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What Tenants Should Know of the Conservation of Utilities, the Protection, Care and Use of Equipment, Interiors and Furniture

U.S. Federal Public Housing Authority - National Housing Agency

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INTRODUCTION

The purpose of this bulletin is to provide local project management on aided and war housing projects with information for assisting tenants with the care and use of household equipment, fixtures, interiors, and furniture, and the conservation of gas, coal, electricity, and water. Instructions to tenants on the best techniques and methods of housekeeping operations and the protection and care of property result in considerable savings and provide more satisfactory homes. Savings to be expected from each small household operation may be insignificant, but total savings should be considerable. Furthermore, the protection of property should become a habit, and a part of every-day housekeeping.

The material in this bulletin is intended for the use of local project staffs - managers, maintenance services and project services staffs, and the staffs of other agencies who may be cooperating with local management on educational programs. Tenants' councils and other tenant organizations also, can include home upkeep and equipment operation and care in their programs.

Part 1. THE SAVING OF FUEL AND THE USE AND CARE OF STOVES.

The proper use and care of stoves will save fuel, reduce the cost of stove repair and the replacement of parts, save the homemaker's time and give better results in cooking and baking.

1. Fuel Saving. For maximum saving of fuel the stove should be kept clean, in the best possible operating condition and homemakers should be instructed on its use and the control of heat. The most common household operations and practices responsible for fuel waste are listed below. In cooking and baking, fuel may be saved by the following methods:

   a. When food comes to a boil, only sufficient heat should be used to keep the food boiling. Burners should be turned lower on the gas, kerosene and electric stoves and the food should be placed on the back of the coal stove where there is less heat. Rapid boiling wastes fuel, increases the danger of burning food and does not cook any faster.

   b. When food is nearly cooked, the electric and kerosene stove burners may actually be turned off, since the heat or oil in the burner should be sufficient to finish the cooking.

   c. The gas burner flame should be turned on only sufficiently to contact the bottom of the pan. A flame extending up the sides wastes gas and does not provide any more heat in the pan.

Par. 1 (Cont'd)

d. Most vegetables should be cooked in only enough water to prevent burning. This also saves vitamins and minerals.

e. Only the amount of water needed should be heated; pans should be used with tight fitting covers. The heating of larger amounts than required is a very common practice.

f. Gas burners should be shut off when not in use.

g. Flat bottom pans approximating the size of the burner absorb more heat from the same flame than tall cooking utensils with bottoms smaller than the burner area.

h. Ovens should be preheated only long enough to obtain the necessary heat and food should be ready to bake when oven is at desired temperature. Gas and kerosene stove ovens require only a few minutes for preheating.

i. Frequent openings of oven door allows much heat to escape. This is unnecessary if the temperature and time required in the recipe are followed.

j. Several foods should be baked at the same time when the oven is heated, since considerable fuel is required for oven baking.

k. Fuel should not be used to heat the coal stove unless needed for cooking or in instances where it is the source of room heat. Gas and electric stove ovens should not be used for room heating.

2. Protection, Cleaning and Use.

a. All Stoves. To protect the interior of the oven and the door hinges, oven doors should be kept closed when not in use except for the few minutes required for drying oven after baking. Many projects report broken hinges.

Ovens often rust. Two methods of rust prevention are by: (1) not storing foods in the oven; and, (2) leaving the oven door open a few minutes after baking to permit drying.

The enamel surface of stoves will chip and crack with hard knocks and sudden changes in heat. Therefore, it is advisable:

(1) To clean up spilled foods immediately with dry cloth or paper and not use wet damp cloth.

(2) To wait until the stove is cool before cleaning it.

Par. 2 (Cont'd)

(3) To avoid setting cold wet pans on a hot enamel surface.

(4) To protect the surface from hard knocks of cooking utensils and other heavy objects.

Whiting or some non-gritty cleanser and if necessary a very fine (No. 00) steel wool may be used to remove stains. A gritty scouring powder leaves the surface dull and scratched and should not be used. The outside of the stove should be washed daily, the inside of oven weekly, and the broiler of gas and electric stove, after using, with mild soap and water.

Burned food in the bottom of the oven, in broiler or on rack should be removed when charred with a brush or soaked with water and loosened with blunt edged knife, or with No. 00 steel wool.

The oven usually has one oven rack and slides providing for varying positions of the rack. For most baking, the rack should be placed slightly below the middle of the oven. To put food directly on the bottom of the oven usually results in the food being burned.

