



Instructor's Guide

HOUSEKEEPING HOW-TOS

From a dust mop and other necessary equipment, to cleaning supplies, to making (and following!) a what-and-when cleaning schedule, this video provides a step-by-step look at housekeeping. How to do laundry is also included, as well as a segment on how to clean a computer. Even viewers who have seldom straightened a room will learn how to maintain an entire apartment a mother would be proud to visit!

This program correlates to all applicable National and State Educational Standards, including the NCLB Act.

Housekeeping How-Tos is part of the series *On Your Own: Independent Living Skills*. The series includes:

- Finding an Apartment
- Managing Your Money
- Practical, Healthy Cooking
- Shopping Smart
- Housekeeping How-Tos
- Building the Right Wardrobe

Program Overview

- Chapter 1: CLEANING SUPPLIES
- Chapter 2: HOW TO CLEAN
- Chapter 3: CLEANING THE BATHROOM
- Chapter 4: CLEANING THE KITCHEN
- Chapter 5: CLEANING OTHER ROOMS
- Chapter 6: CLEANING THE FLOORS
- Chapter 7: DOING LAUNDRY



Review

1. List some essential cleaning equipment and supplies.

2. What are the general rules of cleaning (that is, the most efficient way to clean)?

3. List some cleaning activities that should be done every day.

8. How often should porches, decks, and the garage be cleaned?

9. How should floors be cleaned?

10. How should carpets be cleaned?

11. List some basic laundry supplies.

Review — Instructor's Key

1. List some essential cleaning equipment and supplies.

- Vacuum cleaner
- Broom and dustpan
- Bucket and mop
- Rags and dusting cloths
- Paper towels
- Disinfectants and scrubbing bathroom cleaner
- Glass cleaner
- Trash can(s)
- Trash bags
- Latex or rubber gloves

2. What are the general rules of cleaning (that is, the most efficient way to clean)?

- Clean from top to bottom
- Clean from driest to wettest
- Clean from cleanest to messiest
- Clean messes immediately, not later
- Clean something every day
- Make a schedule for daily, weekly, and monthly cleaning tasks

3. List some cleaning activities that should be done every day.

- Make your bed.
- Wipe down kitchen and bathroom surfaces.
- Wash the dishes.
- Pick up anything on the floor.
- Put things where they belong.
- Put trash in the trash can.

4. How often should the bathroom be cleaned?

- Bathroom surfaces should be disinfected every day
- The toilet, sink, and shower should be scrubbed clean once a week (or twice a week, if several people are sharing the bathroom)
- The bathroom floor should be cleaned once a week (or twice a week, if several people are sharing the bathroom)

5. How often should the kitchen be cleaned?

- Kitchen surfaces should be disinfected every day, and immediately after preparing food
- Clean the inside of the refrigerator every three months with disinfectant, and throw out old food once a week
- Wipe down your stove and oven surfaces every time you use them; clean the inside of the oven at least 3 times per year
- Clean the microwave twice a week — but wipe any spills and splatters immediately
- Cabinets should be wiped down once a week

6. How should your office — and your computer — be cleaned?

- Dust the hard surfaces and clean your office furniture once a week
- Use disinfectant wipes to clean hard glass and laminate surfaces like your desk. However, if you have hardwood surfaces, use furniture polish to clean them.
- Clean computer monitors and TV screens with a soft lint-free or microfiber cloth. (Don't use ANY cleaning products on screens. They're typically manufactured with protective coatings, and cleaning products will ruin them. If a dry, lint-free cloth isn't doing the job, use a small amount of water to very lightly dampen the cloth.)
- Clean your keyboard with a can of compressed air. You can also use a small amount of rubbing alcohol on a cotton swab to reach and clean problem areas.
- Keep electrical cords organized in a single bundle using twist ties or garden ties. This not only makes them easier to clean around, but will also help to prevent tripping accidents.

7. There are parts of rooms that often go unnoticed, and therefore uncleaned. What are some of these parts, and how often should they be cleaned?

- Ceilings — Check every 2 weeks for spiderwebs
- Walls and baseboards — Wash a few times per year, especially if you have pets
- Furniture — Dust hard surfaces and vacuum upholstery once a week
- Trash cans — Rinse out and disinfect these every 2 weeks

8. How often should porches, decks, and the garage be cleaned?

- Sweep the garage floor every two weeks (and be sure to put away tools and other items after using them)
- Porches and decks should be swept clean every two weeks (and check for spiderwebs on walls and ceilings)

9. How should floors be cleaned?

- Hardwood floors: Clean with a dust mop or very dry damp mop
- Tile and linoleum floors: Wash at least once a week with warm water and white vinegar, or water and a cleaning solution

10. How should carpets be cleaned?

- Carpets should be vacuumed at least weekly
- Use a dry towel or carpet cleaner to absorb spills as soon as they occur
- Rent a steam cleaner at least once a year

11. List some basic laundry supplies.

- Laundry baskets
- Laundry detergent
- Detergent designed for delicate fabrics
- Stain removal stick or spray
- Drying rack

12. What are the steps to washing laundry?

- Check clothing labels for special washing instructions
- Divide the clothes into piles, separating "darks," "lights," and "delicates"
- Pre-treat stains
- Set the washing machine to the proper settings (check clothing labels and your detergent's instructions), and turn it on
- Measure detergent and pour it into the water
- Load laundry into the water

13. What are the steps to drying laundry?

- Empty the lint trap
- Place a dryer sheet into the drum to eliminate static cling
- Check the labels on laundered clothing, and add them to the dryer using the appropriate setting
- To avoid wrinkling, immediately remove dry clothes from the dryer and fold or hang them up

14. How should "delicates" be washed?

- Clothing made of delicate fabrics, prone to shrinkage, or adorned with beading, etc., needs to be hand-washed, unless your washing machine has a setting for "delicates." Use a special detergent, and dry them on a drying rack (some dryers have a "delicate" cycle).

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200 American Metro Blvd., Suite 124, Hamilton, NJ 08619
800-727-5507 • www.meridianeducation.com

