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A Training Manual Designed for Use with Residents Moving into New or Renovated Apartments or Homes.

## WHAT IS A HOME?

We who have a home Have treasures to behold A workshop to be proud of When days are sad and cold.

All the profit and the pleasure And happiness combined The rarest gift of all I find Is home and peace of mind.

Erma Randall

The manual was prepared by the Consumer Services Division of the Baltimore Urban League. A public service project, the manual was conceived and supported by The Soap and Detergent Association and its member companies whose Consumer Information Department cooperated in the gathering and development of the contents.

Permission is granted to reproduce the contents at will if credit is given to the Soap and Detergent Association.

> The Soap and Detergent Association 475 Park Avenue South at 32nd St. New York, New York 10016

> > November, 1971 Revised November, 1972

# INTRODUCTION

This book was written by a group of people who share the belief that anybody relocating to new housing will be helped by certain basic guidelines. A move from one neighborhood to another may be as big a change as one to a city from a rural area or town. This manual was prepared to help people make the move and living easier.

Those who helped to write the original material come from many walks of life. Many live in public housing projects, garden apartments or high-rise buildings. Even representatives from a high-rise privately-developed housing facility for older adults were involved.

The participants met regularly and on a voluntary basis to work on the book. The information came from group discussion sessions, talking with their neighbors to gain others' opinions and reading available materials. It meant much homework when the scheduled meetings were over, but interest was high during the entire endeavor. The project was coordinated by the Consumer Services Division of the Baltimore Urban League, composed of four paraprofessionals, a secretary and its director, the only professional.

Representatives from the Baltimore Housing and Community Development Authority and The Soap and Detergent Association visited the sessions primarily in the roles of observers, but were active participants when needed.

The work was the result of people-to-people experiences, so it is really a peopleto-people book. It was tested with public housing residents in Buffalo, New York under the sponsorship of the Buffalo Urban League. Paraprofessionals working with tenants in White Plains, New York were also consulted.

Five thousand copies of the book's first edition were printed for distribution in a pilot program by The Soap and Detergent Association. Through the cooperation of the Office of Counseling and Community Services, U.S. Department of Housing and Urban Development, the manual was sent to housing authorities throughout the country. Urban Leagues, community agencies and others concerned with essential services requested and received copies.

Originally prepared for use with residents moving into public housing, it became evident that the information could be adapted for families moving into other living situations such as home ownership. With the cooperation and advice of individuals involved in such programs, the manual was revised.

The manual is a guide for use by a tenant adviser, housing aide or resident manager; a person who helps families get settled in new or renovated apartments or homes. It is designed to help an adviser help others –

- 1. get ready for the move-
- 2. find out what facilities they can use and what rules they must follow in the new home-
- 3. help them make their homes attractive, without spending a lot of money-
- 4. provide information on care and maintenance of the new home-so that it can be clean, safe, sanitary and enjoyable.

An adviser is usually the first to greet a newcomer. Her job is very important since first impressions of a new place are lasting impressions. How a newcomer feels the very first time he sees his new home can affect the way he feels the whole time he lives there.

## INTRODUCTION

The adviser does not work alone. She is a member of a team – a team that makes a program work. Who else is on the team? In public housing, for example, the management organization may consist of:

THE BOARD OF COMMISSIONERS - a group of citizens, usually appointed by the mayor, which determines the policies of the housing program.

THE EXECUTIVE DIRECTOR-a paid administrator who is responsible for the whole housing authority program; he or she supervises the entire staff.

PROJECT MANAGER-the person responsible for project maintenance, rent collection and making sure that apartments are not abused.

TENANT SELECTION OFFICER-the person who processes applications for apartments and assigns people to units in the projects.

TENANT RELATIONS OFFICER-the person responsible for working with tenants in developing residents' activities.

MAINTENANCE PERSONNEL- a crew of people responsible for keeping the project clean, attractive and in good repair.

Outside experts may also be added to the program's team. Depending on the needs, they might include home economists; doctors; pre-school, job placement and training experts; representatives from the local post office, fire and police departments; utilities, banks, moving companies and stores. Once these representatives agree to become part of the team, their services should be introduced and publicized to the families.

THIS MANUAL HAS THREE PARTS. There are teaching guides to use in preparing group sessions on the problems new residents may face-from moving to decorating to housekeeping or laundering. After each teaching guide, there is a section of information that can be given to residents. For each section, there are also charts, posters or pictures for use as a supplement to the teaching guide. The manual was designed to be put in a loose-leaf binder and we suggest that this be done. All parts of the manual may be duplicated, and we encourage this, as long as credit is given to The Soap and Detergent Association.

We hope that the material in this manual will be helpful. Since most of the information was prepared by a group in Baltimore, it may not apply to all programs. Therefore, the suggestions may be adapted to meet a particular situation and used in any order that will meet those needs.

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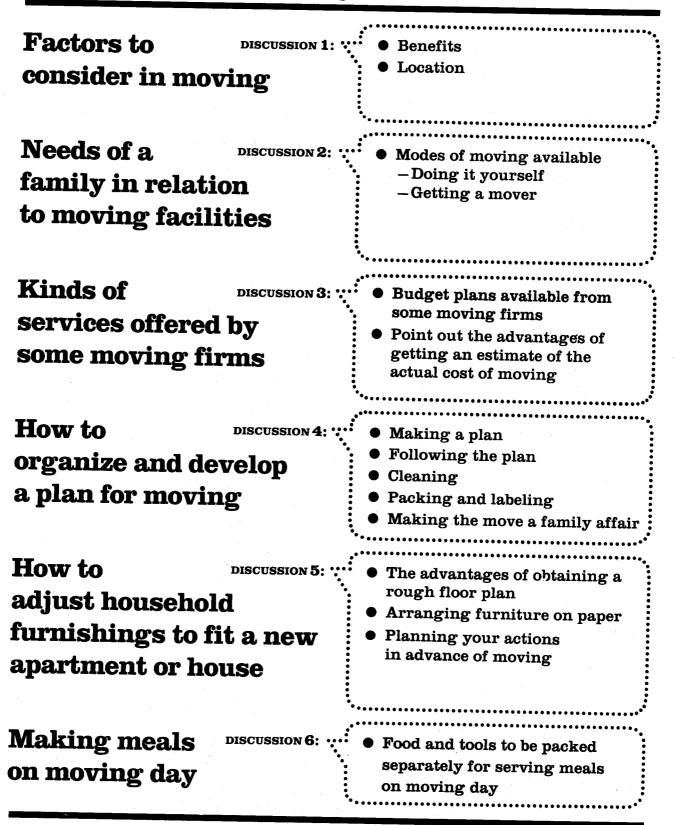
# CONTENTS

1: making moving easier 2: more home for less money 3: it's wise to know the rules 4: sanitation and safety 5: setting up a workable schedule 6: housekeeping tools 7: keeping a home in good order 8: the family wash



## TEACING GUDE 1: making moving easier

To assist families relocating to understand efficient methods of moving and packing.



## TEACHING GUIDE 1: making moving easier

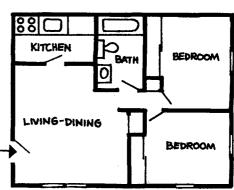


### Notes **Suggested Activities** • Make a list of movers and/or other possible facilities for moving. Check with friends, check the telephone directory, check Better Business Bureau or Chamber of Commerce. • Get estimates on the cost of moving. Select the one that most nearly fits the . budget and suits your needs the best. • Plan to move an imaginary family with friends helping. Check on rental trailer or truck, availability of help, insurance. • Discuss the section on developing a plan for moving with special emphasis on cleaning, packing and labeling household possessions. • Point out how children may become involved in packing and sorting their own possessions. This gives them an opportunity to make decisions. • Show families how to make a rough sketch on paper of the floor plan of the new apartment and how to arrange furniture. • Develop a plan of action for moving day. • Plan menus with foods and tools needed for meals on moving day.



#### Questions You Should Ask Yourself Before Deciding to Move

- Will it benefit my family if we move?
- Have I considered the overall cost of moving?
- Does the location of my new home pose any inconveniences? - Will the schools be better for my children?
  - Are food markets near by?
  - Is public transportation available?
- If I plan to sell my old house (if a homeowner), do I have an estimate from more than one realtor?
- Have I inspected or had someone inspect my new home?
- Have I explored all methods of moving? Which suits my needs?
- Do I have more than one estimate on the cost of moving? How much extra will it cost to have the moving company do my packing? Can I afford it or is it necessary?
- How will my furniture fit into the new house? Will I have to buy any new furniture?
- Check new quarters for the following
  - a) Size of each room
  - b) Location of doors and windows
  - c) Measurements of the windows
  - d) Number of closets
  - e) Amount of storage space
  - f) Appliances furnished
  - g) Kind of garbage disposal



Will I have money enough for unexpected expenses?

## You Have Fully Decided to Move

- If possible, make an inspection of the neighborhood and shopping centers. Ask questions about other services.
- Put your house on the market well in advance of moving time.

### INFORMATION ON 1: making moving easier

- Be sure the new living quarters are yours before moving.
- Check carefully and understand the terms of a contract or sales agreement before signing.
- Inspect your living quarters before moving. If it is an apartment, check to see that the new landlord has fulfilled all promises. In a house, check the roof, attic and basement for any leaks; also walls and ceilings. Check for termites, soundness of floors, wiring, outlets for electrical appliances, plumbing and heating systems. You may want to ask someone who knows to inspect the quarters for you. Note and report anything that is in need of repair.
- Arrange to clean new quarters before you move in. That includes floors, closets, cabinets.

Start getting estimates for moving as soon as possible. If you are using a moving company, check their reliability. Or is it more practical to move yourself?

#### **Planning Your Move**

- Determine the best way to move, the one that fits your budget and meets your needs.
- If you are moving from one apartment to another, in the same location, it is much cheaper to move by hand. Everything could be picked up and carried just as it is, packing only food, dishes, glassware, shoes, etc. Therefore, your whole family is actually the moving van. You may only need a wagon, a car with a rental trailer or truck.
- Check out the moving company carefully if you decide to use one.
- Move as cheaply as possible. You may have to buy something new that you didn't have before so that money could be used for this instead of moving.

Before moving into the project, you may have been handed a card with your contract. This card is for you to check that everything in your apartment is in good condition. Fill out and return to the manager's office within five days.

#### Hints on Packing

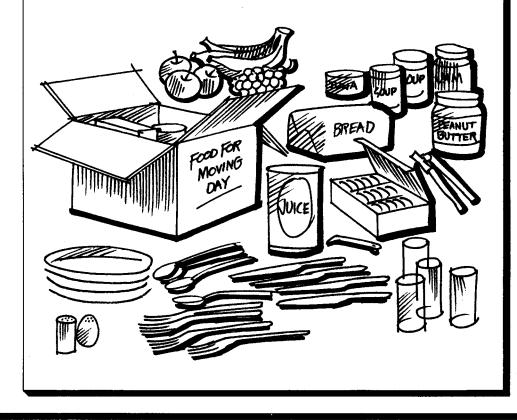
- Go through all your things and find out what you would like to keep and what you don't want before preparing to move. Put all things you don't want into the trash or give them away.
- Donate clothing in good condition to a charitable organization; give them away clean. This can be a tax deduction at the end of the year. Be sure to get a receipt.
- Wash or clean clothes, curtains and other furnishings before packing.
- Pack in a box and label those that are not to be used right away.
- Pack out-of-season clothes in boxes. Add moth balls or flakes, if necessary. Seal and label boxes.
- Pack small articles and clothing in drawers of bedroom furniture. Tape or tie drawers shut. Keep dresses, coats and suits on hangers. These should be the last of the articles to be moved.
- Pack dishes and glassware separately in soft clean cloths or paper. Put heavy items like bowls on the bottom. Stand plates up to keep them from breaking. Try to pack those things that belong in each room together. Label each box. For example-<u>dishes-kitchen</u>. Remember you are responsible for any broken items when you pack them carelessly.
- Use a large tub or dishpan for packing if no cartons are available. Even cooking pans can be helpful in storing small items.
- Carefully wrap your treasured items.



### INFORMATION ON 1: making moving easier

- Dismantle all beds. Take down mirrors that are attached to furniture or on walls. Wrap mirrors in blankets. Unplug lamps and any other electrical items. Use a rubber band or a piece of cloth to tie the cord. This is so the cord will not become entangled during moving.
- Have a carton handy for food that is not perishable. Try to use up frozen, refrigerated and left-over foods before you move. Otherwise, take them to the apartment the day before or on the same day and place in the refrigerator. For long distance moving, you can use an ice chest that is packed with ice.

Plan your family's meals for moving day. Have a carton ready for the things you will need for your last meal in the old home and your first meal in the new home. You will need foods that won't spoil if they must be out of the refrigerator for hours. Don't forget the utensils for preparing and serving the meals, too. Take this carton with you when you leave the old place, so you will have it handy if the family gets hungry before your other things are unpacked.





## INFORMATION ON 1: making moving easier

#### Are You Ready for the Big Move?

Check to see if you have taken care of these details ahead of time in order to make moving easier.

Notify the following services of your address change:

- □ Electric company
- □ Gas company
- $\Box$  Telephone company
- □ Water company
- Board of Elections
   (voter registration card)
- □ Dept. of Social Services
- Draft Board
   (U.S. Govt. Selective Service Board)
- □ Medicaid
- $\Box$  Medicare
- ☐ Motor Vehicle Bureau (driver license, car registration)

- Post Office
   (get change-of-address cards from mailman)
- □ Schools
- Social Security Office (social security check)
- 🗌 Banks
- □ Doctor
- $\Box$  Insurance companies
- $\Box$  Credit card accounts
- 🗌 Milkman
- □ Newspaper and magazine subscriptions

- $\Box$  Put important papers where you can find them easily on moving day.
- □ Check insurance to see if it covers damage to your belongings during moving.
- □ If you have a TV antenna, remember to take it down.
- $\Box$  Be sure rugs, curtains and clothes are clean before you move.
- $\Box$  Collect plastic bags, boxes and crates that you will need for packing.

## NIFORMATION ON 1: making moving easier

Check your new neighborhood for the location of the following:						
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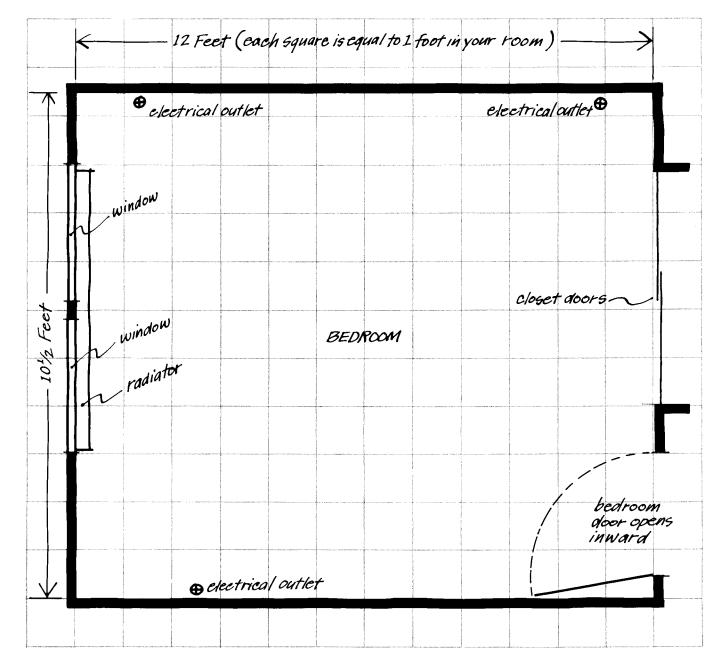
#### Make a list of important telephone numbers:

Management Agent or Office	
Night emergency	
Police department	
Ambulance	
Electric company	
Gas company	
Telephone company	
Water company	
Doctor	
Poison Control Center	
Hospital	
Schools	
Doctor Poison Control Center Hospital	

### DIFORMATION ON 1: making moving easier

#### $\mathbf{\nabla}$ How to Make a Floor Plan

- You can plan each room of your home on paper before you even move. By doing this, you will know ahead of time how your furniture will fit in your new home and if you need any new furniture.
- The first step is to make a floor plan of each room in your new home:
  - 1. Measure each side of a room with a ruler or tape measure. Mark off these distances on the graph paper as shown in the drawing below each  $\frac{1}{2}$  inch block on the paper shown below stands for 1 foot in your room. If a room is  $10\frac{1}{2}$  feet wide and 12 feet long, count off  $10\frac{1}{2}$  blocks in one direction and 12 blocks in the other.
  - 2. Measure and mark off on the graph paper any windows, doors and radiators. You will be able to place furniture so nothing is blocked.
  - 3. Find the electrical outlets in the room. Mark them with  $a \oplus$  on the floor plan so that you will know where to put lamps, TV and other electrical items.



