



REPUBLIC OF KENYA
COMPETENCY-BASED MODULAR CURRICULUM
FOR
ACCOMMODATION OPERATIONS
KNQF LEVEL 4
CYCLE 3

PROGRAMME ISCED CODE: 1013 354A



TVET CDACC
P.O BOX 15745-00100
NAIROBI

HOUSEKEEPING INTERIOR DECORATIONS

ISCED UNIT CODE: 1013 351 04MA

TVET CDACC UNIT CODE: HOS/CU/ACO/CR/04/4/MA

DURATION OF UNIT: 80 hours

This unit addresses the unit of competency: **Perform Housekeeping Interior Decorations**

Unit Description

This unit describes competencies required to perform establishment skirting and towel folding, make surface draping's and make floral arrangements.

Summary of Learning Outcomes

| S/No | Learning Outcomes | Duration (Hours) |
|--------------|---|-------------------------|
| 1. | Perform establishment skirting and towel folding. | 30 |
| 2. | Make surface drapings. | 25 |
| 3. | Make floral arrangements | 25 |
| Total | | 80 |

Learning Outcomes, Content and Methods of Assessment

| Learning Outcome | Content | Methods of Assessment |
|---|---|---|
| 1. Perform establishment skirting and towel folding | <p>1.1 Introduction</p> <ul style="list-style-type: none">• Definition of terms• Importance of skirting and towel folding. <p>1.2 Hygiene, safety and control in housekeeping</p> <ul style="list-style-type: none">• Hygiene measures• Safety and security measures• Materials control <p>1.3 Previous preparations tasks.</p> <ul style="list-style-type: none">• Collecting equipment and | <ul style="list-style-type: none">• Practical assessment• Project• Portfolio of evidence• Third party report• Simulation• Written tests• Oral questioning |

| Learning Outcome | Content | Methods of Assessment |
|-------------------------|--|------------------------------|
| | <p>materials</p> <ul style="list-style-type: none"> • Ventilating the room/ public area • Assembling equipment and materials • Labelling of equipment and materials <p>1.4 Types of establishment facility.</p> <ul style="list-style-type: none"> • Guest rooms • Conference halls • Lounges • Offices • Corridors • Sanitary areas • Stair case <p>1.5 Fabric skirting décor</p> <ul style="list-style-type: none"> • Types of fabric skirting • Skirting techniques • Creative skirting <p>1.6 Towel folds</p> <ul style="list-style-type: none"> • Types of towel folds • Towel sizes and folding variations • Commercial /retail folding standards • Origami or decorative towel folding. <p>1.7 Cleaning</p> <p>1.7.1 Definition of terms.</p> <ul style="list-style-type: none"> • Cleaning • Dust • Dirt. • Sanitation. • Disinfection. • Maintenance • Vacuuming. <p>1.7.2 Cleaning equipment and</p> | |

| Learning Outcome | Content | Methods of Assessment |
|----------------------------|---|--|
| | <p>materials.</p> <ul style="list-style-type: none"> • Identification of equipment and materials. • Use, care and maintenance • Cleaning agents • Identification. • Use and storage. <p>1.8 Interior decoration.</p> <ul style="list-style-type: none"> • Definition. • Principles of interior decoration. • A theme and a plan. <p>1.9 Theme interpretation.</p> <ul style="list-style-type: none"> • Cultural or heritage theme. • Nature or eco-friendly theme. • Luxury or opulence theme. • Modern or minimalist theme. • Vintage or retro theme. • Adventure or sports theme. • Wellness or spa theme. • Seasonal or festive theme. <p>1.10 Post cleaning tasks</p> <ul style="list-style-type: none"> • Types of waste • Methods of waste disposal • Cleaning of tools and equipment • Restocking of supplies and amenities • Inspection of equipment • Storage of equipment and materials | |
| 2. Make surface draping's. | <p>2.1 Types of draping's</p> <ul style="list-style-type: none"> • Towel draping • Medical surgical draping • Artistic/geography draping | <ul style="list-style-type: none"> • Practical assessment • Project • Portfolio of evidence |

| Learning Outcome | Content | Methods of Assessment |
|-----------------------------|--|---|
| | <p>2.3 Draping techniques</p> <ul style="list-style-type: none"> • Fashion draping • Interior and home decorations • Event and wedding draping • Photography and styling draping <p>2.4 Fabric knowledge</p> <ul style="list-style-type: none"> • Types of fabric • Structure fabric • Flowy fabric • Stretchy fabric <p>2.5 basic draping techniques</p> <ul style="list-style-type: none"> • pleating and folding • gathering and ruffling • layering and cascading • twisting and knotting <p>2.6 Post cleaning tasks</p> <ul style="list-style-type: none"> • Types of waste • Methods of waste disposal • Cleaning of tools and equipment • Restocking of supplies and amenities • Inspection of equipment • Storage of equipment | <ul style="list-style-type: none"> • Third party report • Simulation • Written tests • Oral questioning |
| 3. Make floral arrangements | <p>3.1 Introduction</p> <ul style="list-style-type: none"> • Definition • Principles of floral arrangements • Basic floral arrangement shapes <p>3.2 Equipment used in floral arrangements</p> <ul style="list-style-type: none"> • Personal protective equipment <ul style="list-style-type: none"> ➤ Industrial gloves | <ul style="list-style-type: none"> • Practical assessment • Project • Portfolio of evidence • Third party report • Simulation • Written tests • Oral questioning |

