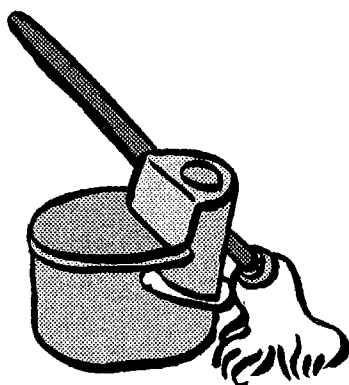


# **CLEANING MY PLACE**



**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.

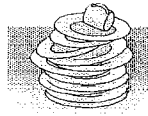
### **Suggested Added Learning Experiences**

**(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!

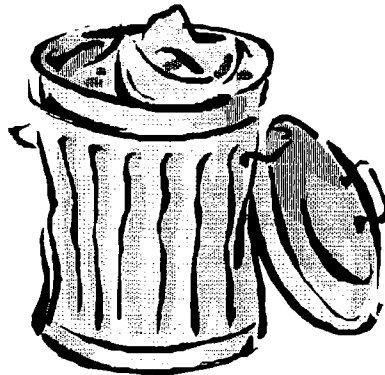
Role play an argument between family members or roommate about who takes out the garbage and how it must be done.

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.

**???**

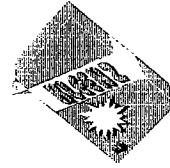
What cleaning products should not be mixed?

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.

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

- |  |                                    |
|--|------------------------------------|
| g _____ stainless steel sink                     | a. bleach cleanser                 |
| b _____ inside of refrigerator                   | b. baking soda and water           |
| f _____ toilet                                   | c. furniture oil treated mop       |
| 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            |
| e _____ vinyl no-wax floor                       | g. solution of detergent and water |

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

- |                           |  |
|---------------------------|--|
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| b _____ vinegar           | d. creates foam that draws dirt to surface                       |
| d _____ 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.**

- |                        |                    |                           |
|------------------------|--------------------|---------------------------|
| 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:

- 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

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- clean with disinfectant
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- vacuum every day
- vacuum with 7 backward and forward strokes at least once a week
- remove stains promptly
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- 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

# **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.

## **You Mean I Have to Get Rid of the Ice?**

John moved into his first apartment and really felt great! Everything was in place. Everything worked. He felt very much in control. After being in the apartment for over a month, he became concerned because there was frost collecting on the freezing compartment of his refrigerator. He had never seen this problem before. He mentioned it to a friend who said that the refrigerator just needed defrosting. John had always lived in a place that had a self-defrosting refrigerator and had never seen ice build-up before. Well.....help John out. Consider how you would explain it to him or demonstrate the defrosting process to him.

Why is it necessary to defrost a refrigerator?

What equipment will you need?

What cleaning products will you need?

What precautions will you need to tell him about?

What are the steps of the defrosting process?

**Thanks! You've been a good friend!**

## RX for Ranges

Fried hamburgers and pizza spillovers spell out messes for the range. If the range doesn't receive immediate attention, the problem grows worse....and harder to remedy.

If you need to clean a range, what process would you use? (You can explain or demonstrate.)

**Be sure to use an instruction book if one is available.**

Part to be Cleaned	Cleaning Product	Cleaning Process
Porcelain coated stainless steel grates		
Porcelain finish exterior		
Vinyl finishes Door handles		
Chrome drip bowls		
Control knobs		
Glass, backguard oven window		
Surface burners		
Polyester end panels		
Aluminum backguard & control panel		
Chrome & stainless steel trim parts		
Broiler insert & pan		
Oven racks		
Interior porcelain finish		
Door gasket, silicone rubber		
Burner box located under cooktop		

**What are some precautions you should take?**



# **TEACH SOMEONE TO CLEAN A STOVE OR A REFRIGERATOR**

**Make a lesson plan for teaching someone to clean a refrigerator or stove.**

Objective: To demonstrate how to clean a \_\_\_\_\_.

- Concepts:
1. Cleaning products to be used
  2. Supplies needed
  2. Safety warnings
  3. Process of cleaning

Teacher notes:

Cleaning products to be used:

Supplies needed:

Safety warnings:

Steps in process of cleaning:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.

***Now you might like to create test!***

# ENERGY SAVING PLANNING

**M**ost apartment rentals do not include utilities such as gas and electricity in monthly rent.  
Water bills, however, may be included.

**M**ake a list of 5 reasons why you should save energy.

- 1.
- 2.
- 3.
- 4.
- 5.

