

CLEANING MY PLACE



A MINI-MICROEDIA

by

Marian B. Latzko

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CLEANING MY PLACE



A MINI-MICROPEEDIA

by

Marian B. Latzko

HOW TO USE

“CLEANING MY PLACE A Mini-Micropedia”

This **mini-micropedia** is adapted from the author’s *I CAN DO IT! A Micropedia of Living On Your Own*. It concentrates on cleaning anything in a house from floors to refrigerators, from appliances to draperies. It tells how to make a bed, paint a wall, do small repairs, and take stains out of rugs. There are cleaning plans and suggestions of how to handle garbage and insects. . . . and MUCH more.

It can be used as a **teaching tool** for:

- classes in any area teaching independent living skills
- social service programs
- mentoring programs
- foster homes
- transitional living programs
- financial counseling
- families
- people starting out on their own....or already there.

It can be used as a **reference** for:

- Finding answers to any cleaning problem. (It’s handy to have on a shelf!)

It can be used as a **workbook** for:

- Teaching these skills. (It could be used as a workbook that persons can write in as they learn and plan.)

It can be used with **added worksheets and teaching activities**:

- There are added worksheets and teaching activities available for more comprehensive teaching and learning. These materials are designed for different levels of learning: Minimal, Intermediate, and Advanced. It includes evaluation tests.

Additional teaching help is available in:

“CLEANING MY PLACE. *Activities for Real Life Learning*”

(See order form in back of this book.)

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This extraordinary comprehensive small encyclopedia covers most every skill of independent living from budgeting to eating right, from saving money to laundering. It’s being used across the country by schools, colleges, independent living programs, transitional living, parents, counselors, foster parents, group homes, and social service programs.

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HOW MUCH DO I REALLY WANT TO CLEAN?

It's decision time. How clean do you want your living space to be? You may want your place neat and spotless. You may prefer a place that looks "lived in" with papers or clothes on chairs and a bit of dust around. You may like to clean up only when visitors or relatives are coming. These choices are up to you when you are on your own. You may choose one extreme or the other or somewhere in-between.

There are advantages to consider for reasonable cleanliness. It's up to you to decide.

1 "Clean" keeps you healthy!

It discourages:



bugs, bacteria, vermin,
mice and rats! ! !

2 "Clean" saves you money!

1. If you care for things, they won't need to be replaced.
2. You can sell well cared for items you no longer need.
3. Your security deposit is protected if you care for your living space.
4. You may save doctor bills.



#3 “Clean” can make you feel good about yourself!

#4 “Clean” offers an image about yourself to others.

MAKE YOUR OWN PLAN

If you just “hate” cleaning, consider sharing your tasks.

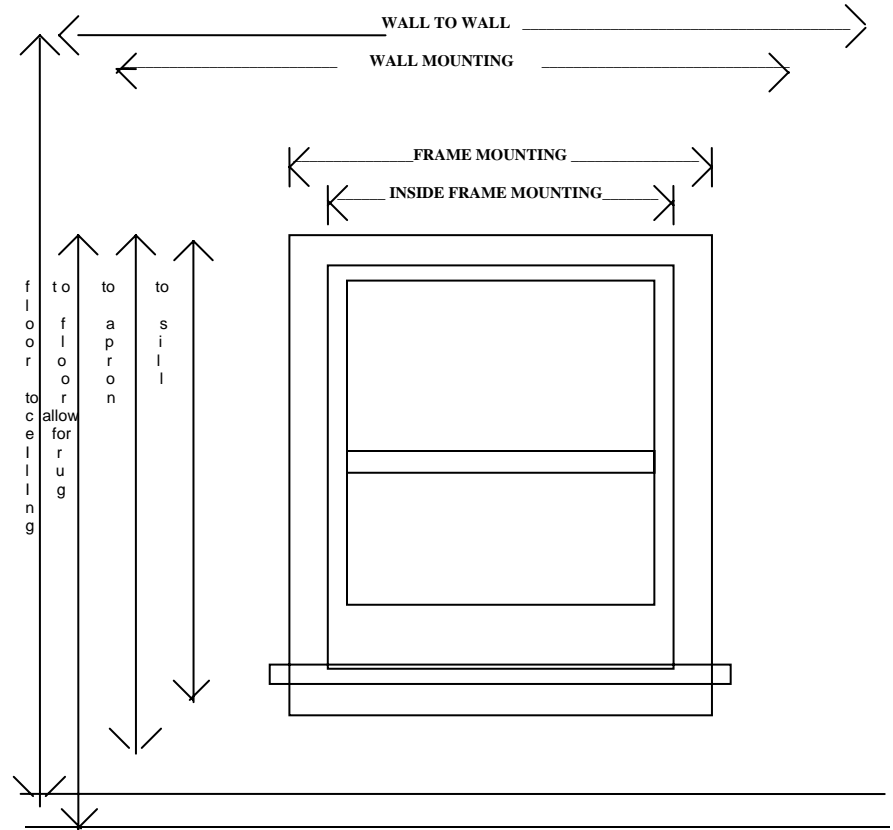
- If you live with roommates, make lists to share. Number your tasks according to your individual dislikes and likes. Allow for the time spent doing the task. Share them equally by number. Make these decisions before you begin living together.
- You can have a cleaning party with friends. You could create a cooperative with others. In this way, you can share cleaning jobs.
- If you choose to work alone, make a game of it. Become a time and motion expert. Plan how you can do jobs faster. Turn on the music and work to the beat!
- Try the “sandwiching technique” do small jobs when you have just a little bit of time. “Sandwich” them in between other jobs.

