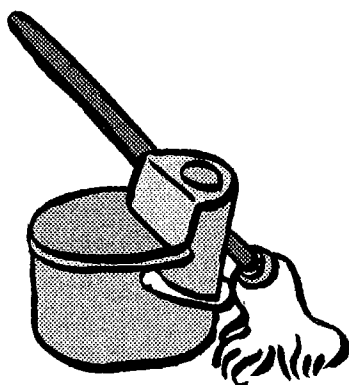


# **CLEANING MY PLACE**



**Activities for Real Life Learning**

by

**Marian B. Latzko**

## ***CLEANING MY PLACE*** ***ACTIVITIES for "REAL LIFE" LEARNING***

These experiences are designed to go along with "*CLEANING MY PLACE A Mini-Micropedia.*" \*

The sheets are designed to be used:

- with the Mini-Micropedia to apply and practice the knowledge offered in the book.
- by themselves as appropriate to the teacher and the learner.

**It is especially meaningful to allow the mini-micropedias to go with the "students" after their training. In this way they can look up what they need to know when they need it.**

### **LEVELS OF LEARNING**

The experiences are designed for three different levels of understanding needed when finding a place to live.

1. **MINIMAL:** This is for very basic knowledge needed. It includes: care and use of a vacuum cleaner; basic cleaning of floors, windows, furniture, bath tub and sink, stove; basic cleaning supplies; sanitary garbage disposal; making a bed and changing linens; changing bulbs and wattage.
2. **INTERMEDIATE:** This is for further knowledge and includes: defrosting a refrigerator; preventing and removing clogs in sinks and toilets; energy conservation; responsibilities of landlord and renter.
3. **ADEQUATE:** This unit offers more comprehensive knowledge needed. Included are: carrying out a cleaning plan; doing minor household repairs; contacting landlord for repairs; changing a fuse or resetting a circuit breaker; measuring a window for shades or curtains; methods for getting rid of and avoiding roaches, rats, etc.

### **ADDED SUGGESTIONS FOR LEARNING**

**The cover sheet for each level has additional ideas for teaching. These are added to enrich the learning and to apply the knowledge learned in different ways. They will expand the knowledge through real applications. This will be especially meaningful for different types of learners.**

### **TESTS ARE INCLUDED**

If you need to know where the learner's knowledge level is before training, pre-tests are included. They are in the form of oral tests. There are also post-tests that can help evaluate what was learned.

\* "I NEED A PLACE TO LIVE! A Mini-Micropedia" is taken from appropriate chapters of "I CAN DO IT! A Micropedia of Living On Your Own" by Marian B. Latzko M.S. Copyright 1996 Revised 2000 for its fifth edition. For further information call: MICROLIFE 1-888-357-7654 or fax 1-920-735-9434.

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# ***CLEANING MY PLACE***

## ***Mini-Micropedia Activities for Real Life Learning***

(level 1, MINIMAL)

**These experiences are designed for minimal knowledge needed for housekeeping.**

- Persons teaching housekeeping can use *CLEANING MY PLACE A Mini-Micropedia* along with these added learning experiences.
- The learning materials can be used with the Mini-Micropedia or by themselves.
- There is a pre-oral test and an objective post test included.

**The objectives of this unit are to:**

1. Describe appropriate dishwashing processes.
2. Understand sanitary garbage disposal methods.
3. Demonstrate use and care of a vacuum cleaner.
4. Understand basic cleaning products.
5. Understand values of cleanliness.
6. Demonstrate or explain basic cleaning of: wood, linoleum and vinyl floors; windows; furniture; bath tubs; showers; sinks.
7. Understand process of making a bed and the sizing of mattresses and sheets.
8. Understand wattage and its application to replacement of bulbs.
9. Create a personal cleaning plan.

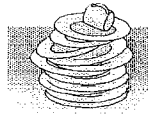
### **Suggested Added Learning Experiences**

**(These can be used according to the capability of the learner.)**

1. Visit an appliance area that sells vacuum cleaners and ask for demonstrations. Also check the used appliance possibility.
2. Interview or invite a professional from a hotel, maid service, cleaning service, or janitor service to share cleaning techniques. Prepare a list of questions to ask.
3. Visit a store to compare different types and sizes of linens. Figure what it would cost to furnish the bed that you hope to have or already have.
4. Collect cleaning products and compare them by reading labels.
5. Research the internet for different cleaning methods.
6. Research cleaning products using *Consumer Reports* and *Consumer Report Buying Guides*. These are available on the internet or in libraries.
7. Make a list of cleaning tips to share with others. These could become a sales item.
8. Videotape demonstrations of cleaning.
9. Call for information about electricity and lighting.

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## DISHES AGAIN?

Most every day brings more dishes to wash. Some people rinse them right away. Some people stack them and wait....and wait.....and wait! Some people wash them quickly. Some people wash dishes by hand. Some use a dishwasher. Which kind of methods would you use?

- Wait...and wait...and wait!                       Wash them right away  
 Use dishwasher     Wash by hand  
 Other \_\_\_\_\_

### 1. ??? Discuss the following questions in groups and share your ideas.

If you are a “wait....and wait.....and wait” person, what kind of effects could you have on:  
 Roommates?  
 Yourself?  
 Your landlord?  
 Ants and roaches?

### 2. Give some examples of times you categorize things in your daily life. (i.e. organizing your clothes for laundering, doing your homework.)

### 3. Practice categorizing with the following list of items waiting to be washed by hand. Write the name of the item in the correct group below. (Start from the most soiled to the least soiled.)

