



CERTIFICATE COURSE IN BASIC HOUSE KEEPING SKILLS

Duration: 30 hrs. (3months, 3 days/week)

Fee: Rs 10,000/-

Eligibility: 10th Pass

Module	Topics	No of Hours
Module 1	1.Introduction to House Keeping:	02 hr
	Importance of House Keeping	
	2. Sections of the House Keeping Department	
	3. Rules of the Floor	
Module 2	House Keeping Hygiene	01 hr
	Types of Dusters: Colours and their uses	
	Cleanliness of Storage areas and floor pantries	
	Separation of dirty and clean	
Module 3	House Keeping Equipment and their Uses	02 hrs
	Manual equipment and their uses	
	Electrical equipment and their uses	
Module 4	Cleaning Agents	03 hrs
	Classification/Types of Cleaning Agents	
	Dilution of Room Cleaning Agents and their uses	
Module 5	Cleaning of Various Surfaces	04 hrs



	Hard Surfaces – Dry/Damp Dusting, Sweeping, Dry, Wet Mopping	
	Metal Cleaning – Brass/ Copper etc	
	Glass Cleaning – All Glass Cleaning	
	Wooden Surface – Cleaning of Wooden Surface	
Module 6	Guest Room Cleaning	05 hrs
	Guest Amenities Supply placement	
	Bed Making	
	Room Cleaning	
	Turndown Service	
	Second Service	
Module 7	Cleaning of Washrooms	03 hrs
	Cleaning the Shower Cubicle/ Bath-tub/ Vanity Counter/ Floor	
	WC Cleaning	
Module 8	Public Area Cleaning	03 hrs
	Areas in Public Areas requiring daily attention	
	Procedure to clean public area	
Module 9	Safety & Security during Operations	02 hrs
	Safety Training of Use of Equipment, Employee, Guests	
Module 10	Maintenance	03 hrs
	Furniture, Fixtures & Equipment	



	Maintenance processes – Regular, Preventive & Breakdown	
Module 11	Sustainability – Save for Future	02 hrs
	Consumables Management – Storage & Inventory	
	Energy Management, Waste Management and Water Management	