**M**ake a list of 10 ways you can save gas and electricity when renting an apartment.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

**S**hare your list with a small group and combine the lists you created.

**N**ow create a pamphlet on energy saving to share with others. You can work in small groups or separately. Figure ways to share your pamphlets with others.

**Oral Pre-Test for "Cleaning My Place"**  
**(Level 2 - Intermediate)**

1. Understand how to prevent sinks and toilets from clogging.
  - a. What causes sinks and toilets to clog? (*grease, food particles, paper towels, sanitary napkins, hair, etc.*)
2. Understand how to stop a toilet from running or overflowing.
  - a. What does a "running" toilet mean? (*Can hear the sound of water running continuously in a toilet.*)
  - b. How do you stop toilet from overflowing? (*Turn water valve underneath off.*)
  - c. How do you stop toilet from running? (*Jiggle handle or slightly bend metal rod between float and valve. Parts may need replacement. Talk to landlord.*)
3. Understand how to unplug a toilet or sink.
  - a. What can you use to unplug a toilet? (*A plunger.*)
  - b. How can you unplug a sink drain? (*Use a plunger first. If necessary, use a drain cleaner but not with a plunger.*)
  - b. What safety precautions should you take if using a drain cleaner? (*Follow package directions carefully. Never use a plunger, etc.*)
4. Demonstrate how to defrost a refrigerator.
  - a. What type of refrigerators do not need defrosting? (*No-frost refrigerator.*)
  - b. How thick should the frost be before defrosting is needed? (*1/2 inch*)
  - c. Explain the steps for defrosting. (*Turn off refrigerator. Remove all foods and protect by keeping cold. Put warm water in containers on shelves and in freezing unit to hurry process. Empty water containers. Wipe shelves, sides, and storage drawers with warm water and baking soda solution. Wipe door gasket with solution of baking soda, water, and detergent. Rinse. Dry. Replace foods. Turn refrigerator on. Clean fins or condenser coils.*)
  - d. What precautions are necessary? (*Don't chip ice off.*)
  - e. How do you clean a no-frost refrigerator? (*Wash shelves, sides, and storage drawers with warm water and baking soda solution; wipe door gasket with solution of baking soda, water, and detergent; rinse; dry; flush drain hole with warm water; remove and wash evaporator pan; clean fins or condenser coils.*)
5. Demonstrate how to clean a stove (range).
  - a. Explain the steps for cleaning a stove. (*Wash pans under burners when range is cool. Use hot detergent solution. Rinse. Dry. Wipe metal or porcelain ring around electrical units. Clean holes in burner ports with small wire or pipe cleaner. For thorough cleaning, remove gas range burner heads or entire burners. Wash in hot detergent solution. Scour. Rinse. Dry. Clean underneath range top. Use oven cleaner on oven. Remove stains with plastic scouring pad or steel wool. Clean racks and removable panels with warm detergent/ammonia solution. Wash outside of stove with detergent solution. Rinse. Dry.*)
  - b. What precautions are necessary? (*Wipe oven sensor temperature tube gently. Don't leave cleaning product on tube. Don't mix ammonia and chlorine bleach cleanser. Clean areas only if they are cooled. Follow directions on oven cleaners carefully.*)
6. Understand the role of the landlord in making repairs.
  - a. For what repairs is a landlord responsible? (*All structural repairs to the building and grounds. Must keep rental unit in habitable condition so it is safe for tenants.*)
7. Understand ways to conserve water and energy. (*Turn off lights and TV when not in use; take baths instead of showers; limit amount of time in showers; etc.*)

## EVALUATION for "CLEANING MY PLACE"

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

- 1. A tenant is responsible for damages he causes.
- 2. Cleaning products should not be left on an oven sensor tube.
- 3. You should avoid pushing blockage down into a toilet trap when unplugging a toilet.
- 4. It is effective to use a plunger when cleaning a drain with a drain cleaner.
- 5. Baths take less water than showers do.
- 6. Refrigerators shouldn't be defrosted until frost is 1" thick.
- 7. A range top should be lifted and cleaned underneath.
- 8. Charcoal can be used to avoid refrigerator odors.
- 9. The evaporator pan in a no-frost refrigerator does not need cleaning because it only collects water.
- 10. The fumes of household ammonia can be used to clean an oven.
- 11. A detergent solution is appropriate for cleaning the outside of a refrigerator.
- 12. It's not necessary to clean under a refrigerator.
- 13. A landlord is responsible for the repair of a television set.
- 14. A plunger should be used to help clear a clogged sink when a drain cleaner is used.
- 15. You must wait at least 60 days on a repair from a landlord before taking legal action.

