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101104T4HKA

HOUSEKEEPING AND ACCOMODATION LEVEL 4

HOS/CU/HK/CR/02/4

Coordinate Front Office Operations

July/August 2025

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

easytvet.com

CUTTING LIST

S/N	ITEM	QUANTITY	PROVIDED BY:
1.	A fully equipped front office desk	1 per 5 candidates	Institution
2.	Note book	1 per candidate	
3.	Marker pen	1 per candidate	
4.	Dustbin	1 per candidate	
5.	Mop bucket	3 pieces per candidate	
6.	Mops	4 pieces per candidate	
7.	Clock	1 per 5 candidates	
8.	Broom	1 piece per candidate	
9.	Empty registration form	1 per candidate	
10.	Lounge seats(improvised)	1 per 5 candidates	
11.	Liquid soap	50 ml per candidate	

12.	Masking tape	1 piece per candidate	
13.	Staple pins	1 packet per candidate	
14.	Staplers	10 pieces per candidate	
15.	Manila paper	2 sheets per candidate	
16.	Dustbin	1 per 3 candidates	
17.	Sample fliers for hotel services	2 per candidate	candidate
18.	Luggage (small and large)	2 per candidate	
19.	Keys	3 per candidate	
20.	pens	2 per candidate	
21.	Participant	1 per candidate	

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