

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline

HOUSEKEEPING AND SECURITY

Code No.:

HMG 108-3

Program:

HOTEL & RESTAURANT MANAGEMENT

Semester:

SEPTEMBER 1988

Date:

KEITH MAIDENS

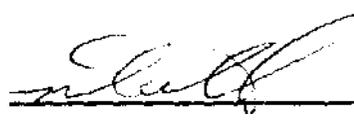
Author:

New:

Revision:

APPROVED:


Chairperson


Date

HOUSEKEEPING AND SECURITY

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TEXTS: The Professional Housekeeper, Tucker, Sneider

REFERENCE: The Professional Housekeeper - Tucker - Sneider 'Ty.QX^J^
Housekeeping - Brigham TX^iO. -t'l tfWa

OBJECTIVES:

1. To place the housekeeping department in its role in a hotel or motel.
2. To give the student a thorough background and a working knowledge of:
 - a) Planning the department.
 - b) Supplies and equipment used.
 - c) Specifications for purchasing.
 - d) The guest room.
 - e) Public areas.
 - f) The linen room.
 - g) Care and repair of furniture.
 - h) Treatments of various types of flooring,
 - i) The maid - hiring, motivating, training.
 - j) Forms and controls,
 - k) Laundries and laundering.
3. Security: To identify the needs for the students and have him/her select the proper methods/systems for:
 - 1) Protection of guest.
 - 2) Protection of guests' property.
 - 3) Protection of employees.
 - 4) Protection of hotel/restaurant property.

METHOD:

Lectures, readings, videos, and class assignments will form the major part of in-class work. Where and when possible, work weeks may be assigned in local hotels in February and April to gain on the job experience.

Periodic tests will be given at the completion of certain sections of the text. Two weeks' notice will be given prior to the test so students may review and question any of the area to be covered.

A manual for maids standards of operation, including security concerns will be submitted on

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EVALUATION:

Class work and assignments	30%
Standard Manual	20%
Term and Final Test	30%
* On the Job or Gallery Housekeeping	20%

* Failure to participate in the "on the job" work weeks in industry, when assigned, will constitute an incomplete program. Marks will then be withheld until this portion is complete.

A passing grade will be 60%,