Place an "X" in front of all of the correct answers:

16-20. When washing pans under burners on a stove, you should:

- wipe when still hot
- use a cool detergent solution
- clean holes in burner ports with small wire or pipe cleaner
- use steel wool pads for difficult to remove burned on food
- remove electrical unit when possible and clean around it.

21-25. To hurry a refrigerator defrosting process you can:

- chip ice off with a knife
- place hot water in containers on shelves and freezing unit
- follow directions in instruction book
- leave refrigerator door open
- leave ice cube trays in freezing unit.

26-30. The first thing to do when a toilet is overflowing is:

- call the landlord
- turn off water valve under the toilet
- use plunger to open the drain
- look into toilet tank to find the problem
- bail out the water in the toilet bowl to avoid overflow.

31-40. List five ways to save energy.

- 1.
- 2.
- 3.
- 4.
- 5.

41-45. Explain how to clean a stove.

45-50. Explain how to defrost a non-frost refrigerator.

**KEY FOR EVALUATION FOR "CLEANING MY PLACE"**  
**(Intermediate)**

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. A tenant is responsible for damages he causes.  
T \_\_\_ 2. Cleaning products should not be left on an oven sensor tube.  
T \_\_\_ 3. You should avoid pushing blockage down into a toilet trap when unplugging a toilet.  
F \_\_\_ 4. It is effective to use a plunger when cleaning a drain with a drain cleaner.  
T \_\_\_ 5. Baths take less water than showers do.  
F \_\_\_ 6. Refrigerators shouldn't be defrosted until frost is 1" thick.  
T \_\_\_ 7. A range top should be lifted and cleaned underneath.  
T \_\_\_ 8. Charcoal can be used to avoid refrigerator odors.  
F \_\_\_ 9. The evaporator pan in a no-frost refrigerator does not need cleaning because it only collects water.  
T \_\_\_ 10. The fumes of household ammonia can be used to clean an oven.  
T \_\_\_ 11. A detergent solution is appropriate for cleaning the outside of a refrigerator.  
F \_\_\_ 12. It's not necessary to clean under a refrigerator.  
F \_\_\_ 13. A landlord is responsible for the repair of a television set if it is attached to cable.  
F \_\_\_ 14. A plunger should be used to help clear a clogged sink when a drain cleaner is used.  
F \_\_\_ 15. You must wait at least 60 days on a repair from a landlord before taking legal action.

Place an "X" in front of all of the correct answers:

16-20. When washing pans under burners on a stove, you should:

- \_\_\_ wipe when still hot  
\_\_\_ use a cold detergent solution  
\_\_X\_\_ clean holes in burner ports with small wire or pipe cleaner  
\_\_\_ use steel wool pads for difficult to remove burned on food  
\_\_X\_\_ remove electrical unit when possible and clean around it.

21-25. To hurry a refrigerator defrosting process you can:

- \_\_\_ chip ice off with a knife  
\_\_X\_\_ place hot water in containers on shelves and freezing unit  
\_\_X\_\_ follow directions in instruction book  
\_\_X\_\_ leave refrigerator door open  
\_\_\_ leave ice cube trays in freezing unit.

26-30. The first thing to do when a toilet is overflowing is:

- \_\_\_ call the landlord  
\_\_X\_\_ turn off water valve under the toilet  
\_\_\_ use plunger to open the drain  
\_\_\_ look into toilet tank to find the problem  
\_\_\_ bail out the water in the toilet bowl to avoid overflow.

31-40. List five ways to save energy. *(Turn off lights and TV when not in use; take baths instead of showers, close drapes in winter, bake more than one thing in oven at a time, don't open oven unless necessary, use microwave when possible, etc.)*

- 1.
- 2.
- 3.
- 4.
- 5.

41-45. Explain how to clean a stove.

*(Wash pans and supports under burners. Wipe ring around electric surface units. Remove electrical unit when possible. Clean holes in burner ports. Wash burner heads or entire burners with hot detergent solution, scouring if necessary. Rinse. Dry. Lift range top and clean underneath with detergent solution. Rinse. Dry. Clean oven with oven cleaner following directions.)*

45-50. Explain how to defrost a refrigerator that is not frost-free.

