

HOME MANAGEMENT



Learning Inventory of Skills Training
Created by CRMHC OT staff and students

BASIC: Must know 3 out of 5

1. Knows how to wash dishes adequately using soap and hot water

Importance of Washing Dishes:

- It helps avoid us getting sick
- It helps avoid us spreading germs or illness
- It's impossible to keep your dishes germ-free, but washing them frequently can help limit the transfer of bacteria, viruses and other microbes.



Always wash your dishes when they are visibly dirty



Steps to Wash Your Dishes:

THE PRE-WASH

1. Gather Materials.
 - a. Before we get started, you're going to need a few items: a sponge, a drying rack, and for best results, a concentrated dish liquid. Some people also prefer to wear dish gloves, but they are not essential.
2. Save Your Drain
 - a. To prevent a clogged drain and an expensive visit from the plumber, scrape off leftover food into the trash and transfer used cooking oils into a separate container for disposal. Liquid grease hardens when it cools, blocking drains and pipes.



THE WASH

1. Load The Sink.
 - a. Place items into the sink. Make sure they are wet before washing.
2. Prep the Sponge
 - b. Dampen your sponge with warm water, then wring it out and add a few drops of concentrated dish liquid directly onto the soft side of the sponge. Scrunch it a few times to disperse the soap throughout the sponge and to create suds.
3. Work Small To Big.
4. Scrub, rinse, and dry.
5. Soak off Baked on food
 - c. Use hot water and a concentrated dish liquid to soak baked-on messes. Most soils are loosened after soaking for 30 minutes, but for the toughest baked-on messes, you may need to soak them overnight.
6. The Post-Wash Wash.
 - d. Once all of your dishes have been cleaned and your sink is empty, rinse out the inside of the sink. If you have a strainer in the bottom of your sink, remove it and dispose of any food chunks into your garbage can.
7. Air dry or dry with a dish towel until dry

Information from: <https://dawn-dish.com/en-us/how-to-wash/hand-wash-dishes>

How to Get Grease / Burnt Food Off A Pan

- Sprinkle baking soda in the pan.
- Spray with vinegar.
- Scrub with a sponge to remove burnt-on dirt (leave overnight for best results)
- Run under hot water
- SOAK in warm soapy water
- Use a Brillo or other scouring pad if steel (not with non-stick coated pan)



Information from: <https://www.cleanipedia.com/gb/kitchen-cleaning/how-to-remove-burnt-on-grease-from-ovens-and-pans>

2. Knows how to change a light bulb

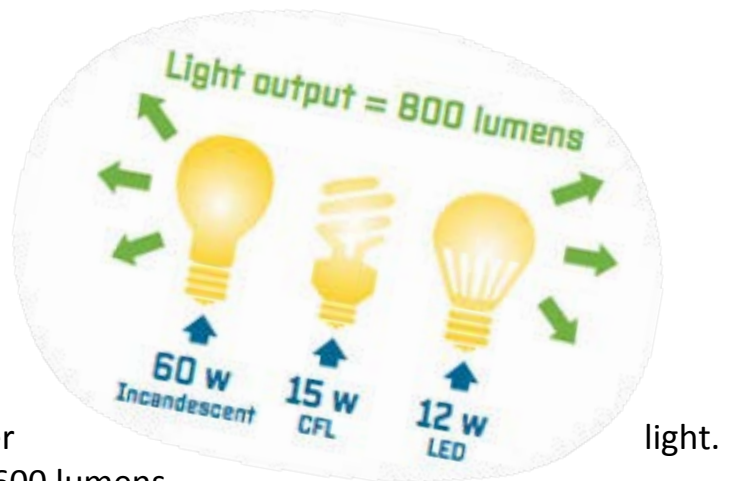
CFL vs LED Lightbulb

- Compact Fluorescent (CFL) and Light Emitting Diode (LED) bulbs fit standard light sockets and are the most energy-efficient light bulb options.
- They produce the same amount of light as a standard light bulb, but use less energy.

CFL	LED
Save up to 75% in annual energy costs (compared to a standard bulb)	Save up to 86% in annual energy costs (compared to a standard bulb)
Last up to 9 years	Last up to 20+ years
Contains a small amount of mercury	Does not contain mercury

Standard light bulb (incandescent bulbs)

- Last on average for 1 year.
 - Incandescent bulbs do not contain mercury.
 - They can be used with a dimmer switch.
- Lumens - the amount of light emitted from a light bulb. More lumens equals brighter light, fewer lumens equals dimmer light. Standard 100-watt bulbs produce about 1600 lumens.
- Watts (w) - the amount of energy a light bulb uses. The lower the watts, the lower the electric bill. CFLs and LEDs have a lower wattage than incandescent bulbs, but emit the same light output.



