

Week / Session	Main Topics
1	1.1 Housekeeping Definition 1.2 Types Of Rooms And Categories
2	2.1 Types Of Equipment 2.2 Chemical Product Knowledge
3	3.1 Introduction To Linen 3.2 Introduction To Room Amenities And Opex
4	4.1 Introduction To Administration 4.2 Introduction To Linen Pantry
5	5.1 Entering Guest Room
6	6.1 Room Cleaning Process 6.2 The Stripping Process
7	7.1 Terrace / Balcony Cleaning
8	8.1 Bed Making Process
9	9.1 Introduction To The Bathroom
10	10.1 Room Completion 10.2 Turndown Service
11	11.1 Laundry Operation
12	12.1 Liaison With Other Department 12.2 Lost And Found / Safe In Room Procedure