Put things away when done with them. Clean up after yourself right away so there isn’t a job to do later.

A chart can help you get started. Set your own schedule. Make things as clean as you want. The following “**MY PLAN**” lets you figure how to keep things clean most of the time. If you use this suggested timing, work won’t pile up so you get discouraged. Remember to “clean-as-you-go”.

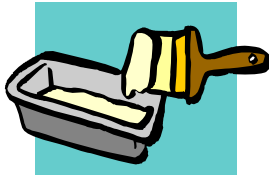
If you are sharing space with someone else, you will want to make the plan together. You will benefit from deciding how clean your space should be.

HOW TO MEASURE:



c. When using a pad, coat each wall in a series of vertical strips about 3 or 4 feet apart. You may need to break the wall into sections if wall is very long. You don't want paint to dry before you spread it. Start each strip at the top and work down to the baseboard. Start with the toe (leading edge) of the pad in contact with the wall. Use up and down strokes just as you do with a roller.

#4 Brushes, pads, and rollers should be cleaned immediately after they are used. Clean latex paint out with soap and water. Be sure to get all paint out. Rinse water should be totally clear. Oil-based paints need soaking in turpentine or paint thinner until paint loosens. Work the brush against the bottom of the container. Continue to rinse in fresh cleaner until all is clear. Bristles should be combed. Brush should be wrapped in heavy paper or foil and stored flat.



HOW DO I MEASURE FOR CURTAINS?

When you want to buy window coverings, you will have to measure windows to decide the size of the curtain, shade or rod needed. Take accurate measurements with you when buying the curtains, shades or rods.

Rounding off to the nearest number just won't work.

You will need to decide how long you want the curtain or drapery to be. If you have questions, ask the clerk. If using draw drapes add inches for covering the rod from the wall and an overlap to keep curtains closed well if using draw drapes. Check to see if the drapery has allowance for this extra material needed.

MY OWN PLAN

AREA	Suggested Timing	Daily	Weekly	Sometime	Target Date
KITCHEN					
Empty garbage	Daily				
Wash dishes, clean sink & counters	Daily				
Sweep or damp mop floor	Daily				
Wipe range including reflector bowls	Daily				
Dispose of leftovers	Weekly				
Wipe fingerprints on phone & wall switch	Weekly				
Clean range oven and hood/fan	As needed				
Wipe/polish small appliances	After use				
Wash walls	As needed				
Clean/defrost refrigerator	As needed				
Clean inside of drawers & cupboards	As needed				
Wash windows & curtains	Seasonally				
Clean/strip/wax floor	Seasonally				
BATHROOM					
Wipe sink & counter top	Daily				
Clean walls of shower	Weekly				
Empty wastebasket	Weekly				
Clean toilet	Weekly				
Wet-mop floor	Weekly				
Replace dirty towels	Weekly				
Clean sink, tub	As needed				
Clean mirrors/accessories	As needed				
Clean shower curtain/door	As needed				
Straighten & wipe drawers & shelves	As needed				
Clean windows/curtains	Seasonally				
Clean/strip/wax floor	Seasonally				
RUGS & CARPETS					
Remove spills	Immediately				
Vacuum rugs	Weekly				
Spot clean heavy traffic areas	As needed				
Vacuum under furniture	As needed				
Clean and/or shampoo	Seasonally				
FLOORS					
Sweep or mop	Daily				
Clean and polish	As needed				
FURNITURE					
Dust	Weekly				
Polish	As needed				
Vacuum upholstery	As needed				
Clean upholstery	As needed				
WALLS					
Clean switch plate/door handle smudges	Weekly				
Dust to remove dust & cobwebs	As needed				
Clean as appropriate	As needed				
Dust woodwork & doors	As needed				
Wash woodwork & doors	Seasonally				