CFL and LED light bulbs save money!!

Information from: <https://www.lowes.com/projects/decorate-and-entertain/Lightbulb-Buying-Guide/project>

Steps to Changing a Light Bulb:

1. Turn Off The Power
 - a. Never attempt to change a light bulb with the power still connected. Remember, safety first!
2. Allow The Bulb To Cool
 - a. Remember that incandescent light bulbs run very hot, so give them a chance to cool down before you start touching anything.
 - b. Fortunately, you won't have this problem with LED light bulbs, as they produce very little or no heat.
3. Possibly Use A Ladder or stool
 - a. Generally speaking, light bulbs are found in hard-to-reach locations. This means it's probably a good idea to use a ladder or stool to replace them. Be careful and make sure the surface you are standing on is stable and able to support you safely.
4. Remove The Old Bulb
 - a. Be cautious when handling. Light bulbs are easily breakable.
5. Insert The Replacement Bulb
 - a. Gently but firmly push the bulb into the socket and turn clockwise until you feel it lock into place.
 - b. Make sure to check the appropriate wattage for the socket and match it up with the wattage of the light bulb. The light will not turn on if the wattage is not correct.
6. Switch On The Power
7. Dispose Of Your Old Bulb
 - a. Always dispose of old light bulbs responsibly. Make sure to wrap old light bulb in a different bag or paper towels before placing into garbage. This will ensure safety when taking out garbage in the future.



3. Knows why it is important to change bed linens and how often to do so

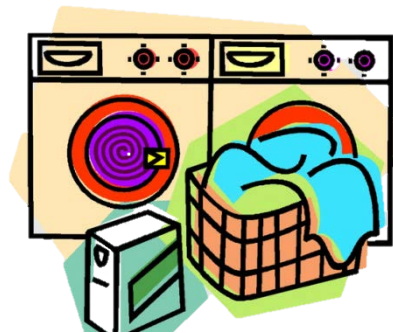
What's Hiding in Your Sheets?

- Dust Mites – Dust mites are microscopic bugs that feed on organic detritus (aka our dead skin cells). They inevitably invade our beds due to the fact that we shed close to a million skin cells daily. Dust mites become the dangerous culprits of asthma or even lowered immune systems.
- Sweat
- Body Fluids and Oils – Anything from saliva to urine and other bodily fluids can end up on your sheets. Those who are sexually active are more prone to have bodily fluids present.
- Food Particles – Let's face it: eating in bed is fun. We're all guilty of it at times, and unfortunately, any food will leave crumbs. Food attracts bugs.
- Animal Hair – Pet hair can accumulate in your sheets which can lead to allergies and unwanted coughing.



How Often Should You Wash?

- Ideally, one should wash their sheets cases **once a week** or every other week recommended.



and pillow is

How to Wash Your Bedding:

- Sheets: read the label and wash according to instructions.
- Comforter: Read the label and wash according to the instructions.
- Mattresses: People often forget the importance of maintaining their mattress. You should routinely turn your mattress for general damage-control. Also, vacuum your mattress monthly to remove mites and other unwanted particles. It's a good idea to strip your bed completely and let your mattress breathe if you happen to be gone for an extended period of time. Utilizing a mattress protector and making sure this is washed as well is important.



3. Know how to dispose of garbage

Recycling:

- Paper and Cardboard: You can usually recycle most items made of paper or cardboard: newspaper, phone books, cereal boxes, egg cartons, etc.
- Plastics: Always look for the triple-arrow recycle symbol! If there's no triple-arrow recycle symbol, then it goes into the trash.
- Glass: Any kind of bottle or jar can usually be cleaned and recycled. If the bottle or jar has a metal lid, make sure to take it off so that it gets properly sorted.
- Metal: Any metal can is recyclable—as long as it doesn't have food residue and it's empty (in the case of spray canisters). Aluminum foil, pie plates, and trays are also recyclable.
- Other Possible Recyclables: Electronics can be recycled! But they must be taken to a specific electronic waste-recycling center. Check online to see if there's one near you.



Compost:

- Items to compose:
 - a plant or part of a plant (vegetable scraps, fruit peels, grains, tea leaves, coffee grounds)
 - made from plants (for example, bread or anything made from flour.)
 - an egg shell
- Don't compost anything that came from an animal, or anything that's greasy. (That means **no meat and no dairy!**)



Trash:

- Everything else is garbage!!
- Remember that Styrofoam is never recyclable or compostable. CDs and batteries are not either.