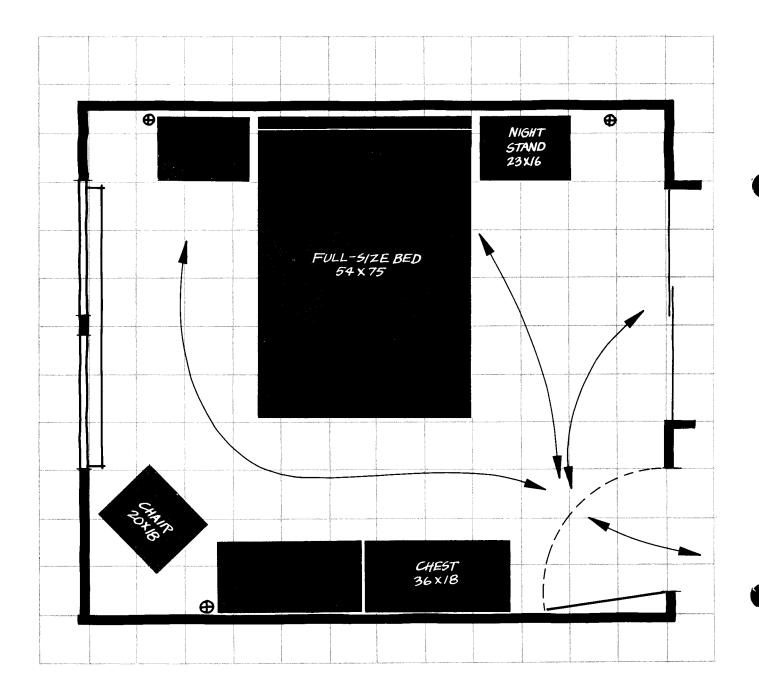
• Now you are ready to arrange the furniture.

FOR RESIDENT

### INFORMATION ON 1: making moving easier

#### $oldsymbol{ abla}$ How to Arrange Furniture

- You can plan furniture arrangements by cutting out the furniture samples and arranging them on the floor plan.
  - 1. Put an arrow on the floor plan to show how you walk into or through a room. Then keep furniture out of this path. Think about the electrical outlets, windows and doors.
  - 2. Place the furniture samples where you would like them in the room. Try different arrangements—it is much easier to move paper than heavy furniture. You will usually find one arrangement that is better than the others.



## INFORMATION ON 1: making moving easier

#### $\nabla$ Furniture Cutouts

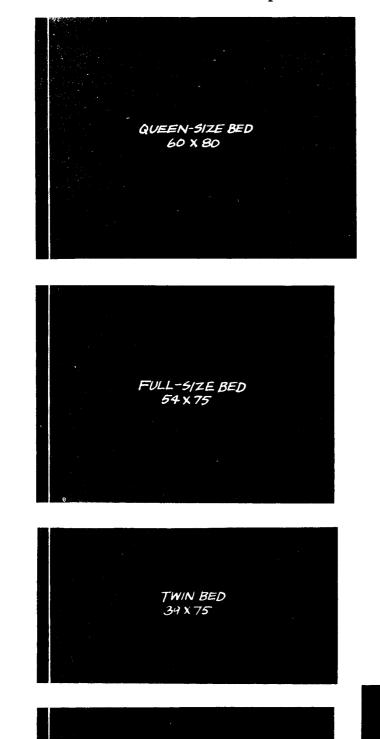
• Cut out the furniture samples that look most like the furniture you have. Use them on the floor plan you have made.

ALL NUMBERS ARE IN INCHES:

SOFA	TABLE
B4×33	48 × 30
CHAIR	DINING TABLE
30 x 30	39×60
COCKTAIL TABLE 52 × 2-2	
END TABLE 18×30 END TABLE 18×30	TABLE 42 DIAMETER
LAMP TABLE 24 x 24 LAMP TABLE 24 X 24	CORNER TABLE 30×30
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FOR RESIDENT

### DIFORMATION ON 1: making moving easier



TWIN BED 39 x 75

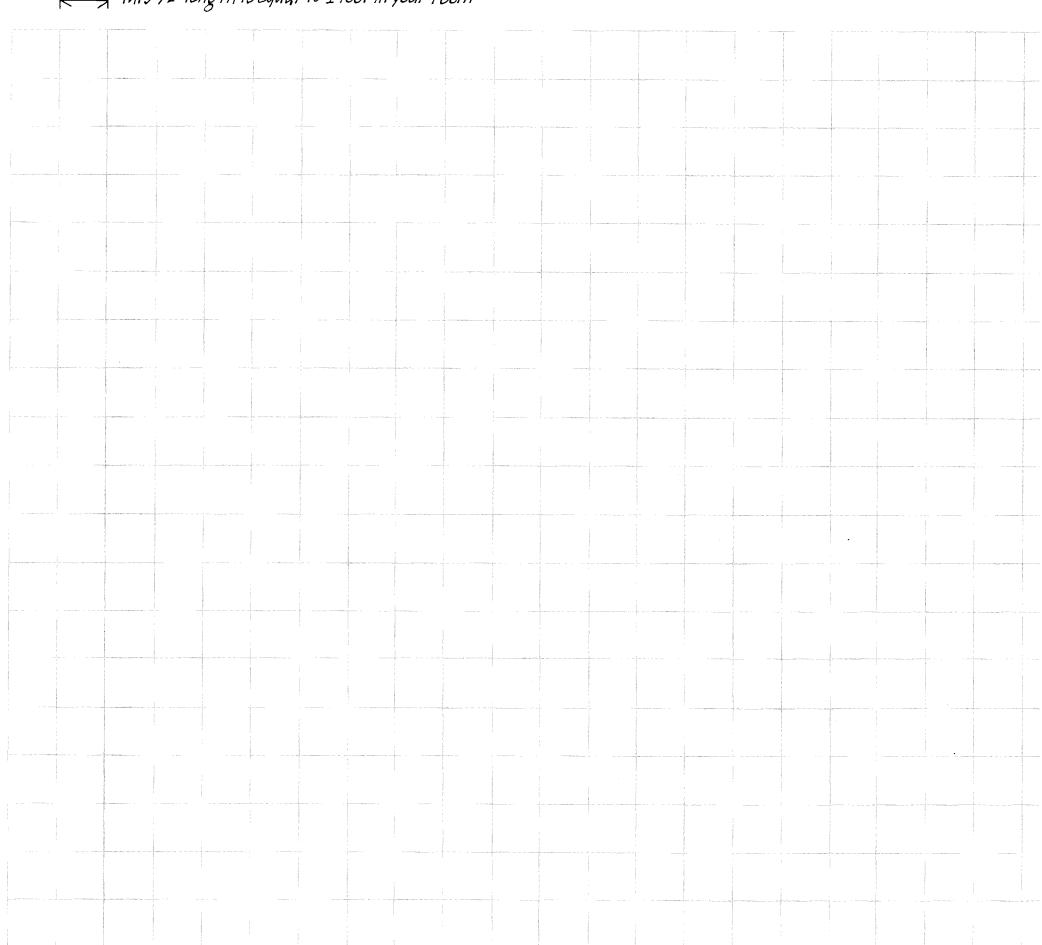
**V** Furniture Cutouts

• Cut out the furniture samples that look most like the furniture you have. Use them on the floor plan you have made.

ALL NUMBERS ARE IN INCHES:



FOR RESIDENT



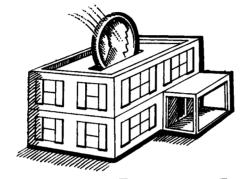
## K This 1/2" length is equal to 1 foot in your room



## **Graph Paper to Use for Making a Floor Plan**

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#### FOR RESIDENT



## 2: more home for less money

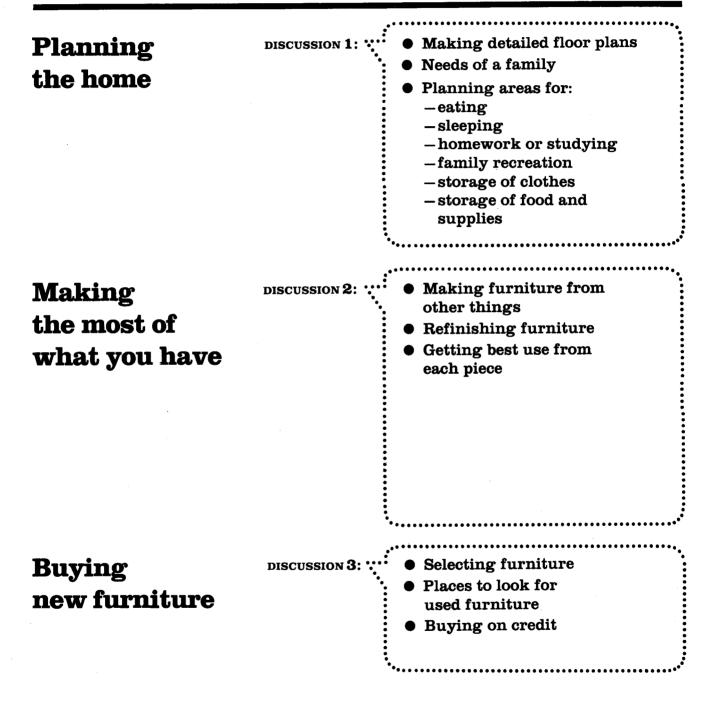
The suggestions which follow may provide ways and means to save time, energy - and money.

1.



## TEACINNG GUIDE 2: more home for less money

To assist families in planning their homes, arranging and restoring furniture, and making or buying decorating needs.



## TEACHING GUIDE 2: more home for less money



#### **Suggested Activities**

Notes

- Make a list of the furniture a family might have and then try to work out floor plans on paper. Think of where the family could possibly eat meals together, where each person would sleep, where clothes, toys, food and household needs would be kept.
- Have a decorating expert from a store talk to the class about decorating ideas, if possible.
- Ask a sewing teacher from a school, community program, or a store to talk about home furnishings like curtains or slipcovers that are easy to make.
- Invite a teacher from a vocational school or community program to show the class how to fix up old furniture or things that could be made at home.
- Ask each person to think of something in their home that they want to throw out. For example, an old trunk or foot locker can be painted a bright color and turned into a toy chest. See if the rest of the class can suggest other uses for the item.
- Discuss things that can do two jobs in the home eating tables that can be desks for homework, a chest that could also be a lamp table. See how many more the class can list.
- Make a list of good places, such as thrift shops, to buy used furnishings. Suggest looking for ads in newspapers or posters in store windows for garage or church sales.
- Discuss what to look for in buying new furniture.
- Figure out how much it really costs to buy something on credit.



## INFORMATION ON 2: more home for less money

#### Planning Your Home

- Make the best use of each room and what you have to put in it. Think of the number of rooms and how you will use them. For example, how many will be bedrooms? Who will sleep in them? Is the kitchen big enough to eat in? Will you need to put a table in the living room so the family can eat together? Where will the children do homework? Where will the family relax?
- Arrange furniture carefully. You want a room to look attractive but also be safe. For instance, don't place large pieces of furniture in front of windows, doors or fire escapes. Be considerate of other people. If one wall is your neighbor's as well, don't put a TV or radio against it.
- Let children get involved. Let them help in the arrangement and selection of furniture and accessories. You can all decide how to set up the new home since everyone will live there.
- The LIVING ROOM is a family room. If there are young children, everything should be easy to keep clean. Make it attractive so that the family will want to spend more time together. Your children will also want to bring their friends home.
- The KITCHEN is the heart of your home-even if you don't eat in it. Plan your kitchen so the dishes and supplies you use often are easy to reach. If the children need to reach things, put them down low. For safety, keep cleaning supplies and chemicals out of the reach of small children.

To save space in the kitchen and make it look colorful, hang up potholders, pots and utensils. Keep them clean and shiny so they look pretty as decorations.



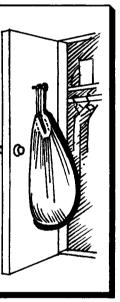
### INFORMATION ON **2: more home for less money**

• BEDROOMS are more than just places for sleeping. Make them places for living, too. If there are several people sharing a room, think about ways to save space and give each person a place of his own. Bunk beds are one way to save space. A dresser in a closet provides more space in the room. Furniture that can do two jobs, for instance, a desk that doubles as a dresser. Use dressers or trunks which store clothes to separate each person's part of a room. Divide drawer space for two people by using shoe boxes.

Bedrooms can also be study rooms. Each school-age child needs a place with room to work and good light for reading so he can do homework. Then the children can work in a quiet place.

If a few people share a closet or shelf, mark it with colored tape or paint so each one has his own area. A colorful piece of cloth hung on a hanger can act as a closet divider. Each person knows which side of the divider is his. And the divider can be moved to accommodate more or less clothes on each side. Plan places to keep shoes, hats and other accessories.

Hang a laundry bag in every bedroom for dirty clothes. You can make one out of an old pillowcase or even an old curtain sewn up and tied at the top. This will help teach the children to pick up dirty clothes so the room will look better.



• A BATHROOM that is attractive can make everyone in the family want to stay cleaner. You can add color by hanging up towel hooks in different shades. Give each member of the family his own hook so he will know which is his own towel.

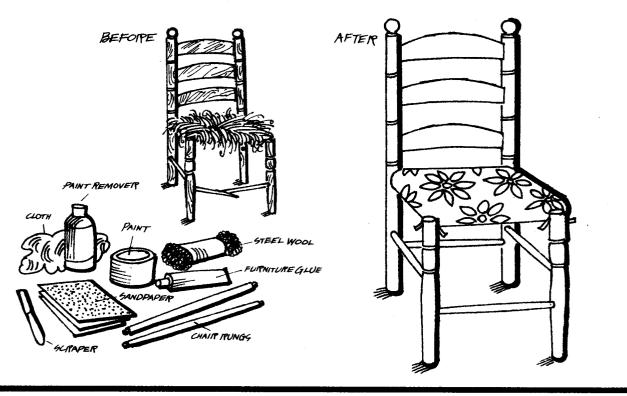
Walls of your home can be decorated with very special art—the work that the children do in school. Children's work is usually very colorful and adds to the beauty of the room. And the children will be very proud to see it.



### INFORMATION ON 2: more home for less money

#### **Refinishing Old Furniture**

- Your old furniture can come alive and look new again. Here's how:
  - Remove the paint or finish with a product for this purpose. You can get this at a hardware store or a paint store. Follow directions carefully so you don't hurt yourself or the furniture.
  - Use sandpaper to smooth the surface of the piece. In order not to scratch the furniture, use a fine enough grade of sandpaper. Test it first in a spot that doesn't show.
  - -Take some very fine steel wool and go over the entire piece.
  - -Dust the piece. Now you are ready to apply the new finish with a brush or cloth. (Read directions on the can of paint, finish, or staining wax.)
  - -Use furniture glue to put a chair together that is falling apart. If parts are missing or broken, look for those parts in a thrift shop.
  - Re-cover torn or worn chair seats and backs with new cloth.
     Buying new fabric for your old kitchen chairs, for example, is much cheaper than buying a new kitchen set.



