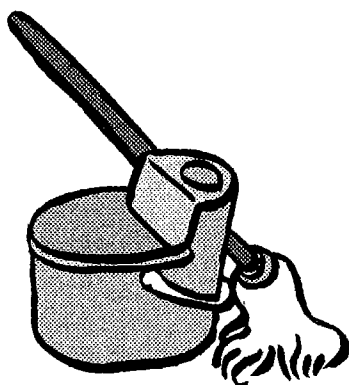


CLEANING MY PLACE



Activities for Real Life Learning

by

Marian B. Latzko

CLEANING MY PLACE ***ACTIVITIES for "REAL LIFE" LEARNING***

These experiences are designed to go along with "*CLEANING MY PLACE A Mini-Micropedia.*" *

The sheets are designed to be used:

- with the Mini-Micropedia to apply and practice the knowledge offered in the book.
- by themselves as appropriate to the teacher and the learner.

It is especially meaningful to allow the mini-micropedias to go with the "students" after their training. In this way they can look up what they need to know when they need it.

LEVELS OF LEARNING

The experiences are designed for three different levels of understanding needed when finding a place to live.

1. **MINIMAL:** This is for very basic knowledge needed. It includes: care and use of a vacuum cleaner; basic cleaning of floors, windows, furniture, bath tub and sink, stove; basic cleaning supplies; sanitary garbage disposal; making a bed and changing linens; changing bulbs and wattage.
2. **INTERMEDIATE:** This is for further knowledge and includes: defrosting a refrigerator; preventing and removing clogs in sinks and toilets; energy conservation; responsibilities of landlord and renter.
3. **ADEQUATE:** This unit offers more comprehensive knowledge needed. Included are: carrying out a cleaning plan; doing minor household repairs; contacting landlord for repairs; changing a fuse or resetting a circuit breaker; measuring a window for shades or curtains; methods for getting rid of and avoiding roaches, rats, etc.

ADDED SUGGESTIONS FOR LEARNING

The cover sheet for each level has additional ideas for teaching. These are added to enrich the learning and to apply the knowledge learned in different ways. They will expand the knowledge through real applications. This will be especially meaningful for different types of learners.

TESTS ARE INCLUDED

If you need to know where the learner's knowledge level is before training, pre-tests are included. They are in the form of oral tests. There are also post-tests that can help evaluate what was learned.

* "I NEED A PLACE TO LIVE! A Mini-Micropedia" is taken from appropriate chapters of "I CAN DO IT! A Micropedia of Living On Your Own" by Marian B. Latzko M.S. Copyright 1996 Revised 2000 for its fifth edition. For further information call: MICROLIFE 1-888-357-7654 or fax 1-920-735-9434.

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CLEANING MY PLACE

Mini-Micropedia Activities for Real Life Learning

(level 1, MINIMAL)

These experiences are designed for minimal knowledge needed for housekeeping.

- Persons teaching housekeeping can use *CLEANING MY PLACE A Mini-Micropedia* along with these added learning experiences.
- The learning materials can be used with the Mini-Micropedia or by themselves.
- There is a pre-oral test and an objective post test included.

The objectives of this unit are to:

1. Describe appropriate dishwashing processes.
2. Understand sanitary garbage disposal methods.
3. Demonstrate use and care of a vacuum cleaner.
4. Understand basic cleaning products.
5. Understand values of cleanliness.
6. Demonstrate or explain basic cleaning of: wood, linoleum and vinyl floors; windows; furniture; bath tubs; showers; sinks.
7. Understand process of making a bed and the sizing of mattresses and sheets.
8. Understand wattage and its application to replacement of bulbs.
9. Create a personal cleaning plan.

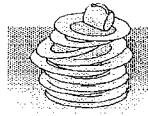
Suggested Added Learning Experiences

(These can be used according to the capability of the learner.)

1. Visit an appliance area that sells vacuum cleaners and ask for demonstrations. Also check the used appliance possibility.
2. Interview or invite a professional from a hotel, maid service, cleaning service, or janitor service to share cleaning techniques. Prepare a list of questions to ask.
3. Visit a store to compare different types and sizes of linens. Figure what it would cost to furnish the bed that you hope to have or already have.
4. Collect cleaning products and compare them by reading labels.
5. Research the internet for different cleaning methods.
6. Research cleaning products using *Consumer Reports* and *Consumer Report Buying Guides*. These are available on the internet or in libraries.
7. Make a list of cleaning tips to share with others. These could become a sales item.
8. Videotape demonstrations of cleaning.
9. Call for information about electricity and lighting.

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DISHES AGAIN?

Most every day brings more dishes to wash. Some people rinse them right away. Some people stack them and wait....and wait.....and wait! Some people wash them quickly. Some people wash dishes by hand. Some use a dishwasher. Which kind of methods would you use?

