

Housekeeping Test

1. During which of the following situation(s) should you wear gloves?
 - a) When handling disinfectant solutions
 - b) When cleaning guest rooms
 - c) When handling soiled linen
 - d) When handling or disposing of waste
 - e) All of the above

9

2. Which of the following should be cleaned daily?
 - a) Chairs, lamps, and tables
 - b) Tabletops, bed, and handrails
 - c) Grab bars, light, tops of doors and counters
 - d) Floors, sinks, toilets, and latrines
 - e) All of the above

3. True or False: You do not need to use a separate cloth for cleaning bathrooms.

4. True or False: Dusting is most commonly used for cleaning walls, ceiling, doors, windows and furniture.

5. Should the following be cleaned daily or weekly? Circle one.

a) Floors	<input checked="" type="radio"/> Daily/ Weekly
b) Toilets and latrines	<input checked="" type="radio"/> Daily/ Weekly
c) Carpets in guest rooms	<input checked="" type="radio"/> Daily/ Weekly
d) Carpets in offices	<input checked="" type="radio"/> Daily/ Weekly
e) Soiled linen	<input checked="" type="radio"/> Daily/ Weekly

6. The best way to clean the floors:

- a) Scrubbing
- b) Dry sweeping and dusting
- c) Sweeping, mopping and dusting
- d) Wet mopping

7. What should do if you spill liquids or see a liquid spill?

- a) Leave it for someone else to clean- up
- b) Wait until the end of your shift to clean it
- c) Flag the spill and clean it up immediately
- d) Not sure

8. The proper procedure for cleaning spills of blood and other body fluids is:

- a) Wearing gloves, clean with cloth soaked in chlorine solution and follow up with disinfectant solution
- b) Find the janitor on- duty and ask him to clean it up
- c) Grab whatever is closest and wipe up immediately, then mark "Biohazard"
- d) Nothing

9. What do you do if you encounter with bed bugs in a guest room?

Contact Supervision Immediately, and Place a Tag on Door

10. What do you do if you find Lost and Found items in a guest rooms?

Turn it in to the Registration/Security/Lost & Found

11. Describe the difference between a disinfectant and a cleaning solution?

Disinfectant = Sanitize and Clean germs = ~~clean~~ Lysol

Cleaning Solutions = ~~clean~~ Clean Supply containing Acidified Chemicals,

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INFORMATION

EXPERIENCE



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LINK TO OTHER ONLINE
PROPERTIES:
PORTFOLIO/WEBSITE/BLOG

OBJECTIVE

Seeking a position in Office Administration/Customer Service where my extensive experience will be further developed and effectively utilized. Looking forward to working with a company that offers opportunity for growth and advancement.

02/2012-04/2015	CARE
GIVER	
IN HOME SUPPORT SERVICE, HAWTHORPE, CA	
03/2013-11/2015	Security
Guard	
BDL SECURITY INC, Inglewood, CA	
03/2014-2/2015	Security
Guard	
Elite Security Inc., San Diego , CA	
01/2013-09/2014	
Cashier	
R&B Caribbean Market, Los Angeles, CA	
01/2014 to 04/2014 04/2015/2016	Marketer/ Waiver
Liberty Tax Services, Los Angeles, CA	
02/2013 to 04/2013	Cashier
Fresh and Meaty Burgers, Los Angeles, CA	
05/2009 to 02/2012	Care
Provider	
Sharon's Manor, Los Angeles, CA	
05/2009 to 02/2012	Office
Manager/Cashier	
Antelope Valley College, Antelope Valley, CA	

EDUCATION

Marinello
School of
Beauty

Certificate

West
Adams
Preparatory High
School

Diploma

SKILLS

Customer Service Skills
9 years' experience
leadership skills

Personal Strengths
Outstanding

communications skills	Good
Observe/ Report	
organizational skills	Resourceful
Answer questions	
problem solver	Great Team
Resolving Customer Complaints	
Player	
Professional Work Ethic	

Computer Skills

Excellent command of: Microsoft
Windows XP, Vista, Word
Typing Speed 50
Internet Access & Research
Copy and fax machines/Scanners/digital cameras