*(When frost is 1/2 inch thick on freezer compartment, turn refrigerator off. Remove freezer trays and food. Protect food by keeping it cold. Place hot water in pans in freezer and or on shelves. Empty collected water when frost is gone. Rinse inside, trays, drawers. Dry. Replace dried trays, drawers, and food. Clean fins or coils. Turn refrigerator on.)*

# **CLEANING MY PLACE**

## **(Level 3, Adequate)**

**These experiences are designed for advanced 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. Perform routine house cleaning to maintain a home in a reasonably clean state.
2. Explain how to paint and how to make minimum repairs for dry wall and nail holes.
3. Explain how to change a fuse and reset a circuit breaker.
4. Understand how to measure for shades, curtains and drapes.
5. Understand how to prevent and get rid of insects, mice, etc.

### **Suggested Added Learning Experiences**

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

1. Visit a store that carries paint supplies and ask prepared questions about painting and equipment that is available.
2. Plan a visit to a building where painting is being done. Preplan to talk with someone about painting while there.
3. Look on internet for helpful painting hints.
4. Visit a library and research information on household repairs including books, magazines, videos.
5. Tape and/or listen to a television housecare program.
6. Create your own television program of household repair information.
7. Interview various repairmen on tape and share with others.
8. Interview a person from a cleaning agency with pre-prepared questions.
9. Compare costs of having a professional paint a room and doing it yourself.
10. Interview or invite a speaker in from a pest control company.
11. Paint a room.
12. Repair a hole in a small piece of sheetrock or a real wall.



## **SETTING MY OWN STANDARDS**

List words to describe the **worst** living environment you can imagine.

Share descriptions with a small group and discuss:

1. What were your feelings when you made or heard the descriptions?
2. What would some consequences be if you had to live in that environment?
3. What could you do if you had to live in such conditions?

With your small group, list household tasks that need to be done where you live.

1. Mark a "D" beside the tasks that need to be done daily.
2. Mark a "W" beside the tasks that need to be done weekly.
3. Mark an "A" beside the tasks that need to be done as needed.
4. Mark an "S" beside the tasks that need to be done seasonally.

Answer the following questions.

1. What criteria did you use to decide how often tasks needed to be done?
2. What were some of the disagreements in your group?
3. What happens when standards differ in a group of people who live together?
4. Why do standards differ?
5. What can be done when people living together have different standards or time lines for completing tasks?

Compare your combined list with the attached list.

1. What differences do you find?

**NOW:**

Working individually, make a list of tasks you do regularly where you live. Then mark an "X" beside those that you have done at some time.

How are you going to set your own standards when you are on your own?

What tasks would you like to learn how to do?

**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	Weekly				
Clean range oven and hood/fan	As needed				
Wipe/polish small appliances	After use				
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				



**CREATE** **Fun** **WAYS**  
to  
**Lighten Your Household Tasks**

Have you ever read the book "Cheaper by the Dozen"? It was written by Frank Gilbreth who is known worldwide as the "time and motion" inventor. The techniques taught were a part of the industrial revolution's assembly lines where workers wasted little motion and/or time. More products were produced more quickly. Profit was therefor increased. His wife continued his work after he died.

The Gilbreths had a family of 12 children..... thus the name of the book. Their children were taught to use their time by not wasting any motion that was unnecessary. They even ate apples, core and all.

Below is a list of words, including "Time and Motion " that can tax your imagination as you try to create some ways to lighten the boredom and repetitive tasks that housework often requires. As an example: You save "time and motion" by washing a floor with one hand and drying it with the other, going over areas only once in a pattern.

Choose one set of words from the list and create your own methods. Work with another person or by yourself. Once you've figured out a plan for making cleaning more fun and faster, demonstrate the method to someone.

1. Round About
2. Both Hands
3. Exercise
4. Beat Your Own Record
5. Clean-a-Room-A-Day
6. Music
7. Sandwich Time
8. Military White Glove Inspection
9. Rap It!
10. Let's Make a Deal
11. Time & Motion
12. Win the Game
13. Clean-As-You-Go

## HELP! It Needs Fixing!

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

- |       |                             |       |                        |
|-------|-----------------------------|-------|------------------------|
| _____ | fixing a hole in the wall   | _____ | replacing a light bulb |
| _____ | painting a room             | _____ | changing a fuse        |
| _____ | resetting a circuit breaker |       |                        |

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

1. Should the landlord be notified?
2. 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

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

### Products Needed

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

### Steps to take to repair the problem:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.

# ***IT CAN MEAN YOUR LIFE!***

**(INTERVIEW AN ELECTRICIAN, CRUISE THE INTERNET,  
or  
READ A GOOD BOOK)**

Electricity is an important part of our lives. It can be a friend or an enemy. Because shocks can be very light or deadly, it is important to understand how to stay safe. Before you deal with anything electrical, you should understand some basics.

