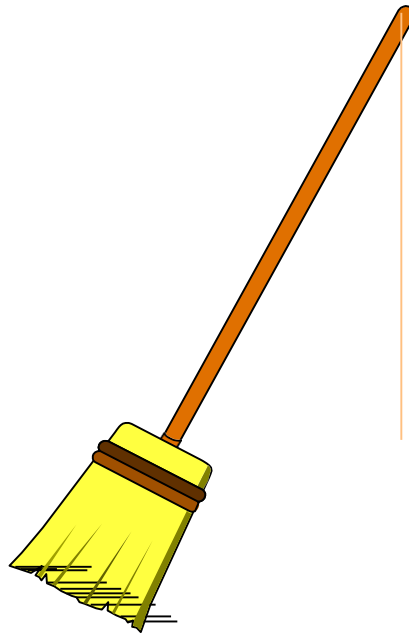


HOME MANAGEMENT / HOUSEKEEPING

The kind of environment you live in can greatly influence your well-being. Having a clean place to live is important for several reasons. Keeping your living space clean reduces the risks of germs, bacteria, pests, and rodents which can have a harmful effect on your health. A clean home will also make you feel better about yourself and help you to stay organized.

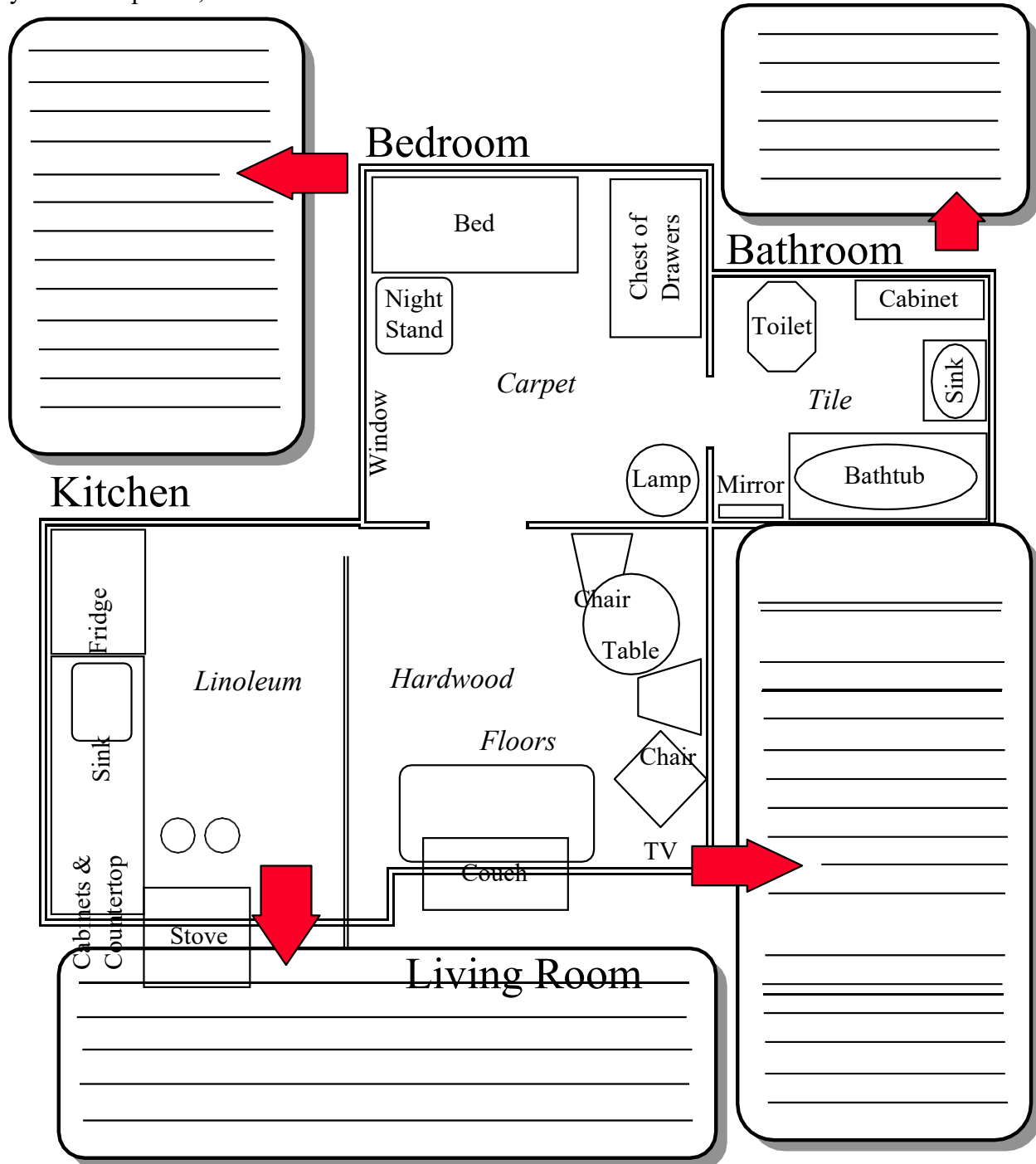
In order to keep your home clean, you will have to utilize the appropriate disinfectants, cleaning supplies, and techniques for various chores.





ACTIVITY

Look at the following apartment floor plan and describe in the designed spaces how and with what kind of cleaning supplies you would clean each of the rooms. Discuss the outcome with your foster parent, social worker or staff.