#### **J** Buying Furniture

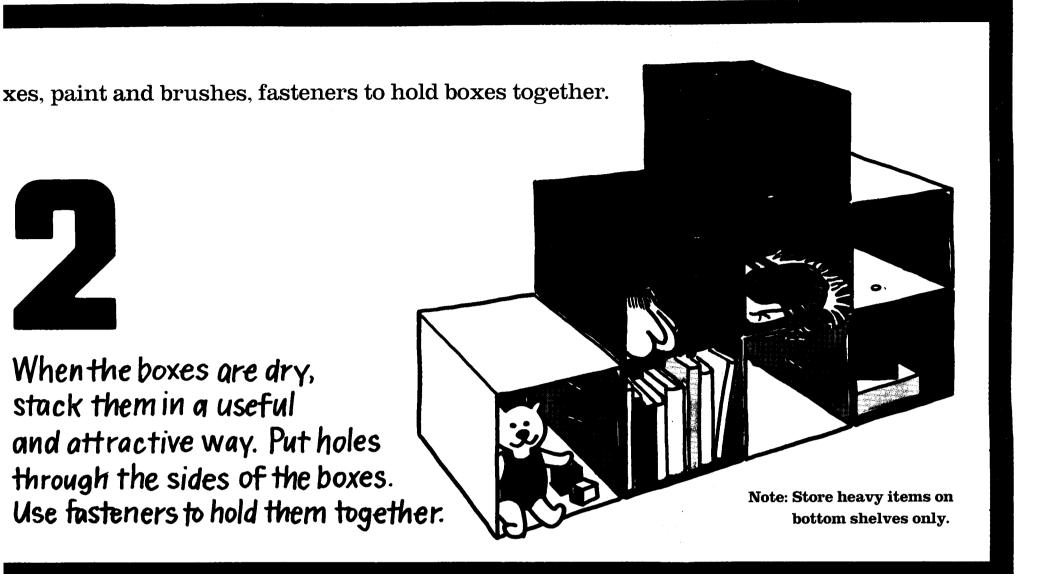
- Plan your furniture buying. Do not start until you have a plan. First figure out what you need and how much you can afford to pay. This is where your budget plays a large part.
- Browse around thrift shops first before running up a bill for new furniture. You would be surprised at what you may find. Many a treasure has been discovered in these shops.
- Use your imagination when you are looking at furniture in a thrift shop or at a garage or church sale. With painting or refinishing, many of the old things there could look better than some new ones.
- Finishing unpainted furniture yourself can be a good idea. It usually is less expensive than already-finished furniture. Construction and design should be considered in unpainted furniture the same way as in finished things.

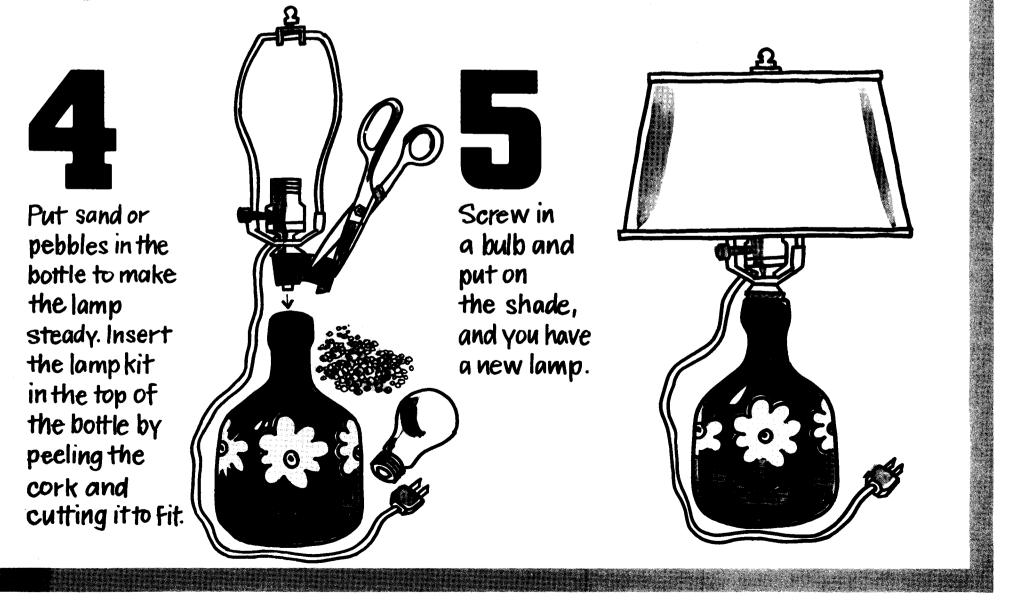
Family needs often determine the style of furniture you buy. The ages of children are another factor. You want your furniture to last, so look for easy-care features. Slipcovers which can come off for washing, stain-resistant fabrics and surfaces treated to resist spills are good. Many tables come with tops that won't stain and can be washed if food or water spills on them.

- Read labels, examine drawers and don't be afraid to ask questions. You want to be sure you are getting the quality you are paying for when you buy furniture. Take plenty of time and do not allow yourself to be pressured into a purchase that isn't practical. For example, if you need drawer space, be sure there is enough of it. If you have a small area, be sure to select a piece that will fit in that space. If you expect hard wear, consider plastic tops and good, solid construction.
- Use as little credit buying as possible. Stay within your budget. If you buy on time, read and understand the contract before you sign anything. Figure out monthly payments. How much will the piece cost by the time it is paid for? Is it worth it?



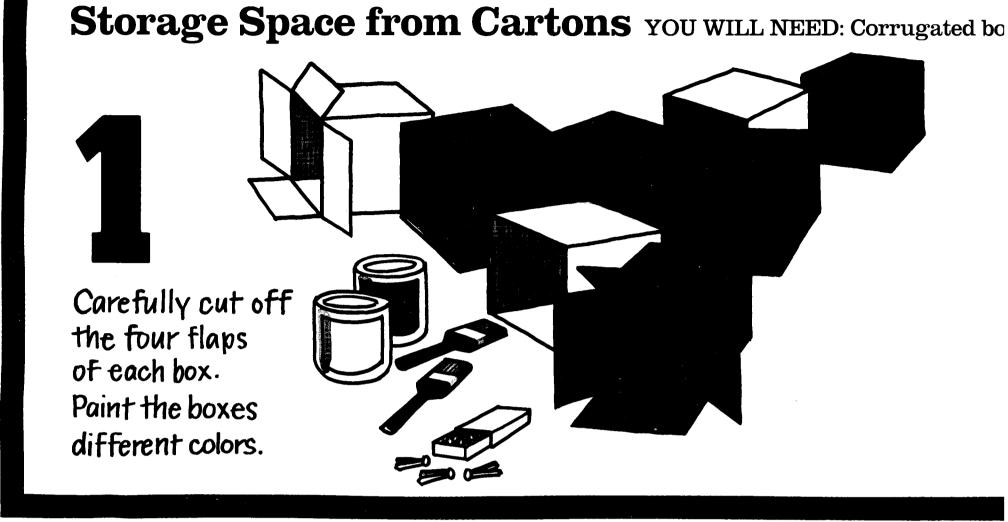
## INFORMATION ON more home for less money





FOR RESIDENT



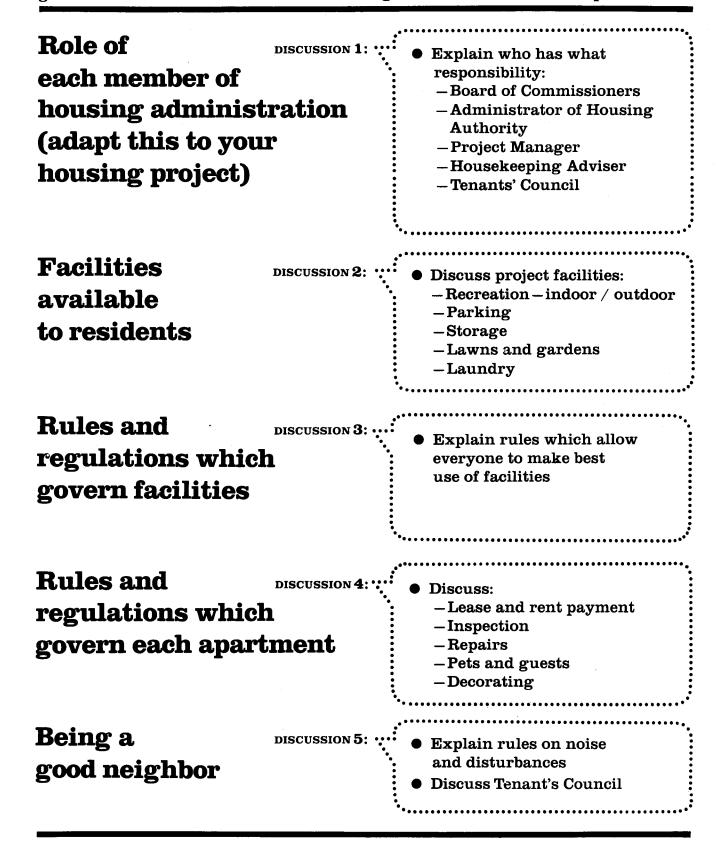


Lamps from Bottles or Jugs YOU WILL NEED: Bottle or jug, v from a magazi





To assist families in learning about the housing project, what facilities are available, what regulations govern their use, and how all can work together to make it a better place to live.



## TEACHING GUIDE 3: it's wise to know the rules

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#### **Suggested Activities**

Notes

- Take new families on a tour of the project. Show them play areas, recreation rooms, laundry areas and other facilities. At each stop, explain the rules and regulations which govern the area.
- Ask a representative from the housing authority to talk to the class and answer questions about rules, regulations and rent payments.
- Ask a representative from the company that supplied the equipment in the laundry room to talk to the class about the best way to use it.
- Let one member of the group play the project manager. Let another person be a resident who has been making too much noise, disturbing his neighbors. Ask the "manager" to explain the rules to the "resident." Let each person tell the group how he feels about the rules.



## INFORMATION ON 3: it's wise to know the rules

#### **Does Your Project Offer These Facilities?**

#### Is there an indoor recreation room?

Can you use this room for birthday parties, meetings or classes? Are you expected to clean up after you use the room so it will be ready for another group?

Are there play areas for children and adults? These might include ball fields, handball courts and playgrounds.

#### Are there special areas for toddlers?

If so, they should be used only by the little ones. When young children are in play areas, an adult should be there to keep an eye on them.

#### Do you have a parking place for your car?

Always use the parking area provided for your car. Remember parking areas are just for cars in use-not a dumping ground for abandoned ones.

#### Are there storage places for you?

Find out where to put bicycles, strollers and large toys. Halls, landings and stairways are NOT storage areas. Fire rules do not permit this.

#### Are there gardens and lawns you can use?

#### Do you help to take care of gardens and lawns?

You can do your part by not throwing papers and cans on the property. When everyone helps to keep gardens and lawns clean, the results are worth it. This also helps to keep rents down.

#### Are there laundry rooms for everyone to use?

Find out how to use them properly for best results so you won't waste money or ruin the machines.

### INFORMATION ON **3: it's wise to know the rules**

Here is a <u>sample of the laundry regulations</u> used by a Baltimore project. \_ It helps everyone in a big project get their wash done!

Laundry rooms will be open Monday through Saturday from 7:15 a.m. to 3:00 p.m., other than Wednesday, when the facilities will remain open to 7:00 p.m.

FLOORS 2-5-8-11-14		LAUNDRY DAYS Monday and Thursday
3-6-9-12	REMEMBER THIS SCHEDULE	Tuesday and Friday
4-7-10-13	SCIEDUIE	Wednesday and Saturday

(The 1st floor residents in C and D Buildings will use Tuesday and Friday schedule)

- 1. All washing machines privately-owned must be stored in a laundry room and registered in the management office. These residents must furnish their own chain and padlock for security.
- 2. Residents are expected to provide a padlock to secure bins while clothes are drying.
- 3. Residents may use only one drying bin at a given period. Outdoor drying space is also provided.
- 4. Locks, clothes and clotheslines remaining in the bins overnight must be removed by 8:00 a.m.
- 5. Residents washing before noon should free the drying bins before 12:30 p.m. to permit persons washing in the afternoon use of the drying bins.
- 6. Laundry tags will be provided to identify your wash.
- 7. It is expected that all laundry rooms and facilities will be left in a clean, orderly condition.

Thank you for your cooperation.

### INFORMATION ON 3: it's wise to know the rules

#### Learn About Your New Place

- Everyone should have a share in seeing that their home is one that helps the neighborhood become a better place in which all are proud to live.
- Find out what rules and regulations are a part of that location. This is especially important in housing projects.
- Check on the kind of security in the project, how building and equipment repairs are handled, extermination service.
- Learn if there is a tenants' council, improvement association or neighborhood council. Find out who the leaders are and what they do. A council can help if you have any problems about living in the area.

#### **V** Rules for Each Apartment

• Lease Read your lease carefully. It is the agreement between you and the housing project. If you read it, you will know what you are responsible for and what the project is responsible for. You will be able to get along better.

Keep your lease in a safe place. It is a legal paper and is important to you as long as you live in the project.

You will receive a notice from the manager when it is time to make a new application to stay in the project. The manager will need to meet with you. If there have been changes in your family or if you are making more money or less money, tell the manager. If you need a bigger or a smaller apartment and one is available, you may be able to move into it.

- **Rent** Your rent is due every month. If it is due on the first, be sure you pay then. The project may take legal action if your rent is late and that costs you more money. If you are on welfare and the welfare check is late, let the manager know.
- Inspection The project is required by law to inspect your apartment once each year and make necessary repairs. You will be told several days before the inspection so it will not be a surprise invasion.

### MFORMATION ON **3: it's wise to know the rules**

• **Repairs** Remember, you are responsible for keeping your home in good repair. If you break windows or make holes in walls or screens, you will have to pay to have them fixed.

If something in your apartment needs fixing such as a blocked sink or leaky faucet, let the manager's office know right away. Go to the office yourself or call on the phone.

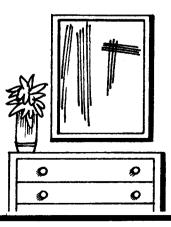
- Pets Some projects limit pets to goldfish and parakeets or canaries. No four-legged animals are allowed since it is not fair to let some families have animals and not others.
- Guests You and your family are the only people who can live in your home. You list your family on the application to move into the project. After that, no one else can move in with you. Overcrowding is the reason the project was built, and no one wants the project to get overcrowded, too.

Friends and relatives can visit and even stay over. But be sure you get the OK of the manager's office if your guest stays more than two weeks.

• **Decorating** You are free to decorate your apartment the way you like. Because you may not stay there forever, the project has rules to see that the place is just as nice for the people who come after you. That is why you can use only some kinds of paint and floor coverings. Check with the manager's office first.

Hardware for draperies, heavy pictures and mirrors may require the special tools used by the project's maintenance crews. Call the manager's office about this. For lighter wall hangings, use special hangers which won't damage walls. They can be bought in most five-and-ten-cent stores or hardware stores.





### MFORMATION ON 3: it's wise to know the rules

#### Be a Good Neighbor

- All of us expect to be treated right by others, so we should treat others right, too. This way, life can be more pleasant for all.
- If you have a party, enjoy it. But remember that your sleeping neighbor won't if it's noisy. Try not to be too loud at any hour, because your neighbor might work the night shift or have a sleeping baby.
- Maybe you love rock music or TV quiz shows. But maybe your neighbor doesn't. Keep radios, TVs and record players low so everyone around you doesn't have to listen to your entertainment.
- Children should also take pride in where they live. Let them have some responsibilities. One idea is to organize the children on your floor into a clean-up squad to keep hallways clean. Then, anyone found marking up the place will have to clean it. Let the children police themselves.

Here's a way for children to clean up halls – have a hall party. First, get permission to do this from the manager. Invite everyone on your floor to come with a sponge, soap or detergent and a broom or mop. Ask each family to contribute something to eat. Then serve the food right in the hall after the job is done. Everyone will get to know everyone else and the halls will be clean, too.



# INFORMATION ON 3: it's wise to know the rules

Older residents can help newcomers in many ways. They can serve as a welcoming committee to help new residents be good tenants. Such a group might be set up as follows:

### **Tenants'** Council

### A. The group would include:

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- 1. A counselor for each floor
- 2. A representative to set up conferences with the housing manager
- 3. A representative to call meetings
- 4. A planning committee
- 5. A volunteer to inform residents

### **B.** Duties of a Counselor

- 1. Form a hall club made up of children living on his or her floor
- 2. Train the children and also work along with them to help keep hallways clean
- 3. Teach the children to have pride in their surroundings
- 4. See that proper cleaning materials are available

## C. Duties of Conference Representative

- 1. Make appointments with housing manager, if necessary
- 2. Request materials needed for cleaning
- 3. Invite housing manager to meetings

## **D. Duties of Call Representative**

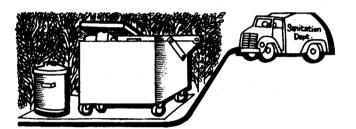
- 1. Meet with counselors to decide on meetings to be held
- 2. Inform residents of meetings
- 3. State reason for meetings

### E. Duties of the Planning Committee

- 1. Plan methods to be used to maintain interest
- 2. Select appropriate films to be shown
- 3. Solicit donations from residents should a party be planned for the children
- 4. Plan entertainment
- 5. Arrange a place for a party
- 6. Arrange for refreshments

### F. Duties of the Volunteer

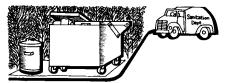
- 1. See that residents are made aware of the aspirations of the group
- 2. Solicit cooperation from all residents



# 4: sanitation and safety

Tenants must assume responsibilities for keeping homes and surroundings clean and safe. Cooperation with management and neighborhood groups is essential.