Find answers to the following questions:

1. What training is needed to be a licensed electrician?
2. What safety measures do you suggest for people when they use electricity?
3. What should be done if lights go out in an apartment?
4. How do you change a fuse?
5. How do you reset a circuit breaker?
6. What does a shock from an appliance indicate?
7. How do I know if the place I rent has faulty wiring?
8. How does electricity cause fires?
9. What can I do if there aren't enough outlets in my kitchen?
10. How do I protect my computer and television from lightning strikes?
11. Other things I'd like to know:

After you've received answers to the questions above, answer the following questions yourself.

1. Is the information I received valid?
2. What other types of information do I need to know?

## ELECTRICAL DETECTIVE AT WORK



It's best to be prepared before lights go out! It's time to do some detective work early .

### Explore your living space.....

Where is the electric entrance panel located?

Is there a written list indicating what areas are serviced by each fuse or circuit breaker?

Does the main service panel have fuses or circuit breakers?

If it has fuses, what numbers are on the fuses?

Are there extra fuses near so they can be replaced easily when needed?

Is there a new replacement for each number?

What does a blown out fuse look like?

How is the fuse replaced?

If there is a circuit breaker, how do you reset it?

Is there a flashlight available that works in case it is needed when lights go out?

What precautions do you need to take when you work with the electric panel?

### Check for electrical safety!

- There are not several appliances used with an extension cord.
- There are no multiple outlet plugs used for appliances.
- There are no cords running under rugs.
- There are no worn, broken, or brittle cords.
- All appliances are in good repair.
- There is a fire extinguisher quickly available.

When should your landlord or an electrician be called?

What kind of training is necessary for a certified electrician?



## INTERVIEW A PAINTER

Painters have a lot of techniques to share that help do a quality job and save time. Here are some questions to ask. You'll probably have even more once you start talking. A painter can even show you some of the equipment used. (A trip to a paint store may also give you answers and you can see the latest!) You can also research answers with books and catalogs.

What kind of paint brushes are available?

How do you judge good quality in a paint brush?

What type of brush is best for applying latex paint?

What equipment is available to use for paint rollers?

How do you choose a roller pad?

How do you choose a paint pad?

Fill out the following chart:

Paint type	Advantages	Disadvantages
Alkyd-base		
Oil-base		
Latex		

What process do you use for applying paint to a wall with a brush?

What process do you use for applying paint to a wall with a roller?

What process do you use for applying paint with a paint pad?

How do you do ceilings?

What does it mean to "cut in" corners?

How do you clean your brushes, rollers, and pads?

How can I avoid putting paint on the woodwork?

What should be done to prepare a room for painting?

## TIME TO PAINT



**L**ee was getting ready to move into a new apartment. She wanted to get her security deposit back because she needed the money for moving expenses. She decided to read her lease again to make sure she had met her agreements. She found she wasn't supposed to leave holes in the wall. Oops! She had hung some pictures with nails. She'd need to plug the holes. What directions would you give to her?

Supplies needed:

Process:

**P**edro wanted to paint the walls of his living room a different color. He read his lease and then talked with his landlord. He was given permission to paint the one room. He asked you to help him do the painting since he had never painted before. (You can role play your planning.)

Supplies needed:

Pre-preparation needed:

Process:

