

SARDAR PATEL UNIVERSITY
Programme: BBA (Hospitality Management)
Semester: II
Syllabus with effect from: November/December-2011

Theory

Paper Code: UM02CBBH04	Total Credit:3
Title Of Paper: Housekeeping Operation – I (T/P)	

Unit	Description in detail	Weighting (%)
I	Introduction to Housekeeping Housekeeping department layout Coordination with other department Room Cleaning and Public Area Cleaning Organisation Structure Linen and Uniform Room	25 %
II	Cleaning Equipment and Agent Classification of equipment Uses of various equipments Appropriate cleaning agents Cleaning Procedure Room Cleaning	25 %
III	Soft and Hard Furnishing Curtains Carpets Terrazzo Marble, Granite, Vitrified Tiles, Viyle etc. Wood Flooring and Furniture	25 %
IV	Laundry Laundry Layout Laundry Equipments Commercial Cleaning Agents Dry Cleaning Laundry Process Laundry Operations	25 %

Practical

Paper Code: UM02CBBH04	Total Credit:3
Title Of Paper: Housekeeping Operation – I (T/P)	

Unit	Description in detail	Weighting (%)
I	Cleaning vacuuming and shampooing of carpets, Upholstered furniture -Practice	
II	Planning of duty roster for class four employees and evaluating its	



	Implementations – Practice	
III	Planning and organizing of group activities (cleaning – Demonstration)	
IV	Furniture arrangements in different rooms – staff room, lounge etc. – Demonstration	

Laboratory:

Preparation of maintenance report, check sheets and inventory reports of the building and would be reporting in the journals.

Evaluation: The journals will be evaluated by the concerned teacher.

Basic Text & Reference Books:

- Branson Hotel, Hostel, Hospital Housekeeping
- Sudhir Andrews Housekeeping Training Manual
- Raghubalan Hotel Housekeeping