- |                |                  |              |                |
|----------------|------------------|--------------|----------------|
| glasses        | cookie sheet     | paring knife | greasy skillet |
| cups           | silverware       | cereal bowl  | salad plate    |
| egg beater     | dinner plate     | scorched pan | casserole      |
| serving bowl   | large salad bowl | forks        | spatula        |
| measuring cups | dessert plate    | grater       | sauce pan      |

Wash 1st	Wash 2nd	Wash 3rd	Wash 4th	Wash 5th	Wash 6th

### 3. Explain the steps in washing dishes by hand in words or pictures.

### 4. Explain the steps in washing dishes in the dishwasher using words or pictures.

# TIME TO DO THE DISHES!

## Washing Dishes by Hand

### #1 Remove food particles and grease from dishes, pots, pans, skillets

How can you remove excess grease from a skillet? \_\_\_\_\_

How can you make it easier to clean very soiled pots? \_\_\_\_\_

### #2 Organize items to be washed

Which do you wash first? (Number from 1 to 6 with #1 being first.)



### #3 Prepare dishwater

How warm should dishwater be? \_\_\_\_\_

What cleaning product should be used? \_\_\_\_\_ How much? \_\_\_\_\_

#4 Wash in order listed above from \_\_\_\_\_ soiled to the \_\_\_\_\_ soiled. (least, most)

What should you do if the suds disappear and the water is dirty? \_\_\_\_\_

### #5 Rinse with hot water

Explain rinsing process:

### #6 Drain

Explain draining process:

### #7 Dry

Explain two drying processes:

- 1.
- 2.

Which is the best?

## Washing Dishes in Dishwasher

### #1 Remove food

How can food be removed?

### #2 Recognize dishwasher safe items

What are examples of items that are not dishwasher safe?

### #3 Load dishes correctly

In which direction should soiled surfaces be placed?

### #4 Use the right product

Does the detergent chosen have to be created for a dishwasher?

### #5 Select the cycle

Do dishes need to go through a full wash cycle each time dishes are placed in dishwasher?

### #6 Empty dishwasher

Should dishes be taken out before the cycle is completed?

## TAKE OUT THE GARBAGE!

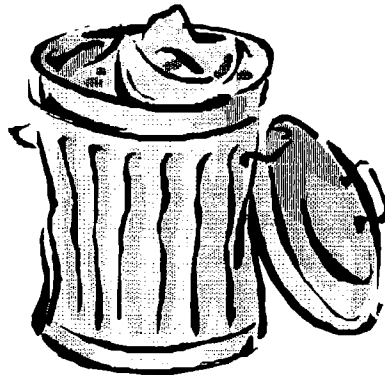
Role play an argument between family members or roommate about who takes out the garbage and how it must be done.

Role play a discussion with a neighbor in an apartment next to yours who sets garbage in the hallway in a paper bag until he gets enough to carry outside.

### ??? Discussion questions:

1. What kind of compromises might be made with family or roommate?
2. What methods could you use to get the neighbor's garbage removed from the hallway?
3. Why are sanitary garbage disposal methods important?
4. What effects do garbage disposal methods have on you? What are effects on city government, family members, neighbors?
5. What are community rules about garbage disposal and recycling? \*
6. What products can be made from recycled products?
7. Does a garbage disposal in the kitchen save money?
8. Are there ways to save money when you dispose of your garbage?
9. How are people held accountable for their garbage disposal methods?
10. How can you keep garbage cans clean?

\*Interview someone from the city who handles garbage and recycling. Create a list of questions to ask. (This can be done by phone, by a personal visit, or a class guest speaker. If interviewing by phone, a class member can call and report to the rest of the class.)



## WHO WILL TAKE OUT THE GARBAGE?

**Find the requirements for waste disposal in your area.**

1. Who is responsible at the local government level for waste disposal rules?
2. Where can you find this information?
3. If you were making a phone call for the information, what questions would you ask?
4. What are the recycling rules in your community?
5. What kinds of products can be made from recycled papers, cans, and bottles?

**Design a plan with a partner** (could be a potential roommate or family member) for getting rid of household wastes.

Item to be disposed of	Container in which it would be placed	Preparation for disposal
wet garbage		
soda cans		
glass bottles		
margarine tubs		
newspapers		
waste paper		
milk bottles		
cardboard boxes		
tooth paste tubes		
motor oil		
paint cans		
hair spray cans		
insecticide containers		
used tissues		

# SHOW HOW TO USE ONE!



✓ Check the following vacuums that you have used. Circle the ones you changed dust bags or filters in.

- |   |   |
|---|---|
| <input type="checkbox"/> upright with disposable paper dust bag | <input type="checkbox"/> canister                 |
| <input type="checkbox"/> cordless hand vac                      | <input type="checkbox"/> electric hand vac        |
| <input type="checkbox"/> car vac                                | <input type="checkbox"/> wet/dry shop vac         |
| <input type="checkbox"/> central vacuum system                  | <input type="checkbox"/> water-filtration upright |

???

- Discuss:
1. What were the advantages of the ones you used?
  2. Were there problems as you used them?
  3. Can you teach someone how to use any of the ones you checked off?
  4. What are some ways you can cause an accident when using a vacuum?
  5. What are some ways you can harm your vacuum?

Observe, explain, or demonstrate how to use a vacuum cleaner of your choice. ( Use the written directions of the manufacturer.) You can do this in a classroom or at home. Complete the following information. If you demonstrated, have the person to whom you demonstrated, sign this sheet. You can use the back of this sheet to write more information if needed.

Type of vacuum cleaner: \_\_\_\_\_

Type of dust bag or filter: \_\_\_\_\_

Check the features that the vacuum has:

- |  |  |
|--|--|
| <input type="checkbox"/> suction adjustment      | <input type="checkbox"/> on/off switch on handle         |
| <input type="checkbox"/> adjustable brush height | <input type="checkbox"/> on/off switch on base of vacuum |
| <input type="checkbox"/> disposable bag          | <input type="checkbox"/> varying speeds                  |
| <input type="checkbox"/> water filter            | <input type="checkbox"/> stiff plastic dust catcher      |

Other features:

Where was the cord storage located ?