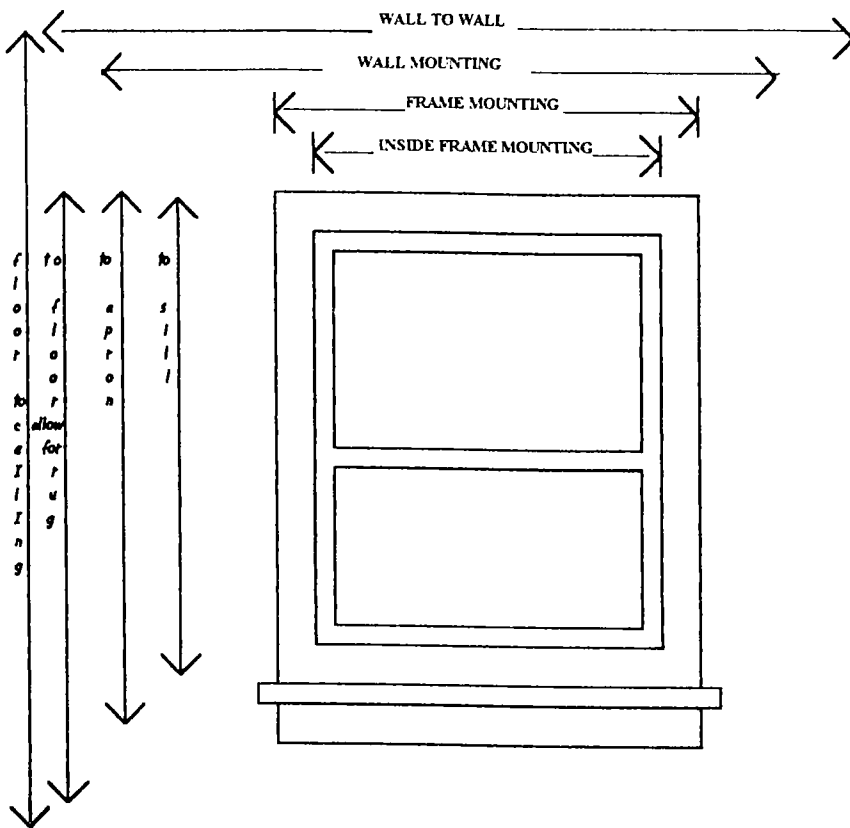


# MEASURE FOR CURTAINS

You've moved into your new apartment and want to hang something over your bedroom window. What measurements do you need to consider? \_\_\_\_\_

How accurate must your measurements be? \_\_\_\_\_

## HOW TO MEASURE:



What measurements are needed for the following types of window coverings?

Roller shades:

Casement curtains (only to sill):

Criss-cross priscillas:

Draw draperies (remember to allow for overlap):

Valances:

Other choice?

## GETTING RID OF UNWANTED GUESTS... PEST CONTROL!



**Y**ou found small holes in a wool sweater. What could have caused the holes? \_\_\_\_\_  
What can you do to avoid the insect causing the problem to other woolens?

**W**hen you went into the kitchen at midnight to get a snack, you saw black bugs scurrying across the counter. What might these insects be? \_\_\_\_\_  
What problems could they cause? \_\_\_\_\_

What should you do to get rid of them?

How can you avoid them in the future?

**A**s you cleaned a spot of ketchup from your rug, you noticed that something had been eating the fibers of your rug. You decided to look at night to see if you could discover the insect that might be causing this. When you turned on the lights, you saw a silver bug run back under the floor molding. What could this insect be? \_\_\_\_\_  
How can you get rid of the insects?

How can you avoid them in the future?

**Y**ou found an army of ants crossing your kitchen counter on their way to your cupboard.  
What can you do to get rid of them?

How can you avoid them in the future?

There were mouse droppings in your cupboard. What can you do to get rid of them?

How can you avoid them in the future?

**Oral Pre-Test for "Cleaning My Place"**  
**(Level 3 - Adequate)**

1. Perform routine house cleaning to maintain a home in a reasonably clean state.
  - a. What tasks do you perform regularly where you live? *(Answers vary)*
  - b. What tasks need to be done daily? *(Take garbage out, wash dishes, sweep floors etc.)*  
Weekly? *(Change linens, dust, vacuum, empty wastebaskets, clean toilet, wet-mop, etc.)*  
As Needed? *(Clean shower, wash walls, clean/defrost refrigerator, vacuum upholstery, etc.)*  
Seasonally? *(Clean/strip floor, clean windows, clean closets, etc.)*
  - c. Why is keeping a home in a reasonably clean state important? *(Health, saves money, sets image, etc.)*
  - d. In what ways could cleaning be made fun to do? *(Share it, work to music, try to beat your own time, etc.)*
1. Explain how to paint and how to make minimum repairs for dry wall and nail holes.
  - a. Have you ever repaired dry wall? *(Yes or no)*
  - b. How is the job of repair done? *(Use joint compound to fill hole. Smooth with putty knife. Dry. Sand if necessary. Paint to match wall.)*
  - c. Have you ever repainted a wall? *(Yes or no)*
  - d. How is painting done? *(Choose paint type and equipment. Remove obstacles in room including switch plates. Protect floors and furniture. Prepare walls by filling holes and washing if necessary. Spot prime if appropriate. Apply paint with method appropriate to type of applicator and type of paint. Clean equipment.)*
3. Explain how to change a fuse and reset a circuit breaker.
  - a. Have you ever changed a fuse or reset a circuit breaker? *(Yes or no)*
  - b. What steps are needed for replacing a fuse or circuit breaker? *(Replace a fuse that is discolored with a broken metal strip with a fuse of the same size. Turn a circuit breaker to the "On" position.)*
4. Understand how to measure for shades and curtains.
  - a. Have you ever measured for shades or curtains? *(Yes or no)*
  - b. What steps should be taken? *(Choose type of window covering and placement on wall and/or window frame. Measure very accurately. Allow extra inches for overlap of rod and overlap of drapes if choosing to put drapes at a window.)*
5. Understand how to prevent and get rid of insects, mice, etc.
  - a. How do you avoid getting insects and mice in an apartment? *(Keep garbage in clean, covered garbage containers. Remove garbage daily to outside. Avoid stacks of paper and magazines. Remove dust and dirt from crevices, cracks, floor boards. Moth proof woolens. Keep areas clean from debris, etc.)*
  - b. How do you get rid of insects and mice in an apartment? *(Use insecticides or traps following directions on packages. Use safety measures to protect humans and pets. Talk to landlord or health department if problem is severe.)*

