



Programme on  
**HOUSEKEEPING PROFESSIONALS**

Friday, July 13, 2018 - 9.30 a.m. to 1.00 p.m.

**Venue:** Torrent -AMA Management Centre, Core-AMA Management House  
Dr. Vikram Sarabhai Marg, AMA Complex, ATIRA Campus, Ahmedabad 380 015

The concept of housekeeping is simplistic; but when one considers maintaining 'World Class' housekeeping standards on 24 X 7 X 365 basis in several rooms, offices, service areas and public areas the task becomes gigantic. Add to this the need to accommodate, constantly changing requirements and convenience of guests, visitors and staff members, it can get complicated.

Housekeeping – the quality of décor, the upkeep of the facilities, cleanliness, order and comfort attract the people and business volume and hence critical to any industry. Even small investments yield high returns.

**Content**

- Current issues and challenges
- Organizing Housekeeping Department – Layout, Team, Roles, Manning, Essential qualities of housekeeping staff
- Control desk, Estimating service workload, Preparing Schedules, Staff deployment, Leave planning,
- Floor Linen/service room – Equipment, Requisitioning fresh linen and supplies, storage tips, records
- Process improvement
- 5 S – Co-opting others in better housekeeping

**Faculty** : **Mr. Suresh Pandit** a practicing management consultant, trainer and coach for more than 40 years, has helped, hundreds of organizations in different sectors of economy, by improving their business results through major improvements in production processes.

**Mr. Shakunt Apte**, BVG India Ltd.,  
India's Largest Housekeeping Service Provider

**Fee** : Rs.700/- per person per programme. (Towards programme fee, course material, lunch and refreshment). The cheque may please be drawn in the name of 'Ahmedabad Management Association.'

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**July 13, 2018**

**REGISTRATION FORM:**

Please fill-in and return this form along with participation fee to:

**Ahmedabad Management Association**, Dr. Vikram Sarabhai Marg, ATIRA Campus,  
Ahmedabad 380 015. • Mobile: 9537407187, 7069940917, 7203030990  
Phone: 079-26308601-2-3-4-5 • Fax: 079-26305692 • E-mail: ama@amaindia.org  
Website: www.amaindia.org • Android Mobile App: AMA-Ahmedabad amaIndia.org

<b>Name(s)</b>	<b>Position</b>
1.	
2.	
<b>Organization:</b>	
<b>GST No.:</b>	AMA GST No.: <b>24AAATA 5881D1Z0</b>
<b>Address:</b>	
	<b>Pincode No.</b>
<b>Telephone(s):</b>	<b>Mobile:</b>
<b>E-mail:</b>	<input type="text"/>