NATIONAL APPRENTICE AND INDUSTRIAL TRAINING AUTHORITY

Transformation of Apprenticeship to NVQ - Establishment Assesment Guide

Requirement of Tools , Equipment and others for

ASSISTANT BUNGALOW KEEPER

Competency Standards Code : K74S009

(Selected Package for Apprenticeship Mode)

Sourse : National Competency Standard

Name , Address of Estblishment & Contact Number

Date of Assessment : **District:**

NO	Tools,Equipments & Others	Requirment for the Units						Availability at Establishment (Yes/No)	Remarks
		1	2	3	4	5	6		
1	Aluminum foil			✓					
2	Bathroom Supplies (Toilet Rolls,Tissues,Various Toiletries)		✓						
3	Bed linen and pillows		✓						
4	Beverage list				✓				
5	Bins/ bags for waste			✓					
6	Brooms		✓						
7	Brushes		✓						
8	Buckets		✓						
9	Chemicals						✓		
10	Cleaning implements			✓					
11	Cleaning material			✓					
12	Cloth for testing the iron before use		✓						
13	Cloth racks		✓						
14	Colored knife and chopping boards			✓					
15	Computers	✓							
16	Detergent				✓				
17	Digging Spade						✓		
18	Dish and glass washer			✓	✓				
19	Disposal bins/bags				✓				
20	Dusters		✓		✓				
21	Essential Kitchenware			✓					
22	Fabric softener		✓						
23	Fertilizer						✓		

24	Food trolleys Ice buckets Tables and chairs Tea and coffee making equipment				✓				
25	Fork Hoe						✓		
26	Fresh disposable tissues	✓							
27	Garbage Bins						✓		
28	Garden Horse						✓		
29	Garden Knife						✓		
30	Garden Secateurs						✓		
31	Garden Trowel						✓		
32	Gardening Gloves						✓		
33	Guest literature and information		✓						
34	Guest registration books/registration cards	✓							
35	Hair Dryers		✓						
36	Hangers		✓						
37	Hanging clips		✓						
38	Hedge Shears						✓		
39	House phones / intercom	✓							
40	Ingredients			✓					
41	Iron (Dry or steam)		✓						
42	Iron and Ironing Board		✓						
43	Kitchen equipment and appliances such as Cooker, Micro wave oven, Refrigerator/freezers, Rice cooker, Kettle, Blender, Grinder, Food processor etc.			✓					
44	Kitchen linen			✓					
45	Kitchen utensils			✓					
46	Laundry Bags and Lists		✓						
47	Laundry baskets		✓						
48	Laundry detergent		✓						
49	Lawn Mower						✓		
50	Magazines / newspaper	✓							
51	Mammoty						✓		
52	Menu cards				✓				
53	Mopping and drying brushes				✓				
54	Mops		✓						
55	Personal Protective Equipment (PPE)					✓			
56	Plant Pot						✓		
57	Polishers		✓						
58	PPE		✓						
59	Prepared food and beverages				✓				

60	Protective wear			✓					
61	Racks / Cupboards / Bins					✓			
62	Rake						✓		
63	Recycling Bin						✓		
64	Refrigerators/Freezers					✓			
65	Safety locker	✓							
66	Scrubbers		✓						
67	Serving ware				✓				
68	Stationery and pens		✓						
69	Store room					✓			
70	Table linen				✓				
71	Tableware, glassware and crockery				✓				
72	Tap						✓		
73	Tea and Coffee Making Supplies		✓						
74	Trays				✓				
75	Umbrella	✓							
76	Vacuum Cleaners		✓						
77	Waiting area with furniture	✓							
78	Wall clock	✓							
79	Washing machine		✓						
80	Waste bins		✓						
81	Watering Can						✓		
82	Wheel chair	✓							
83	Wheelbarrow						✓		
84	Wrapping			✓					

	Selected Qualification (Package)	Units

forwarded by:	***Recommended by:***
Name of the Officer : ……	*Name of the Officer : ……*
Designation : ……	*Designation : ……*
Signature : ……..	*Signature : ……..*
Date : ……	*Date : ……*
Official Stamp : ……..	*Official Stamp : ……*

Certified by:

Name of the Officer : …… *Designation : ……*

Signature : …….. *Official Stamp : ……*

Date : ……