

SARDAR PATEL UNIVERSITY
Programme: BBA (Hospitality Management)
Semester: II
Syllabus with Effect from: December 2015

Paper Code: UM02CBBH12	Total Credits: 3
Title Of Paper: House Keeping Operation – I	

Unit	Description in detail	Weightage (%)
1	Importance of Housekeeping Layout of Housekeeping department Hierarchical structure of House Keeping Co-ordination with other departments	25 %
2	Cleaning Equipment and Agent Classification of equipment Uses of various equipments Various cleaning agents Cleaning of Public and Floor areas	25 %
3	Maintaining floor and Soft Furnishing Wood Flooring and Furniture Selecting and caring for carpeting Carpet care equipment and supplies Selecting and caring for hard floor Equipment and supplies for hard floor Terrazzo, Marble, Granite, Vitrified Tiles, Vinyl etc	25 %
4	First Aid: General Principles of first aid, Aims of first aid Scope, Treatment and Rules of First Aid Artificial Respiration Miscellaneous condition Approach to causality Handling and transporting an injured person Equipment and content of first aid box	25 %
	Practical:	
	Cleaning of Floor areas and Upholstered furniture - Practice	25 %
	Planning of duty roster for class four employees and evaluating its Implementations – Practice	25 %
	Planning and organizing of group activities (cleaning - Demonstration)	25 %
	Furniture arrangements in guest rooms, lounge, lobby etc. Demonstration	25 %

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

