

D. Home Management

Intermediate

Knows how to use vacuum cleaner properly and change bags	"Cleaning My Place" M-6
Knows how to change bed linen	"Cleaning My Place" M-16
Knows how to prevent sinks and toilets from clogging	"Cleaning My Place" I-2, I-3
Knows how to sweep floor and stairs, wash wood and linoleum floors, wash windows, dust, polish furniture, clean toilet/tub/sink, etc.	"I'm Getting Ready" C-2-2, C-2-4 "Cleaning My Place" M-11, M-14
Knows appropriate cleaning products to use for different cleaning jobs	"Cleaning My Place" M-8, M-9
Knows how to defrost a refrigerator if necessary	"Cleaning My Place" I-4, I-6
Knows how to clean a stove	"Cleaning My Place" I-5, I-6

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 _____

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?

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.

TEACH SOMEONE TO CLEAN

MY PLAN:

I want to demonstrate how to clean a _____

- What I want to include:
1. Cleaning products to be used
 2. Supplies needed
 3. Safety warnings
 4. Process of cleaning

My own notes:

Cleaning products I want to use:

Supplies I will need:

Safety warnings:

Steps in process of cleaning:

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

Now you might like to create a test!



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: _____

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 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.

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? _____

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!