Helpful Hints:

- The easiest way to clean a room or apartment is to first put everything away where it belongs. (If you are just moving into an apartment, it will be much easier to do your cleaning before you move your furniture and belongings in.)
- Wash and dry the dishes and put them away. (Load the dishwasher if you have one.)
- Wipe off the table and counter tops with a sponge.
- Put your clothes in the closet or drawers, remembering to sort those items that need to be washed or dry cleaned.
- Make the beds. If the sheets need to be changed, wash them.
- Dust your wooden furniture using a cloth and furniture polish.
- Use a damp cloth in place of furniture polish for non-wood surfaces.
- Vacuum your rugs/floors.
- You should sweep the kitchen floor, however, and then wash it.
- Using a sponge and soapy water, clean the top of the stove. Be certain that the burners are off while you are cleaning.
- Clean the mirrors using paper towels.
- Empty your wastebaskets and take out the garbage.

Less Frequent Tasks

- Using a sponge or damp cloth and soapy water, clean the inside of the refrigerator.
- If you do not have a “frost-free” refrigerator, you will also have to defrost the freezer every two or three months, or according to the appliance maintenance directions.
- Clean the oven when it is cold. Make sure the oven setting is on “off.” Use a damp sponge to wipe it out. Newer ovens may be self-cleaning; check for directions inside the door.
- Try to become familiar with some of the various cleaning products on the market. There are many!
- One cleaning product may be more expensive than another, but it is not necessarily better. Shop wisely.

Cleaning the Bathroom

- Using a cleaning product and sponge, clean the sink, tub, and tiles.
- Always use a separate sponge or brush to clean the toilet bowl. Wash the floor. If you have a scatter rug in the bathroom, don't forget to wash it too.
- Put out fresh towels and washcloths.

Congratulations! You have a neat and clean home.

Every six months or so you should plan to really clean your whole apartment - curtains, windows bedspreads, blankets, walls, etc. Some people call this “spring cleaning.”

Laundry Hints

- Wash light and dark colored clothing separately.
- Read clothing labels for washing instructions. Some clothes must be “hand washed” or washed in cold water.
- Do not wash clothing marked “dry clean only.”
- Follow the directions on the laundry detergent package which will tell you how much detergent and what water temperature to use.
- If shrinkage is a possibility, remember to use **cold** water.
- Use bleach carefully. It can discolor and damage clothing if not used properly. Read the directions on the bottle or box.
- “Color-safe” bleach is available for use on colored clothing.

Now that you know how to clean different items, you have to decide how often you will have to perform different chores. While some tasks (like vacuuming, emptying the garbage, or cleaning the dishes) have to be done fairly often, others (washing the windows, defrosting the freezer) don't need to be performed as frequently. A cleaning chart will be helpful in keeping track of which chores need to be done and arranging tasks around your schedule.

**ACTIVITY**

Utilize the house cleaning chart on the next page to schedule when and how frequently you would clean various items.

CLEANING CHART

Kitchen	When	How Often
Wash Dishes		
Clean Sink		
Wash Windows		
Clean Counter Tops		
Clean Refrigerator		
Defrost Freezer		
Clean Stove Top/ Range		
Empty Garbage		
Others:		

Bathroom	When	How Often
Clean Tub/Shower		
Clean Sink		
Clean Toilet		
Wash Floor		
Clean Cabinets		
Clean Rug/Mats		
Clean Light Fixture		
Others:		

Bedroom	When	How Often
Make Bed		
Wash Sheets		
Sweep/Vacuum Floor		
Wash Windows		
Clean/Dust Bureau		
Clean/Dust Dresser		
Clean/Dust Nightstand		
Clean Lamps		
Clean Fan		
Others:		

Living/Dining Rooms	When	How Often
Clean Couch		
Clean/Dust Table		
Clean Chairs		
Sweep/Vacuum Floor		
Clean/Dust Television		
Clean/Dust Shelves		
Clean Light Fixtures		
Clean Fan		
Others:		

In addition to cleaning your home, you will also have to perform minor repair and maintenance tasks. Professional services through repairmen are expensive and unnecessary for many repairs you could do on your own.

To test your knowledge about maintenance tasks, answer the following questions and discuss the outcome with your social worker, foster parent, or group care staff.

a) How would you change a light bulb using the correct wattage?

b) How would you unclog a toilet or a sink?

c) How would you change a fuse and/or reset a circuit breaker?

d) How do you properly fit shades and curtains for a window?

e) How would you plaster a hole in the wall?

Aside from the repairs and tasks listed above, you might also encounter problems like the following:

Beth moved into her own apartment three months ago. Although she kept her apartment very clean and emptied the garbage regularly, she discovered roaches in her kitchen. She's not sure what to do.

What would you do in Beth's situation?

Even if your home is clean, roaches can appear. You should try to get rid of them as soon as possible. You can buy different roach control products at drug stores and supermarkets but you should call your landlord for assistance in obtaining professional pest control services.

Additional Hints: Don't leave food lying around! Make sure all your food is properly stored. It may also be helpful to clean all cabinets and counter tops.

Consider the following:

Brian has been sharing an apartment with a roommate for six months. One morning, he sees a bad leak in the ceiling of his bathroom. Water is dripping down the wall onto the floor. Brian is not sure what to do.

What would you do in Brian's situation?



Unless otherwise specified in the lease, landlords are responsible for structural repairs/problems (plumbing, wiring, etc.) which were not caused by you.

NOTE: For more information on lease agreements, please refer to Module IV.

In
summary,
describe your reasons
to have a clean and well-maintained
home.
