

Analysis of Premises, Facilities and Maintenance

Code: 103770
ECTS Credits: 6

Degree	Type	Year	Semester
2502904 Hotel Management	OB	2	2

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Teaching groups languages

To check the language/s of instruction, you must click on "Methodology" section of the course guide.

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

Urbanism concept

- Analyze urban legislation at the state, provincial and municipal level

Municipal building and opening licenses

- Documentation necessary for the opening of an establishment, the execution of works, the procedure and the possible actions of the applicant to obtain them as quickly as possible. Neighbors' rights. Provisional and definitive licenses

Parts of a legal provision

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

Fire protection in establishments for public residential use

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

- Differentiation between fire protection and fire safety concepts.
- Study on fire protection (physical or design systems that can prevent the start of a fire, disposition of furniture strategically away from the main heat sources, cooling ventilation systems, elimination of ignition points in recognized areas of danger of fire, ...)
- Study on safety in case of fire. Study of the four key points (Accessibility of firefighters, limits that the fire can reach, evacuation of the occupants and means of fighting the fire)

Suppression of architectural barriers

- Study of the regulations applicable to the hotel industry and practical solutions.
- Law 51/2003 of December 2 (LIONDAU)
- Decree 135/1995 of March 24 (Accessibility Code)
- CTE DB-SUA 9 Safety of use and Accessibility

Electrical installations

- Security elements. Applicable regulation REBT ITC-28.
- Overview of the electrical project.
- Mandatory reviews.
- Rates and prices.

Acoustics

- Sound. Sound characteristics.
- Applicable regulation: CTE DB HR.
- Municipal ordinances.
- Acoustic insulation and conditioning. Nuisance to neighbors, complaints and inspections.

Ventilation, Thermal installations, Legionellosis

- Basic regulation: CTE DB-HS3; RITE.
- Indoor and outdoor air quality requirements.
- Ways to ventilate.
- Thermal installations: heating and A / C.
- Legionellosis: maintenance of the facilities.

Water and gas installations

- Water facilities regulations: CTE DB HS 4.
- Security measures according to the type of gas.
- Normative. Periodic reviews. Royal Decree 1853/93: Regulation of gas installations.

- Rates and prices

Maintenance department management

- Type of maintenance. Regulated preventive maintenance of facilities: obligations. Regulations applicable to each facility. Management of the team and purchases.

Emergency plan and Pau

- Regulatory framework. Main aspects and implementation of an emergency plan in a hotel.
- Cepreven Manual for the elaboration of emergency plans in hotels.
- Behavior of people in emergency situations.

Methodology

- Classes are taught in Spanish
- Expository and participatory classes of the concepts and contents of the subject.
- Theoretical-practical classes in which the contents are worked on in the form of projects and activities.
- Resolution of problems and practical cases in group with final exposition.
- Cooperative learning and individual learning for the development and presentation of work. It includes the work directed by the teacher and the hours of study by the student.
- Tutorials: individual or group to answer questions or work on specific concepts.

Annotation: Within the schedule set by the centre or degree programme, 15 minutes of one class will be reserved for students to evaluate their lecturers and their courses or modules through questionnaires.

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

A. CONTINUING EVALUATION

- The assessment system consists of practical assignment / projects and exams.
- Projects must be submitted in the time and manner stipulated by the subject teacher.

- Failure to comply with the strictness of the projects, in due time and form, will score as Not presented and the right to continue with the continuous evaluation will be lost.
- Projects and the exam must have a minimum score of 4 each to be able to weigh between them.

B. SINGLE ASSESSMENT.

- On the day and time established, according to the academic calendar, to the Official Programming of the EUTDH Center, the single evaluation tests or evaluation tests of the continuous evaluation will be carried out for students who have not satisfactorily passed the continuous evaluation and those who have followed opted for the single assessment.
- The professor will inform in a timely manner the format, duration, and location of the assessments.
- No date changes will be accepted without the express approval of the study coordinator.

C. RE-ASSESSMENT

- "Recovery of the subject by single evaluation will be the same as that of the rest of the students and in order to present themselves for the re-evaluation it will be necessary that they have obtained at least a 3.5 in all the evidence of which the single assessment states".
- The maximum grade for this re-evaluation will not exceed 5 as a final grade.
- The professor will inform in a timely manner the format, duration, and location of the exam.
- No date changes will be accepted without the express approval of the study coordinator.

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Class Activities	10	2	0.08	5, 7, 6, 3, 8, 9, 10, 13, 12, 14, 11
Exam 1	20	1.2	0.05	1, 2, 7, 16, 3, 8, 9, 10, 12, 11
Exam 2	20	1.2	0.05	1, 4, 2, 16, 15, 8, 9, 12, 11
Group Activity 1	15	9	0.36	5, 7, 6, 3, 8, 9, 10, 13, 12, 14, 11, 17
Group Activity 2	15	9	0.36	4, 2, 10, 13, 12, 14, 11, 17
Individual Assignment: Report	20	9.1	0.36	4, 2, 7, 16, 15, 3, 8, 9, 10, 14, 11

Bibliography

- Class content and in Moodle
- JOSÉ M. ALEJANDRI Organización Hotelera. Ed. Limusa
- JOSÉ ANTONIO FERNÁNDEZ DE LA RÚA Entorno legislativo de la Hotelería en España. Ed. Molino GIOVANNI EMILIO BUZZELLI
- Manual de la Industria Hotelera. Proyecto, estructura y tecnología. Ediciones CEAC
- Evaluación del riesgo de incendio. Método de cálculo GRETENER. Ediciones CEPREVEN.
- El comportamiento de personas en situaciones de riesgo. Ediciones CEPREVEN.
- Seguridad contra incendios en hoteles: Requisitos para Europa. Ediciones CEPREVEN.
- RAMON TOR MESTRES Manual d'Instal·lacions i Equipaments. Gremi de Restauració i Hostalatge de Barcelona.

Software

- Miro. www.miro.com
- Wooclap. www.wooclap.com
- Basecamp. www.basecamp.com
- MS Excel
- Genially. www.genially.com
- Mindmeister. <https://www.mindmeister.com/>
- Floorplanner. www.floorplanner.com