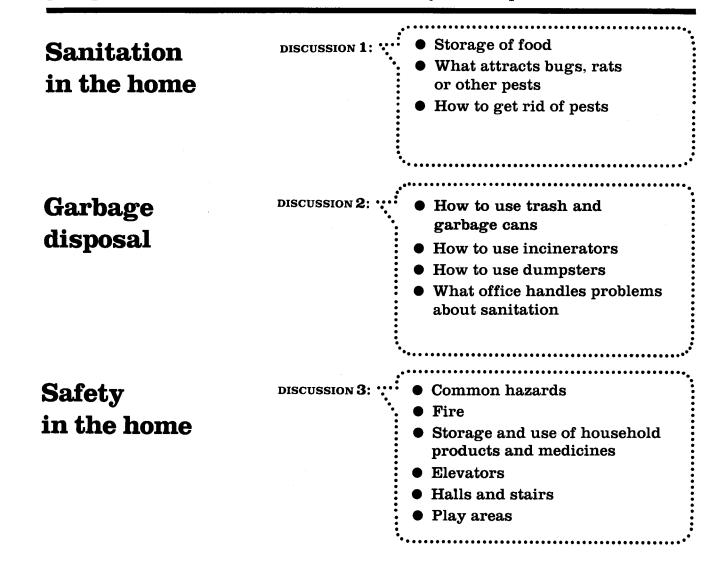
The Baltimore experience is presented as one way of handling sanitation and safety situations.



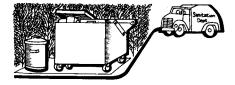
# **TEACOUR GUIDE 4: sanitation and safety**

To assist families in keeping

their homes sanitary and free from bugs and other pests, to teach them how to use garbage facilities, and to advise them about safety rules to prevent accidents.



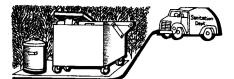
# **TEACHING GUIDE 4: sanitation and safety**



### **Suggested Activities**

Notes

- Point out ways that residents can keep apartments free from bugs. Discuss what can be done to get rid of them.
- Take residents on a tour of garbage disposal facilities. Demonstrate the proper use of them.
- Discuss disposal of old furniture, boxes and other things which won't go in regular receptacles. Give families the name of the person to call to get rid of these things.
- Bring to the class some commonly used household products – medicines, cleaning supplies, pest sprays and other chemicals. Discuss how to keep certain products out of the hands of children. Talk about the dangers of misusing or mixing products.
- Take residents on a tour of the project, pointing out safety factors. For example, take group to the elevator, point out emergency button or switch and discuss its use.
- Invite the fire department to talk about fire rules and regulations. Police and health department representatives could also discuss safety and health.



## Sanitation in the Home

- No one likes to live with bugs or rats. But sometimes people forget that these pests don't come to an area unless they are invited. And once they come, they travel from apartment to apartment. So the best idea is to keep them out in the first place.
- Starve household pests to keep them out. Any food you leave out or uncovered is an open invitation to bugs or rats. When you store food be sure to keep it covered. After you open flour or sugar, put it in a jar or container with a lid you can close. Keep all jars closed.
- Wipe up spilled food from counters, shelves, tables, chairs or floors using a slightly damp cloth. Even small crumbs can be a meal for a roach or an ant.
- Scrape any scraps from dishes if you can't wash them right away. Put scraps into a garbage can or plastic bag. Rinse dishes in hot water. Dirty dishes can attract bugs.
- Don't leave garbage out, pests will find it. Get a garbage can with a cover. Empty it when full. Or use a plastic bag strong enough so things can't leak out onto the floor. Teach children to put garbage in the can or bag.

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- Report to the manager's office at once for extermination service if you do find bugs or rats.
- Cooperate with exterminators whenever they come to inspect apartments.

If you must get rid of bugs or rats yourself, you will need some special chemicals which are made to kill them. These are called "insecticides" and "rodenticides." You can buy them in drug stores, hardware stores and grocery stores. Make sure that you get just the right kind for your special problem. Find out by reading the labels on the packages. Or ask the clerk to help you.

- -Be careful how you use and store insecticides and rodenticides. Some of them can poison people and pets or cause other damage. Keep these chemicals in a safe place-away from children and pets. Do not keep them near food, under the sink, or in the medicine chest. Certain products have to be kept away from heat; the label will tell you this.
- -Keep children, birds and fish out of the room when you use an insecticide or rodenticide.
- -Wash your face and hands with soap and water after using any insecticide or rodenticide. If it spills on your clothes, remove those clothes and wash them as soon as possible.
- -Read the label to learn how to use each product.

DON'T PUT POISONS

IN LOW CABINETS

PUT POISONS

UP HIGH

### Garbage Disposal

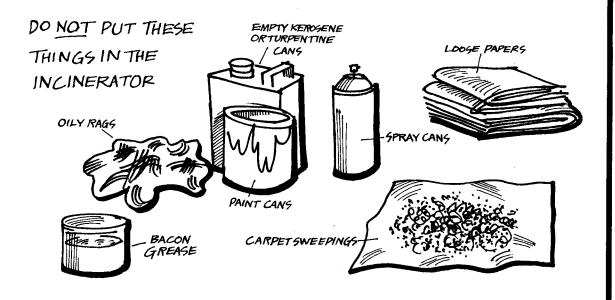
#### TRASH AND GARBAGE CANS

- Keep kitchen garbage cans clean by lining them with a heavy paper, plastic bag or newspaper. Then the garbage and the bag or paper can be lifted out together so the can won't get too dirty.
- Scrub the can once a week to keep it sanitary and smelling nice. You can do this with a cloth and hot suds or with a brush in a washtub or bathtub. Rinse with water and some ammonia or chlorine bleach. Be sure to get the outside clean too, as spills often drip onto the outside and can attract bugs. Wash the lid.
- Put out trash and garbage cans on regular collection days only. Take them in as soon as possible after collection. If you do not do this, you are subject to a \$25 fine. Clean containers help to keep pests away. Wash thoroughly with hot sudsy water after garbage is collected. Use a tight-fitting lid.
- The can and cover for all waste materials should be metal. It is against the law to store garbage in such containers as-lard cans, oil drums, boxes, cartons or baskets.
- Call the Bureau of Sanitation if you have excess refuse accumulated after a clean-up campaign. Request them to collect it. The Baltimore City Health Department prohibits the use of plastic containers.
- If you are the only occupant of your house whether you own it or not, you are responsible for cleaning the premises and providing trash containers. If you live in a multiple dwelling or in an apartment house, three persons are responsible—
  - 1. the owner
  - 2. the real estate agent
  - 3. the occupant of each apartment



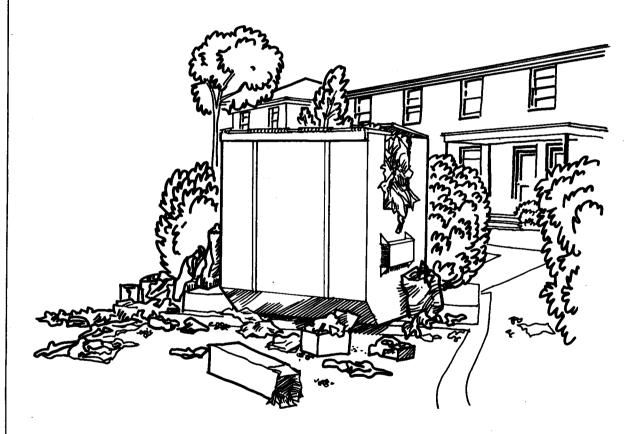
### **INCINERATORS**

- Incinerators are still used in some high-rise buildings. They are centrally located inside the buildings for use. They are used to dispose of garbage and trash. Each person should learn how to use an incinerator properly.
- The garbage and trash should be wrapped so that things will not spill all over the floor when being placed in the incinerator. If you happen to drop or spill things on the floor, it is your duty to clean this up so pests are not attracted.
- These rules can be helpful:
  - 1. Wrap all garbage and trash before putting it in the incinerator.
  - 2. Be sure garbage and trash are inside the incinerator before closing the door.
  - 3. Be sure the incinerator door is closed tightly to prevent smoke and fire. Your life and health are in danger, if you don't.
  - 4. Report all broken incinerator doors. Anytime smoke is seen; check the door at once. If it is tightly shut, report the smoke.
  - 5. Try to establish floor tenant councils to explain the need to keep the area around the incinerator clean and odorfree. The floor councils could be given pointers by the management on keeping the incinerator area clean.



### **DUMPSTERS**

- In most cases, projects have dumpsters. Dumpsters are used outside projects to take care of trash and garbage. All trash and garbage should be wrapped tightly before being put in the dumpster.
- Dumpsters are usually too high for small children to use. Often in trying to reach the door, the child spills everything outside the dumpster. If this is not cleaned up at once, pests and rats will come. Odors will come, too. This is one of the biggest problems of housing. If you send an older child or go yourself, your streets and lawns will be much cleaner.



• Dumpsters should be emptied at least twice a week. In some areas, it is every day. If this does not occur, you can call the Bureau of Sanitation with this complaint and they will empty the dumpster within 24 hours.

Old chairs, beds, tables and boxes should not be left outside the dumpsters. These things can be handled a different way by the management.



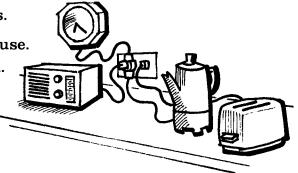
### **COMMUNITY SANITATION**

- Sanitation is one of the most important divisions of the Health Department. The Division of Community Sanitation, Bureau of Environmental Hygiene is the division that you would contact if insect infestation, unsanitary conditions or other health nuisances exist in one- or two-family dwellings.
- First of all, give the complaint to the landlord to see if he will correct the defects of which you are complaining.
- In Baltimore, the City Health Department prefers people to file a complaint in this manner:
  - 1. Give the exact location of the place about which a person is complaining.
  - 2. What is the complaint? (the most important complaint first)
  - 3. The name and address of complainant.
  - 4. The owner of the property, if known.

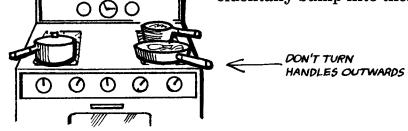
### Safety in the Home

• Check your home to prevent accidents. Are some windows open so wide that a child could fall out? Are electric cords taped to the wall or floor – or can someone trip over them and fall? Is there a safety mat in the bathtub and on the bathroom floor to keep people from slipping? You can keep your own home accident-proof.

- Learn how to use appliances in your home so you use them safely.
- Don't overload electrical outlets with too many appliances. This can cause a short circuit, even a fire.
- Don't use worn electrical cords.
- Don't place a penny behind a fuse. Fuses protect against overload.



• Turn handles of pots in towards the center of the stove so you don't accidentally bump into them and spill the hot food.



• Don't let grease cause fires. See that oil and grease do not overflow or get too hot when you are cooking. If grease does start a fire, turn off the burner and put a lid over the burning pan as fast as you can. Never throw water on burning grease. Call the fire department and the manager's office right away should the fire continue.

Keep matches from children. Many a fire has been started by a child who wanted to try out matches to see the flame.

• Find out if there are fire extinguishers in your building. Show everyone in the family where the extinguishers are in case you need one in a hurry.

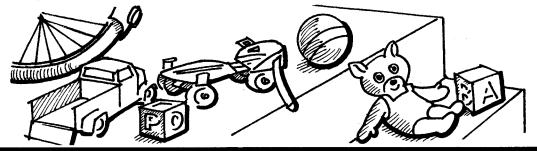
• Don't ever mix together two or more special cleaning products—such as bleaching solutions, ammonia, toilet bowl cleaners, rust removers, oven cleaners—because such chemical mixtures may interact. Some household products that are useful and safe to use alone, can have harmful effects when combined.

Keep all medicines, cleaning products, and other household supplies away from the hands of children. It is a good idea to keep them tightly closed, on a high shelf or in a locked cabinet. Young children might be curious and taste one of these products - it could be poisonous.

- Take polish or cleaner with you if the phone or doorbell rings while you are cleaning. Don't leave it on the table where your child might decide to sample it.
- Read the label on a bottle of medicine every time you use it. Turn the light on if you take medicine at night so you won't take the wrong one.
- Keep all products in their original containers. Then you will know what you are using and use it the right way.
- Find out how the emergency button or switch works if you use an elevator to get to your apartment. You may never need to use it, but it is a good thing to know about. Notify the manager if the elevator is out of order.

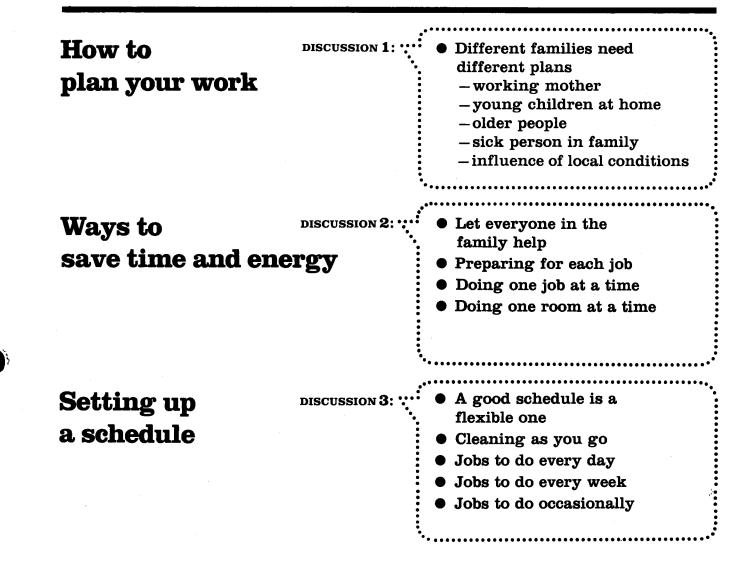
Find out where fire exits are located in your building. DO NOT USE elevators in case of fire.

- Don't send small children out alone in elevators. Sometimes a child can get into an elevator and not be able to reach the button to get out. Elevators are not play areas for children.
- Remind your children to keep things off stairs and out of halls. Bicycles, toys, roller skates and other things left in halls or on stairs can be dangerous. Even a small toy can cause an accident if someone falls over it.





To assist families in scheduling housekeeping jobs and to help them get all of the family involved in keeping the home looking good.



# TEACHING GUIDE 5: setting up a workable schedule

### **Suggested Activities**

- 1

Notes

- Discuss problems families have in \_\_\_\_\_\_
   keeping their homes looking good. \_\_\_\_\_\_
   Emphasize the need for having a \_\_\_\_\_\_
   plan. \_\_\_\_\_\_
- Discuss ways of encouraging every person in the family to help with household tasks.
- Plan a week of housekeeping for a family. Perhaps someone in the group will volunteer and a plan could be developed around their family life. Ask the group to work together on the plan-set up a routine for jobs to be done every day. Then let the group try the plan for one week. After a week, they can meet again to talk about how it worked.

1

# DNFORMATION ON 5: setting up a workable schedule

### How to Plan Your Work

- Your particular situation affects the way you go about your housekeeping duties. Everyone does not go about things in the same way.
- Some housekeeping jobs—like washing windows and curtains —need to be done only occasionally. Some cleaning should be done every week. There are jobs, like washing dishes, which need doing every day. When you do these jobs depends on you.

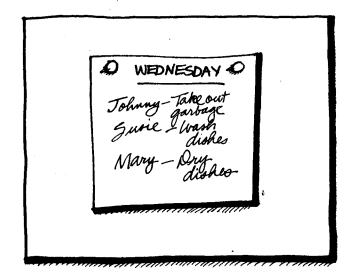
If you work, your schedule is different from that of a person who is home all day. You have to plan some jobs for hours or days off. If you divide up the jobs you can do before or after work, you won't be faced with a lot of jobs to do on your precious days off.

- If you have young children at home, try to do some housekeeping while they are taking naps. Or when awake, a baby can be brought from room to room while you are cleaning, so you can talk to him. Your child will enjoy the change of scenery.
- There are some people who, because of age or health, should not try to do too much at once. It is a good idea for them to do a little at a time, with some stops for resting.
- If someone in the family is sick—it is important for everyone in the family to pitch in. That way, the jobs which need doing won't pile up. If mother is sick it is especially important.
- Where you live influences your schedule. If you live in a hot place, try to clean early in the morning or late in the afternoon when it is cooler. If you live in a sooty city, you need to clean more often than if you live in the country.