To provide for eveness of baking, spaces of at least 1" should be left between pans on the rack and also between pans and the sides of the oven.

Food should not be put in the oven until the oven is as hot as temperature given in the recipe. If the stove does not have an indicator and there is no oven thermometer available, the following guide may be helpful:

250 to 400°F. - Slow to Moderate Oven
400 to 550°F. - Hot to Very Hot Oven

b. Gas Stoves. Tenants must be instructed to do the following if there is an odor of escaping gas: (1) check that all levers are closed, (2) air room; and, (3) if odor still continues, report to the management office at once.

The drip pan should be washed daily and spilled food wiped from burners at once with dry cloth or paper.

The burner ring should be cleaned with a stiff brush at least weekly. Greasy burners can be removed from top of stove and washed in hot soapy water and clogged holes opened. Sharp instruments which will enlarge holes or damage burner should not be used. Cast iron burners should be cleaned when necessary by boiling in soda water and then washed in soapy water (1 tablespoon of soda for every 3 quarts of water). Burners should be dried thoroughly after washing.

Par. 2 (Cont'd)

In lighting burner, burner lever should be turned on full and lighted immediately. If the gas does not light completely and at once, the burner may need to be cleaned. If cleaning does not remedy it, it may need adjusting and should be reported. When a yellow, flickering, uneven flame is produced by a clean burner, the stove should be reported for adjustment.

c. Coal Ranges. Over-heating should be avoided as intense heat may warp the stove and cause a fire.

Ashes should be emptied daily and not allowed to accumulate sufficiently high to contact grate as this may burn out the grate. The Management Office should supply tenants with directions on the dumping of ashes, stressing the hazards involved in using cardboard or wooden boxes.

Weekly cleaning requires the following:

(1) The fire should be out before attempting to clean.

(2) Lids should be removed and brushed, all ashes shaken down and clinkers removed from the fire box. The ash pan should be removed and ashes cleaned out of the ash bed. An old brush is satisfactoy for this purpose.

(3) The soot should be swept from underneath the top of the stove, brushed down the side of the oven and removed carefully from the clean-out door below the oven. A cloth tied to the end of a piece of wire or stick can be used.

(4) Rust spots on the metal parts of the stove should be rubbed with whiting or machine oil and No. OO steel wool.

(5) The cooking top of the stove should be rubbed with a small piece of paraffin placed inside a cloth. This preserves the finish and makes the stove easier to keep clean. For this operation, the stove top should be still warm. Oil paper (bread wrappers) may be used instead of paraffin and cloth. This method is usually preferred to blacking the cooking surface.

Tenants should be instructed not to remove the stove pipes but to report such need to the management office.

If ashes are more than 1" deep on grate, the ashes and clinkers must be removed before starting fire. Clinkers should be lifted from fire box and never forced through the grate. The draft on the side of the fire box and the choke damper in stove pipe should be opened and paper and kindling laid on closed grate. When paper is lighted small amounts of coal should be added and fire built up until the fire box is about one-half full.

Par. 2 (Cont'd)

For baking, the fire should be burning well, the oven damper (deflector lever) then opened to draw heat around the oven. From one-half to one hour is usually allowed to heat the oven.

d. Electric Stoves.

Closed Type Burners. Spilled foods should be wiped up at once. Burners should be cleaned with a damp cloth when electricity is off and burners are cool. A BURNER UNIT SHOULD NEVER BE PUT IN WATER.

Open Coil Burners. Soda, sugar, salt and soap spilled on burners are particularly harmful. All spilled food should be allowed to char and then brushed off. When cleaning the stove, electricity should be turned off and burners cleaned with a soft brush. OPEN COILS SHOULD NEVER BE WASHED.

The drip pan should be washed once a week - oftener if needed.

e. Kerosene Stoves. Because of the small percentage of kerosene stoves in projects, only the major considerations are discussed:

(1) The stove must be set level and out of direct drafts for good operation.

(2) The oil supply should not be allowed to run dry while the stove is lighted.

(3) Chimney parts must be clean and free of food particles to allow the entrance of air and provide for the proper combustion of fuel. Parts can be removed from the burner and brushed with soft cloth or brush or washed in warm soapy water. Parts must be replaced so that all set firmly to prevent smoking.

(4) Food or water spilled on the burner chimneys when they are lighted often causes bulging and cracking.

