

**ACCOMMODATION MANAGEMENT**

1. Planning and Organizing the Housekeeping department
2. Managing Inventories
3. Controlling expenses
  - The Budget Process
  - Planning the operating Budget
  - Budgeting Expenses
  - Controlling Expenses
  - Purchasing Systems
  - Capital Budgets
4. Ceiling, Walls, Furniture and Fixtures
  - Selection Considerations
  - Types of Ceiling Surfaces and Wall Coverings
  - Types of Furniture and Fixtures
  - Care Considerations
5. Housekeeping plans into Action
  - To present your program to Management and Staff
  - The Program Implementation
6. Contract Cleaning
  - Types of Services
  - Agreeing on Terms
  - To Select and use Consultants
7. Management Theory and Housekeeping Administration
8. Material Planning: Administration of Equipment and Supplies
  - Material Budget
  - Guest room Furniture and Fixtures
9. The Housekeeper's role in Environmental Control
  - The Concept of safeguarding Assets
10. Development of others
  - Developing Executive Housekeepers
  - Training and Evaluating Supervisors and Managers

**Reference:**

1. Managing Housekeeping Custodial Operation-Edwin B.Feldman
2. Professional Management of Housekeeping Operations (II Edn.)-Robert J.Martin & Tomas J.A.Jones.
3. House keeping Management-Margaret M.Leappa&Aleta Nitschke