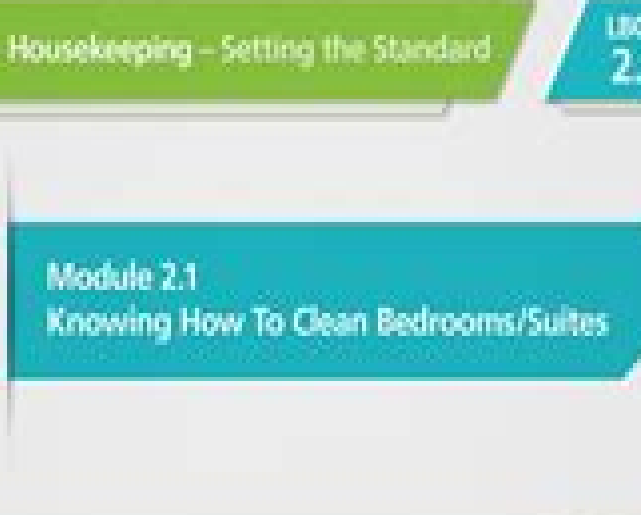


Housekeeping – Setting the Standard

Module 2.1
Knowing How To Clean Bedrooms/Suites



Housekeeping – Setting the Standard

Module 2.1
Knowing How To Clean Bedrooms/Suites

Housekeeping – Setting the Standard

LIFE 2.1

Module 2.1
Knowing How To Clean Bedrooms/Suites



Housekeeping - Setting The Standard Unit 2.1

Housekeeping

Imagine you're working in a hospital ward and need to complete the following tasks:

1. Vacuum the floor	☐	1. Make the bed	☐
2. Change the bed linen	☐	2. Wash the surface	☐
3. Replace the hanging bag	☐	3. Clean the wallboards, cupboards, doors and windows	☐
4. Wash the bed	☐		
5. Empty rubbish in the ward or bin	☐		

in which order would you complete these tasks?

Please put the above points in your preferred order from 1 to 5, with number 1 being the earliest and number 5 the last number of being the last priority.

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Housekeeping - Setting The Standard Unit 2.1

THINK

Imagine you're training a new housekeeper and need to complete the following tasks:

1. Vacuum the floor	☐	7. Make the bed	☐
2. Dust under the cabinet	☐	8. Fold the artwork	☐
3. Wipe down the breakfast bar	☐	9. Clean the wallpaper, wallpaper, trim and mirror	☐
4. Wash the bed	☐		
5. Strip the bed and the bed pillow	☐		

or when will you have completed these tasks?

Please put the above points in your preferred order from 1 to 8, with number 1 being the priority and number 8 being the last priority.

WRITE

Write your thoughts below:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Completed by: Name: _____ Date: _____

Housekeeping - Setting The Standard Unit 2.1

THINK

Imagine you're starting a housekeeping room and need to complete the following tasks:

1. Vacuum the floor	☐	7. Make the bed	☐
2. Dust under the cabinet	☐	8. Fold the artwork	☐
3. Wipe down the countertop top	☐	9. Clean the wallboards, wallpaper, trim and doors	☐
4. Wash the bed	☐		
5. Strip the bed and the bed pillow	☐		

or what else would you complete these tasks?

Please put the above points in your preferred order from 1 to 8 with number 1 being the easiest and number 8 being the last priority.

WRITE

Write your thoughts below:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Completed by: Name: _____ Date: _____

-
- Housekeeping - Setting The Standard** Unit 2.1
- Directions:**
- Imagine you're starting a housekeeping team and need to complete the following tasks:
- | | | | |
|--|--------------------------|--|--------------------------|
| 1. Vacuum the floor | ☐ | 3. Mop the wall | ☐ |
| 2. Dust under the cabinet | ☐ | 4. Dust the surface | ☐ |
| 4. Wipe down the countertop top | ☐ | 5. Clean the wallpaper, wallpaper, trim and mirror | ☐ |
| 6. Wash the bed | ☐ | | |
| 7. Organize items in the closet or bin | ☐ | | |
- Or what else would you complete these tasks?
- Please give the above points a your personal color from 1 to 5 with number 1 being the easiest and 5 being the most difficult.
- Write your thoughts below:**
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Housekeeping - Setting The Standard Unit 2.1