List attachments available:

Did you try the attachments?

What problems did you have?

What safety suggestions do you recommend? (Use back of sheet.)

Demonstrated to: \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_



## ME ... A VACUUM CLEANER SALESMAN?

Role play a vacuum cleaner salesman... \* Your audience can be one person or a group of people. Prepare by being able to answer the following questions. (If you are the person to whom the salesman is trying to sell, write the answers down after the "sales pitch" is finished.)

Brand name of vacuum cleaner \_\_\_\_\_ Cost \_\_\_\_\_

Types of attachments available \_\_\_\_\_

\_\_\_\_\_

Advantages of vacuum cleaner:

Disadvantages of vacuum

Process of cleaning rugs with the vacuum \_\_\_\_\_

\_\_\_\_\_

Process of cleaning furniture \_\_\_\_\_

\_\_\_\_\_

Process of cleaning stairs \_\_\_\_\_

\_\_\_\_\_

Would you buy this particular vacuum cleaner? \_\_\_\_\_ Why? \_\_\_\_\_

\_\_\_\_\_

Why not? \_\_\_\_\_

\_\_\_\_\_

### ??? Discussion questions

What are some of my alternatives?

Where can I find vacuum cleaners that would be less expensive?

How could I judge the quality of the vacuum I would like?

If I "impulse buy" the vacuum from the salesman, what might the "opportunity cost" be?

- You can also listen to another person demonstrate a vacuum cleaner in your classroom, at a store, or read advertisements to answer some of the questions.

## BASIC CLEANING PRODUCTS I WANT TO HAVE ON HAND



1. List the basic cleaning products that you want to have when you are on your own.


2. ✓ Check the cleaning supplies that you can make yourself.

3. Compare the value of natural cleaning products such as vinegar, ammonia, and bleach to disinfectant solutions.

**???**

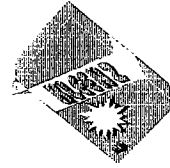
What cleaning products should not be mixed?

Where should cleaning products be stored?

What safety precautions should you take?

How should you get rid of left-over cleaning products?

Why is it important to read labels carefully?



## WHAT DOES THE PACKAGE TELL YOU?

Read information on a cleaning product and answer the following questions.

Name of product \_\_\_\_\_ Cost \_\_\_\_\_

Net contents \_\_\_\_\_ Size of package \_\_\_\_\_

Type of product \_\_\_\_\_

Name of manufacturer \_\_\_\_\_

Address of manufacturer \_\_\_\_\_

Phone number of manufacturer \_\_\_\_\_

Product claim \_\_\_\_\_

Is trademark registered? \_\_\_\_\_ Is there indication of for use in Jewish homes? \_\_\_\_\_

Production code \_\_\_\_\_ Dating \_\_\_\_\_

List of ingredients \_\_\_\_\_

With what products should product be used? \_\_\_\_\_

With what products should product NOT be used? \_\_\_\_\_

Amount to be used \_\_\_\_\_

Where to be used \_\_\_\_\_

What are other possible uses? \_\_\_\_\_

Closing of package and storage suggestions \_\_\_\_\_

Other information found on package \_\_\_\_\_

Where have you seen this product advertised? \_\_\_\_\_

## **"CLEANING IS TOO MUCH TROUBLE!!"**

John and Mark have been sharing an apartment for two months. John is angry with Mark because Mark has refused to clean up after a party he gave. Mark slept in for twelve hours after the party. Then he left to go to a ball game with his friends in the afternoon. There are dishes and half filled cans all around the living area and kitchen. Popcorn is scattered over the floors. Someone sat on a piece of pizza that was left on John's favorite chair. The toilet got clogged so the bathroom is a mess. The garbage cans in the parking area were knocked over when some member of the party left. Mark says he is too busy to clean it all up for a couple of days since he has tests to take and must work extra hours at his job. He says he will get at it on the week-end if he can find the time.

**List** some reasons for cleaning that could be used in John's argument with Mark. Why is cleaning important?

**Role play** the argument between John and Mark.

**???** *Questions to answer:*

What kinds of compromises could be made?

What responsibilities do John and Mark have to their landlord?

What could the results be if they choose not to keep their apartment clean?

## WHAT'S IT MADE OF?

*The following materials are found in a house. Where will you find them?*

glass	brass	chrome	porcelain
linoleum	ceramic tile	wood	cork
copper	brick	aluminum	concrete
vinyl	wall paper	stainless steel	asphalt
plasterboard	plaster	wall paper	fabrics
plastic	painted steel	Plexiglas	acrylic
	fiberglass		

You can purchase various cleaners to clean these surfaces:

granular all-purpose	liquid all-purpose	spray or pump all-purpose
aerosol carpet cleaner	liquid carpet cleaner	cleansers
disinfectants	liquid drain cleaner	granular drain cleaner
detergents	soaps	glass cleaners
metal cleaners	wood polishes/cleaners	specialized cleaners
ammonia	liquid bleach	vinegar

Can you think of others? (You might like to look on a grocery shelf to answer this one!)

Complete the following chart to decide which type of product you would choose in your apartment.

Area to Clean	Type of Product to Use	Brand Name of Product Choice
Oven		
Wood coffee table		
Painted walls		
Stainless steel sink		
Bathtub		
Fiberglass shower stall		
Outside of refrigerator		
Tile floor		
Toilet		
Chrome fixtures		

## CLEANING COMPROMISES

List reasons why you feel cleaning is important. Then share your lists with a potential roommate or friend.