## INFORMATION ON 5: setting up a workable schedule

In a family, only through the cooperation of everyone can a plan be carried out. If your son has the task of keeping his room clean and taking out the garbage, he might think twice about messing up his room and leaving trash. Your daughter will have a different outlook if she learns at an early age to respect her home and possessions. Later, she can take on the job of doing small things like sweeping the kitchen floor or dusting to help mother. Father can help with some of the heavier jobs like washing windows, polishing floors and moving furniture.

• Discuss all the jobs that must be done in your home with everyone in the family. Delegate responsibilities according to the ability of each person. Also, when they are available to do the job. Give everyone an opportunity to participate.



• Discuss jobs with everyone. School-age children can perform their duties after school and on the weekend. If a child doesn't go to school, this doesn't mean he should do nothing. Teaching him to pick up toys or papers helps. Change job responsibilities as children get older.

# MFORMATION ON 5: setting up a workable schedule

### Ways to Save Time and Energy

• Limit the number of "special" jobs you take on at one time – cleaning kitchen cabinets, for example. If you try to do everything at once you'll need a vacation after just one day.

In a basket or box, gather things that are needed for each job or for each room. That way you will have all of the cleaning equipment you need right where you need it and you won't have to keep making trips back and forth for supplies.



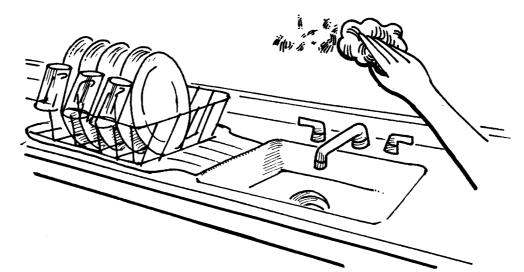
- Clean tools and store them. Swish sponges in clean water and soap or detergent. Wash dirty mop heads and dust cloths immediately after using.
- Finish one job before you start another. For example, wash all of the dishes before you start to sweep the kitchen. For occasional cleaning like washing all of the windows, plan to clean only as many as you can in the time you have.

Plan to do one room at a time. Start by moving all of the furniture to the center of the room – or away from one wall at a time. First, take down curtains and clean windows and sills, then wash walls and the floor around the outside of the room. Wash and polish furniture and move it back into place.

## INFORMATION ON 5: setting up a workable schedule

### Setting up a Schedule

- Change your schedule to suit your needs. If it is a great day for a picnic but it is also "laundry day," perhaps you should go on the picnic. The laundry can wait one more day. If you have been doing your housekeeping regularly, one day off won't make a big difference.
- Clean as you go to avoid big cleanups. When you make the beds, put away clothes that are scattered around the bedroom. After you wash dishes, check the kitchen so you can wipe away spills and finger marks on walls while you have a sponge or cloth in your hand.



• Do "special" jobs only once in a while. These are jobs like washing windows, washing woodwork or cleaning out closets. People used to do these things when "spring cleaning" or "fall cleaning." But many people today think it is easier to do one big job every few weeks rather than saving them for one giant cleanup at the start of a new season.

This may help in developing your plan: Write down all of the things to be done. Each person's list differs. Use a list that suits you and your family. Now divide the jobs into those which should be done daily, weekly, and just once in a while.

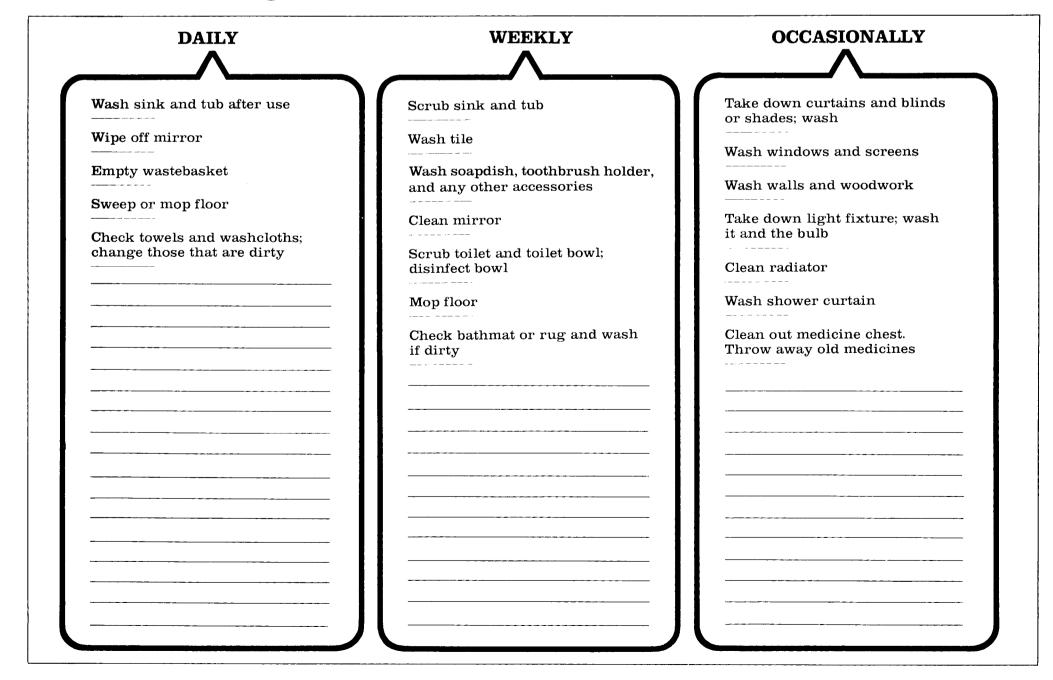
• Sample schedules are included in this chapter.

# **Kitchen Cleaning Schedule**

# INFORMATION ON setting up a workable schedule

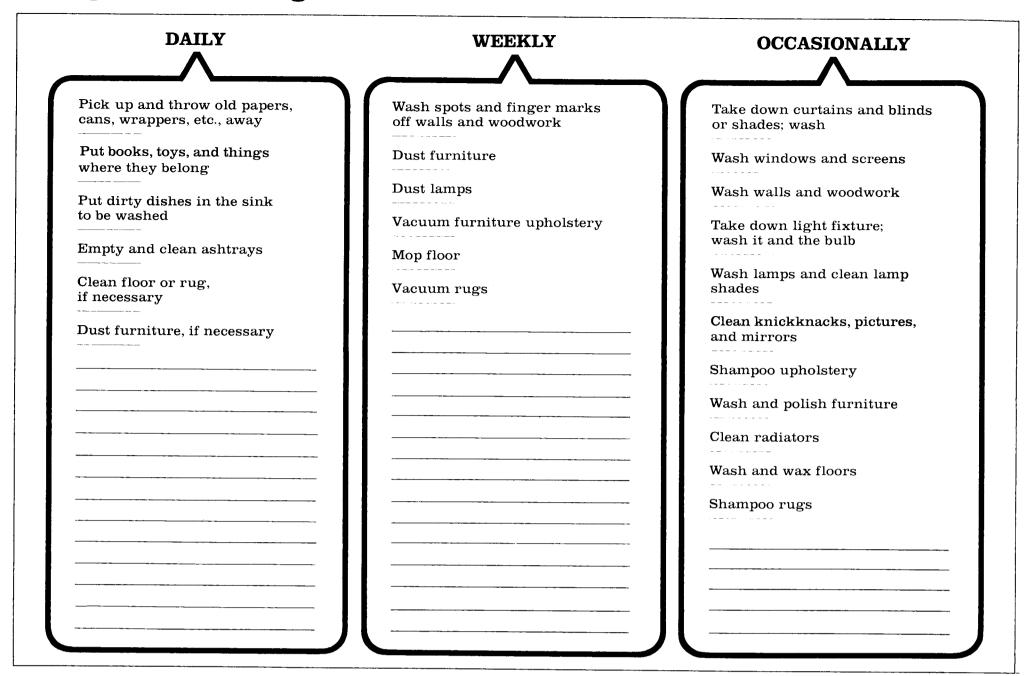
$\mathbf{\Lambda}$	<b>^</b>	$\mathbf{\Lambda}$
Put food and supplies away after using them	Clean stove and oven thoroughly	Take down curtains and blinds or shades; wash
Wipe off table	Wash inside refrigerator— defrost if needed	Wash windows and screens
Wash and dry dishes; put them away	Scrub and wax floor	Empty kitchen cabinets, wash them out and put things back clean
Wipe stove and refrigerator	Wash and disinfect garbage cans	Take apart appliances –
Wipe off toaster, can opener, or any other small appliances used		toaster, broiler, etc., and clean thoroughly
Sponge smudges off walls, woodwork, chairs, etc.		Scrub kitchen chairs and table
Clean sink		Wash walls and woodwork ————— Take down light fixture,
Sweep or damp mop floor		wash it and the bulb
Empty and clean trash or garbage cans		Clean radiators
		Remove floor wax, wash floor, and rewax

## **Bathroom Cleaning Schedule**

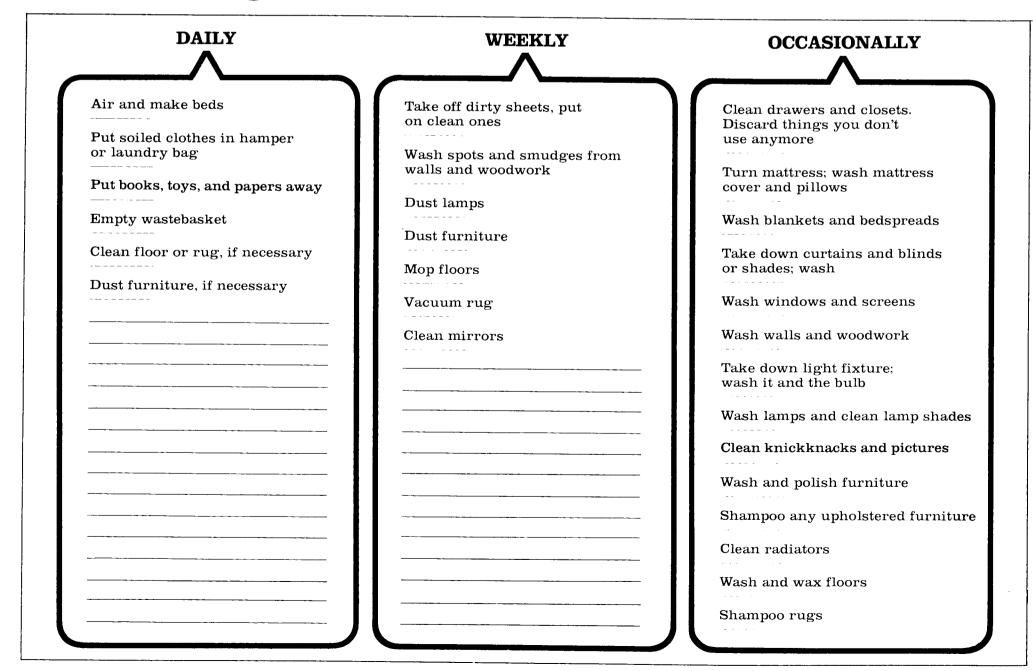




# **Living Room Cleaning Schedule**



## **Bedroom Cleaning Schedule**





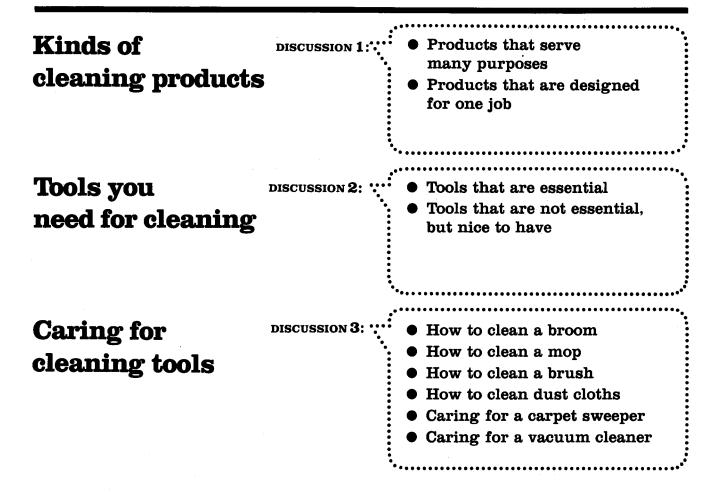
A lot of equipment is not necessary to keep a home in good order. There are some basic tools and cleaning products that are necessary. Care of equipment is also important.

6



# TEACING GUIDE 6: housekeeping tools

To assist families in selecting cleaning products and using the right tools for good housekeeping. To help families care for their cleaning tools.



# TEACING GUIDE 6: housekeeping tools



Suggested Activities	Notes	
• Show the class a variety of cleaning products. Let the class discuss which could serve many uses and those that are designed for one job.		
<ul> <li>Read directions on the labels of several cleaning products. Point out the information given:         <ul> <li>Where to use the product</li> <li>How to use it</li> <li>Precautions, if any</li> </ul> </li> </ul>		
• Make a list of all of the cleaning tools the class is now using. List those they need. List those they may not really need.		
• Compare costs and usefulness of clean- ing products, tools and equipment.		



# INFORMATION ON **6: housekeeping tools**

## **Cleaning Products**

- There are cleaning products on the market today for every job in the house. Before you buy special cleaners which will do one job, see if you can find an all-purpose cleaner to do many jobs and save you money. Compare costs of different types of products.
- Here is a list of products that help to keep your house clean. Of these, the all-purpose cleaners, the cleansers, bleaches and detergents can be used for many cleaning jobs. Check those you think are essential:

#### Cleaners

- -All-purpose--liquid,
- spray, dry
- Ammonia
- -Baking Soda
- -Special purpose cleaners
  - Carpet and rug-liquid and dry
  - Drain
  - Oven
  - Paint
  - Toilet bowl
  - Wallpaper
  - Window

#### Cleansers

-Scouring

#### Detergents

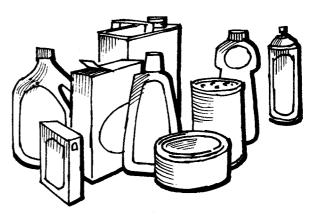
- -Automatic dishwasher
- -Light duty-granules and liquids
- -All-purpose-granules and liquids

#### **Disinfectants and Deodorizers**

- -Bleaches
  - Chlorine--liquid and dry
  - Oxygen--dry
- -Household disinfectant products
- -Household spray deodorants

#### **Polishes and Waxes**

- -Floors
  - Polishing -- liquid and paste
  - Self-polishing -- liquid
  - Wax removers
- Cleaners
- Waxes
- -Furniture -- cream,
  - oil, paste
  - Cleaning waxes
  - Dust and wax sprays
  - Scratch and blemish removers
- -Kitchen
- Cleaning waxes
- -Metal polishes -
  - liquid and paste
  - Brass
  - Chrome
  - Copper
  - Silver

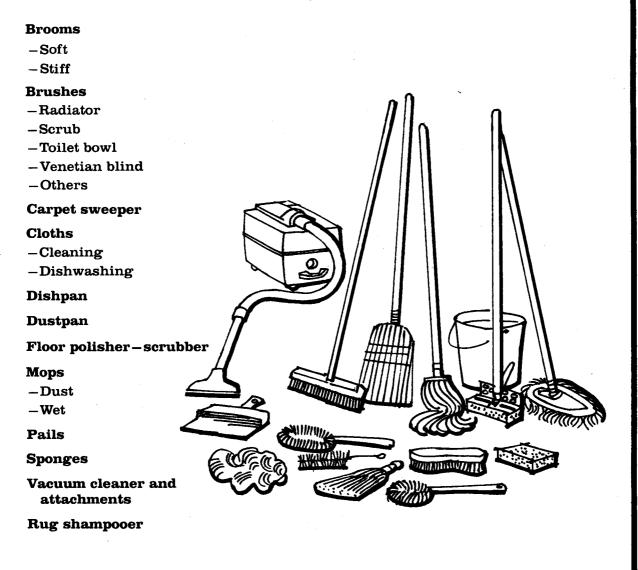


## INFORMATION ON 6: housekeeping tools

### **Tools for Cleaning**

- Everyone has her own favorite tools for cleaning. Some people like to dust with an old diaper or a worn pillowcase. Some people like to use a string mop on floors and some like a sponge mop. That is fine. But there are some cleaning tools that everyone will need to keep a home in good order.
- There are tools which are nice to have but not absolutely necessary to keep a home clean. Before you buy a vacuum cleaner or polisher, think carefully. Do you really need it to do your rugs or floors? Will a carpet sweeper or a buffer on a stick work just as well?

