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.)

<table>
<thead>
<tr>
<th>Item</th>
<th>Wash 1st</th>
<th>Wash 2nd</th>
<th>Wash 3rd</th>
<th>Wash 4th</th>
<th>Wash 5th</th>
<th>Wash 6th</th>
</tr>
</thead>
<tbody>
<tr>
<td>glasses</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>cups</td>
<td></td>
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<tr>
<td>egg beater</td>
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<td></td>
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<tr>
<td>serving bowl</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>measuring cups</td>
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<tr>
<td>cookie sheet</td>
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<tr>
<td>silverware</td>
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</tr>
<tr>
<td>dinner plate</td>
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<td></td>
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<tr>
<td>large salad bowl</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>paring knife</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>cereal bowl</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>scorched pan</td>
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<tr>
<td>forks</td>
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<td></td>
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<tr>
<td>grater</td>
<td></td>
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<td></td>
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<tr>
<td>greasy skillet</td>
<td></td>
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<td></td>
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<tr>
<td>salad plate</td>
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<td></td>
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<tr>
<td>casserole</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>spatula</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>sauce pan</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

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 dishwasher
How warm should dishwasher 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.

<table>
<thead>
<tr>
<th>Item to be disposed of</th>
<th>Container in which it would be placed</th>
<th>Preparation for disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>wet garbage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>soda cans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>glass bottles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>margarine tubs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>newspapers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>waste paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>milk bottles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>cardboard boxes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>tooth paste tubes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>motor oil</td>
<td></td>
<td></td>
</tr>
<tr>
<td>paint cans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>hair spray cans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>insecticide containers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>used tissues</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SHOW HOW TO USE ONE!

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

____ upright with disposable paper dust bag
____ cordless hand vac
____ car vac
____ central vacuum system

____ canister
____ electric hand vac
____ wet/dry shop vac
____ 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:

____ suction adjustment
____ adjustable brush height
____ disposable bag
____ water filter

____ on/off switch on handle
____ on/off switch on base of vacuum
____ varying speeds
____ 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 ____________

M-6
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.

M-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? __________________________

M-9
"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
- linoleum
- copper
- vinyl
- plasterboard
- plastic
- brass
- ceramic tile
- brick
- wall paper
- plaster
- painted steel
- chrome
- wood
- aluminum
- stainless steel
- wall paper
- Plexiglas
- porcelain
- cork
- concrete
- asphalt
- fabrics
- acrylic
- fiberglass

You can purchase various cleaners to clean these surfaces:

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

<table>
<thead>
<tr>
<th>Area to Clean</th>
<th>Type of Product to Use</th>
<th>Brand Name of Product Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oven</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wood coffee table</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Painted walls</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stainless steel sink</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bathtub</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiberglass shower stall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outside of refrigerator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tile floor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toilet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chrome fixtures</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Cleansing 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.

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

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.

M-12
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.

___ wood       ___ vinyl       ___ marble       ___ glazed ceramic tile
___ linoleum   ___ brick       ___ asphalt      ___ unglazed ceramic tile
___ rubber tile ___ terrazzo    ___ vinyl no-wax ___ 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:

___ All-purpose, non abrasive ___ Strong detergents
___ One-step cleaner or shiner    ___ Oil-treated mop
___ Liquid wax                  ___ Paste wax
___ Solvent-based wax           ___ Turpentine
___ One-step cleaner/shiner     ___ Mild detergent

___ Strong abrasives
___ Bleach
___ Liquid cleanser
___ Naphtha

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:

___ All-purpose, non abrasive ___ Strong detergents
___ One-step cleaner or shiner    ___ Oil-treated mop
___ Liquid wax                  ___ Paste wax
___ Solvent-based wax           ___ Turpentine
___ One-step cleaner/shiner     ___ Mild detergent

___ Strong abrasives
___ Bleach
___ Liquid cleanser
___ Naphtha

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.

M-15
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

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

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

M-19
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.