Each person should complete the following chart using the instructions below the chart.

Job	How often it needs to be done	How difficult the job is	Time needed to complete job	Total
Make beds				
Clean bathrooms				
Vacuum carpets				
Do dishes				
Dust furniture				
Clean windows				
General picking up				
Laundry				
Clean refrigerator				
Clean oven				
Take out garbage				
Washing floors				
Clean cupboards				
Mow lawn				
Clean closets				
Cook meals				
Buy groceries				
Other				
Other				

1. From the above list, circle four jobs you despise doing.
2. Rate each job with the following numbering system from 1 to 5.

**How often it needs to be done:**

1= 2-3 times daily    2= daily    3= weekly    4= monthly    5= about 4 times yearly

**How difficult the job is:**

1= terrible    2= very difficult    3= medium    4= not bad    5= easy

**Time needed to complete the job:**

1= more than an hour    2=45-60 min.    3=30-45 min.    4=20 min.    5=5 or so min.

3. Total the three columns for each job. Rank overall scores of the jobs from the lowest to the highest.
4. Make a plan for dividing the housework jobs evenly between you and your potential roommate or friend.

## MAKE A TRAINING VIDEO



Consider starting a cleaning business. Check the Yellow Pages of your telephone directory and see what types of businesses are available in your community.

?? ? **List and share the answers to the following questions.**

What are some of the things that would be necessary for a successful business?

What attributes would you require from a person whom you would hire?

### CREATE A SCRIPT FOR A TRAINING VIDEO TO TEACH CLEANING METHODS TO EMPLOYEES

(You can work the programming with a partner or group. The following outline will be helpful as you make your script.)

Speaker: \_\_\_\_\_ Demonstrators: \_\_\_\_\_

Time allowed: \_\_\_\_\_

Equipment needed: \_\_\_\_\_

Cleaning products needed: \_\_\_\_\_

### SCRIPT

1. Cautions
2. Products to use
3. Cleaning steps
  - Step #1
  - Step # 2
  - Step #3
  - Step #4
  - Step #5
  - Step #6
4. Other information
5. Closure

## CLEANING FLOORS

Floors can be made of any of the following materials. Check ones that you have cleaned.

<input type="checkbox"/> wood	<input type="checkbox"/> vinyl	<input type="checkbox"/> marble	<input type="checkbox"/> glazed ceramic tile
<input type="checkbox"/> linoleum	<input type="checkbox"/> brick	<input type="checkbox"/> asphalt	<input type="checkbox"/> unglazed ceramic tile
<input type="checkbox"/> rubber tile	<input type="checkbox"/> terrazzo	<input type="checkbox"/> vinyl no-wax	<input type="checkbox"/> concrete/ cement

Choose two of the floors listed above. Check the methods to use for cleaning them. Then complete the following forms for the two types of floors you chose.

-----  
 1. Floor type: \_\_\_\_\_

Check which things you should use to clean this type of floor.

Vacuum       Dry-mop       Wet-mop

Type of cleaner:

<input type="checkbox"/> All-purpose, non abrasive	<input type="checkbox"/> Strong detergents	<input type="checkbox"/> Strong abrasives
<input type="checkbox"/> One-step cleaner or shiner	<input type="checkbox"/> Oil-treated mop	<input type="checkbox"/> Bleach
<input type="checkbox"/> Liquid wax	<input type="checkbox"/> Paste wax	<input type="checkbox"/> Liquid cleanser
<input type="checkbox"/> Solvent-based wax	<input type="checkbox"/> Turpentine	<input type="checkbox"/> Naphtha
<input type="checkbox"/> One-step cleaner/shiner	<input type="checkbox"/> Mild detergent	Other: _____

List steps in process of cleaning:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

-----  
 2. Floor type: \_\_\_\_\_

Check which things you should use to clean this type of floor.

Vacuum       Dry-mop       Wet-mop

Type of cleaner:

<input type="checkbox"/> All-purpose, non abrasive	<input type="checkbox"/> Strong detergents	<input type="checkbox"/> Strong abrasives
<input type="checkbox"/> One-step cleaner or shiner	<input type="checkbox"/> Oil-treated mop	<input type="checkbox"/> Bleach
<input type="checkbox"/> Liquid wax	<input type="checkbox"/> Paste wax	<input type="checkbox"/> Liquid cleanser
<input type="checkbox"/> Solvent-based wax	<input type="checkbox"/> Turpentine	<input type="checkbox"/> Naphtha
<input type="checkbox"/> One-step cleaner/shiner	<input type="checkbox"/> Mild detergent	Other: _____

List steps in process of cleaning:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.



## **WHAT A MESS!**

You've just moved into your new furnished apartment. You've found the last tenant wasn't very clean. Look at the problems you've found and explain how you would clean the area. (You can work by yourself or with a "roommate" to find the answers and get the job done.)

1. The refrigerator does not self-defrost. There is one inch of ice on the freezing compartment. A piece of "smelly" cheese was left in the meat tray. The tray is moldy.
2. The bathroom shower is full of black mold and scum.
3. The sink drains slowly and has rust spots where the water is dripping.
4. The windows are so dirty it is difficult to see out of them.
5. The oven has spills and looks like it hasn't been cleaned in years.
6. The white porcelain sink has black marks on it.
7. The bathtub has a ring around it.
8. The persons who helped you move didn't take off their shoes so there are mud and marks on the vinyl kitchen floor.
9. There are scrape marks on the oak coffee table.
10. The hardwood floor in the bedroom is dusty and has dirt marks. (You've rubbed your finger across the surface of the wood and it doesn't smudge.)
11. When you cooked your dinner, you splattered grease as you fried hamburgers for your guests.
12. One of the friends who helped you move spilled a soda on your couch. It also dripped on the rug.
13. The garbage can in the kitchen is dirty and moldy.
14. A light bulb in your bedside lamp has burned out.
15. There's a fresh water stain where a cold soda can was left on your wooden end table.
16. The chrome on the legs of the kitchen table are dirty.