Here is a list of tools. Pick out those you think are essential:

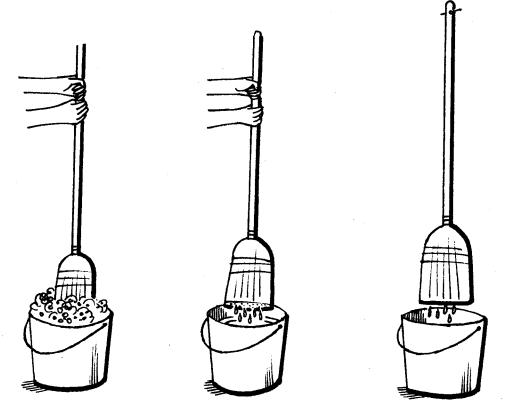


### Caring for Cleaning Tools

- Clean tools help keep your house clean.
- Remove lint and dust on brooms, mops, brushes and other tools right after you use them. If you cover a mop or broom with a paper bag before you shake it, the bag will catch the dust not you or a neighbor.
- Wash dust mops and cloths. Keep them clean or throw them away. Avoid fire hazards by not storing oily mops and cloths.

#### TO WASH:

A Broom - dip it up and down in sudsy water until it looks clean. Rinse it the same way or under running water. Then just shake off the dripping water and hang it, head down, until it dries.



A String Mop-take the mop head off its handle and wash it in the washer with a load of really dirty things. You can dry a string mop in the dryer. Or you can wash it by hand in hot sudsy water and rinse it well. Then squeeze the water out; hang it to dry.

A Sponge Mop can be washed and used over and over again.

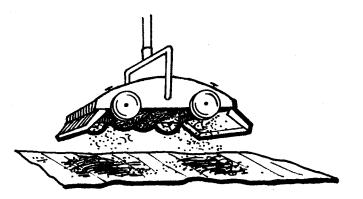
A Brush-soak it in a pail of hot sudsy water. Then rinse and let dry.

A Dustcloth or Polishing Cloth-wash in washer or by hand in hot sudsy water.

## INFORMATION ON 6: housekeeping tools

A Carpet Sweeper takes some care if you want it to work well. If the dust pans get full, the sweeper won't pick up more dirt. Open the dust pans on the bottom of the sweeper often and empty them out. It is a good idea to do this on a newspaper so you can wrap it up and throw away the dust.

If the sweeper brush can be removed, you can take it out occasionally and wash it in hot sudsy water. Rinse and dry before replacing.



**Vacuum Cleaners** only work well if they are kept clean. Empty the bag as soon as it gets full and replace it with a new one. When you empty the bag, check the hoses to see if there are sweepings stuck in them. You can clean out hoses by attaching them to the blower or exhaust end of the vacuum. Hold a bag over the hose so that when the machine is turned on, any dust will go into the bag.

Do not put loose carpet sweepings in an incinerator. It is a fire hazard.

Wipe out the inside of the vacuum cleaner. Keep brushes clean by washing them in sudsy water. Then rinse and dry thoroughly.

A vacuum cleaner comes with a nozzle for rugs. You may also have the following attachments:

- stiff brush for walls and floors
- soft dusting brush for carved furniture, tables, books, lamp shades and Venetian blinds
- upholstery nozzle for furniture, drapes, mattresses and clothes
- crevice tool for cleaning radiators, edge of baseboards, narrow spaces.



To assist families in learning or improving home care skills.

How to clean:	DISCUSSION 1: ::: • Supplies needed for the job	••••
Dishes	• How to do the job	
Light fixtu	res	
Stove		
Refrigerato	or and the second se	
Bathroom		
Furniture		
Upholstery		
Windows		
Screens		
Window sha	ades	
Venetian bl	inds	
Walls		
Woodwork	•••••••••••••••••••••••••••••••••••••••	••••
Floors	• Lawns, plantings	
	<ul> <li>Sidewalks, steps,</li> </ul>	
	driveways	
<b>M</b>	• Gutters, drainspouts	
Caring for	DISCUSSION 2: Asbestos, cement	
a home:	<ul><li>shingles</li><li>Painting</li></ul>	
	•••••••	•••
	······································	• • • •
	• How to clean a drain	
Do-it-yourself	DISCUSSION 3: $\cdots$ • How to clean a water	
maintenance:	closet trap	
	• Changing a faucet	
	washer	
	• Filters	



### **Suggested Activities**

Notes

- Duplicate "how to clean" sheets so you can give them out to a resident who is having a housekeeping problem. If you visit a family who is having a cleaning problem with a stove, take the "how to clean a stove" sheet with you. Discuss what is on the sheet and then leave it with the family.
- Plan classes on housekeeping or discuss those tasks that may be a problem. For example, if the walls are marked up or windows are dirty in a project, you can plan a session on how to clean them.
- Gardening, masonry work, roofing, painting, plumbing and electrical work should be discussed by specialists in these fields. Ask such representatives to talk to the class and show them how they could attend to these jobs in their homes.
- Invite a utility representative to discuss the safe and efficient use of utilities, appliances and equipment. Have them point. out what should be done in the case of an emergency or if service is interrupted.

# **NFORMATION ON 7: keeping a home in good order**

## **How to Wash Dishes**

YOU WILL NEED:	• Dishpan, soap or detergent, sponge or cloth, steel wool, scouring powder, dishrack or tray, clean towels. Use rubber gloves if your hands cannot stand hot water.
TO WASH:	• Scrape dishes; drain off any liquids.
	• Fill sink or dishpan with water as hot as your hands can stand. Add soap or detergent.
	• Wash dishes in this order: glassware, silverware, dishes, cooking utensils, pots and pans.
	• Use sponge or dishcloth; wash each piece on both sides. Clean between the fingers of forks. Change water when- ever it gets dirty.
	• Use steel wool and scouring powder for pots and pans that need extra scrubbing. Do not scrub pans that are coated with a non-stick finish like Teflon. Just wash with a sponge or cloth in sudsy water.
TO RINSE AND DRY:	• Put dishes and pans on a dishrack or tray. Rinse with hot water.
	• Use clean towels if you wipe dishes.
	• Put dishes away.

# INFORMATION ON 7: keeping a home in good order

### **How to Clean Light Fixtures**

YOU WILL<br/>NEED:Pail or pan, soap or detergent, sponges or cloths, sturdy<br/>chair or ladder, bottle brush, cloths for drying.

TO CLEAN:

- **A Lamp** Fill a pail or pan with warm water. Add soap or detergent and swish up suds.
- Unplug lamp cord. Take off the shade. Unscrew bulbs, and put them in a safe place.
- Clean base with suds if washable. Don't get the cord wet or put the base in water. Wipe suds off with a clean sponge. Dry the lamp with a clean cloth. Use furniture polish, wax or oil on a wood base.

**The Cord** Wring a sudsy sponge almost dry and fold it in half. Pull the cord between the two layers of the folded sponge. Wipe the cord dry. **Don't let the plug get wet**.

**Globe or Chimney** Wash a glass globe or chimney in deep suds. Use a bottle brush to scrub the inside of a chimney. Rinse with hot water and wipe dry.

**Bulb** Hold each bulb by the metal "neck" so that part won't get wet. Wipe the glass with a damp sudsy cloth. Then wipe it with a dry cloth.

**Lampshade** Use a brush from a vacuum or a soft cloth to dust the lampshade inside and out.

TO WASH:

- Wall and Ceiling Fixtures Turn off light switches. Stand on a sturdy chair or ladder to reach high-up fixtures. Take off all shades, shields, globes, and metal grilles. Also take out light bulbs or tubes.
- Squeeze a sponge out of the sudsy water in the pail. Use this to wipe off all parts of the fixture.
- Rinse the same way, using a clean damp sponge or cloth. Wipe all the parts dry. Don't let water run into open sockets.
- Polish or wax any metal parts after they are dry.

# MFORMATION ON keeping a home in good order

## How to Clean a Stove

YOU WILL NEED:	<ul> <li>Pan, soap or detergent, sponge or cloth, ammonia, sauce dish.</li> </ul>
TO CLEAN:	Electric Surface Units
	• Do not wash electric units because any spilled food burns right off.
	<ul> <li>Remove rims and metal trays underneath the burners.</li> <li>Wash in hot sudsy water. Rinse, wipe and put them back in place.</li> </ul>
	Gas Burners
	• Put out pilot lights. Take off knobs.
	<ul> <li>Remove burners and wash them in a sink of hot sudsy water.</li> </ul>
	• Clean any clogged holes with pipe cleaner or a stiff brush.
	• Rinse and dry thoroughly. Replace securely.
	Stove
	• Let the stove cool. Take off knobs.
	• Take out trays and racks.
	• Clean them in a sink of hot sudsy water. Rinse and wipe dry.
	• Wash the stove all over. Use hot sudsy water and a sponge or cloth. Also use it to clean the broiler, oven and storage drawers. Rinse with clean water, dry.
SPECIAL TIPS:	• Sprinkle detergent on a broiler pan immediately after use. It will be easier to clean.
	• Use ammonia mixed with sudsy water to clean oven. Place a half cup of ammonia in a sauce dish if spots still remain on oven walls.
	• Use a commercial oven cleaner when an oven is very dirty and still won't come clean. Follow the directions on the cleaner.
	• Don't leave an oven door open to warm a room. It is de- signed for roasting and baking – not room heating.

# NFORMATION ON keeping a home in good order

## How to Clean A Refrigerator

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YOU WILL NEED:	• Pan, soap or detergent, sponges or cloths, baking soda newspapers, vacuum cleaner with dusting tool attachment or brush.
TO CLEAN:	Refrigerator
5	• Turn control dial to OFF. Unplug cord from outlet.
	• Remove food. Wipe all containers with a damp cloth.
	<ul> <li>Take out all shelves, racks and pans. Wash in hot suds water. Rinse and dry all parts.</li> </ul>
	• Mix 2 tablespoons of baking soda and 1 quart of warn water in a pan. Use a sponge or cloth dipped in this mix ture; wipe inside walls of the refrigerator. Rinse with clea water and dry. Baking soda leaves refrigerator odor-free
	• Use sudsy sponge on door and gasket. Rinse and dry.
	<ul> <li>Plug cord into outlet. Turn control dial to the right setting Put everything back in refrigerator – parts and food.</li> </ul>
	Freezer
	• Defrost and clean when there is about $\frac{1}{2}$ inch of frost.
	• Take out any frozen foods. Wrap them together in news papers so they will stay frozen.
	• Turn control dial to DEFROST or OFF. Unplug cord.
	• Empty ice cube trays. Wash and rinse in warm water.
	• Fill one or two pans with warm water and put them in th freezer to defrost it more quickly. When the water get cold, refill pans with warm water again. Keep doing thi until all the frost has melted. Wipe up the water.
	Never use a knife to chip of the frost. You could damage the freezing unit.
	• Wash interior with baking soda and water. Rinse and dry
	• Use sudsy sponge on door and gasket. Rinse and dry.
	Plug cord into outlet. Turn control dial to ON.
	• Put the food back and the ice trays filled with water.
TO CLEAN:	Outside
<b>J</b>	• Wash with a sudsy sponge or cloth. Rinse and wipe dry.
	• Pull out defrost tray at the bottom of the refrigerator, i there is one. Wash it in sudsy water; rinse. Clean the floo and area under the refrigerator. Push tray back in place

• Periodically, clean condenser coils if they are exposed. Use the dusting tool attachment of the vacuum or a brush.

# INFORMATION ON keeping a home in good order

### How to Clean the Bathroom

YOU WILL<br/>NEED:• Pail or pan, soap or detergent, sponges or cloths, sturdy<br/>chair or ladder, cleanser, dry cloths, toilet brush, scrub<br/>brush.

### TO CLEAN: Walls

- Fill pail with warm water and soap or detergent. Swish up suds.
- Start at the bottom and work up to the ceiling.
- Use a sponge or cloth to wash a section at a time. Stand on a sturdy chair or ladder for high places.
- Dip a toothbrush into the suds if the wall is made of tile. Then use the brush to scrub the lines of cement between the tiles.
- Rinse this part with a clean damp sponge or cloth. Then wipe it dry. Wash the next section the same way. Keep on going until the whole job is done. Don't forget the walls over the bathtub.

### **Bathtub, Stall Shower and Sink**

- Run about 2 inches of hot water in the bottom of the bathtub, stall shower or sink. Add soap or detergent.
- Use a sponge or cloth to scrub the sides, edges and bottom of the bathtub, stall shower or sink. Wash the soap dishes, faucets, handles, drain outlets and shower rod.
- Use hot sudsy water to wash the stand <u>under</u> the sink and all plumbing pipes.
- Sprinkle cleanser on the sponge or cloth to scrub off scum or oily dirt.
- Rinse everything with hot water and wipe all surfaces dry.

### **Toilet Bowl**

- Flush toilet.
- Lift up the seat and put soap or detergent into the bowl. Scrub the inside of the bowl with a toilet brush. Get under the rim at the top of the bowl.
- Let the suds stay in the bowl while you wash the outside. You may want to add chlorine bleach as a disinfectant.
- Use a sponge or cloth dipped in hot sudsy water to clean the outside of the tank and the toilet seat.
- Use clean hot water to rinse off all parts of the toilet.
- Flush the suds from the bowl.

#### FOR RESIDENT

## MFORMATION ON keeping a home in good order

### **Toilet Bowl**

• If there are still some water stains like iron on the bowl, shake in ½ cup of toilet bowl cleaner. Let this stand about 30 minutes. Then scrub the bowl with the brush, and flush the toilet.

#### **Toilet Tank**

- Scrub the walls of the tank with a sudsy sponge or cloth.
- Use cleanser to remove stubborn stains.
- Flush toilet to let water drain out. Rinse and flush again.

#### Floor

- Fill pail with warm water and soap or detergent.
- Start near the wall furthest away from the door. Use a scrub brush to wash the floor. Rinse with clean water and a sponge or cloth.

SPECIAL TIPS:

#### Medicine cabinet

- Take everything out of the cabinet. Throw away any old medicines or anything you won't use again. Wipe off all containers.
- Wash the inside of the cabinet and the shelves.
- Put containers back in place.

#### Mirror

• Wash the mirror with a sudsy sponge or cloth. Rinse, then wipe and polish with a dry cloth.

#### **Finishing Touches**

- Take down shower and window curtains. Wash windows. Put up clean curtains at the window and shower.
- Wash toothbrush holder, waste basket and any other bathroom accessories.
- Set out clean towels and a clean rug or mat. Add new bars of soap, if needed.

### DON'T MIX TOGETHER TWO OR MORE SPECIAL CLEANING PRODUCTS – SUCH AS BLEACHING SOLUTIONS, AMMONIA, TOILET BOWL CLEANERS – BECAUSE CHEMICAL MIXTURES MAY INTERACT.

### How to Clean Furniture

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YOU WILL NEED:	• Clean dust cloths, whisk broom or vacuum cleaner uphol- stery nozzle, a pail or pan, soap or detergent, sponges or cloths, dry cloths, furniture polish or wax or oil.
22 DUST FURNITURE:	• Start by dusting the furniture with a clean cloth. Start at the top of each piece. Work down toward the bottom. Dust the under sides of tables, chairs and chair seats. Also, dust the edges of drawers and the edges of doors or cabinets. Use a whisk broom or the upholstery nozzle of a vacuum cleaner to clean furniture upholstery.
WASH FURNITURE:	• Fill a pail or pan with warm water. Add soap or detergent and swish up lots of suds.
	• Scoop up some of the thick suds from the top of the sudsy water using a sponge or cloth. Don't let the sponge or cloth get dripping wet.
	• Wash the furniture (but not the upholstery). Work quickly. Do not use much water.
	• Move the sponge or cloth only from left to right, or from top to bottom. Do <b>not</b> wash in circles, you may get streaking.
	• Use a clean damp sponge or cloth RIGHT AWAY to wipe up the suds just as soon as you finish washing one small piece.
	• Use suds on the sponge or cloth to wash the under part and the inside of furniture. Wash the inside and outside of drawers. Wash the inside shelves where the drawers rest.
	• Rinse with a clean sponge or cloth and clean water.
	• Dry with a clean dry cloth.
WAX WOOD FURNITURE:	• Use furniture polish or wax or oil if the furniture is made of wood. Let the furniture get thoroughly dry first. DO BE SURE TO FOLLOW DIRECTIONS on the bottle or can which holds the furniture polish, wax or oil.
	• Wash the cloths just as soon as you finish with polish or wax or oil. Dirty, oily cloths or rags may start a fire.

