

D. Home Management

Advanced

Knows how to stop a toilet from running	“Cleaning My Place” I-2, I-3
Knows how to use a plunger to unclog a toilet or sink	“Cleaning My Place” I-2, I-3
Knows how to perform routine house-cleaning to maintain the home in a reasonably clean state without assistance	“Cleaning My Place” M-18, A-2, A-4
Knows how to change a fuse or reset a circuit breaker	“Cleaning My Place” A-5, A-6, A-7
Knows how to conserve energy and water	“Cleaning My Place” I-7 101 Ways to Save Energy Packet
Knows how to get rid of and/or avoid roaches, ants, mice, bed bugs, etc.	“Cleaning My Place” A-11

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.

MY OWN PLAN

AREA	Suggested Timing *	Daily	Weekly	Sometimes	Target Date
WINDOWS					
Wipe sills	Weekly				
Wash	As needed				
Wash or dry-clean drapes & curtains	As needed				
ACCESSORIES					
Dust lamps/shades	Weekly				
Clean telephone	Weekly				
Clean media equipment	Weekly				
Wash vases/serenades	As needed				
Polish mirrors	As needed				
Dust picture frames	As needed				
Polish brass	As needed				
Clean light fixtures	As needed				
BEDROOM					
Air beds briefly before making them	Daily				
Put clothes away	Daily				
Change bed linens	Weekly				
Vacuum/dust	Weekly				
Turn mattress	Bimonthly				
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				
LIVING ROOM					
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				



MY OWN PLAN

AREA	Suggested Timing *	Daily	Weekly	Sometimes	Target Date
KITCHEN					
Empty garbage	Daily				
Wash dishes, clean sink & counters	Daily				
Sweep or damp mop floor	Daily				
Wipe range including reflector hoods	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				
BATHROOM					
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				
RUGS & CARPETS					
Remove spills	Immediately				
Vacuum rugs	Weekly				
Spot clean heavy traffic areas	As needed				
Vacuum under furniture	As needed				
Clean and/or shampoo	Seasonally				
FLOORS					
Sweep or mop	Daily				
Clean and polish	As needed				
FURNITURE					
Dust	Weekly				
Polish	As needed				
Vacuum upholstery	As needed				
Clean upholstery	As needed				
WALLS					
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 wainscoting & doors	Seasonally				

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?

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
- _____ painting a room
- _____ resetting a circuit breaker

- _____ replacing a light bulb
- _____ changing a fuse

???? 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 lightening 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?

ENERGY SAVING PLANNING

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

Make a list of 5 reasons why you should save energy.

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

Make 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.

Share your list with a small group and combine the lists you created.

Now 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.

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



You 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?

When 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?

As 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?

You 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?