(5) Burner compartment doors should not be left open or used for storage. Such practice will reduce efficiency and may cause fire. The compartment should be cleaned and dusted once a week.

(6) Both cotton wick and asbestos ring type should be kept clean and free from food particles by brushing with a cloth or paper napkin and shaped with fingers. Neither type should be cut with scissors.

Par. 2 (Cont'd)

Tenants should not clean the oil pipe and tank but should report this need to the management office.

Using pans which have bottoms wider than the tops of the chimneys and setting pans directly over burners lessens the danger of food boiling over into the burner and causing an uneven flame and a greasy burner.

The time necessary to preheat the oven and the regulation of the burner to hold an even heat may require experimenting on the part of the homemaker. The burner must always be clean and in good operating condition to hold a high even heat..

Short-Chimney Burner with Asbestos Ring. Lighting requires the opening of the valve to allow the wick to soak up kerosene for one or two minutes. The burner drum should than be tilted, lighted and lowered. In a few minutes, a steady blue flame should rise. When the flame is reduced, a minute or two should be allowed for the flame to lower. When the flame is increased the operation should be done slowly to prevent a high yellow flame. To shut off the flame, turn burner tightly off, without forcing the valve as this may damage the threads. To prevent a possible fire hazard or continual oil odor, do not blow the flame out; it will go out in several minutes when the kerosene in the burner is consumed.

The Short-Chimney Burner with Wick. In lighting, the wick should be turned to the highest position and lighted; five to six minutes should be allowed for a steady full heat. When wick is lowered to obtain less heat, eight to ten minutes should be allowed for the flame to change. After the burner is turned out, the flame will burn a few minutes. It should not be blown out.

Usually the manufacturer of the stove sends directions for its use and care. Tenants should be instructed to follow such directions.

TENANTS SHOULD BE INSTRUCTED TO REPORT IMMEDIATELY TO THE MANAGEMENT OFFICE ALL REPAIR NEEDS, RUSTING AND FAULTY OPERATION.

Part II. THE SAVING OF ELECTRICITY, GAS AND ICE AND THE USE AND CARE OF REFRIGERATORS

A clean, well cared for and properly used refrigerator saves electricity, gas or ice, decreases maintenance, lessens food spoilage and reduces food cost.

1. Saving Gas, Electricity and Ice. The common practice of leaving refrigerator doors open and opening them oftener than necessary wastes considerable electricity, gas and ice. If floor space permits, the placing of a table adjacent to the box, or the use of a tray for the refrigerator supplies, will reduce the frequency of opening the door and also simplify the homemaker's work.

   All food should be cool before storing. Beverages may be chilled by placing them in the box for an hour or two before serving, saving ice cubes or chipped ice.

   The defrosting of the electric or gas refrigerator when frost is 1/4" thick on coils decreases the consumption of these utilities. A heavy frost coat slows the cooling of foods, sends temperature up and requires longer freezing.

   Food should be so arranged on shelves that small spaces are left for cooled air to circulate in the box. This results in a saving, as an over-crowded box slows up cooling.

2. Protection, Cleaning and Use. A crowded, dirty ice box or refrigerator wastes utilities and ice, spoils food, and shortens the life of the box.

   a. All Boxes. The surface of the ice box or refrigerator should be protected from chipping by hard hits from pans and other heavy objects.

      Spilled foods should be wiped up at once with warm, soapy water. Wooden shelves should be kept dry to prevent warping.

      The outside of the refrigerator or ice box should be cleaned daily with a damp cloth and washed at least once a week with mild soap and warm water, rinsed and dried. Scratchy cleansing powder should not be used for cleaning as it will leave the surface dull and scratched.

      Over-crowding of the box should be avoided not only to save electricity, gas and ice, but to save food. Most fruits, root vegetables, jellies, vegetable shortenings and unopened cans do not need refrigeration.

A good time to remove all food and wash the inside, trays, vegetable pans and coils with warm soda water is when the refrigerator is defrosting. All areas should be dried thoroughly.

Ice trays should be filled to 1/4 inch from the top with fresh cold water. As water expands when freezing, the trays will be easier to remove if not filled too full. Sharp tools should not be used to remove ice trays as the refrigerator coils or trays may be punctured.

Nothing should be stored in motor compartment as necessary air circulation should not be blocked.

The electric refrigerator motor should run about 1/3 the time in average weather. In very hot weather the motor may run more.

Usually the manufacturer of the refrigerator or ice box sends directions for its use and care. These should be followed.

