



Cleaning Your Home

Candidate Name:

SCN:

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Cleaning your home

Get started: Decide how clean you want your house to be and how much time you have. This will help you decide how to set up your cleaning schedule. Be honest with yourself about what you can do.

- Attempt to delegate tasks. If you live with other people, cleaning the house should not be exclusively your responsibility! You may have to take on leadership by setting up a rotational cleaning schedule, but it's better than having to do this backbreaking work alone. Make sure the tasks assigned are age appropriate (i.e. grade school children can pick up their bedroom floors, teenagers can clean the garage or bathroom)
- Some people prefer to put off cleaning as long as possible, then have a big cleaning campaign now and then.
- For the "average" busy person it works better to do a little bit every day so that the work doesn't pile up, and also have major-cleaning day a few times a month. What style you prefer is up to you (unless you have roommates of course).
- Always have a cleaning checklist and a "plan of attack". Know which rooms you plan to start and finish your cleaning in (generally back to front door works best). This will help expedite the process and ensure you are not duplicating your efforts, especially if more than one person is involved in the cleaning.

Cleaning Glass/mirrors: It is commonly thought that glass cleaner does the cleaning, it no substitute for soapy water.

- First, wash your glass (including windows and mirrors) with a solution of warm or hot water, dish soap and a rag, sponge, or squeegee. Powdered no-scratch cleaner works fantastic for cleaning mirrors, glass, ceramics, and metals because it scrubs off hard water residue without scratching the surface.
- Wipe down surface with a dry lint-free cloth or lint-free paper towels.

- If you want to clean glass and be environmentally friendly, clean the glass with vinegar and water, dry with a lint-free cloth, and rub the glass with newspaper. No streaks! Make sure you use some elbow grease -- it requires pressure to properly clean glass.
- Alternatively, spray glass cleaner on a paper towel and clean the glass surface. The glass cleaner acts as a shield to help keep spots and dust easy to remove. When misused, glass "cleaner" will leave streaks. You can also use old newspaper to wipe the glass surface after washing; the glass will be streak free and this is a great way to reuse old newspaper.

Polish furniture: Like glass cleaner, furniture cleaner isn't meant to be a cleaner. However, it can be used for cleaning. If you'd like to use furniture polish, make sure to carefully read the label and find one made specifically for what you need.

- Some furniture can handle water, and those that can should be used with the soapy solution from step two. Be sure to quickly dry off these surfaces.
- Next, apply the suggested amount of furniture polish and wipe away according to directions. This will keep dust from magnetizing to your furniture.

Using all-purpose cleaners: Be cautious with all purpose cleaners. They aren't always safe for every purpose you'll have in mind. Make sure to thoroughly read labels before purchasing to ensure it fits your needs.

DO NOT MIX CLEANING CHEMICALS! Use them one at a time and follow the directions on the label. Some cleaning chemicals if mixed together can give off harmful gases.

Clean the Floors:

- Vacuuming is the most effective way to clean up all the dust and other loose junk that accumulates on your floor (and it's practically a daily necessity when you have shedding pets). If you're always putting off vacuuming, try using a dry dust mop (the microfiber kind works well) if you have tile/wood floors.
- You can use a carpet sweeper (non-electric machine you push that has brushes underneath) if you have carpet. Both involve less fuss than getting out the vacuum and will let you go longer between vacuuming.

Mop Your Floor:

- If you have tile or textured floors, nothing else will get the dirt out of the cracks and depressions.
- There are a vast number of options for rag mops. Rag mops with real fabric scrub better and last longer than mops with a sponge. With a good rag mop, one thing is guaranteed; when you use a little elbow grease, your floors will look fantastic. Use hot water and the appropriate cleaner for your floor (again, read the labels).

Cleaning Methods

Dusting Down washing furnishings in the Home.

Dusting:

Using a dry, lint free duster or static mitten, systematically dust vertical surfaces from top to bottom and horizontal surfaces with straight, overlapping strokes. Re-fold duster as necessary to ensure that dust is not redeposited on cleaned surfaces. Draw dust out of corners and away from the edges of horizontal surfaces. Do not flick duster. Replace duster as necessary

Damp wiping:

Prepare cleaning solution according to manufacturer's instructions. Using a damp cloth wrung almost dry, wipe surface using smooth strokes. As necessary, rinse cloth in clean water, recharge with cleaning solution and wring out until almost dry

Polishing: Apply polish sparingly to a surface previously cleaned and allowed to dry. Take care to avoid applying polish to adjacent surfaces. When polishing small items, or items over a hard floor, spray the polish on to a duster rather than directly on to the item.

When dry buff the surface to a high sheen.



Vacuum cleaning;

Vacuum cleaners come in all sorts of shapes and sizes, select the most appropriate make and model to suite your needs, i.e. the size of the area you need to vacuum, there is no point purchasing a large vacuum cleaner if you only have a small area to clean.

