

Unit DT8J 04 (2HK3)

Maintain housekeeping supplies

This Unit has the following elements:

Element 1 (2HK3.1)

Receive and check housekeeping supplies

Element 2 (2HK3.2)

Store and issue housekeeping supplies

Candidate Name:

Assessment Centre:

I have completed the requirements of this Unit.

Candidate signature: _____ **Date:** _____

I can confirm the candidate has completed all requirements of this Unit.

Assessor signature: _____ **Date:** _____

Assessor counter signature:
(where applicable) _____ **Date:** _____

IV signature: _____ **Date:** _____

IV counter signature:
(where applicable) _____ **Date:** _____

Unit DT8J 04 (2HK3)

Maintain housekeeping supplies

Unit Summary

This Unit is about receiving housekeeping supplies and checking for any discrepancies in deliveries. It also covers storing housekeeping supplies correctly and issuing the right supplies to other staff.

The typical day-to-day activities you might carry out for this Unit include:

- ◆ receiving and checking deliveries
- ◆ dealing with discrepancies
- ◆ completing documents
- ◆ handling and transporting supplies
- ◆ storing supplies
- ◆ issuing supplies
- ◆ rotating stock
- ◆ maintaining storage areas and keeping them locked

What some of the words in this Unit mean	
Internal deliveries	for example, from other departments in your organisation
Pest infestation	for example, rats, mice, cockroaches
Receiving area	anywhere in your workplace where you receive deliveries

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Element 1 (2HK3.1)

Receive and check housekeeping supplies

What you must do (circled numbers must be observed)		Assessor initials/date
①	Receive deliveries of housekeeping supplies and check that they are not damaged and are within their use-by-date	
②	Make sure that deliveries match orders and delivery notes	
③	Complete delivery documents accurately	
④	Handle and move housekeeping supplies to storage areas safely and without damaging or losing any	
⑤	Keep receiving areas clean, tidy, hygienic and secure	

What you must cover (minimum requirement for observation in italic and bold)	Activity/Evidence (insert tick or supplementary reference)					
	1	2	3	4	5	6
Evidence for the remaining points may be assessed through questioning or witness testimony						
<i>Deliveries from, at least one required from the following:</i>						
internal suppliers						
external suppliers						
<i>Housekeeping supplies, at least two required from the following:</i>						
equipment						
materials						
customer supplies						

Unit DT8J 04 (2HK3)**Maintain housekeeping supplies****Element 1 (2HK3.1)****Receive and check housekeeping supplies**

Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		
4		
5		
6		

Unit DT8J 04 (2HK3)

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Element 2 (2HK3.2)

Store and issue housekeeping supplies

What you must do (circled numbers must be observed)		Assessor initials/date
Evidence for the remaining points may be assessed through questioning or witness testimony		
①	Store housekeeping supplies under the correct storage conditions	
②	Issue housekeeping supplies ensuring that they are handled in line with manufacturers' instructions	
③	Follow stock rotation and issuing procedures	
④	Report low levels of housekeeping supplies to the appropriate member of staff	
⑤	Keep storage areas clean, tidy and hygienic, reporting signs of pest infestation immediately	
⑥	Secure storage areas against unauthorised access	
7	Refer all tasks outside your area of responsibility to the appropriate member of staff	

What you must cover (minimum requirement for observation in italic and bold)	Activity/Evidence (insert tick or supplementary reference)					
	1	2	3	4	5	6
Evidence for the remaining points may be assessed through questioning or witness testimony						
<i>Housekeeping supplies, at least two required from the following:</i>						
equipment						
materials						
customer supplies						
<i>Storage conditions, at least three required from the following:</i>						
lighting						
ventilation						
temperature						
cleanliness						

Unit DT8J 04 (2HK3)**Maintain housekeeping supplies****Element 2 (2HK3.2)****Store and issue housekeeping supplies**

Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		
4		
5		
6		

Unit DT8J 04 (2HK3)**Maintain housekeeping supplies**

What you must know for the Unit	
For the whole Unit	
K1	Basic legal requirements relating to safe working practices when handling housekeeping supplies
Element 1 (2HK3.1) Receive and check housekeeping supplies	
K2	Why you should not accept damaged goods and what you should do if they are delivered
K3	Safe lifting and handling techniques and why they are important
K4	Why it is important to keep receiving areas clean and tidy
K5	Why receiving areas need to be secure from unauthorised access
K6	What procedures to follow when you identify discrepancies in deliveries/delivery documentation
K7	What procedures to follow to handle and transport goods safely to storage areas
Element 2 (2HK3.2) Store and issue housekeeping supplies	
K8	Why storage conditions are important and what effect they have on housekeeping supplies
K9	What procedures to follow to correctly and safely store goods
K10	Why it is important to store housekeeping supplies under the correct conditions — including clean and tidy
K11	Why storage areas need to be secured from unauthorised access
K12	What procedures to follow to proof storage areas for pest infestation
K13	Why a constant stock of housekeeping supplies should be maintained
K14	What the minimum and maximum stock levels are
K15	Why it is important to maintain accurate and complete records of items received, stored and issued
K16	Why correct stock rotation procedures are important
K17	Why it is important to separate different kinds of stock, for example food and chemicals
K18	The types of problems and unexpected situations that may happen when you are storing goods and how to deal with these

Knowledge evidence retained

Assessor signature: _____

Date: _____

Candidate name:		Assessor initials/date
Ref	Supplementary evidence	
A		
B		
C		
D		
E		
F		
G		
H		

Assessor Feedback