TENANTS SHOULD BE INSTRUCTED:

1. To report to the office if the refrigerator is not freezing properly.
2. To report if the motor is running too much.
3. Not to clean, oil or adjust motor.
4. To report if any parts of refrigerators or ice boxes are broken.

Part III. THE SAVING OF HEAT, ELECTRICITY AND WATER AND THE USE AND CARE OF PLUMBING FIXTURES AND ELECTRIC LIGHTS

The correct use and care of plumbing fixtures and electric lights will save utilities, lower maintenance costs, and reduce the charges made to tenants for cleaning clogged drains and for other items.

1. Saving of Utilities.

a. Heat. Homemakers can conserve heat and reduce the amount of fuel used by the following methods:

(1) By keeping windows closed and latched during the cold season. This reduces heat loss.

(2) By opening winds only enough for necessary venitlation in sleeping rooms; keeping doors of sleeping rooms closed and, whenever possible, reducing the heat to lower the room temperature.

(3) By removing covers over radiators and registers during the heating season and not drying clothing on radiators.

(4) By closing the doors and turning off the heat of unused rooms, whenever possible.

(5) By keeping temperatures between 65° and 70° in the rooms in use. Over-heated rooms should be cooled by adjustment of the heat supply and not by opening windows.

(6) Tenants should report to the management office cold air entering under doors and around windows.

b. Water. Particular care should be exercised in the use of hot water since fuel is required to heat it. Running water should not be used for laundering, washing dishes or washing hands. The stopper should be put in and only the amount of water to be used drawn.

Leaky water faucets and leaky stoppers should be reported to the management office at once.

In bathing, laundering and in other uses of water no more water, particularly hot water, should be used than is necessary.

c. Electricity. All lights, radios, fans and other electrical appliances should be turned off when not in use. Tenants should be trained to acquire this habit.

Sufficient light is necessary, but electricity should not be wasted. A 60-watt bulb or one smaller gives sufficient light in the average room.

Par. 1 (Cont'd)

Washing clothes for too long a period wastes electricity and may injure the clothes. The directions which come with the tenant's machine should be followed. For those that do not have directions, the following is a suggested schedule:

Wool	- 2 to 3 minutes
silk	- 3 to 5 minutes
slightly soiled clothes	- 5 to 10 minutes
very soiled clothing	-10 to 15 minutes

Doing the larger part of ironing at one time uses lesa electricity than the repeated heating of an iron at frequent intervals. The iron should always be turned off when the user leaves the room. This is a safety precaution as well as a conservation item.

2. Protection, Cleaning and Use.

a. Plumbing Fixtures - Sinks, Laundry Trays, Toilets, Bathtubs, Lavatories and Showers

Bitreous china fixtures will break and enamel will chip if knocked with pans or other heavy objects. The opening of cans and ice chopping should not be done in the sink.

Laundry trays, bathtubs and sinks should be washed daily with soap and warm water and stains removed with whiting or other non-gritty cleanser. Gritty cleansers scratch the surface, leaving it dull and scratched and should never be used. Wood frames around sinks should be kept clean and left dry after using.

The toilet should be washed weekly or oftener if necessary with warm soapy water and a long brush. Boiling water poured into the bowl may crack it.

Drains are easily clogged with grease and matted hair. Greasy water should never be poured down the drain. Refuse should not be put in the toilet. It may clog it and stop up the drain. keeping the seat closed helps to prevent children from dropping objects into the toilet bowl and clogging the drain.

The shower walls and base should be washed weekly or oftener with warm soapy water. Shower curtains should be pulled across the rod to dry and later pushed back to permit the cabinet to dry.

The Management Office should instruct tenants on the various types of drain cleaners for toilets and sinks.

Par. 2 (Cont'd)

b. Electric Lights. For better lighting and appearance, the light shades, bulbs and bowls should be dusted weekly.

Glass fixtures should be washed occasionally in warm soapy water. Light bulbs should be wiped with a damp cloth and not put in water as water may loosen the cement which holds the glass to the metal.

TENANTS should report immediately clogged drains, damaged or broken plumbing fixtures and electric lights.

Part IV. THE CARE OF WALLS, WOODWORK, WINDOWS, ROLLER SHADES AND FLOORS

Keeping the home clean from day to day reduces replacement required by management, saves the homemaker's time and provides a pleasant place to live.

