101104T4HKA

HOUSEKEEPING AND ACCOMMODATION LEVEL 4

HOS/OS/HK/CR/03/4

Supervise Housekeeping Operations

July/August 2025

TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL (TVET CDACC)

PRACTICAL ASSESSMENT

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OBSERVATION CHECKLIST

INSTRUCTIONS TO ASSESSOR

1. Assess the candidate as the practical progresses observing the critical areas
2. You are required to mark the practical as the candidate perform the tasks
3. You are required to take video clips at critical points
4. Ensure the candidate has a name tag and registration code at the back and front

OBSERVATION CHECKLIST

Candidate's name & Registration Code			
Assessor's name & Registration Code			
Venue of Assessment			
Date of assessment			
Items to be evaluated: *Please award marks as appropriate. Give a brief comment on your observation.*	**Marks available**	**Marks obtained**	**Comments**
HYGIENE AND SAFETY			
1. HYGIENE **a. Personal hygiene** • Clean and well pressed uniform • No jewellery and minimal makeup • Short clean nails with no vanish • Flat clean closed shoes • Mask worn **(Award one mark for each or zero)**	1 1 1 1 1		
b. Environmental hygiene • Work surfaces kept free from dust and dirt • Floor kept clean and dry • Wastes properly disposed. • Work areas well prepared and aired **(Award one mark for each)**	1 1 1 1		
SUBTOTAL	**9**		
c. work organization			
• Assembled equipment and materials as per the tasks • Enough water collected	3 2		

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• Labelled equipment and materials • Displayed warning signs **(Award full marks indicated or zero)**	2 2		
SUBTOTAL	**9**		
TASK 1: CLEANED ONE BATHROOM			
• High dusted all surfaces beyond shoulder level • Floor well swept • Low dusted all surfaces below shoulder level • Cleaned the walls, bathroom windows, bathroom mirrors, wash hand basin and bathroom floor systematically • First rinsed with warm water • Final rinsed with cold water • All surfaces disinfected • Dried all surfaces • Cleaned door correctly and dried well **(Award full marks indicated or zero)**	2 1 2 5 2 2 2 2 2		
SUB TOTAL	20		
TASK 2: PREPARED BATHROOM READY FOR USE.			
• General appearance of the room • Bathroom supplies replenished • Fresh flowers provided • Room well ventilated • Curtains well hanged. • Lined dustbin provided **(Award full marks indicated or zero)**	2 2 2 2 2 2		
SUB TOTAL	**12**		

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TASK3: CARRIED OUT FINAL CLEARING.			
• All items cleaned (tools, equipment and cleaning materials) • Equipment and materials (cleaning agents) returned to the store • Completed tasks within time provided • All tasks completed • Ability to follow instruction **(Award 2 marks for each activity or zero)**	2 2 2 2 2		
SUBTOTAL	**10**		
GRAND TOTAL	**60**		

ASSESSMENT OUTCOME

The candidate was found to be:

Competent ☐ Not yet competent ☐

(Please tick as appropriate)

(The candidate is competent if the candidate obtains at least 50%)

Feedback from candidate:

Feedback to candidate:

Candidate's Signature **Date**

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Assessor's Signature **Date**

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Unit name as per the OS	Unit Code as per the OS	Total	Marks awarded	Percentage (%)
Supervise Housekeeping Operations	**HOS/CU/HK/CR/03/4**	**60**		

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