**101104T4HKA**
**HOUSEKEEPING AND ACCOMMODATION LEVEL 4**

**HOS/OS/HK/CR/04/4**

**Supervise Laundry and Linen Operations**

**July/August 2025**

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

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# PRACTICAL ASSESSMENT

# 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 ORGANIZATION OBSERVED** | | | |
| **a). Personal hygiene**<br>• Clean and well pressed uniform<br>• Short clean nails with no vanish<br>• Flat clean closed shoes<br>• Hands kept clean throughout<br>• Hairnet worn<br>**(Award 1 mark or zero)** | 1<br>1<br>1<br>1<br>1 | | |
| **SUB TOTAL** | **5** | | |
| **b). Environmental hygiene**<br>• Work surfaces kept free from dust and dirt<br>• Floor kept clean and dry<br>• Availability of lined bins<br>• Work areas well prepared and aired<br>• Work areas kept clean throughout<br>**(Award 1 mark or zero)** | 1<br>1<br>1<br>1<br>1 | | |
| **SUB TOTAL** | **5** | | |
| c) **Work Organization** | | | |

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| | | | |
|---|---|---|---|
| i. **Previous preparation tasks done**<br>• Equipment, materials and articles collected<br>• Enough water collected<br>• Equipment and materials were in right quantities<br>• Surface/work areas well prepared<br>ii. **Setting up of work areas done**<br>• Equipment and materials well assembled<br>• Assembled equipment<br>• Labelled laundry agents<br>• Labelled equipment, materials and work station<br>• Placed equipment and materials in relation to work areas<br>• Displayed safety & warning signs<br>**(Award 1 mark or zero)** | 1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1 | | |
| **SUB TOTAL** | **10** | | |
| **TASK 1: WASHED THE ITEMS** | | | |
| **a) Washed acrylic sweater**<br>• Washed each article separately in warm detergent water,<br>• Kneading and squeezing method used<br>• Rinsed at least twice in warm water<br>• Final rinsed in cold water with fabric conditioner. | 1<br>2<br>1<br>1 | | |

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|---|---|---|---|
| • Squeezed in ball form to remove excess water.<br>• Rolled in a dry towel to remove the remaining moisture.<br>• Dried flat on a clean towel under moderate temperature<br>**(Award 1 mark or zero)** | 1<br>1<br>1 | | |
| **SUB TOTAL** | **8** | | |
| **b) Washed silk scarf**<br>• Washed in warm water with detergent<br>• Washed by kneading and squeezing<br>• Rinsed in warm water.<br>• Final rinsed in cold water<br>• Rolled in a towel to remove excess water<br>• Drip dried under the shade.<br>*(***Award 1 mark or zero)** | 1<br>2<br>1<br>1<br>2<br>1 | | |
| **SUB TOTAL** | **8** | | |
| **TASK 2: FINISHED THE ITEMS** | | | |
| **a) Set the of finishing area**<br>• Finishing area labeled<br>• Iron box in good working condition<br>• Cleaned iron box<br>• Cleaned ironing table/ ironing surface<br>**(Award 1 mark or zero)** | 1<br>1<br>1<br>1 | | |

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|---|---|---|---|
| **b) Finished acrylic sweater.**<br>• Iron box regulated to warm.<br>• Pressed starting with double parts<br>• Ironed on the wrong side<br>• Hanged to air<br>• Article free of creases<br>**(Award 1 mark or zero)** | 1<br>1<br>1<br>1<br>1 | | |
| **c) Finished silk scarf**<br>• Finished using a warm iron<br>• Ironed wrong side to prevent shiny marks.<br>• Hanged to air<br>• Article free of creases<br>**(Award 1 mark or zero)** | 1<br>1<br>1<br>1 | | |
| **SUB TOTAL** | 13 | | |
| **TASK 3: FOLDED,ARRANGED AND DISPLAYED LAUNDERED ITEMS** | | | |
| • Clean and lined shelves<br>• Labelled shelves<br>• Articles displayed with crease line facing outwards<br>**(Award 2 mark or zero)** | 2<br>2<br>2 | | |
| **SUB TOTAL** | **6** | | |
| **WORK AND TIME MANAGEMENT** | | | |
| **a) Completed tasks within time provided**<br>• Previous preparation | 1<br>1 | | |

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| | | | |
|---|---|---|---|
| • Washing<br>• Finishing<br>(Award 1mark or zero) | 1 | | |
| **SUB TOTAL** | **3** | | |
| **CARRIED OUT FINAL CLEARING** | | | |
| **a) All items cleaned.**<br>• Tools<br>• Equipment<br>• Cleaning materials<br>**b) All the items returned to store**<br>• Tools<br>• Equipment<br>• Cleaning materials<br>**(Award 1 mark or zero)** | <br>1<br>1<br>1<br><br>1<br>1<br>1 | | |
| **SUB TOTAL** | **6** | | |
| **GRAND TOTAL** | **64** | | |

**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:**

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| **Candidate's Signature** | **Date** |
|---|---|
| **----------** | **----------** |
| **Assessor's Signature** | **Date** |
| **----------** | **----------** |

| Unit name as per the OS | Unit Code as per the OS | Total | Marks awarded | Percentage (%) |
|---|---|---|---|---|
| **Supervise Laundry and Linen Operations** | **HOS/OS/HK/CR/04/4** | **64** | | |

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