1. Walls and Woodwork.

a. Protection. Most marring and soiling may be avoided by observing the following:

(1) Beds, tables and chairs should be placed an inch or so from walls to protect the walls and the furniture.

(2) Heavy furniture should be lifted across floors as dragging usually mars the floor. Roller skating indoors should be prohibited.

(3) Domes on the legs of furniture or glass cups under the legs of heavy furniture, particularly beds, will prevent floor marring when moving these articles.

(4) The moving of bicycles, large toys, baby carriages, etc., in and out of doorways has been the cause of considerable door and frame marring. Tenants should be instructed to move these articles carefully.

(5) Most children have a natural desire to write and draw on smooth, free surfaces. Consequently, walls suffer from this type of children's diversions. Since pencil and crayon marks on painted walls are difficult to remove, tenants should be instructed to control this practice. A table or board provided children for this purpose has helped to control it.

(6) Screens should be brushed and window sills kept free from dirt, not only for their protection, but to prevent dirt from blowing into rooms.

(7) Certain types of picture hangers, nails and screws may mar walls. The Management Office should instruct tenants on the hangers for pictures and on the placing of towel racks and additional curtain rods.

b. Cleaning. As the cleaning of walls varies with the types of finish, The Management Office should issue instructions to tenants on methods of cleaning and types of cleaners.

Walls Painted with an Oil Base Paint. Walls should be dusted regularly; spots removed immediately; and areas that soil from constant use, such as door knobs, electric light switch plates and the space around the stove should be cleaned when necessary.

Par. 1 (Cont'd)

Occasionally walls require washing. A small area should be washed at a time with warm water and a small amount of soap, rinsed with clear water and wiped dry. Care should be exercised in wiping away every trace of soap, since soap films collect dust.

Walls Painted with Cold Water or Casein Paint. Regular dusting of the walls is the only cleaning suggested as washing of these walls is not usually successful.

c. Control of Dampness. Dampness on walls and windows can be eliminated by opening windows a few inches. Washing clothes and top stove cooking create moisture and windows should be opened until steam disappears.

2. Windows. There are several accepted methods for washing windows:

(a) Warm, soapy water for washing and warm clear water for rinsing.

(b) A commercial glass cleaner.

(c) Cold, clear water.

Water should be used sparingly, particularly if window frames are of wood, as excess water should not be permitted to soak into the frame.

3. Roller Shades. These should be dusted once a month, oftener if necessary. Removable pull cords may be washed in soapy water and replaced.

Shades should be rolled evenly to keep the edges from fraying and tearing; also, they should not be allowed to blow in and out of open windows as this also causes fraying. If shades are lowered and raised by the pull, considerable soil may be prevented.

All shades are not washable, therefore The Management Office should advise tenants on the washing of shades.

4. Floors. Cleaning methods for floors depend upon the type of flooring and finish. THE MANAGEMENT OFFICE should instruct tenants on the various types of cleaners or waxes to be used and practices to be followed in floor care.

Par. 4 (Cont'd)

Hardwood Floors. Daily dusting with floor mop with a few drops of oil is recommended. Areas which receive the greatest travel should be cleaned and rewaxed whenever soiled.

It is advisable to clean and wax floors every two to three months, oftener if necessary. Floors should be first wiped with mild soap and water, as wax should never be put on a dirty floor. When the floor has dried, two thin coats of paste wax (not liquid) should be applied, allowing each coat to dry for an hour or two, then rubbed with a waxer, polish mop or soft cloth.

Asphalt Tile and Linoleum Floors. A clean, dry, dust mop should be used for daily dusting. Oil should not be used. Grease spots should be cleaned up at once with mild soap and water. Such spots should never be allowed to remain on an asphalt tile floor.

Floors should be cleaned weekly with a mild soap and warm water and clear water used for rinsing. Soap powders, sweeping compounds and cleansers should never be used. For waxing, a liquid water-emulsion wax should be applied to the clean floor with a soft cloth, spreading wax in one direction only. If a high gloss is desired, the floor should be polished well. Two coats of wax will give a surface which will last longer.

Either paste or liquid wax may be used for linoleum.

Cement Floors. Any dry mop may be used for dusting. A water emulsion wax may be applied to the cement floor following directions given under asphalt tile. This provides a smoother surface which is easier to keep clean.

Part V. THE PROTECTION AND CARE OF FURNITURE AND FURNISHINGS

Most of the damage to furniture and furnishings can be easily prevented by teaching tenants how to protect and care for furniture.