THINK

Imagine you're starting a housekeeping room and need to complete the following tasks:

1. Vacuum the floor	☐	7. Make the bed	☐
2. Dust under the cabinet	☐	8. Fold the artwork	☐
3. Wipe down the countertop top	☐	9. Clean the wallpaper, wallpaper, floor and mirror	☐
4. Wash the bed	☐		
5. Strip the bed	☐		
6. Strip the bed	☐		

or what else would you complete these tasks?

Please put the above points in your preferred order from 1 to 8 with number 1 being the easiest and number 8 being the last activity.

WRITE

Write your thoughts below:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Drawn by: _____ Name: _____ Date: _____

Housekeeping - Setting The Standard Unit 2.1

Housekeeping

Imagine you're working in a hospital ward and need to complete the following tasks:

1. Vacuum the floor	☐	2. Make the bed	☐
3. Change the patient's clothes	☐	3. Wash the surfaces	☐
4. Replace the hospital bag	☐	4. Clean the wallboards, cupboards, doors and windows	☐
5. Wash the bed	☐		
6. Empty the waste bin	☐		

in which order would you complete these tasks?

Please put the above points in your preferred order from 1 to 6, with number 1 being the earliest and number 6 being the last priority.

Checklist: Name: _____ Date: _____

Housekeeping - Setting The Standard Unit 2.1

THINK

Imagine you're leaving a clean and ready room and need to complete the following tasks:

1. Vacuum the floor	☐	6. Make the bed	☐
2. Sweep under the tables	☐	7. Fold the clothes	☐
3. Wipe down the countertop top	☐	8. Clean the windows, including the front and screen	☐
4. Wipe the floor	☐		
5. Empty trash can in the back of the house	☐		

REFLECT

in which order would you complete these tasks?

Please put the above points in your preferred order from 1 to 8 with number 1 being the easiest and number 8 being the last activity.

Why do you put the points in that order?

Write your thoughts below:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Created by: Name: _____ Date: _____

Housekeeping - Setting The Standard Unit 2.1

THINK

Imagine you're leaving a clean and ready room and need to complete the following tasks:

1. Vacuum the floor	☐	6. Make the bed	☐
2. Sweep under the tables	☐	7. Fold the clothes	☐
3. Wipe down the countertop top	☐	8. Clean the walls, ceiling, doors, trim and windows	☐
4. Wash the floor	☐		
5. Empty trash can in the back of the house	☐		

REFLECT

in which order would you complete these tasks?

Place your list above yours in your personal order from 1 to 8 with number 1 being the easiest and number 8 the most difficult to doing the task properly.

Why do you put the points in that order?
Write your thoughts below:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Created by: _____ Name: _____ Date: _____

Housekeeping - Setting The Standard

Unit 2.1

THINK

Imagine you're leaving a classroom clean and neat to complete the following tasks:

1. Vacuum the floor
2. Dust the shelves
3. Wash the windows
4. Clean the walls
5. Wipe the floors
6. Clean the walls
7. Wipe the floors
8. Clean the walls

THINK

Write your plan to complete these tasks:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

WRITE

Write your thoughts below:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Checklist: Name: _____ Date: _____

Housekeeping - Setting The Standard Unit 2.1

THINK

Imagine you're leaving a classroom clean and neat to complete the following tasks:

1. Vacuum the floor ☐
2. Dust the shelves ☐
3. Wash the windows ☐
4. Clean the walls ☐
5. Wipe the floors ☐
6. Clean the walls ☐
7. Wipe the floors ☐
8. Clean the walls ☐

THINK

Write your plan to complete these tasks:

How can you complete these tasks in your classroom order from 1 to 8 with a number 1 being the first task and 8 being the last task?

WRITE

Write your thoughts below:

1. _____
2. _____
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8. _____

Completed by: Name: _____ Date: _____



Hilton Hotel Training Manual

Christian Drosten



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