### How to Wash Upholstery

YOU WILL<br/>NEED:Soap or detergent, bowl or pan, egg beater or electric mixer,<br/>sponge, rubber scraper or spatula, newspaper, soft cloths

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**TEST FIRST:** • Put a cup of soap or detergent into a bowl. Add just enough warm water to make it wet. Whip this mixture with an egg beater or an electric mixer to make "dry" suds that look like whipped cream. There shouldn't be any extra water to soak into the upholstery.

• Test upholstery if it is made of fabric. Use thick suds on a cloth. Use this to wipe a small piece on the back of a chair or couch. If it looks the same, only cleaner, go ahead and wash the whole piece.

NOW, WASH:

- Put some of the thick "dry" suds on a sponge. Use this to lightly scrub one small section of the upholstery at a time.
  - Use a rubber scraper or a spatula to lift off the dirty suds. Drop these dirty suds on a newspaper which you can roll up and throw away.
  - Scrub the same part of the upholstery a second time with clean suds. Scrape these off. Then wipe that part of the upholstery with a clean cloth dipped into warm rinse water and wrung out until it is nearly dry.
  - Keep on washing and rinsing the same way until all the upholstery on that piece of furniture is clean.
  - Use only clean suds, clean water and clean cloths.
  - For quick drying, open the windows, or set a fan nearby.
  - Open the windows or set a fan nearby for quick drying.

### How to Wash Windows

	YOU WILL NEED:	• Sturdy chair or ladder, pail or pan, soap or detergent, sponge or cloth, cloths for drying.
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#### • Pull up shades; push back or take down curtains. Remove WINDOWS: screens. Stand on a sturdy chair to do this.

- Fill pail or pan with warm water. Add soap or detergent and swish up suds.
- Wash sills and frames using a sponge or cloth dipped in the sudsy water.
- Wash window panes.
- Change water as soon as it gets dirty.
- Rinse with warm water.
- Use a cloth to dry and polish the windows.

SPECIAL TPS:

WASH

- Add 2 tablespoons ammonia or vinegar to rinse water to make windows shine.
- Clean metal trim on windows with ammonia water and a soap pad.
- Wet a small brush or cotton wrapped around a toothpick or match to clean out the corners of the window frames.
- Rub a bar of soap over window ropes once in a while. This will make windows go up and down without sticking.

CHECK THE RULES OF THE PROJECT TO FIND OUT IF YOU CAN CLEAN THE **OUTSIDE OF THE WINDOWS AND REMOVE SCREENS. IF YOU LIVE HIGH UP** IN A BUILDING, IT MAY BE DANGEROUS TO LEAN OUT TO CLEAN THE OUT-SIDE OF WINDOWS OR TAKE DOWN SCREENS.

### **How to Wash Screens**

YOU WILL	• Brush or vacuum cleaner, old towels or cloths, newspapers,
NEED:	soap or detergent, small scrub brush, sponge

• Write a number in each window or door frame and write the SCREENS OFF same number on its screen. Put any screws or bolts in a bag AND WASH: and write the same number on it. This makes it easy to put each clean screen back where it belongs.

- Take the screens out. Dust the mesh and frame with brush or vacuum cleaner.
- Use a bathtub, washtub, or kitchen sink to wash screens. First line the tub or sink with old towels or cloths so the screens won't scratch the finish. Also put newspapers on the floor to catch splashes or drips.
- Fill tub or sink with warm water and soap or detergent.
- Scrub each screen with a scrub brush dipped in the sudsy water. Then rinse it by squeezing clean water out of a sponge. Or pour clean rinse water from a pan. A shampoo-type spray hose is also good for rinsing.
- PUT BACK WAY:

TAKE

- Wash out the window or door grooves where the screens slide before you put screens back.
- Wash window and door frames and sills before putting in clean screens.
- Cover screens with newspapers. Put screens in a place that is clean and dry, if you want to store them for the winter.

### How to Wash Window Shades

	YOU WILL NEED:	• Sturdy chair or ladder, table, dusting cloth, pail or pan, sponges or cloths and soap or detergent.
2	TAKE DOWN SHADE:	<ul> <li>Stand on a sturdy chair or ladder to take the shade down.</li> <li>Take off the pull cord. Unroll the shade flat on the table or kitchen counter.</li> <li>Dust both sides with a clean cloth.</li> </ul>
3	WASH THE SHADE:	• Fill pail or pan with warm water. Add soap or detergent and swish up suds. Dip a sponge or cloth into the sudsy water and squeeze out water.
		<ul> <li>Wash one part of the shade at a time. Start near the roller and as close to the top as you can get. Sponge this section.</li> <li>Rinse this section with a clean damp sponge or cloth. Wipe it dry and roll it up.</li> </ul>
		• Do the next section the same way, until the whole shade is clean.
		• Turn it over and wash the other side the same way.
		• Hang the shade back on the window. Pull it all the way down. Let it get thoroughly dry before rolling it up.
		• Wash the pull cord in warm suds and rinse water. Let it dry and put it back on the shade.

### **How to Wash Venetian Blinds**

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YOU WILL NEED:	• Brush or a soft cloth, pail or pan, soap or detergent, news- paper, sponge or cloth, a small scrub brush. If you have cotton work gloves, use them.
	<ul> <li>Start by closing the blind and letting it hang all the way down.</li> <li>Dust both sides with a brush or a soft cloth.</li> </ul>
WASH BLIND	S:● Open the blind.
	• Fill a pail with warm water, add soap or detergent. Swish up suds.
	• Put newspaper under blind to catch any dripping water.
	• Start at the top of the blind and wash one slat at a time.
	• Do this by folding a cloth or sponge around the slat and slide it from left to right to wash both sides at the same time. Or cut halfway through a thick flat sponge and use it the same way.
	• Another quick way is to wear a pair of cotton work gloves. Dip both hands into the suds and use the gloves like sponges to wash the slats.
	• Rinse the slats the same way and wipe them dry.
	• Scrub the tapes on both sides with a brush covered with thick suds. Rinse tapes with a clean damp sponge or cloth.
	• Wipe each pull cord with a folded sponge or cloth – first with suds and then with clean water.

• Let the blind hang open and dropped all the way down until it is dry and the tapes are stretched smooth.

### How to Clean Walls

YOU WILL	• Sturdy chair or ladder, wall mop or floor mop or broom,
NEED:	dusting cloth, pail or pan, soap or detergent, sponge or cloth.

DUST AND TEST FIRS	• T:	Dust walls first. Start at the ceiling and work down. Stand on a sturdy chair or ladder to reach high places. Use a wall mop
		or tie a clean cloth over a floor mop or broom. Shake out mop or cloth often to get rid of loose dust.

• Be sure the walls are washable before starting. For testing, wash a spot that doesn't show.

NOW, WASH:

- Fill pail or pan with warm water. Add soap or detergent and swish up suds. Using a sponge or cloth dipped in the sudsy water, start at the bottom and clean up.
  - Change the sudsy water as soon as it gets dirty so walls won't get smeared. If you wash this way, dirty streaks will run down on the clean part and can be wiped off easily.
  - Do a small section of the wall at a time. Rinse with a clean sponge or cloth.

### How to Clean Woodwork

YOU WILL• Pail or pan, soap or detergent, newspapers, sponge or cloth,<br/>sturdy chair or ladder.

WASH BASEBOARDS:

- TEST the paint or finish to make sure it is washable. Use a sudsy sponge or cloth in a corner which doesn't show. If this piece looks the same-only cleaner-go ahead.
- Fill pail with warm water. Add soap or detergent and swish up suds.
- Put newspapers on floors to protect them. Then start to wash the baseboards.
- Use thick suds on a sponge or cloth to wash as far as you can reach without stretching.
- Go over this part with a clean, damp rinse cloth.
- Wash the rest of the baseboard the same way.
- Throw water out as soon as it gets dirty. Start again with clean sudsy water.

WASH DOORS, • Wash and rinse the same as baseboards. But START AT THE DOOR FRAMES, WINDOW FRAMES: • Wash and rinse the same as baseboards. But START AT THE BOTTOM and work up. In this way, any dirty streaks can be wiped off the clean part and will not leave marks that are hard to wash off.

• Use a sturdy chair or ladder to reach high places.

## How to Keep Floors Clean

1

YOU WILL NEED:	• Dry mop, broom or vacuum cleaner, pail or pan, soap or deter- gent, cloths or wet mop.
WASH THE FLOOR:	• First, use a dry mop, broom or vacuum cleaner to sweep up loose dirt and crumbs.
	Here is how you wash different kinds of floors:
	Tiles of vinyl asbestos, asphalt or rubber; Linoleum, Ceramic or Unglazed Tile
	• Fill a pail with warm water, add soap or detergent and swish up suds.
	• Dip the cloth or mop into the water. Wring it out so it drips only a little bit. Do not let floor get very wet or stay wet.
	• Wash one part of the floor at a time. Change the water when it looks dirty.
	<ul> <li>For washing off heavy dirt or getting into corners, use:</li> <li>– a scrub brush for linoleum and tile floors, but not wood.</li> </ul>
	-an old toothbrush to scrub lines of cement between tiles.
	• Rinse the washed piece of floor with clean water.
	<ul> <li>Use a clean cloth to wipe it dry right away.</li> </ul>
	• Keep washing the same way until the whole floor is clean.
	Cement and Concrete
	• Fill a pail with warm water, add soap or detergent and swish up suds.
ł	• Wet the floor all over with clean water.
	• Dip a stiff broom into the sudsy water. Use it to scrub the floor all over.
	• Rinse the floor with a mop dipped into clean water.

### FO CLEAN: Wood

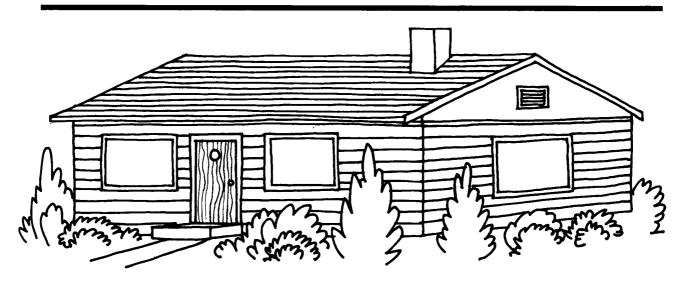
- Don't use water on wood floors.
- If you must wipe up something that has spilled, then wring out a sudsy cloth until it is very, very dry.
- Use a solvent cleaner, like turpentine to clean the floor. Or a liquid cleaning wax for wood floors that both cleans and waxes.

AND KEEP IT CLEAN:

- Buy the right kind of wax and follow the directions on the bottle or can before using. There are different kinds of waxes that help to keep different kinds of floors looking nice and easier to keep clean.
  - Read the label or ask the store clerk before you buy. The wrong kind of wax can ruin a floor.

## IF YOU DO NOT KNOW WHAT KIND OF FLOOR OR FLOOR COVERING YOU HAVE IN THE APARTMENT, CHECK WITH THE MANAGER'S OFFICE

### How to Take Care of a Home



If you have bought a home, you are responsible for keeping that home in good condition. That means the <u>outside</u> as well as the inside. With care and proper maintenance, your house will increase in value and the neighborhood will be the kind of place in which you want to live.

Even if you are renting a house and the landlord is responsible for general upkeep, there are some things you can do to keep the house and neighborhood attractive.

Here is some information to help you in caring for your home.

#### LAWNS, PLANTINGS

- Keep property free of litter. Make sure that all garbage and rubbish is picked up and put in clean garbage pails with tight-fitting lids. If there is garbage pickup in your neighborhood, learn the collection schedule. Have containers ready.
- Keep grounds neat and attractive. Water a lawn and plantings regularly. Plant grass seed in the spring when bare spots appear. Feed a lawn with fertilizer from time to time. Take out weeds, cut grass, trim bushes and hedges, pick up branches and rake up leaves. Use plastic bags or containers to dispose of refuse.
- Keep children off a lawn, if possible.
- Keep pets off the lawn and away from plantings. Animal wastes discolor and slow down the growth of grass and plantings.
- Keep garden tools—rakes, shovels, hoses, lawn mowers—in a dry safe place. After using a garden hose, drain the water out completely. Coil and hang it carefully on a hose rail.

# 7: keeping a home in good order

#### SIDEWALKS, STEPS, DRIVEWAYS

- Keep walks, steps and driveways clear. Sweep when necessary. Rake leaves. Shovel snow. Pile snow on your property, not a neighbor's.
- Wash off gasoline or oil spills from an asphalt surface using plenty of water.

#### **GUTTERS, DRAINSPOUTS**

- Clean out gutters. Leaves, pine needles and branches can cause drainspouts to clog.
- Check gutters and drainspouts to be sure they are in place and working properly.

#### **ASBESTOS – CEMENT SHINGLES**

• Remove dust and soot with soap or detergent and water. Use a stiff brush to clean. Rinse with clear water.

#### PAINTING

- Check all openings such as doors, windows, water outlets, electrical and plumbing outlets, chimneys, vents, before painting. If seals have loosened, recaulk or reseal.
- Check condition of putty and other sealing devices around windows and other glass areas.
- Make sure there are no openings to allow water or air to seep into the house. Use putty or other sealers to correct.
- Fill any cracks in wood mouldings, trim or baseboards with putty; sand.
- Be sure any surface to be painted is clean and dry. One coat of paint on a clean surface is better than two or three coats put on a dirty surface.
- Check with a paint dealer for the right kind of paint or wood preservative to use and how to apply it. There are many kinds of paints designed to protect different kinds of building materials.
- Remove fresh spots by carefully wiping with a cloth as you paint. This is easier to do than scraping dry paint.
- Clean brushes immediately after use. Be sure it is the correct cleaning product. Turpentine or other mineral spirits for an oil-based paint; soap and water for a water-based paint.
- Dry brushes thoroughly, wrap in brown paper and lay flat on a shelf until you are ready to use them again.

### How to Take Care of a Home

#### PLUMBING

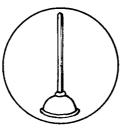
• Major repairs to a plumbing system should be taken care of by an expert plumber. There is some maintenance you can do.

#### **CLEANING A SINK DRAIN**

- Cleaning a clogged sink drain can be done in one of several ways.
- Remove drain plate or crumb strainer in the sink basin. Sometimes the stoppage is right below this and can be loosened with a heavy screwdriver or piece of wire.
- Use a plunger or "plumber's friend"—a large suction cup with a wooden handle. Cup it tightly over the drain. Plunge it vigorously several times after pouring a pot of boiling water into the drain to soften whatever is clogging the pipe. Add a little ammonia to the hot water.
- Clean a drain pipe by removing the plug at the bottom of the U-trap below the fixture. Place a bucket or pan directly under the pipe to catch any dripping from the open pipe. If there is a cleanout plug, unscrew it with a wrench. If there is none, take off the whole trap. Wrap the wrench jaws with cloth to prevent scratching the metal surface. Pull out the clogging material with a piece of wire. Put new rubber gaskets in the joints of the trap before you put it back in place.
- Use a pipe snake or auger, a flexible type of wire or spring that can work its way through the bend in a trap and down the pipe. Feed the auger carefully into the pipe working it back and forth to dislodge any matter blocking the drain.
- Place a heavy cloth or several layers of newspaper on the bottom of the bathtub before starting work on a bathtub drain. This prevents shoe soles from scratching the enamel.



BENT WIRE CAN PULL AN OBJECT FROM THE DRAIN



PLUNGER OR "PLUMBER'S FRIEND"



ADJUSTABLE WRENCH



A PIPE SNAKE OF FLEXIBLE STEEL

FOR RESIDENT

#### WATER CLOSET TRAP

• Work a pipe snake or auger with a crank-type handle past the trap and down the pipe. Handle the snake carefully to avoid cracking the toilet bowl.