## **DEMONSTRATE HOW TO MAKE A BED!**

### ***Make a demonstration bed.....***

1. Find a box or book that is about 8x10x2 or 8x10x1 inches big. This will be your demonstration "bed" !
2. Find two men's handkerchiefs or cut fabric into 15x15" squares. These will be your "sheets" !

### ***NOW "MAKE THE BED" as you would a "real" one....***

#### **Method # 1: "The Tuck-as-you-walk Method"**

(This is used by motel professionals.)

1. Place the two "sheets" on top of each other on the "bed".
2. Fold the top sheet down so that it can cover a blanket's edge when you use one.
3. Tuck the lower sheet under the mattress all across the top of the mattress.
4. Tuck the top corner in. (You can use a military fold if you know how.)
5. Continue tucking both "sheets" under the mattress as you walk around the bed.

#### **Method #2: "Creating a Bottom-fitted-sheet Method"**

1. Place one "sheet" on top of the "bed".
2. Tuck the sheet under the mattress on all sides. Try to do it evenly so it doesn't come out on any side. (If you have a **real** fitted sheet for the bottom sheet of your bed, you just put it on before you put on the top sheet.)
3. Place the other "sheet" on top of the "bed".
4. Fold the top "sheet" down so that it can cover a blanket's edge when you use one.
5. Tuck the sheet in at the bottom corners and the bottom of the mattress. Leave the side edges hanging free.

#### **Further information to discuss:**

1. What are the advantages and disadvantages of using fitted sheets? (*i.e. Advantage: Ease of use. Disadvantage: Lower sheet takes greatest wear and can only be used on the bottom.*)
2. What are the advantages and disadvantages of using a comforter? (*i.e. Advantage: Can serve as a blanket. Disadvantage: May cost more than a blanket.*)
3. How often should linens be changed?
4. What sizes of sheets are available?
5. How do you judge quality of sheets?

## **ANYONE KNOWS HOW TO CHANGE A LIGHT BULB!**

Changing a normal light bulb is an easy task BUT the choice of the light bulb is important!

Explain how you think electricity works with words or pictures:

### **?????? QUESTIONS TO DISCUSS:**

What can happen if a wrong sized bulb is inserted into a socket?

Where can you find information on a light fixture if you need to know any limitations?

What's the difference between *wattage* and *amperes*?

How can you judge what size bulb to put into a light fixture?

**MY OWN PLAN**

AREA	Suggested Timing	Daily	Weekly	Sometime	Target Date
<b>KITCHEN</b>					
Empty garbage	Daily				
Wash dishes, clean sink & counters	Daily				
Sweep or damp mop floor	Daily				
Wipe range including reflector bowls	Daily				
Dispose of leftovers	Weekly				
Wipe fingerprints on phone & wall switch	As needed				
Clean range oven and hood/fan	After use				
Wipe/polish small appliances	As needed				
Wash walls	As needed				
Clean/defrost refrigerator	As needed				
Clean inside of drawers & cupboards	As needed				
Wash windows & curtains	Seasonally				
Clean/strip/wax floor	Seasonally				
<b>BATHROOM</b>					
Wipe sink & counter top	Daily				
Clean walls of shower	Weekly				
Empty wastebasket	Weekly				
Clean toilet	Weekly				
Wet-mop floor	Weekly				
Replace dirty towels	Weekly				
Clean sink, tub	As needed				
Clean mirrors/accessories	As needed				
Clean shower curtain/door	As needed				
Straighten & wipe drawers & shelves	As needed				
Clean windows/curtains	Seasonally				
Clean/strip/wax floor	Seasonally				
<b>RUGS &amp; CARPETS</b>					
Remove spills	Immediately				
Vacuum rugs	Weekly				
Spot clean heavy traffic areas	As needed				
Vacuum under furniture	As needed				
Clean and/or shampoo	Seasonally				
<b>FLOORS</b>					
Sweep or mop	Daily				
Clean and polish	As needed				
<b>FURNITURE</b>					
Dust	Weekly				
Polish	As needed				
Vacuum upholstery	As needed				
Clean upholstery	As needed				
<b>WALLS</b>					
Clean switch plate/door handle smudges	Weekly				
Dust to remove dust & cobwebs	As needed				
Clean as appropriate	As needed				
Dust woodwork & doors	As needed				
Wash woodwork & doors	Seasonally				

**MY OWN PLAN**

AREA	Suggested Timing *	Daily	Weekly	Sometime	Target Date
<b>WINDOWS</b>					
Wipe sills	Weekly				
Wash	As needed				
Wash or dry-clean drapes & curtains	As needed				
<b>ACCESSORIES</b>					
Dust lamps/shades	Weekly				
Clean telephone	Weekly				
Clean media equipment	Weekly				
Wash vases/ceramics	As needed				
Polish mirrors	As needed				
Dust picture frames	As needed				
Polish brass	As needed				
Clean light fixtures	As needed				
<b>BEDROOM</b>					
Air beds briefly before making them	Daily				
Put clothes away	Daily				
Change bed linens	Weekly				
Vacuum/dust	Weekly				
Turn mattress	Bi-monthly				
Move furniture to vacuum	As needed				
Organize closets	As needed				
Wash mattress covers, pads	As needed				
Air pillows, comforters	As needed				
Wash walls, woodwork, windows	As needed				
Wash or dry-clean blankets, spreads	Seasonally				
<b>LIVING ROOM</b>					
Dispose of ashes, papers, clutter	Daily				
Straighten pillows, throws, accessories	Daily				
Vacuum rugs & upholstered furniture	Weekly				
Dust or vacuum floors, baseboards, doors, corners	Weekly				
Dust & clean accessories/light fixtures	Weekly				
Empty wastebaskets	Weekly				
Shampoo rugs/furniture	As needed				
Wipe cool lamp bulbs	As needed				
Clean under furniture	As needed				
Wash windows, curtains	As needed				
Clean/wax floors	As needed				
Dust books/pictures	As needed				
Wash walls and woodwork	As needed				
Clean closets	Seasonally				



# I CAN CLEAN IT!

Demonstrate or explain how to clean a household item or area of your choice.