- Wait...and wait...and wait! Wash them right away
 Use dishwasher Wash by hand
 Other _____

1. ??? Discuss the following questions in groups and share your ideas.

If you are a “wait....and wait.....and wait” person, what kind of effects could you have on:
 Roommates?
 Yourself?
 Your landlord?
 Ants and roaches?

2. Give some examples of times you categorize things in your daily life. (i.e. organizing your clothes for laundering, doing your homework.)

3. Practice categorizing with the following list of items waiting to be washed by hand. Write the name of the item in the correct group below. (Start from the most soiled to the least soiled.)

- | | | | |
|----------------|------------------|--------------|----------------|
| glasses | cookie sheet | paring knife | greasy skillet |
| cups | silverware | cereal bowl | salad plate |
| egg beater | dinner plate | scorched pan | casserole |
| serving bowl | large salad bowl | forks | spatula |
| measuring cups | dessert plate | grater | sauce pan |

Wash 1st	Wash 2nd	Wash 3rd	Wash 4th	Wash 5th	Wash 6th

3. Explain the steps in washing dishes by hand in words or pictures.

4. Explain the steps in washing dishes in the dishwasher using words or pictures.

TIME TO DO THE DISHES!

Washing Dishes by Hand

#1 Remove food particles and grease from dishes, pots, pans, skillets

How can you remove excess grease from a skillet? _____

How can you make it easier to clean very soiled pots? _____

#2 Organize items to be washed

Which do you wash first? (Number from 1 to 6 with #1 being first.)



#3 Prepare dishwater

How warm should dishwater be? _____

What cleaning product should be used? _____ How much? _____

#4 Wash in order listed above from _____ soiled to the _____ soiled. (least, most)

What should you do if the suds disappear and the water is dirty? _____

#5 Rinse with hot water

Explain rinsing process:

#6 Drain

Explain draining process:

#7 Dry

Explain two drying processes:

- 1.
- 2.

Which is the best?

Washing Dishes in Dishwasher

#1 Remove food

How can food be removed?

#2 Recognize dishwasher safe items

What are examples of items that are not dishwasher safe?

#3 Load dishes correctly

In which direction should soiled surfaces be placed?

#4 Use the right product

Does the detergent chosen have to be created for a dishwasher?

#5 Select the cycle

Do dishes need to go through a full wash cycle each time dishes are placed in dishwasher?

#6 Empty dishwasher

Should dishes be taken out before the cycle is completed?

TAKE OUT THE GARBAGE!

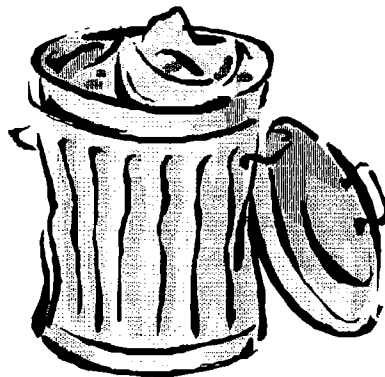
Role play an argument between family members or roommate about who takes out the garbage and how it must be done.

Role play a discussion with a neighbor in an apartment next to yours who sets garbage in the hallway in a paper bag until he gets enough to carry outside.

?? ? Discussion questions:

1. What kind of compromises might be made with family or roommate?
2. What methods could you use to get the neighbor's garbage removed from the hallway?
3. Why are sanitary garbage disposal methods important?
4. What effects do garbage disposal methods have on you? What are effects on city government, family members, neighbors?
5. What are community rules about garbage disposal and recycling? *
6. What products can be made from recycled products?
7. Does a garbage disposal in the kitchen save money?
8. Are there ways to save money when you dispose of your garbage?
9. How are people held accountable for their garbage disposal methods?
10. How can you keep garbage cans clean?

*Interview someone from the city who handles garbage and recycling. Create a list of questions to ask. (This can be done by phone, by a personal visit, or a class guest speaker. If interviewing by phone, a class member can call and report to the rest of the class.)



WHO WILL TAKE OUT THE GARBAGE?

Find the requirements for waste disposal in your area.

1. Who is responsible at the local government level for waste disposal rules?
2. Where can you find this information?
3. If you were making a phone call for the information, what questions would you ask?
4. What are the recycling rules in your community?
5. What kinds of products can be made from recycled papers, cans, and bottles?

Design a plan with a partner (could be a potential roommate or family member) for getting rid of household wastes.

Item to be disposed of	Container in which it would be placed	Preparation for disposal
wet garbage		
soda cans		
glass bottles		
margarine tubs		
newspapers		
waste paper		
milk bottles		
cardboard boxes		
tooth paste tubes		
motor oil		
paint cans		
hair spray cans		
insecticide containers		
used tissues		

SHOW HOW TO USE ONE!



