

**101104T4HKA**

**HOUSEKEEPING AND ACCOMMODATION LEVEL 4**

**HOS/OS/HK/CR/05/4**

**Coordinate Facility and Property Repairs and Maintenance**

**July/August 2025**



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

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**PRACTICAL ASSESSMENT**

**OBSERVATION CHECKLIST**

**INSTRUCTIONS TO THE ASSESSOR**

1. Assess the candidate as the practical progress observing the critical areas
2. You are required to mark the practical as the candidate performs the tasks
3. You are required to take video clips at critical points
4. Ensure the candidate has a name tag and registration code at the back and front

## OBSERVATION/PRODUCT CHECKLIST

<b>Candidate's name &amp; Registration Code</b>			
<b>Assessor's name &amp; Registration Code</b>			
<b>Unit of Competency</b>			
<b>Venue of Assessment</b>			
<b>Date of assessment</b>			
<b>Items to be evaluated:</b> <i>Please award marks as instructed. Give a brief comment on your observation.</i>	<b>Marks allocated</b>	<b>Marks obtained</b>	<b>Comments</b>
<b>HYGIENE AND ORGANIZATION</b>			
<b>a. Personal hygiene observed</b>			
<ul style="list-style-type: none"> <li>• Wore housekeeping uniform</li> <li>• No make-up and No jewelry</li> <li>• Flat clean closed leather shoes</li> <li>• Hair covered /trimmed</li> <li>• Used light fragrance</li> </ul> <p><b>(Award 1 mark each or zero)</b></p>	1 1 1 1 1		
<b>Sub-total</b>	<b>5</b>		
<b>b. Safety measures observed</b>			
<ul style="list-style-type: none"> <li>• Cleared access areas and walkways kept free from obstruction.</li> <li>• Well-displayed maintenance signs</li> </ul> <p><b>(Award full marks for correct steps or zero)</b></p>	2 2		
<b>Sub-total</b>	<b>4</b>		
<b>TASK 1. CARRIED OUT AN INSPECTION IN A PUBLIC WASHROOM AND FILLED THE MAINTENANCE REQUEST FORM ( PRODUCT CHECKLIST)</b>			
<ul style="list-style-type: none"> <li>• Department/section indicated</li> </ul>	1		

<ul style="list-style-type: none"> <li>• Location details</li> <li>• Description of the issue</li> <li>• Urgency level</li> <li>• Date inspected</li> <li>• Inspector's name</li> <li>• Requested by</li> <li>• Authorized by</li> <li>• Sign of requesting and issuing person</li> </ul> <p><b>(Award marks for correct steps or zero)</b></p>	1 1 1 1 1 1 1 1		
<b>Sub -total</b>	<b>9</b>		

**TASK 2. REPORTED ON THE REPAIRS, AND MAINTENANCE CARRIED ABOVE (PRODUCT CHECKLIST)**

<ul style="list-style-type: none"> <li>• Date of maintenance</li> <li>• Time of maintenance</li> <li>• Type of machine repaired or maintained</li> <li>• Maintenance activities performed</li> <li>• Any faults or abnormalities observed</li> <li>• Action taken or recommendations for further service</li> <li>• Name/signature of the technician</li> </ul> <p><b>(Award marks for correct steps or zero)</b></p>	1 1 1 1 1 1 1		
<b>Sub-total</b>	<b>7</b>		

**TASK 3. WASHROOM WOODEN DOOR MAINTAINED (OBSERVATION CHECKLIST)**

<ul style="list-style-type: none"> <li>• Tightened screws on locks and hinges</li> <li>• Checked for stains on locks and hinges</li> <li>• Cleaned the door accordingly</li> <li>• Cleaned locks and hinges</li> <li>• Polished locks and hinges using metal polish</li> <li>• Cleaned again to prevent metal polish corrosion</li> <li>• Buffed to shine</li> <li>• Tested for lock ability of the door</li> <li>• Confirmed functionality</li> <li>• Cleared</li> <li>• Cleaned items used</li> <li>• Stored items back into the store</li> </ul> <p><b>(Award full marks for correct steps or zero)</b></p>	2		
	1		
	3		
	2		
	2		
	2		
	2		
	2		
	1		
	2		
	2		
	2		
<b>Sub-total</b>	<b>22</b>		
<b>TASK 4: CARRIED FINAL CLEARANCE</b>			
<ul style="list-style-type: none"> <li>• Returned the used tools</li> <li>• Closed open bottles</li> <li>• Ensure area is left clean</li> </ul> <p><b>(Award marks for correct steps or zero)</b></p>	1		
	1		
	1		
<b>Sub-total</b>	<b>3</b>		
<b>Grand Total</b>	<b>50</b>		
<b>Actual Score</b> <b>x/50*100</b>			
<b>ASSESSMENT OUTCOME</b>			
<b>The candidate was found to be:</b>			

Competent <input type="checkbox"/> Not yet competent <input type="checkbox"/>				
(Please tick as appropriate)				
<b>(The candidate is competent if he/she obtains 50% or higher)</b>				
<b>Feedback from the candidate:</b>				
<b>Feedback to the candidate:</b>				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><b>Candidate's Signature</b></td> <td style="width: 50%; border: none;"><b>Date</b></td> </tr> <tr> <td style="border: none;">-----</td> <td style="border: none;">-----</td> </tr> </table>	<b>Candidate's Signature</b>	<b>Date</b>	-----	-----
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<b>Assessor's Signature</b>	<b>Date</b>			
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Unit name as per the OS	Unit Code as per the OS	Total	Marks awarded	Percentage (%)
<b>Coordinate Front Office Operations</b>	<b>HOS/CU/HK/CR/02/4</b>	<b>60</b>		