Item or area to be cleaned: \_\_\_\_\_

Products to be used: \_\_\_\_\_

\_\_\_\_\_

Supplies needed: \_\_\_\_\_

\_\_\_\_\_

Safety precautions I need to remember: \_\_\_\_\_

\_\_\_\_\_

Process steps:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Did the products you used work well?

Were there any problems with your cleaning process?

What did you find that was fun or funny as you worked?

Is there anything you would do differently next time?

Rate the quality of the cleaning job you did.

GREAT \_\_\_\_\_ OK \_\_\_\_\_ I'LL DO BETTER NEXT TIME \_\_\_\_\_

Name of person demonstrated or explained to: \_\_\_\_\_

Date: \_\_\_\_\_

**Oral Pre-Test for “Cleaning My Place”  
(Level 1 - Minimal)**

1. Describe dishwashing process and necessity.
  - a. Why should dishes be washed regularly? *(Avoid insects, mice, and rats; health; lack of clutter, etc.)*
  - b. What is process of washing dishes by hand? *(Remove food particles; prepare dishwater, wash, rinse, drain, dry.)*
  - c. In what order should dishes be washed? *(Least soiled to most soiled: glasses, silverware, dishes, service dishes, cooking utensils, pots & pans.)*
  
2. Understand sanitary garbage disposal methods.
  - a. How should food garbage be cared for? *(Place in plastic bag in tightly closed garbage can. Remove tightly closed plastic liner from house daily to closed garbage container. Clean garbage can frequently.)*
  - b. How should a garbage disposal be used? *(Grind food wastes with strong flow of cold water. Allow disposal to run until only noise of water and motor are heard. Do not pour grease or fibrous materials into disposal.)*
  
3. Demonstrate use and care of a vacuum cleaner.
  - a. What types of vacuum cleaners should be used for cleaning rugs (*upright*) and for flat surfaces, stairs, and upholstery (*canister*)?
  - b. What care should be given to vacuums? *(Empty dust collectors when bag is full or airflow is blocked. Follow directions in instructions.)*
  - c. What precautions should be taken when using upright vacuums? *(Don't run over cord; pick up matches, cigarettes, or live ashes; pick up sharp objects, etc.)*
  
5. Understand basic cleaning products.
  - a. What are general types of cleaning products? *(There are many choices for special cleaning jobs: all purpose; carpet/ upholstery; cleansers; drain; oven; specialty; tub/tile/shower; waxes; polishes; traditional (ammonia, bleach, vinegar, baking soda.)*
  - b. Why should cleaning product packages be read? *(They explain how to use product; amount to use; uses; safety information; ingredients; company name for contact if necessary.)*
  
6. Demonstrate or explain cleaning of wood, linoleum and vinyl floors, windows, furniture, bathtubs, showers, sinks. *(Have you ever cleaned: wood walls and furniture; linoleum; vinyl floor; windows; furniture; bathtub; shower; sinks? Explain processes.)*
  
7. Understand process of making a bed and sizing of mattresses and sheets.
  - a. Explain how to make a bed. Do you know how to do a “walk-around method”? *(Put two sheets on at once. You can also add a blanket on top. Fold top of top sheet down to cover top of blanket. Begin by tucking at the corner and continue tucking each side and around each corner as you walk around the bed.)*
  - b. What types and sizes of mattresses and sheets are available? *(Single or twin, double, queen, king, crib, cot, foam, daybed, extra long.)*
  - c. What size sheets do you use on your own bed? *(Choose from single, double, queen, king, foam, daybed, extra long, cot.)*
  
8. Understand wattage and its application to replacement of bulbs.

a. How do you know what bulb to choose for replacement of a burned out bulb?  
*(Replace with same wattage bulb that is being replaced. Read the writing on the bulb. Fixtures will have written information visible if wattage limits are set by the manufacturer.)*

b. How does wattage on light bulbs vary? *(More watts give more light.)*

9. Create a personal cleaning plan.

a. What cleaning jobs should be done daily, weekly, as needed, seasonally?

*(Daily- Empty garbage; wash dishes, clean sinks, and counters; wipe range top; sweep or mop floors; air beds briefly before making them; put clothes away, dispose of ashes, papers, clutter.*

*Weekly- Dispose of leftovers in refrigerator; wipe fingerprints on phone and wall switches; clean walls of shower; empty wastebasket; clean toilet; wet-mop floors; replace dirty towels; vacuum rugs; dust furniture; wipe sills; dust lamps/shades; clean telephone and media equipment.*

*As needed- Clean the following: range oven and hood/fan; inside of drawers & cupboards; sink and tub; mirrors accessories; shower curtain/door; walls; woodwork; windows; light fixtures; mattress covers & pads; inside of drawers & cupboard. Defrost refrigerator. Etc.*

*Seasonally- Clean closets. Wash and dry blankets and spreads. Wash woodwork and doors. Clean and/or shampoo rugs. Clean windows/curtains. Clean/strip/wax floors.)*

## EVALUATION FOR "CLEANING MY PLACE" (Level 1, Minimal)

If the statement is true, place a "T" in front of it. If statement is false, place an "F" in front of it.