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

- | | |
|---|---|
| <input type="checkbox"/> upright with disposable paper dust bag | <input type="checkbox"/> canister |
| <input type="checkbox"/> cordless hand vac | <input type="checkbox"/> electric hand vac |
| <input type="checkbox"/> car vac | <input type="checkbox"/> wet/dry shop vac |
| <input type="checkbox"/> central vacuum system | <input type="checkbox"/> water-filtration upright |

???

- Discuss:
1. What were the advantages of the ones you used?
 2. Were there problems as you used them?
 3. Can you teach someone how to use any of the ones you checked off?
 4. What are some ways you can cause an accident when using a vacuum?
 5. What are some ways you can harm your vacuum?

Observe, explain, or demonstrate how to use a vacuum cleaner of your choice. (Use the written directions of the manufacturer.) You can do this in a classroom or at home. Complete the following information. If you demonstrated, have the person to whom you demonstrated, sign this sheet. You can use the back of this sheet to write more information if needed.

Type of vacuum cleaner: _____

Type of dust bag or filter: _____

Check the features that the vacuum has:

- | | |
|--|--|
| <input type="checkbox"/> suction adjustment | <input type="checkbox"/> on/off switch on handle |
| <input type="checkbox"/> adjustable brush height | <input type="checkbox"/> on/off switch on base of vacuum |
| <input type="checkbox"/> disposable bag | <input type="checkbox"/> varying speeds |
| <input type="checkbox"/> water filter | <input type="checkbox"/> stiff plastic dust catcher |

Other features:

Where was the cord storage located ?

List attachments available:

Did you try the attachments?

What problems did you have?

What safety suggestions do you recommend? (Use back of sheet.)

Demonstrated to: _____ Date _____ Signature _____

ME ... A VACUUM CLEANER SALESMAN?

Role play a vacuum cleaner salesman... * Your audience can be one person or a group of people. Prepare by being able to answer the following questions. (If you are the person to whom the salesman is trying to sell, write the answers down after the "sales pitch" is finished.)

Brand name of vacuum cleaner _____ Cost _____

Types of attachments available _____

Advantages of vacuum cleaner:

Disadvantages of vacuum

Process of cleaning rugs with the vacuum _____

Process of cleaning furniture _____

Process of cleaning stairs _____

Would you buy this particular vacuum cleaner? _____ Why? _____

Why not? _____

??? Discussion questions

What are some of my alternatives?

Where can I find vacuum cleaners that would be less expensive?

How could I judge the quality of the vacuum I would like?

If I "impulse buy" the vacuum from the salesman, what might the "opportunity cost" be?

- You can also listen to another person demonstrate a vacuum cleaner in your classroom, at a store, or read advertisements to answer some of the questions.

BASIC CLEANING PRODUCTS I WANT TO HAVE ON HAND



1. List the basic cleaning products that you want to have when you are on your own.

2. ✓ Check the cleaning supplies that you can make yourself.

3. Compare the value of natural cleaning products such as vinegar, ammonia, and bleach to disinfectant solutions.

???

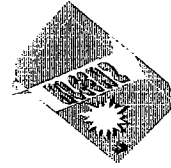
What cleaning products should not be mixed?

Where should cleaning products be stored?

What safety precautions should you take?

How should you get rid of left-over cleaning products?

Why is it important to read labels carefully?



WHAT DOES THE PACKAGE TELL YOU?

Read information on a cleaning product and answer the following questions.

Name of product _____ Cost _____

Net contents _____ Size of package _____

Type of product _____

Name of manufacturer _____

Address of manufacturer _____

Phone number of manufacturer _____

Product claim _____

Is trademark registered? _____ Is there indication of for use in Jewish homes? _____

Production code _____ Dating _____

List of ingredients _____

With what products should product be used? _____

With what products should product NOT be used? _____

Amount to be used _____

Where to be used _____

What are other possible uses? _____

Closing of package and storage suggestions _____

Other information found on package _____

Where have you seen this product advertised? _____

"CLEANING IS TOO MUCH TROUBLE!!"

John and Mark have been sharing an apartment for two months. John is angry with Mark because Mark has refused to clean up after a party he gave. Mark slept in for twelve hours after the party. Then he left to go to a ball game with his friends in the afternoon. There are dishes and half filled cans all around the living area and kitchen. Popcorn is scattered over the floors. Someone sat on a piece of pizza that was left on John's favorite chair. The toilet got clogged so the bathroom is a mess. The garbage cans in the parking area were knocked over when some member of the party left. Mark says he is too busy to clean it all up for a couple of days since he has tests to take and must work extra hours at his job. He says he will get at it on the week-end if he can find the time.

List some reasons for cleaning that could be used in John's argument with Mark. Why is cleaning important?

Role play the argument between John and Mark.

