



Task Title: Understand Completed Hotel Room Repair Card

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☒ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: The learner will read a hotel room repair card to determine repair work that needs to be completed.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.1
- Find and Use Information/Interpret documents/A2.1

Materials Required:

- Pen/pencil and paper and/or digital device

Task Title: UnderstandHotelRoomRepairCard_E_A1.1_A2.1

Learner Information

Employees in maintenance departments often receive memos or repair cards that have been completed. In a hotel, repair work needs are often submitted by guests. Review the "Repair Card".

Repair Card

Does the Room Need Any Repairs?

Dear Guest: Our highest goal is to provide you with a high standard of service and quality. To help us meet our goal, please give us your comments about anything in the room that might be out of order or need our attention. Please hang this card on the outside of your hotel door. We will look after it. Thank you for helping us, Hotel Management.

Room Number: 2315

Date: November 2, 2024

Check off any repairs that need to be done:

 TV	 Light
 Telephone	 Heating or Air
 Toilet	 Sink
 ✓ Bathtub	 Shower

 Bed	 ✓ Drawers
 Closet	 Curtains
 ✓ Lamps	Other (please explain):

Comments:

Bathtub facet drips all the time!

Bottom drawer is very sticky - hard to open & close.

Lamp on desk is broken.

Work Sheet

Task 1: Where is a guest to put the completed Hotel Room Repair Card?

Answer:

Task 2: Circle, underline or highlight the hotel room and date.

Answer: No written response required here.

Task completed: Yes: ☐ No: ☐

Task 3: Name the three items that need repair.

Answer:

Task 4: What is the problem with the bathtub?

Answer:

Task 5: What is wrong with the dresser?

Answer:
