

Analysis of Premises, Facilities and Maintenance

Code: 103770
ECTS Credits: 6

Degree	Type	Year	Semester
2502904 Hotel Management	OB	2	2

The proposed teaching and assessment methodology that appear in the guide may be subject to changes as a result of the restrictions to face-to-face class attendance imposed by the health authorities.

Contact

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Use of Languages

Principal working language: catalan (cat)
Some groups entirely in English: No
Some groups entirely in Catalan: Yes
Some groups entirely in Spanish: No

External teachers

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Prerequisites

Do not exist

Objectives and Contextualisation

At the end of the course the student must be able to:

1. Identify the current legal regulations, both regarding to current laws and the maintenance of facilities.
2. Know the need to apply the regulations and their criminal repercussions in case of non-compliance.
3. Have criteria for the design and implementation of hotel and restaurant facilities in general.
4. Know how to organize the maintenance of a hotel facility.
5. Identify the energy costs of operating a hotel installation with respect to: water, gas, electricity and others.
6. Know the methods of energy saving.
7. Identify the legal framework of the European Economic Community.

Competences

- Adapt to changes in technology as they occur.
- Apply concepts related to the creation setting up, acquisition, maintenance and conservation of equipment in hotel and catering premises which are energy-sustainable and economically viable.
- Apply health and safety rules in the establishments of the hotel and catering sector.
- Demonstrate knowledge and understanding of and apply standards of quality and sustainability in the process of offering accommodation and catering services.
- Demonstrate knowledge of the production system and operating procedures in the accommodation service.
- Develop a capacity for independent learning.
- Identify and apply the basic measures of food hygiene and safety as well as the national and European regulations that have to be met by establishments and activities in the sector.

- Identify the legal framework that regulates hotel and catering activities, both those related to setting up companies and activities and those relating to the maintenance and normal operation of the premises.
- Manage and organise time.
- Manage communication techniques at all levels.
- Work in teams.

Learning Outcomes

1. Acquire basic theoretical and practical knowledge to be able to control the critical points regarding food and hygiene in the hotel environment in accordance with the prevailing legislation.
2. Acquire essential legal knowledge in the application of national and international safety regulations in hotel establishments.
3. Acquire knowledge and capabilities for coordinating and introducing safety measures in accordance with the prevailing legal regulations.
4. Acquire knowledge and strategies for systematisation in the hotel accommodation service.
5. Adapt to changes in technology as they occur.
6. Apply basic and conceptual theory of the strategy of quality standards and sustainability in the accommodation section in the area of hotel companies.
7. Apply knowledge in the pertinent processes.
8. Develop a capacity for independent learning.
9. Distinguish, identify and apply concepts for the maintenance of the hotel equipment and premises.
10. Establish criteria compatible with sustainability and the maximum environmental and economic performance.
11. Know how to organise and coordinate a maintenance team for the hotel equipment and premises.
12. Manage and organise time.
13. Manage communication techniques at all levels.
14. Relate systematisation strategies for accommodation to sustainability criteria.
15. Understand the peculiarities of legal terminology required for the relation of the different government departments.
16. Understand the regulatory national and European texts on food hygiene and safety.
17. Work in teams.

Content

UNIT 1 - Urbanism Concept

Analyze urban type problems that may arise during the opening or transfer of a hotel establishment.

UNIT 2 - Municipal works and opening licenses

Documentation necessary for the opening of an establishment, the execution of works, the form of processing and the possible actions of the applicant to obtain them in the fastest way. Neighborhood rights. Provisional and final licenses

UNIT 3 - Parts of a legal provision

Analyze the general structure of the legal and technical provisions to interpret them correctly. Practical examples.

Decreto 176/87 Sorting and classification of tourist accommodation establishments.

Decreto 317/94 Sorting and classification restoration establishments.

Order 6.10.87 Minimum requirements for hotel establishments by category and specialty

Complaint form.

UNIT 4 - Fire protection in establishments for public residential use

Analyze the legal provisions applicable to existing hotels from the perspective of the director of the establishment.

Differentiation concepts protection against fires and fire safety.

Study on fire protection (physical or design systems that can prevent the start of a fire, disposal of furniture strategically away from the main heat sources, cooling ventilation systems, removal of ignition points in recognized danger areas of fire, ...)

Study on fire safety. Study of the four key points (Accessibility of firefighters, limits that can be achieved by fire, evacuation of occupants and means of combating fire)

UNIT 5 - Abolition of architectural barriers

Study of the regulations applicable to hotel and practical solutions.

Law 51/2003 of December 2 (LIONDAU)

Decreto 135/1995 of March 24 (Accessibility Code)

CTE DB-SUA 9 Security of use and Accessibility

UNIT 6 - Electrical installations

Security elements. Applicable regulation REBT ITC-28. Overview of the electric project. Compulsory revisions. Rates and prices.

UNIT 7 - Acoustic

The sound Characteristics of sound. Applicable regulation: CTE DB HR. Municipal ordinances. Isolation and acoustic conditioning. Disturbances to neighbors, complaints and inspections.

UNIT 8 - Ventilation, Thermal installations, Legionella

Basic regulation: CTE DB-HS3; RITE. Exigencies of indoor and outdoor air quality. Ways to ventilate. Thermal installations: heating and A / C. Legionella: maintenance of facilities.

UNIT 9 - Installations of water and gas

Regulations for water installations: CTE DB HS 4. Safety measures according to the type of gas. Regulations Periodic reviews Royal Decree 1853/93: Regulation of gas installations. Tariffs and prices

UNIT 10 - POMECE Management

Type of maintenance. Regulatory preventive maintenance of facilities: obligations. Regulations applicable to each installation. Team and purchasing management.

UNIT 11 - Emergency plan & PAU

Normative Framework. Main aspects and implementation of an emergency plan at a hotel.

Manual Cepreven for the elaboration of emergency plans in hotels.

Behavior of people in emergency situations.

UNIT 12 - Sustainability.

Sustainability concepts applied to hotel maintenance management. Waste Management. Regulations.

Methodology

The subject works based on two teaching-learning methodologies:

a) Lecture sessions: Exposure of the theoretical content of the program in a clear, systematic and organized way by the teacher. The students will have the Virtual Campus of the Autonomous Interactiva the basic notes and exercises sheets of all the subjects. The participation of the student will be promoted at all times: contributions, comments, doubts and proposals will be valued. If considered, there will be the intervention of a professional to aim the students know the day-to-day life of a hotel maintenance manager.

b) Practical sessions: In parallel to the master classes, once exposed and achieved some minimum knowledge, will propose a series of practical exercises of application. These exercises will be done individually or in groups of 2-3 students plus exposure in class, using the relevant computer resources and web applications for project management.

To guide and evaluate the corresponding group work, face-to-face and on-line tutorials will be carried out.

c) Technical visit: if applicable, possibility of visiting a hotel establishment will be managed in order to know first-hand the facilities and their maintenance.

Activities

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Theoretical classes	40.5	1.62	1, 4, 2, 16, 15, 8, 9, 13, 12, 11
Type: Supervised			
Problem solving	13	0.52	5, 7, 6, 3, 8, 9, 10, 13, 12, 14, 11, 17
Tutoring	25	1	7, 6, 3, 8, 9, 10, 13, 12, 14, 11
Type: Autonomous			
Study	40	1.6	13

Assessment

THREE EVALUATION OPTIONS

A) CONTINUOUS EVALUATION:

1. Written tests: two partial liberatory exams with a weight of 20% in each of them.
2. Group and individual assignments with a weight of 40%
3. Exercises developed in class or autonomous activities with a weight of 20%

In order to pass de course and apply the mentioned percentages, the following conditions must be met:

- a. The average mark obtained, weighted according to the different weights, must be equal to or greater than 5.
- b. Having completed the 2 partial exams, obtaining in each of them a minimum grade of 4 out of 10 points
- c. Having carried out and present a minimum of 80% of the total number of assignments, exercises and activities mentioned in points 2 and 3 of the previous paragraph and having obtained a minimum score of 5 in each of them.

B) FINAL EVALUATION: Final exam (all subject matter).

Date and time established, according to academic calendar, in the Official Programming Center (EUTDH).

There will be a single type of final exam, not having a difference between the students who have not satisfactorily passed the continuous assessment and those who have not followed it.

C) RE-EVALUATION:

Students who have obtained a grade equal to or greater than 3,5 and less than 5 in the final evaluation may be submitted for re-evaluation. The maximum grade of this re-evaluation will not exceed 5 as a final grade

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Assignments	40%	25	1	5, 7, 6, 3, 8, 9, 10, 13, 12, 14, 11, 17
Class Activities	20%	2	0.08	5, 7, 6, 3, 8, 9, 10, 13, 12, 14, 11, 17
Technical Exams	20%	3.3	0.13	1, 2, 7, 16, 3, 8, 9, 10, 12, 11
Theoretical Exams	20%	1.2	0.05	1, 4, 2, 16, 15, 8, 9, 12, 11

Bibliography

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Seguridad contra incendios en hoteles: Requisitos para Europa. Ediciones CEPREVEN.

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