- \_\_\_\_\_ 1. Keeping a house clean can save you money.
- \_\_\_\_\_ 2. Dishes should be rinsed with warm water.
- \_\_\_\_\_ 3. You should run garbage disposals with hot water to get rid of greasy wastes.
- \_\_\_\_\_ 4. Windows should be cleaned in bright sunlight so spots can be seen.
- \_\_\_\_\_ 5. Water stain marks on wooden furniture may naturally disappear in 24 hours.
- \_\_\_\_\_ 6. No wax vinyl floors need waxing.
- \_\_\_\_\_ 7. Ceramic tile should be cleaned with all-purpose, non-abrasive cleaner.
- \_\_\_\_\_ 8. Local garbage disposal and recycling rules should be checked before disposing of garbage.
- \_\_\_\_\_ 9. Sanforized sheets should not shrink.
- \_\_\_\_\_ 10. Soiled dishes should be faced away from water source in a dishwasher.
- \_\_\_\_\_ 11. It isn't safe to wash stainless steel and silver so they touch when in a dishwasher.
- \_\_\_\_\_ 12. A garbage disposal will not clog from fibrous items such as artichokes.
- \_\_\_\_\_ 13. Pillow cases should be bought 5" wider than their width.
- \_\_\_\_\_ 14. Linoleum can be cleaned with strong detergents and abrasives.
- \_\_\_\_\_ 15. Linoleum can be waxed with water-base or solvent-base wax as needed.

**16-22. Match the best cleaning products with items to be cleaned by placing the correct letter in the right blank:**

- |  |                                    |
|--|------------------------------------|
| _____ stainless steel sink                     | a. bleach cleanser                 |
| _____ inside of refrigerator                   | b. baking soda and water           |
| _____ toilet                                   | c. furniture oil treated mop       |
| _____ stained plastic laminate kitchen counter | d. non-oil wax or paste wax        |
| _____ high gloss wood table                    | e. all-purpose cleaner             |
| _____ wood floors                              | f. disinfectant cleaner            |
| _____ vinyl no-wax floor                       | g. solution of detergent and water |

**23-27. Match the following cleaners with their descriptions:**

- |                         |   |
|-------------------------|---|
| _____ cleanser          | a. protects surface and delays heavy cleaning                         |
| _____ liquid wax        | b. traditional cleaner that can be used for removing hard water spots |
| _____ all-purpose       | c. contains abrasives for scouring action                             |
| _____ vinegar           | d. creates foam that draws dirt to surface                            |
| _____ carpet/upholstery | e. mixes with water and is used for many cleaning jobs                |

**28-33 Place in correct order of dishwashing by hand. Write number 1 for what to wash first, number 2 for what to wash second, etc.**

- |                      |                  |                         |
|----------------------|------------------|-------------------------|
| _____ pots and pans  | _____ glasses    | _____ dishes for eating |
| _____ serving dishes | _____ silverware | _____ baking dishes     |

**34-36. List 3 reasons for keeping a house reasonably clean.**

- 1.
- 2.
- 3.



37. Professionals use the following solution when cleaning windows: 1/2 c ammonia, 1 gal water, 1/2 c white vinegar. Which of these two ingredients should not be mixed together first?

---

38-42. Explain the process of cleaning windows with a squeegee, sponge, and damp cloth with the above solution.

**Mark an "X" beside each correct answer:**

43-47. When cleaning a fiberglass shower you should:

- wipe down shower after each use
- clean with mild disinfectant cleaner
- clean with white nylon scrubber pad
- clean black marks and mold with cleanser
- all of the above

48-52. When cleaning bathtubs and sinks you should:

- if very dirty, rub with cleanser
- remove rust with foam cleaner using brush or nylon pad
- clean drain stoppers monthly
- clean with disinfectant cleaner or liquid cleanser
- all of the above

53-57. When cleaning toilets you should:

- clean with disinfectant
- clean with toilet brush or cloth
- wipe handle and under rim of stool
- wipe upper surfaces and base of toilet
- flush to rinse

58-62. When cleaning carpets you should:

- vacuum every day
- vacuum with 7 backward and forward strokes at least once a week
- remove stains promptly
- work from bottom to top when vacuuming stairs
- all of the above

63-67. When cleaning plastic laminated kitchen counters you should:

- remove film and spots with diluted or full strength all-purpose house cleaners
- remove spots by rubbing with kitchen cleanser
- use rust remover to get rid of rust
- wipe spill immediately
- all of the above

## KEY TO EVALUATION FOR "CLEANING MY PLACE" (Level 1, Minimal)

If the statement is true, place a "T" in front of it. If statement is false, place an "F" in front of it.

- T \_\_\_\_\_ 1. Keeping a house clean can save you money.  
F \_\_\_\_\_ 2. Dishes should be rinsed with warm water.  
F \_\_\_\_\_ 3. You should run garbage disposals with hot water to get rid of greasy wastes.  
F \_\_\_\_\_ 4. Windows should be cleaned in bright sunlight so spots can be seen.  
T \_\_\_\_\_ 5. Water stain marks on wooden furniture may naturally disappear in 24 hours.  
T \_\_\_\_\_ 6. No wax vinyl floors need waxing.  
T \_\_\_\_\_ 7. Ceramic tile should be cleaned with all-purpose, non-abrasive cleaner.  
T \_\_\_\_\_ 8. Local garbage disposal and recycling rules should be checked before disposing of garbage.  
T \_\_\_\_\_ 9. Sanforized sheets should not shrink.  
F \_\_\_\_\_ 10. Soiled dishes should be faced away from water source in a dishwasher.  
T \_\_\_\_\_ 11. It isn't safe to wash stainless steel and silver so they touch when in a dishwasher.  
F \_\_\_\_\_ 12. A garbage disposal will not clog from fibrous items such as artichokes.  
F \_\_\_\_\_ 13. Pillow cases should be bought 5" wider than their width.  
F \_\_\_\_\_ 14. Linoleum can be cleaned with strong detergents and abrasives.  
T \_\_\_\_\_ 15. Linoleum can be waxed with water-base or solvent-base wax as needed.