??? *Questions to answer:*

What kinds of compromises could be made?

What responsibilities do John and Mark have to their landlord?

What could the results be if they choose not to keep their apartment clean?

WHAT'S IT MADE OF?

The following materials are found in a house. Where will you find them?

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

You can purchase various cleaners to clean these surfaces:

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

Can you think of others? (You might like to look on a grocery shelf to answer this one!)

Complete the following chart to decide which type of product you would choose in your apartment.

Area to Clean	Type of Product to Use	Brand Name of Product Choice
Oven		
Wood coffee table		
Painted walls		
Stainless steel sink		
Bathtub		
Fiberglass shower stall		
Outside of refrigerator		
Tile floor		
Toilet		
Chrome fixtures		

CLEANING COMPROMISES

List reasons why you feel cleaning is important. Then share your lists with a potential roommate or friend.

Each person should complete the following chart using the instructions below the chart.

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

1. From the above list, circle four jobs you despise doing.
2. Rate each job with the following numbering system from 1 to 5.

How often it needs to be done:

1= 2-3 times daily 2= daily 3= weekly 4= monthly 5= about 4 times yearly

How difficult the job is:

1= terrible 2= very difficult 3= medium 4= not bad 5= easy

Time needed to complete the job:

1= more than an hour 2=45-60 min. 3=30-45 min. 4=20 min. 5=5 or so min.

3. Total the three columns for each job. Rank overall scores of the jobs from the lowest to the highest.
4. Make a plan for dividing the housework jobs evenly between you and your potential roommate or friend.

MAKE A TRAINING VIDEO



Consider starting a cleaning business. Check the Yellow Pages of your telephone directory and see what types of businesses are available in your community.

?? ? **List and share the answers to the following questions.**

What are some of the things that would be necessary for a successful business?

What attributes would you require from a person whom you would hire?

CREATE A SCRIPT FOR A TRAINING VIDEO TO TEACH CLEANING METHODS TO EMPLOYEES

(You can work the programming with a partner or group. The following outline will be helpful as you make your script.)

Speaker: _____ Demonstrators: _____

Time allowed: _____

Equipment needed: _____

Cleaning products needed: _____

SCRIPT

1. Cautions
2. Products to use
3. Cleaning steps
 - Step #1
 - Step # 2
 - Step #3
 - Step #4
 - Step #5
 - Step #6
4. Other information
5. Closure

CLEANING FLOORS

Floors can be made of any of the following materials. Check ones that you have cleaned.

<input type="checkbox"/> wood	<input type="checkbox"/> vinyl	<input type="checkbox"/> marble	<input type="checkbox"/> glazed ceramic tile
<input type="checkbox"/> linoleum	<input type="checkbox"/> brick	<input type="checkbox"/> asphalt	<input type="checkbox"/> unglazed ceramic tile
<input type="checkbox"/> rubber tile	<input type="checkbox"/> terrazzo	<input type="checkbox"/> vinyl no-wax	<input type="checkbox"/> concrete/ cement

Choose two of the floors listed above. Check the methods to use for cleaning them. Then complete the following forms for the two types of floors you chose.

1. Floor type: _____

Check which things you should use to clean this type of floor.

Vacuum Dry-mop Wet-mop

Type of cleaner:

<input type="checkbox"/> All-purpose, non abrasive	<input type="checkbox"/> Strong detergents	<input type="checkbox"/> Strong abrasives
<input type="checkbox"/> One-step cleaner or shiner	<input type="checkbox"/> Oil-treated mop	<input type="checkbox"/> Bleach
<input type="checkbox"/> Liquid wax	<input type="checkbox"/> Paste wax	<input type="checkbox"/> Liquid cleanser
<input type="checkbox"/> Solvent-based wax	<input type="checkbox"/> Turpentine	<input type="checkbox"/> Naphtha
<input type="checkbox"/> One-step cleaner/shiner	<input type="checkbox"/> Mild detergent	Other: _____

List steps in process of cleaning:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

2. Floor type: _____

Check which things you should use to clean this type of floor.

Vacuum Dry-mop Wet-mop

Type of cleaner:

<input type="checkbox"/> All-purpose, non abrasive	<input type="checkbox"/> Strong detergents	<input type="checkbox"/> Strong abrasives
<input type="checkbox"/> One-step cleaner or shiner	<input type="checkbox"/> Oil-treated mop	<input type="checkbox"/> Bleach
<input type="checkbox"/> Liquid wax	<input type="checkbox"/> Paste wax	<input type="checkbox"/> Liquid cleanser
<input type="checkbox"/> Solvent-based wax	<input type="checkbox"/> Turpentine	<input type="checkbox"/> Naphtha
<input type="checkbox"/> One-step cleaner/shiner	<input type="checkbox"/> Mild detergent	Other: _____

List steps in process of cleaning:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

