

Level 6 Hotel Placement – Weekly Journal Entry

Task: Maintain a weekly journal documenting your experiences, tasks performed, challenges faced, and lessons learned. Bullet points format is welcome. You must submit this document to the designated Turnitin link by [**Friday 15th November**] at 23:59pm.

Week 1			
Experiences/Tasks/Challenges/Lessons (outline hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
I was trained on how to create work permits for external contractors and participated in the fire alarm testing process at the hotel. The opportunity to create work permits for external contractors is a valuable skill, as it exposed me to the safety protocols and regulatory requirements of the hotel. Participating in the fire alarm test was also a great learning opportunity, especially in terms of understanding fire safety procedures and how critical they are in maintaining a safe environment.	Date: 03/10/2024 04/10/2024 Time: 06:30 - 15:00		

Week 2

Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
I inspected, tested, and documented all Lutron distribution boards, and tested the lighting connected to the system. Testing and documenting the Lutron distribution boards and connected lighting systems sounds like a rewarding task, as it involves precision and attention to details. Working with advanced systems like Lutron also gave me an opportunity to deepen my technical knowledge in the electrical field, especially related to automated lighting systems.	Date: 09/10/2024 10/10/2024 Time: 13:30 - 22:00		

Week 3

Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
I conducted checks on the transformers, contactors, and connections in the distribution boards for both the sump pump and the grease pit. Performing checks on transformers, contactors, and connections in the distribution boards was likely challenging but rewarding. It's a great learning experience to work with electrical equipment that ensures vital functions like drainage and waste management.	Date: 15/10/2024 16/10/2024 Time: 13:30 - 22:00		

Week 4

Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
I assisted the shift engineer with handling guest requests and played a role in addressing and resolving them. Helping the shift engineer with guest requests allowed me to see the connection between technical work and customer service, which is a rare but valuable experience in a technical role. It was a great opportunity for me to develop a broad range of soft skills like communication, problem-solving, and time management.	Date: 23/10/2024 24/10/2024 Time: 13:30 - 22:00		

Week 5

Experiences/Tasks/Challenges/Lessons <i>(highlight hotel department)</i>	Shift <i>(Date/Time)</i>	Student Signature	Hotel Mentor Signature
I performed inspections, testing, and cleaning of all rational ovens in the main kitchen. Working in the main kitchen and conducting inspections, testing, and cleaning of rational ovens has given me insight into the importance of maintaining high standards for health and safety, especially in a high-demand environment like a hotel kitchen.	Date: 31/10/2024 01/11/2024 Time: 06:30 - 15:00		

Week 6

Experiences/Tasks/Challenges/Lessons (highlight hotel department)	Shift (Date/Time)	Student Signature	Hotel Mentor Signature
I prepared, installed, and tested all Christmas light decorations, as well as installed new electrical sockets to support the displays. This week likely brought a sense of fun and creativity to my role. Installing and testing Christmas decorations while also addressing the need for new electrical sockets showed my versatility and ability to adapt to different challenges, blending creativity with technical skills.	Date: 07/11/2024 08/11/2024 Time: 13:30 - 22:00		