

THE INSTITUTE OF COMMERCIAL MANAGEMENT

SUBJECT SYLLABUS



Housekeeping & Accommodation Studies

Housekeeping:

- The Housekeeper & the Organisation of the Department
- Routine Methods of Work
- The Staffing of the Department
- Contracts
- Security, Safety & First Aid
- The Housekeeper & the Management of the Department
- Budgeting & Buying

Cleaning:

- Cleaning Equipment & Agents
- The Linen Room
- Laundry, Dry Cleaning & Stain Removal
- Pests & Waste Disposal

Room Interiors:

- Ceramics, Glass, Metals, Plastics & Sanitary Fittings
- Floorings or Floor Finishes
- Carpets
- Wall Coverings
- Fabrics
- Soft Furnishings
- Beds & Bedding
- Furniture
- Interior Decoration - Lighting, Heating, Ventilation & Flowers
- Planning Trends

Reading List

Main Text:

Hotel, Hostel & Hospital Housekeeping - Joan C Branson & Margaret Lennox (Hodder & Stoughton)