1. Protection and Minor Repairs. The most common injuries to wood furniture are: mars, scratches, water and heat spots, alcohol stains, damage through the use of strong soap powders, commercial dirt removers and scouring powders, cigarette burns and water.

   a. Common Practices that Cause Damage.

      (1) Water and other liquids. These should be wiped up immediately from surfaces. When they are allowed to stand on the furniture, they penetrate the finish and refinishing is required.

      (2) Alcohol stains. Alcohol is a penetrating stain and it should be kept away from wood surfaces. A few drops allowed to remain on surfaces are extremely harmful to the finish and very difficult to remove without refinishing.

      (3) Dampness. The hanging of wet clothes and towels on the edges of dresser drawers and over chairs should be avoided. This practice will injure the finish.

      (4) Cigarette burns. Lighted cigarettes should never be placed on the edges of dressers, table tops or chair arms. This practice sometimes causes serious fires; also wood burns are difficult to repair.

      (5) Water Damage. All windows should be closed when leaving the house if there is possibility of rain. Water will usually warp furniture and it will also flake the finish.

      (6) Dresser drawers should not be packed so full that they are difficult to open. This practice may break the bottoms and loosen the drawer framing. If dresser drawers stick badly, the management office should be notified. They should not be forced open.

      (7) Commercial dirt cleaners should not be used on lacquer finished furniture. Most of them will remove the furniture finish. A cloth wrung from soapy water or furniture polish will remove dirt. (see page 20)

Par. 1 (Cont'd)

b. Repairs that Tenants Can Make. Light scratches on wood can usually be made to disappear by rubbing with furniture polish, wiping dry, waxing and rubbing. (A satisfactory furniture polish can be made by mixing equal parts of turpentine, linseed oil and vinegar.)

Rings and white spots caused by water can usually be removed by rubbing with furniture polish and waxing.

Heat spots, where the finish has not been borken, can be removed by rubbing with furniture polish, waxing and rubbing with clean dry cloth; or, by covering with a paste of baking soda and cold water, allowing this to remain two or three minutes, then cleaned, dried and wax polished.

Alcohol stains of short duration may sometimes be removed with a paste made of linseed oil and rottenstone or fine-powdered pumice-stone, applied to the surface and rubbed hard with a circular motion over the stain. The paste should then be wiped off, the area dried and wax polished.

Dresser drawers that slightly stick can often be eased by rubbing paraffin or soap on the drawer sides and bottom runners.

Tenants should be instructed to report drawers that stick badly, split or broken parts of furniture and damaged finish to the management office immediately. Continued use of broken parts will increase the cost of repair.

2. Care. The design, material and finish of all furniture and furnishings have been planned for simple and easy care.

a. Wood Furniture. Furniture should be dusted as often as necessary with a clean, soft, lintless cloth. Allowing dust and soot to remain often discolors light wood surfaces.

Once a week all soil should be removed by using a clean soft cloth dampened with a few drops of furniture polish and then waxed. A small amount of paste wax (not liquid) should be placed on a folded cheese-cloth and refolded to keep wax inside the cloth. Too much wax causes furniture to be sticky and collect dirt. Rubbing should first be across the wood grain and then with the grain. The surface then should be rubbed with a soft clean cloth.

When furniture has become very soiled, it may be washed with a cloth wrung almost dry in warm soapy water. A small area only should be washed at a time and then dried with a cloth. This prevents water from soaking into the wood. When thoroughly dry, the surface can be wax polished.

Par. 2 (Cont'd)

b. Leatherette Seat Covers. These can be easily cleaned by a damp cloth with a little soap. Occasionally sadule soap should be rubbed into the leatherette and wiped dry. Furniture polish or wax should never be used.

c. Mattresses and Bed Springs. Mattresses should be turned weekly, interchanging side to side and end to end. Each month mattresses should be brushed or cleaned with a vacuum cleaner. They should be aired in the sun or out of doors once in every three or four months. Sunning lengthens the life of the mattress considerably and increases its softness. When the mattress is being turned, springs should also be dusted and brushed.

When the mattress is not in use, it should always be laid flat and never stood on end.

A mattress should never be used when damp but dried thoroughly in warm air.

Smoking in bed should not be permitted. This practice has caused many serious fires and has also ruined many mattresses.

d. Mattress Pads. The purpose of the pad is to protect the mattress and it should be turned weekly interchanging sides and ends. Pads may be laundered when necessary, but too frequent washing will cause them to lose their softness.