M-20
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
- inside of refrigerator
- toilet
- stained plastic laminate kitchen counter
- high gloss wood table
- wood floors
- vinyl no-wax floor

- • bleach cleanser
- • baking soda and water
- • furniture oil treated mop
- • non-oil wax or paste wax
- • all-purpose cleaner
- • disinfectant cleaner
- • solution of detergent and water

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

- • cleanser
- • liquid wax
- • all-purpose
- • vinegar
- • carpet/upholstery

- a. protects surface and delays heavy cleaning
- b. traditional cleaner that can be used for removing hard water spots
- c. contains abrasives for scouring action
- d. creates foam that draws dirt to surface
- 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
- • serving dishes
- • silverware
- • dishes for eating
- • 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-propose 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
da____ stained plastic laminate kitchen counter  
d. non-oil wax or paste wax
c____ wood floors               e. all-purpose cleaner
 e____ vinyl no-wax floor        f. disinfectant cleaner
g____ solution of detergent and water

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

c____ cleanser  a. protects surface and delays heavy cleaning
a____ liquid wax    b. traditional cleaner can be used for removing hard water spots
e____ all-purpose   c. contains abrasives for scouring action
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  2____ serving dishes  3____ glasses  4____ dishes for eating  5____ silverware  6____ 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? 

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

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X____ remove rust with foam cleaner using brush or nylon pad
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53-57. When cleaning toilets you should:
X____ clean with disinfectant
X____ clean with toilet brush or cloth
X____ wipe handle and under rim of stool
X____ wipe upper surfaces and base of toilet
X____ flush to rinse

58-62. When cleaning carpets you should:
_____ vacuum every day
X____ vacuum with 7 backward and forward strokes at least once a week
X____ 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:
X____ remove film and spots with diluted or full strength all-propose house cleaners
_____ remove spots by rubbing with kitchen cleanser
_____ use rust remover to get rid of rust
X____ 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!
1-4
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.

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

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
3. Safety warnings
4. 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

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.
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 the toilet from overflowing? (Turn water valve underneath off.)
   c. How do you stop the 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
   _____ 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

<table>
<thead>
<tr>
<th>KITCHEN</th>
<th>Suggested Timing</th>
<th>Daily</th>
<th>Weekly</th>
<th>Sometime</th>
<th>Target Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Empty garbage</td>
<td>Daily</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wash dishes, clean sink &amp; counters</td>
<td>Daily</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sweep or damp mop floor</td>
<td>Daily</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wipe range including reflector bowls</td>
<td>Daily</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dispose of leftovers</td>
<td>Weekly</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wipe fingerprints on phone &amp; wall switch</td>
<td>Weekly</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean range oven and hood/lin</td>
<td>As needed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wipe/polish small appliances</td>
<td>After use</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wash walls</td>
<td>As needed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean/décor/ refrigerator</td>
<td>As needed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean inside of drawers &amp; cupboards</td>
<td>As needed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wash windows &amp; curtains</td>
<td>Seasonally</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean strip/wax floor</td>
<td>Seasonally</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## BATHROOM

| Wipe sink & counter top | Daily |       |        |          |             |
| Clean walls of shower  | Weekly |      |        |          |             |
| Empty wastebasket      | Weekly |      |        |          |             |
| Clean toilet           | Weekly |      |        |          |             |
| Wipe-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 & CARPET

| 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 sash, plate, door handle, smudges | Weekly |       |        |          |             |
| Dust to remove dust & dust mite | As needed |    |        |          |             |
| Clean as appropriate | As needed |    |        |          |             |
| Dust woodwork & doors | As needed |    |        |          |             |
| Wash woodwork & doors | Seasonally |    |        |          |             |

## 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  |       |        |          |             |
| Clean vases/ceramics | 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                     | Bi-weekly |    |        |          |             |
| 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/strip wax floor            | Seasonally |    |        |          |             |
| 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
- 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?
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:

<table>
<thead>
<tr>
<th>Paint type</th>
<th>Advantages</th>
<th>Disadvantages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alkyd-base</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oil-base</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Latex</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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?
Lee 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. Ooops! She had hung some pictures with nails. She’d need to plug the holes. What directions would you give to her?

Supplies needed:

Process:

Pedro 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!

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?
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.
___ 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”
(Last 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 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
don't
X____ wash dishes
don't
_____ 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____ 46. wattage
     a. flow of electricity

b____ 47. voltage
     b. rate of flow of electricity

c____ 48. amperes
     c. electric pressure

d____ 49. fuses
     d. protective device to cut flow of electricity

e____ 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____ 51. centipedes
     a. carry diseases

d____ 52. crickets
     b. do not cause damage

c____ 53. carpenter ants
     c. eat wood of which houses are constructed

d____ 54. cockroaches
     d. chew silks, cotton, and woolens

e____ 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!)