Make sure the bag is empty and the cable is in good condition.

Method;

When you start it is much better to start from the edges using the attachments as most vacuums will not get completely into the edges, the attachment will allow you to do this.

After you have cleaned all the edges you should then carry on and complete the rest of the vacuuming for the whole area, (make sure you work your way to the door and you don't work your way into a corner of the room)

Stairwells, when vacuuming stairs it is easier to start from the bottom and work your way up, this will save you getting the cable caught under the vacuum, you can use the same method as you would use for vacuuming a room by cleaning the edges first, this can easily be achieved as you will be using the attachment to vacuum the stairs.



Window Cleaning;

Before you start may sure you have all your equipment to hand, this with include your cleaning chemicals, (don't worry if you haven't got any cleaning chemicals, there's nothing wrong with soapy water). If your using a step ladder make sure that it can be locked in the open position to stop it collapsing when you use it.

Method; Clean large panes of glass by applying cleaning solution with a sponge to sides and top of frames, then to edges of pane and, in a zig-zag pattern, to the rest of the pane.

Remove water and dirt by: either, use a well wrung leather or scrim and start at the sides and top of frame, followed by a zig-zag pattern down the frame.

-or-

Wipe the sides and top of frame using a well wrung leather or scrim, followed by followed by using a squeegee. When using a squeegee, make a vertical stroke from top to bottom at one side of pane, then use a zig-zag stroke across the pane horizontally keeping the blade at 45° to the direction of travel. Move the blade horizontally in a zig-zag fashion across the pane from top to bottom, never lifting the blade off the pane. Finally, finish with a straight vertical stroke down each edge of pane. Wipe blade with absorbent cloth after each operation.

Now return all your cleaning equipment to your store.

Cleaning your kitchen surfaces;

When cleaning your kitchen surfaces you can use the same method as you would use on any other surfaces apart from the chemicals you use.

It is advised that the chemicals you should use for cleaning your kitchen should be taint free (no smells). It is also recommended that you select the appropriate cleaning chemical designed specifically for kitchen cleaning as they will most likely have some form of anti-bacterial in the chemical, which will leave the surfaces clean and sanitized making it safe for you to prepare your food on the surfaces.

You should wipe down your surfaces daily in your kitchen and also clean as you go giving to surface you have been working on a wipe down after you have worked on it, this is especially recommended if you are working with raw meats.

NEVER OVER WET YOUR CLEANING CLOTH A DAMP CLOTH WILL DO.

All the other surfaces should be given a good clean down at least once a week, this will include walls, unit doors, and floors.

When cleaning ceramic surfaces a cream cleaner should be use, this will reduce the risk of scratching the surface.

Cleaning ovens: be very careful when cleaning ovens as the chemical often used will be a corrosive and will burn the skin on contact. You should always wear gloves and eye protection when cleaning ovens.

Ensure the area in ventilated when cleaning oven!

OBSERVATION CHECKLIST
Unit No: Cleaning Surfaces

| | |
|----------------------------|---|
| Unit: | |
| Element: | _____ During work <input type="checkbox"/> |
| Assessment Location | |

In the column, "Did the Candidate", you will find each of the Performance Criteria. All of these require to be evidenced to establish competence. You should tick the "Yes" box against each of the Performance Criteria & Range, when appropriate. Additionally you should record in the comments box your observation on how the candidate performed the activity.

| PC | Did the Candidate | Yes | Comments |
|----------|---|-----|----------|
| 1 | Is all the equipment selected and ready to start | | |
| 2 | Was all dust removed from the surface | | |
| 3 | Did the candidate select the correct chemical the surface that had to be cleaned | | |
| 4 | Did the candidate check the bottle for instructions on the use of the chemical | | |
| 5 | Was the chemical applied to the cloth and not the surface | | |
| 6 | Was the surface not over wet with chemical during clean | | |
| 7 | Was the surfaced dried properly after the area had been cleaned | | |
| 8 | Was the equipment used returned to the store and not left behind | | |

| | | | |
|----------------|-------------------|------------------|--------------|
| Signed. | Candidate: | Assessor: | Date: |
| Print | Candidate: | Assessor: | |

The following questionnaire is based on what you have read in this module. Please attempt to answer all questions. The answers will be reviewed during the next session of the programme.

Questions

1. what would you check on the vacuum cleaner before you start?

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2. What can you use to clean your windows if you do not have a cleaning chemical to hand?

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3. Why should you not mix chemicals?

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4. where should the cleaning chemicals to clean a surfaces be stored?

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5. Why is it important to were gloves and eye protectors while cleaning an oven?

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6. what can be used to clean a window if you did not have any glass cleaner?

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| Signed. | Candidate: | Assessor: | Date: |
| Print | Candidate: | Assessor: | |