**Evaluation for "Cleaning My Place"**  
**(Level 3 - Adequate)**

Place a "T" in front of the statements that are true and an "F" in front of the statements that are false.

- 1. A quality paint brush has split ends.
- 2. Landlords are responsible for getting rid of severe insect problems.
- 3. Large cracks may need to be made larger before repairing.
- 4. Time and motion methods can be used for cleaning.
- 5. If you don't have a fuse handy, you can replace it with a penny until you can buy a new fuse.
- 6. It's safe to work on a wet floor when changing a fuse.
- 7. Brushes should be stored standing up.
- 8. A brittle cord is safe to use.
- 9. The naps of all paint rollers are the same.
- 10. An electric fire should be put out with water.
- 11. Some joint compounds can be mixed with water.
- 12. Nylon bristles are best for use with oil paints.
- 13. Moth larvae can be responsible for eating holes in wool.
- 14. Damp areas attract insects.
- 15. Grain products should be kept in tightly closed containers.

Mark an "X" by all the correct answers in the statements below.

- 16-20. When you measure for draperies, you should:
- decide how long you want them to be
  - measure accurately
  - allow extra inches for covering a draw curtain rod
  - decide where you want them placed on wall or window casing
  - all of the above

- 21-25. Latex paint:
- requires special cleaner for brushes
  - is water soluble
  - is easy to apply
  - dries fast
  - is resistant to stains

- 26-30. Oil based paint:
- dries fast
  - is easy to apply
  - is resistant to stains
  - can be cleaned with turpentine
  - all of the above

- 31-35. When painting walls with a paint brush:
- \_\_\_\_\_ use paint brush to cut in all corners at ceilings, woodwork, and corners
  - \_\_\_\_\_ cover wood edges with masking tape
  - \_\_\_\_\_ paint with light, steady pressure to the end of the stroke
  - \_\_\_\_\_ paint quickly in series of diagonal strokes
  - \_\_\_\_\_ all of the above

- 36-40. These tasks should be done daily:
- \_\_\_\_\_ remove garbage from house
  - \_\_\_\_\_ sweep floors
  - \_\_\_\_\_ dust
  - \_\_\_\_\_ wash dishes
  - \_\_\_\_\_ vacuum rugs

- 41-45. These tasks should be done only as needed:
- \_\_\_\_\_ clean shower
  - \_\_\_\_\_ wash windows
  - \_\_\_\_\_ clean/wax floors
  - \_\_\_\_\_ dust books/pictures
  - \_\_\_\_\_ air pillows and comforters

Match the following words with the correct definitions by filling in the blanks:

- |                          |   |
|--------------------------|---|
| _____ 46. wattage        | a. flow of electricity                          |
| _____ 47. voltage        | b. rate of flow of electricity                  |
| _____ 48. amperes        | c. electric pressure                            |
| _____ 49. fuses          | d. protective device to cut flow of electricity |
| _____ 50. entrance panel | e. place where circuit breakers and fuses are   |

Match the following words with the correct definitions by filling in the blanks:

- |                          |   |
|--------------------------|---|
| _____ 51. centipedes     | a. carry diseases                           |
| _____ 52. crickets       | b. do not cause damage                      |
| _____ 53. carpenter ants | c. eat wood of which houses are constructed |
| _____ 54. cockroaches    | d. chew silks, cotton, and woolens          |
| _____ 55. silverfish     | e. eat starchy items                        |

56-60. What steps should be taken if cupboards are infested with insects?