Remember:

- If it came from a plant, you can **compost** it.
- If it is clean paper or plastic or glass or metal, you can probably **recycle** it. (Look for the recycling symbol.)
- If it came from an animal or it's Styrofoam or anything else that doesn't fit in the first two categories, **trash** it.

More information: <http://theunderenlightened.com/2013/03/04/compost-vs-recycle-vs-trash/>

How to Dispose of Garbage:

1. Sort your garbage into a few different bins: trash, recycling, and/or compost. This can be done quickly by setting up a multi-storage bin in your kitchen so items can be sorted as they are disposed.
2. Remove the full bag of trash from the can. Make sure to collect any trash that may have been at the bottom of the can.
3. Clean the inside of the container if needed
4. Put a new bag into the garbage can
5. Dispose of the trash into the proper receptacle

How Often Should I Empty the Garbage?

At least **twice** a week OR whenever it gets **full!!**

More Information: <https://www.hunker.com/13420945/how-to-dispose-of-garbage-properly>

4. Knows how to use a plunger to unstop a toilet or sink

Plunger: a tool used to clear blockages in drains and pipes

- **Two Types:**

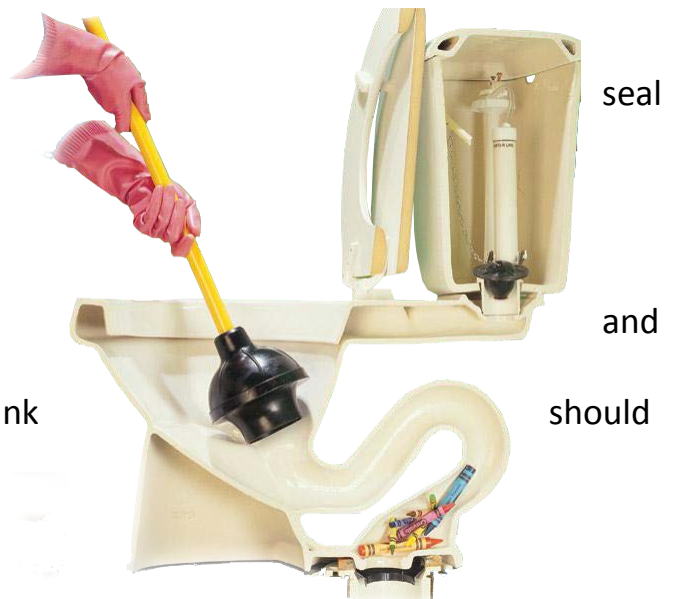
- The flange plunger has an extra flap attached to the inside of the cup that makes it ideal for toilets.
- A plain cup plunger doesn't have this extra rubber flap, and is best creating seals with drain openings
 - Sinks
 - Bathtubs
 - Showers



When to Use Plunger: whenever the toilet or sink is clogged

How to Use Plunger:

1. Cover the floors with some paper towels or newspapers before starting incase water spills
2. Use gloves to keep hands clean (optional)
3. Add some water to the sink or tub basin if needed.
4. Put the plunger in the water
5. Position the plunger over the drain opening ensuring that you form a proper when you start to plunge
6. Plunge using an up and down action.
7. Continue plunging like this for about 20 seconds. As you pull up and down on the handle, the suction will push pressure in out of the drain and dislodge the clog.
8. The toilet should flush normally, and the sink drain properly
9. Clean and dry the plunger.



If you do not have a plunger:

Dish Soap and Hot Water Method

1. Flush only once, make sure to protect the floor, and wear rubber gloves.
2. Add a little dish soap and place a few squirts into the toilet
3. Pour a pot or half a bucket of tap hot water from about waist level into bowl
4. Let the water and dish soap soak for a few minutes

Wire Hanger Method

1. Unravel the wire coat hanger
2. Wrap one end of wire with rag to not damage the toilet
3. Stick the wrap end of the wire into the drain
4. Twist it, push it, and maneuver it in a circular motion to clear the drain

Baking Soda and Vinegar Method

1. Pour one box of baking soda into bowl of the toilet
2. Pour slowly begin to pour medium size of vinegar (any kind) into the bowl of toilet. Beware of fizzing!
3. Let it sit for a few minutes
4. Add a gallon of hot tap water into the toilet bowl to clear the drain

Chemical Method

1. Purchase drain cleaning chemical at grocery or hardware stores
2. Follow manufacturer's instructions
3. If you suspect that there is hard obstruction, then don't use a chemical solution - call plumber

If water flow is not stopping, turn off water valve to prevent water damage. (Valve located at base of toilet.)



More Information: <https://www.wikihow.com/Use-a-Plunger>