li>1.3. Alternative Schedule Method</li> <li>1.4. Staffing Matrix</li> <li>1.5. Criteria for Work Loads</li> </ol>
2.	<b>Controlling Expenses:</b> <ol style="list-style-type: none"> <li>2.1 Controlling Expenses               <ol style="list-style-type: none"> <li>(a) Redecoration</li> <li>(b) Contract Cleaning</li> </ol> </li> <li>2.2 Purchasing System</li> </ol>
3.	<b>Contract &amp; Outsourcing:</b> <ol style="list-style-type: none"> <li>3.1 Contract in Housekeeping</li> <li>3.2 Define outsourcing &amp; Contract</li> <li>3.3 Hiring Contract Provider</li> <li>3.4 Advantages &amp; Disadvantages of Outsourcing</li> <li>3.5 Pricing Contract</li> </ol>
4.	<b>Changing Trends in Housekeeping:</b> <ol style="list-style-type: none"> <li>4.1 Hygiene, not Just Cleanliness Outsourcing.</li> <li>4.2 Training and Motivation</li> <li>4.3 Eco-Friendly Amenities, Products, and Processes.</li> <li>4.4 New Scientific Techniques</li> <li>4.5 I.T- Savvy House keeping</li> </ol>
5.	<b>Colour:</b> <ol style="list-style-type: none"> <li>5.1 Basic Concepts</li> <li>5.2 Dimensions</li> <li>5.3 Effect of Colour in Related to Light, Space</li> </ol>
6.	<b>Landscaping:</b> <ol style="list-style-type: none"> <li>6.1 Indoor and Outdoor Plants</li> <li>6.2 Gardening</li> </ol>

7.	<b>First aid:</b> 7.1 Definition, Impertinence and Basic Rules 7.2 Rules of The First Adder 7.3 The First Aid-kit 7.4 Types of Dressing and their uses 7.5 What to do in Case of : a. Bleeders b. Burns & scolds c. Electric shocks d. Fractures e. Food poisons
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### **Laboratory Experiments:**

1. Room Layout-Models of a Room.
2. Designs a Landscaping for Resort/Hotel/Florin.
3. Locations Sketches.
4. Layout of Housekeeping Department.
5. Layout of Laundry Department.
6. Staff Roaster.

### **References Books:**

1. Hotel, Hostel & Hospital Housekeeping, Joan C. Branson & Margaret Lennod.
2. Housekeeping Management, M O A Casado.
3. Hotel Housekeeping Operation & Management, G.Raghubalan.
4. Professional Management of Housekeeping Operation, Robert J Martin.
5. Training Manual, Sudhir Andrew.