**Evaluation Key for "Cleaning My Place"**  
**(Level 3 - Adequate)**

Place a "T" in front of the statements that are true and an "F" in front of the statements that are false.

- T \_\_\_\_\_ 1. A quality paint brush has split ends.
- T \_\_\_\_\_ 2. Landlords are responsible for getting rid of severe insect problems.
- T \_\_\_\_\_ 3. Large cracks may need to be made larger before repairing.
- T \_\_\_\_\_ 4. Time and motion methods can be used for cleaning.
- F \_\_\_\_\_ 5. If you don't have a fuse handy, you can replace it with a penny until you can buy a new fuse.
- F \_\_\_\_\_ 6. It's safe to work on a wet floor when changing a fuse.
- F \_\_\_\_\_ 7. Brushes should be stored standing up.
- F \_\_\_\_\_ 8. A brittle cord is safe to use.
- F \_\_\_\_\_ 9. The naps of all paint rollers are the same.
- F \_\_\_\_\_ 10. An electric fire should be put out with water.
- T \_\_\_\_\_ 11. Some joint compounds can be mixed with water.
- F \_\_\_\_\_ 12. Nylon bristles are best for use with oil paints.
- T \_\_\_\_\_ 13. Moth larvae can be responsible for eating holes in wool.
- T \_\_\_\_\_ 14. Damp areas attract insects.
- T \_\_\_\_\_ 15. Grain products should be kept in tightly closed containers.

Mark an "X" by all the correct answers in the statements below.

16-20. When you measure for draperies, you should:

- X \_\_\_\_\_ decide how long you want them to be
- X \_\_\_\_\_ measure accurately
- X \_\_\_\_\_ allow extra inches for covering a draw curtain rod
- X \_\_\_\_\_ decide where you want them placed on wall or window casing
- X \_\_\_\_\_ all of the above

21-25. Latex paint:

- \_\_\_\_\_ requires special cleaner for brushes
- X \_\_\_\_\_ is water soluble
- X \_\_\_\_\_ is easy to apply
- X \_\_\_\_\_ dries fast
- \_\_\_\_\_ is resistant to stains

26-30. Oil based paint:

- \_\_\_\_\_ dries fast
- \_\_\_\_\_ is easy to apply
- X \_\_\_\_\_ is resistant to stains
- X \_\_\_\_\_ can be cleaned up with turpentine
- \_\_\_\_\_ all of the above

31-35. When painting walls with a paint brush:

- X  use paint brush to cut in all corners at ceilings, woodwork, and corners
- X  cover wood edges with masking tape
- paint with light, steady pressure to the end of the stroke
- paint quickly in series of diagonal strokes
- all of the above

36-40. These tasks should be done daily:

- X  remove garbage from house
- X  sweep floors
- dust
- X  wash dishes
- vacuum rugs

41-45. These tasks should be done only as needed:

- X  clean shower
- X  clean drawers and cupboards
- X  clean/wax floors
- X  dust books/pictures
- X  air pillows and comforters

Match the following words with the correct definitions by filling in the blanks:

- |   |   |
|---|---|
| a <input type="checkbox"/> 46. wattage        | a. flow of electricity                          |
| c <input type="checkbox"/> 47. voltage        | b. rate of flow of electricity                  |
| b <input type="checkbox"/> 48. amperes        | c. electric pressure                            |
| d <input type="checkbox"/> 49. fuses          | d. protective device to cut flow of electricity |
| e <input type="checkbox"/> 50. entrance panel | e. place where circuit breakers and fuses are   |

Match the following words with the correct definitions by filling in the blanks:

- |   |   |
|---|---|
| b <input type="checkbox"/> 51. centipedes     | a. carry diseases                           |
| d <input type="checkbox"/> 52. crickets       | b. do not cause damage                      |
| c <input type="checkbox"/> 53. carpenter ants | c. eat wood of which houses are constructed |
| a <input type="checkbox"/> 54. cockroaches    | d. chew silks, cotton, and woolens          |
| e <input type="checkbox"/> 55. silverfish     | e. eat starchy items                        |

56-60. What steps should be taken if cupboards are infested with insects?

*(Remove contents. Vacuum cracks. Clean and disinfect. Apply surface insecticides following directions carefully. Dry. Line with paper. Do not contaminate foods!)*