| Learning Outcome | Content | Methods of Assessment |
|------------------|--|-----------------------|
| | <ul style="list-style-type: none"> ➤ Face Masks ➤ Safety glasses ➤ Gum boots ➤ Overalls • Floral scissors • Floral knife • Flower vase/pot • Wire Mesh <p>3.3 Materials used in floral arrangements</p> <ul style="list-style-type: none"> • Oasis/foam • Fresh flowers • water • Artificial flowers • Decorative accessories <p>1.4 Treatment of flowers</p> <ul style="list-style-type: none"> • Conditioning. • Hardening. • Water treatment. • Stem cutting. • Temperature control. <p>1.5 Methods of flower preservation</p> <ul style="list-style-type: none"> • Air drying. • Pressing. • Silica gel drying. • Glycerine preservation. • Refrigeration. • Chemical preservation. <p>1.6 Care and maintenance of potted plants</p> | |

Suggested Methods of Instruction

- Practical
- Projects
- Demonstration
- Group discussion
- Facilitator lead instructions

RECOMMENDED RESOURCES FOR 25 TRAINEES

| S/No. | Category/Item | Description/Specifications | Quantity | Recommended Ratio (Item: Trainee) |
|-------|--------------------------------------|--|----------|-----------------------------------|
| A | Learning Materials | | | |
| | Textbooks | 3) Hotel housekeeping management and operations, Andrews 4) The professional housekeeper, Madelin Schneider | 1 | 1:25 |
| | Projector | Functional projector for displaying content during presentations | 1 | 1:25 |
| | Lap top | Functional laptop with online instructional content | 1 | 1:25 |
| | Flip charts | Plain white | 1 | 1:25 |
| | White board markers | Assorted | 1 | 1:25 |
| | White board | Quality whiteboard of approximately 6 ft by 3 ft for writing during theory instruction | 1 | 1:25 |
| B | LEARNING FACILITIES & INFRASTRUCTURE | | | |
| | Lecture/Theory Room | Spacious room with seats for 25 trainees. | 1 | 1:25 |
| | Workshop | A fully equipped operational guest house. | 1 | 1:25 |
| C | LARGE HOUSEKEEPING EQUIPMENT | | | |
| | Vacuum cleaner | | 1 | 1:25 |
| | Furniture | Assorted | 5 | 1:25 |
| | Floor scrubber and polisher | | 1 | 1:25 |
| D | CLEANING AGENTS AND MATERIALS | | | |
| | Liquid Detergent | Multi-purpose | 3liters | 1:8 |
| | Dustbin liner | 50pcs per packet | 1 | 1:25 |
| | Disinfectant | Multi-purpose set free | 3 litres | 1:8 |
| | Air freshener | Multi-purpose set free | 3 litres | 1:8 |
| | Wood polish | Multi-purpose set free | 2 litres | 1:13 |

| S/No. | Category/Item | Description/Specifications | Quantity | Recommended Ratio (Item: Trainee) |
|-------|----------------------------|--------------------------------|----------|-----------------------------------|
| | Metal polish | Multi-purpose set free | 2 litres | 1:25 |
| | Bleach | Multi-purpose | 2 litres | 1:13 |
| | Scouring powder | Multi-purpose set free | 2 litres | 1:25 |
| | Toilet cleanser | | 3 litres | 1:8 |
| | Bar soap | Scent-free 1kg bar | 1 | 1:25 |
| | Scoring pads | Assorted sizes | 10 | 1:2.5 |
| | Steel wool | Assorted sizes | 10 | 1:2.5 |
| | Rubber gloves | Assorted sizes | 10 pairs | 1:3 |
| | Window cleaners | 1-litre bottles | 5 | 1:5 |
| | Yellow dusters | Non fluffy | 25 | 1:1 |
| E | CLEANING EQUIPMENT | | | |
| | Cob web brush | With handles | 2 | 1:12.5 |
| | Soft brushes | Soft with a handle and without | 2 | 1:12.5 |
| | Dustpans and brushes | A set | 2 | 1:12.5 |
| | Mops | Both dry and wet | 5 | 1:5 |
| | Mop buckets | Assorted materials/sizes | 5 | 1:5 |
| | Toilet brushes and holders | With handles | 5 | 1:5 |
| | Hard brushes | With handle and without. | 5 | 1:5 |
| | Buckets | Assorted sizes | 10 | 1:3 |
| | Squeezers | With handles | 2 | 1:13 |
| F | SAFETY EQUIPMENT | | | |
| | Fire extinguishers | Assorted types | 3 | 1:8 |
| | Fire blankets | Standard size | 2 | 1:3 |
| | First aid kit | Complete set | 1 | 1:25 |
| | PPEs | | | |
| G | WASTE DISPOSAL EQUIPMENT. | | | |
| | Dustbins | Large with lids | 4 | 1.6 |
| | Dustbin liners | 50 pcs per packet | 1 | 1.25 |