#### TIPS ON KEEPING DRAINS OPEN:

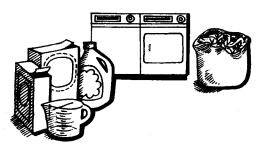
- Watch what is emptied into the sink drain. Don't put liquid fat or grease, coffee grounds and bits of food down the drain. Pour grease into a can and throw it out in the garbage, not down a sink drain.
- If washing hair in bathroom sink, use stopper and remove loose hair before it is washed down the drain.
- Don't drop pins, combs, refuse and other items into the toilet.
- Pour hot water down the sink drain once a day to help keep it clean. Keep drains running free by using a commercial drain cleaner every two months. Follow directions on label carefully.

#### **CHANGING A FAUCET WASHER**

- Turn off water below faucet by closing the water valve.
- Use a cloth, wrench and screwdriver for changing a washer.
- Wrap the cloth around the nut right under the faucet handle.
- Loosen the nut by putting the wrench over the cloth. (This keeps the wrench from damaging the chrome finish.)
- Loosen the faucet by turning the handle to the left until you can pull it out completely.
- At the bottom of the part pulled out, there is a small screw that holds the washer in its seat. Remove the screw with a screwdriver.
- Take off the washer and put a new washer in its place. Be sure it's the same size as the one removed. Replace the screw.
- Put back the faucet. Open water valve below faucet.

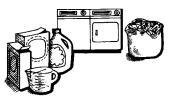
#### FILTERS

• Filters are used in heating, cooling and venting systems to take dust and dirt out of the air. They should be kept clean for the most efficient and economical operation of the units. Check to see what equipment in your home uses filters, for example, furnace, air conditioner or kitchen fan. Follow the directions in the instruction booklet from the manufacturer of the unit on the care or replacement of a filter.



# 8: the family wash

Modern fabrics, equipment and laundry products call for correct know-how to give best laundering results.

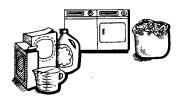


# TEACHING GUIDE 8: the family wash

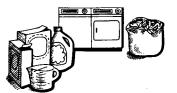
To help families with correct methods of doing the wash and the right way to use laundry products in laundry appliances.

Laundry Products	DISCUSSION 1: •• What products do you need? • How to use products • Reading labels • Measuring
Getting out stains	DISCUSSION 2: ***
Getting ready to wash	DISCUSSION 3: • How to sort the wash • How to load the washer
Hints on laundering	<ul> <li>DISCUSSION 4: How to wash blankets</li> <li>How to wash pillows</li> <li>How to wash draperies and slipcovers</li> <li>How to wash shag rugs</li> <li>How to wash plastics</li> <li>Tips on using a dryer</li> <li>Ironing tips</li> </ul>

# **TEACHING GUIDE** 8: the family wash



Suggested Activities	Notes
• Bring in some laundry products. Discuss how to use each one and how much to use.	
• Ask the group to bring in some tags from clothes which give care instructions. Go over the information.	
• Take the group on a tour of the laundry room. Demonstrate how to use the washers and dryers.	
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# DIFORMATION ON 8: the family wash

### Laundry Products

• Soaps and Detergents You must use a soap or a detergent in your wash if you want to get the clothes clean. Water alone will not do the job. What should you use - soap or detergent? Both help to get things clean. Soap is a fine cleaner in soft water. But, hard water has minerals that react with soap to leave a grey scum on your clothes - like the ring around the bathtub. That's one reason why most people use detergents today.

If you need a product to do many jobs, use an all-purpose detergent. This will wash everything in the wash-from diapers to work clothes. You can also use it for many housekeeping jobs.

• Bleaches Bleach works with detergent to get clothes clean. It helps to whiten clothes, remove some stains, disinfect and deodorize the wash. There are two kinds of bleaches - CHLORINE and OXYGEN:

-CHLORINE BLEACH can be used on white and colorfast cottons and linens. Many synthetics can also be bleached in chlorine bleach. So can most permanent-press and wash-and-wear things. Chlorine bleach cannot be used on spandex, silks, woolens or blends of these.

Chlorine bleach is usually found in liquid form. Do not pour liquid bleach right onto your wash. It is important to measure bleach, then add it to the wash water before the clothes are put in or mix it with water in a measuring cup.

-OXYGEN BLEACH is milder than chlorine bleach. These products are safe for all fabrics and finishes and most colors. Oxygen bleaches come in dry form.

• Fabric Softeners Fabric softeners make clothes softer, fluffier and less likely to wrinkle. They make ironing easier. They also cut down on clinging (static electricity). Most fabric softeners should be added to the final rinse water. Generally, no other product should be used with fabric softener. Neither will be as effective. But read package directions for correct use.

There are other products you can also add to do the family wash. But whatever you use, remember that every product works well only if you use it the right way. Read the label to find out if it is the right product for the job you are doing. Read the label to find out how much you need. Always measure the amount in a

measuring cup.



### $\Delta$ Getting Out Stains

- As long as there are people there will be stains grass stains on the knees of children's pants, ice cream on shirts, baby food stains everywhere. The most important thing to do about stains is to take care of them right away. Stains are harder to get out the longer they stay in fabric.
- Start with the simplest treatment. Sometimes just sponging or soaking with cool water will loosen the stain. Then wash as usual.
- Tell the cleaner about the stain when you send it to be cleaned, if the stained garment cannot be washed.
- Here are some tips on getting out common stains from washable fabrics:

#### Type of Stain Treatment

BEVERAGES	Soak in cold water, wash in warm sudsy water and rinse. If still stained, soak silk, wool or colored things in 2 tablespoons hydrogen peroxide to 1 gallon water. Soak whites for 15 minutes in 1 tablespoon of bleach to 1 quart of water. Wash as usual.
BLOOD	Soak in warm water and an enzyme pre-soak product. Launder as usual.
CHEWING GUM	Put ice on gum to harden it. Take gum off fabric with a dull knife. Soak the spot in a cleaning fluid. Launder.
CHOCOLATE OR COFFEE	Soak in warm water with an enzyme pre-soak product. Then wash.
FRUIT AND BERRY	Soak in an enzyme pre-soak product. Then wash. If still stained, laun- der using chlorine bleach.
GRASS	Soak in an enzyme pre-soak product. Then wash. If still stained, use chlorine bleach and rinse thoroughly.
GREASE AND TAR	Place a towel or cloth under the stain. Pour cleaning fluid through the stained area. Wash in hot water.
LIPSTICK	Make a paste of detergent and a little water. Spread the paste on the stain. Rub the fabric together. Wash.
MAKEUP	Make a paste of detergent and a little water. Spread paste on the stain. Wash.
MILDEW	Wash with detergent and chlorine bleach if the color and fabric can be bleached. If not, soak in an oxygen bleach, then wash.
MILK, CREAM, ICE CREAM	Soak in warm water with an enzyme pre-soak product. Wash as usual.
PAINT	Use solvent that the label on the paint can tells you to use as a thinner. Sponge this in as soon as possible. Rub with detergent and wash.
PERSPIRATION	Wash in hot water with detergent. Use bleach, if necessary.

## INFORMATION ON 8: the family wash

## **Hints on Laundering**

### **BLANKETS**

#### To wash:

- Brush binding with a paste of soap or detergent if it is extra dirty.
- Fill the washer with warm water, add soap or detergent and then the blanket.
- Let the blanket soak for 10 to 15 minutes.
- Move the washer dial to the end of the wash cycle to drain the water out.
- Move the dial to the deep rinse; let machine fill with warm water and finish automatically.

#### To dry:

- Dry in a dryer using a high temperature for a short time, about 10-15 minutes or until blanket is still slightly damp. Finish drying on two lines or on a flat surface, like a table.
- Put the blanket over two parallel lines in the shade to line dry.

### **PILLOWS** – feather, foam and others labeled washable

#### To wash:

- Check pillow seams for rips. Sew rips so feathers won't get out during washing.
- Put pillows in washer and start to fill with warm water. You can wash two pillows at a time to balance the load.
- Stop the machine when washer is half full. Push pillows under the water.
- Start washer again and add soap or detergent. Wash 8 to 10 minutes and let washer finish automatically.

#### To dry:

- Dry feather pillows in a dryer using the highest heat for the longest time. You may need to add more time to get pillows completely dry.
- Never dry foam rubber pillows with heat. Dry at AIR setting only.

#### **DRAPERIES AND SLIPCOVERS**

#### To wash

- Be sure the cloth is washable and won't fade or shrink. Take off drapery hooks.
- Wash colorfast cottons in hot water, rayons in warm water. Use 6 to 8 minutes wash time.

#### To dry:

• Dry draperies and slipcovers in a dryer at a regular setting. Check while drying every so often and take out while slightly damp. Slipcovers can be put back on while damp; they will dry to fit. Smooth seams with fingers. Press ruffles or pleats, if necessary.







#### SHAG RUGS

#### To wash

- Make sure rugs are washable and colorfast.
- Use hot water for colorfast rugs; warm water for non-colorfast colors and rubber-backed rugs. Wash for 8 to 10 minutes.

#### To dry

- Dry in dryer at a regular setting for about 50-60 minutes.
- Dry rubber-backed rugs at AIR setting only.

#### PLASTICS

#### To wash

- Wash shower curtains, table cloths, baby pants and other plastics in a machine.
- Use warm water and a short time-about 4 minutes.

#### To dry

• Dry plastics in a dryer, using AIR setting only.

### Tips on Using a Dryer

• Don't overload the dryer, clothes need room to tumble.

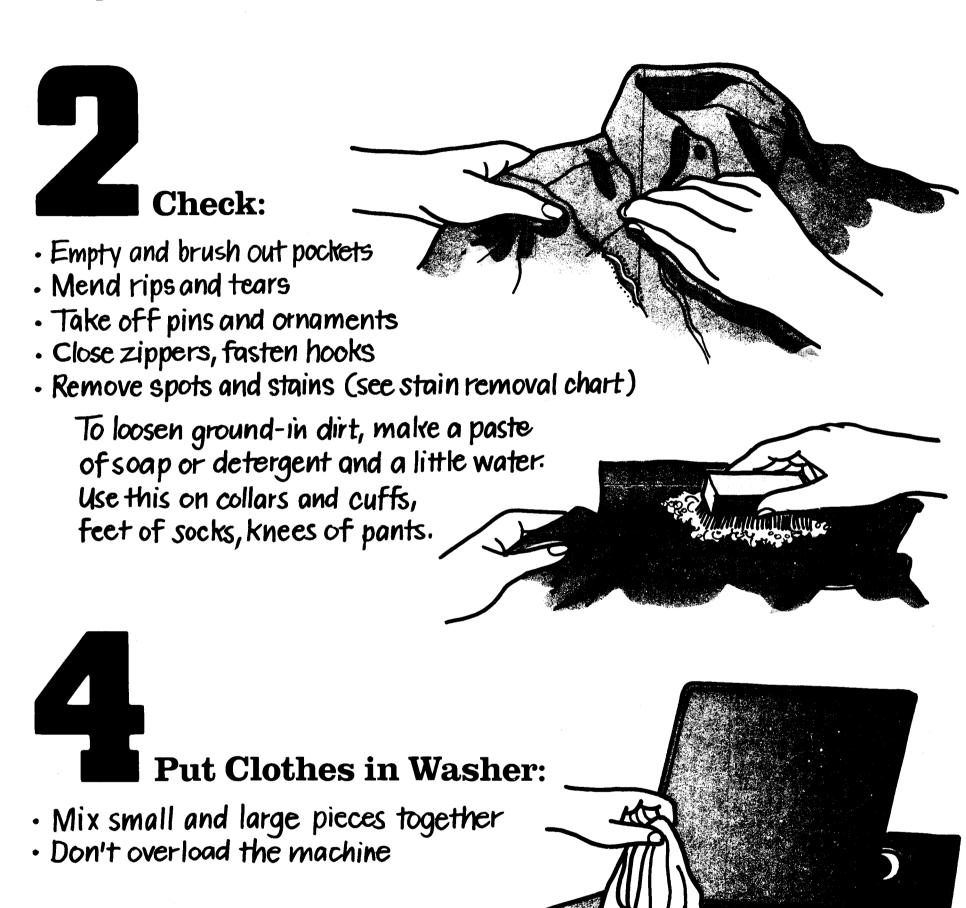
- Take things out of the dryer before they are "bone dry." If they get too dry, then they wrinkle, feel stiff, and some may even shrink.
- Don't use the dryer for:
  - -Anything cleaned at home with a dry cleaning solution
  - -Knitted woolens
  - -Fiber glass curtains and draperies
  - -Articles made with rubber, such as rubber-backed rugs

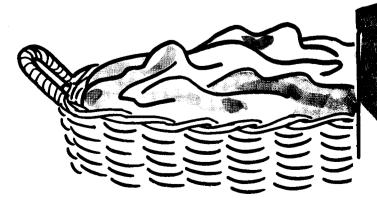
### Ironing

- After your clothes are clean and dry, there may be some that need ironing or a little touch-up to look their best.
- Irons today have dials by which you can select the amount of heat needed. For example, silks and synthetics need low heat. Cottons and linens need higher heat. Pick the right heat for each thing so wrinkles come out but you won't scorch it.
- Iron items which need low heat first, then iron those which need more heat.

# INFORMATION ON the family wash

und to keep them looking new longer.

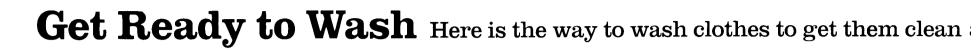




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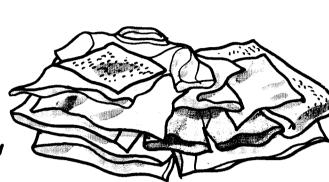
## You are now ready to start the washer.



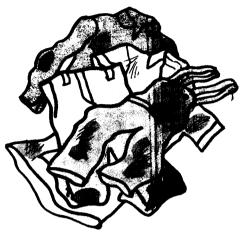




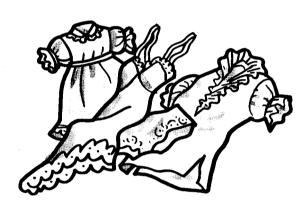
by color, by amount of soil, by fabric, and by the way they're made -



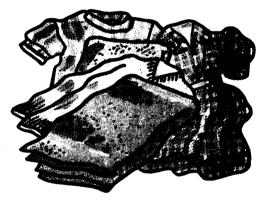
Sturdy white and color fast



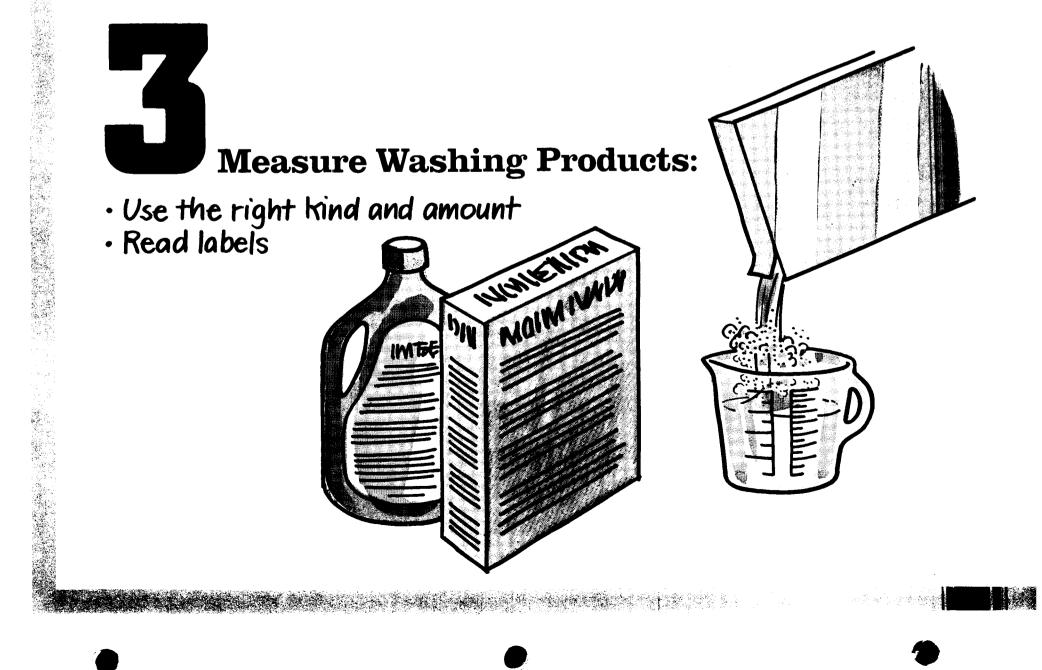
· Heavily soiled



• Delicate



·Non-colorfast



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