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| g _____ stainless steel sink                     | a. bleach cleanser                 |
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| a _____ stained plastic laminate kitchen counter | d. non-oil wax or paste wax        |
| d _____ high gloss wood table                    | e. all-purpose cleaner             |
| c _____ wood floors                              | f. disinfectant cleaner            |
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| d _____ carpet/upholstery | e. mixes with water and is used for many cleaning jobs           |

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- |                        |                    |                           |
|------------------------|--------------------|---------------------------|
| 6 _____ pots and pans  | 1 _____ glasses    | 3 _____ dishes for eating |
| 4 _____ serving dishes | 2 _____ silverware | 5 _____ baking dishes     |

**34-36. List 3 reasons for keeping a house reasonably clean.**

1. health (also: saves money, protects security deposit)
2. image
3. avoid insects, mice, rats

37. Professionals use the following solution when cleaning windows: 1/2 c ammonia, 1 gal water, 1/2 c white vinegar. Which of these two ingredients should not be mixed together first?  
vinegar ammonia

38-42. Explain the process of cleaning windows with a squeegee, sponge, and damp cloth with the above solution.

Wet window with solution using sponge. Damp wipe the blade of a squeegee. Slide squeegee horizontally across top of window holding squeegee at an angle. Wipe blade each time using damp cloth. Place squeegee in the dry area created and pull vertically or horizontally. Overlap. Don't remove drops on edge of window. Wipe windowsill with damp cloth.

**Mark an "X" beside each correct answer:**

43-47. When cleaning a fiberglass shower you should:

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- clean with mild disinfectant cleaner
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- remove spots by rubbing with kitchen cleanser
- use rust remover to get rid of rust
- wipe spill immediately
- all of the above

# **CLEANING MY PLACE**

## **(Level 2, Intermediate)**

These experiences are designed for intermediate knowledge needed for housekeeping.

- Persons teaching house care can use *CLEANING MY PLACE A Mini-Micropedia* along with these added learning experiences.
- The learning materials can be used with the Mini-Micropedia or by themselves.
- There is a pre-oral test and an objective post-test included.

**The objectives of this unit are to:**

1. Understand how to prevent sinks and toilets from clogging.
2. Understand how to stop a toilet from running or overflowing.
3. Understand how to unplug a toilet or sink.
4. Demonstrate how to defrost a refrigerator.
5. Demonstrate how to clean a stove.
6. Understand the role of the landlord in making repairs.
7. Understand ways to conserve water and energy.

### **Suggested Added Learning Experiences**

**(These can be used according to the capability of the learner.)**

1. Visit a hardware store or a plumbing shop and view types of sinks and toilets.
2. Create a list of questions regarding how to repair a sink and toilet and interview a plumber or hardware store employee.
3. Prepare a list of questions you would like answered about plumbing problems. Invite a plumber or handyman into your class to answer the questions. Share the questions with him before he comes to the class.
4. Invite a landlord to come to explain tenant problems and landlord problems in rental units. Pre-prepare questions about responsibilities of the landlord and his expectations of his tenants.
5. Talk to the gas or electric company in your area and ask for information and/or a speaker about saving energy.
6. Write a radio commercial encouraging people to save energy.
7. Write an article for a local newspaper regarding the need to recycle and save energy.
8. Choose an area of the city to keep clean over a period of time.
9. Write a play about recycling and saving energy to give to a children's group.
10. Teach someone to defrost a refrigerator and clean a stove.

## ***HELP! It Needs Fixing!***

*Check one of the following items to be repaired and explain or demonstrate the process of repairing the item.*

\_\_\_\_\_ clogged toilet  
\_\_\_\_\_ running toilet

\_\_\_\_\_ clogged sink  
\_\_\_\_\_ overflowing toilet

### **???? Questions to be answered before you start:**

1. Should the landlord be notified?
2. Why should you check a lease before making repairs?
3. What safety measures should be taken to avoid an accident?
4. What caused the problem?
5. How could this repair have been avoided?

Equipment Needed

Products Needed

Steps to take to repair the problem:

## **WHAT DO I DO NOW?**

Role play the following situations:

1. You and your roommate broke a window when playing baseball. You make a plan to contact your landlord to get it repaired.
2. You and your roommate found the kitchen sink clogged after a party you gave. You try using a plunger without success. You decide what to do.
3. You wake up in the morning. When you get out of bed, you step into a puddle on the floor! You look at the ceiling and see drops of water falling into the puddle. You find something to put under the leak and decide what to do about the problem.

### **??? Discussion questions for each of the skits above**

Do you agree with the plans made by the roommates?

With what parts of the planning steps do you disagree?

What kind of new problems could be caused by the actions the roommates wanted to take?

Which of these problems could the roommates have solved without the landlord's help?

Which problems may need the help of the landlord?

What are the steps to take when informing a landlord of a problem?

### **NOW write a letter of complaint to a landlord about the following situation:**

The banister leading from the basement to your apartment has broken off. You talked with the landlord four weeks ago about the problem. The banister is still not repaired. You are concerned about falling onto the cement floor while carrying your laundry to the basement.