MY OWN PLAN

AREA	Suggested Timing	Daily	Weekly	Sometime	Target Date
WINDOWS					
Wipe sills	Weekly				
Wash	As needed				
Wash or dry-clean drapes & curtains	As needed				
ACCESSORIES					
Dust lamps/shades	Weekly				
Clean telephone	Weekly				
Clean media equipment	Weekly				
Wash vases/ceramics	As needed				
Polish mirrors	As needed				
Dust picture frames	As needed				
Polish brass	As needed				
Clean light fixtures	As needed				
BEDROOM					
Air beds briefly before making them	Daily				
Put clothes away	Daily				
Change bed linens	Weekly				
Vacuum/dust	Weekly				
Turn mattress	Bi-monthly				
Move furniture to vacuum	As needed				
Organize closets	As needed				
Wash mattress covers, pads	As needed				
Air pillows, comforters	As needed				
Wash walls, woodwork, windows	As needed				
Wash or dry-clean blankets, spreads	Seasonally				
LIVING ROOM					
Dispose of ashes, papers, clutter	Daily				
Straighten pillows, throws, accessories	Daily				
Vacuum rugs & upholstered furniture	Weekly				
Dust or vacuum floors, baseboards, doors, corners	Weekly				
Dust & clean accessories/ light fixtures	Weekly				
Empty wastebaskets	Weekly				
Shampoo rugs/furniture	As needed				
Wipe cool lamp bulbs	As needed				
Clean under furniture	As needed				
Wash windows, curtains	As needed				
Clean/wax floors	As needed				
Dust books/pictures	As needed				
Wash walls and woodwork	As needed				
Clean closets	Seasonally				



How To Do the Paint Job

#1 Remove all obstacle such as things hanging on the walls, curtains, furniture. Remember to remove switch plates. Push large pieces of furniture to center of the room. Cover with plastic or drop cloths such as old bedsheets. Floors need heavier-weight plastic tarps or canvas or cloth covers that won't shift.

#2 Remove dust from walls and ceilings with vacuum or cloth covered broom. Wash sections that are really dirty or greasy.

#3 Patch holes or cracks. Spot-prime any newly patched areas.

#4 Start with the ceiling, if it needs it.

- a. A roller is usually best since you can use an extension handle.
- b. It's best to paint in corners and around edges first with brush or other applicator. (It's great to have a helper to do paint edges while ceiling is being painted.)
- c. Paint across the width of the room in strips two feet wide.
 - b. Start new strip before other dries. Overlap strips as you go. Never stop in the middle of the job. You always need a wet edge for the next lap.

#2 If only walls need painting, use a paint brush to "cut-in" all borders at ceilings, woodwork, and corners. (You can put masking tape over wood edges to avoid spattering. When finished, remove tape.)

- a. When using a brush, stroke on paint with moderate pressure. Smooth effect by lifting brush lightly at end of strokes.
- b. When using a roller, get the paint on the working surface first and then spread it evenly. Roll paint on slowly in series of diagonal, back-and forth strokes to smooth out the paint. Apply moderate pressure to handle to avoid dripping or splattering. After covering several square feet, start smoothing paint out by going back and forth over the same area with parallel strokes at right angles to direction in which paint was applied originally.

Large cracks may need to be enlarged and undercut to provide a secure hole for patching compound. The point of a can opener could be used. Edges of the crack should be dampened when using patching compound mixed with water. The crack should be filled almost to the surface with compound. Let it dry. Add another coat. Smooth it out by feathering it out about 2 inches. Let it dry. Add another coat. Smooth it out by feathering it out about 2 inches. (If the surface of the wall is rough or textured, you may want to match the wall surface. While compound is still wet, use a sponge, comb or toothbrush to match surface.) Let it dry. Sand until smooth. Paint to match wall. If area is large, it is helpful to first apply sealer before matching paint.

It's probably best to leave this type of job or the filling of large holes for the landlord.

HOW CAN I PAINT MY WALLS?

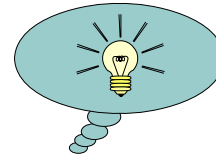
Painting Equipment

Proper painting equipment is important for doing a good job. *Paint rollers* and *paint pads* have different depths to their naps. Rough surfaces require deep naps. *Paint brush* quality is judged by the bristles of the brush. A quality brush is tapered and has flagged (split) ends. It feels springy. Bristles don't fall out. *Nylon and polyester bristles* are best for latex application. *Natural bristles* are best for oil paints. A good quality brush can last for a long time if cared for well.



There are different types of paints. There is *latex* which is water soluble. *Oil-base* and *alkyd-base* paints are solvent-soluble. *Latex* is easiest to apply, dries fast, and brushes and rollers are easiest to clean. *Oil-base* or *alkyd-based* are durable, resistant to stains and damage and can be washed often. They do take longer to dry. It is more difficult to clean used brushes and rollers. They require special cleaners such as turpentine or paint thinner.

Paints come in many different colors. They also come in different finishes such as flat, gloss, semi-gloss, and enamel.



WHAT DO I NEED TO KNOW ABOUT CLEANING?

HOW DO I CLEAN KITCHENS?

(Also refer to floors, woodwork, windows, insects, etc.)

Plastic Laminates (i.e. countertops)

- Wipe with detergent solution on dampened cloth or sponge.
- For stains, sprinkle bleach cleanser on dampened surface. Allow to sit for three minutes, then gently rinse and dry. If necessary, repeat process. Do not rub unless absolutely necessary since abrasives scratch surfaces.
- Do not use rust removers, metal and oven cleaners, hair dyes, and rinses. Wipe spills immediately.
- Never cut into surface with knives or sharp instruments. Do not hammer objects on surface.

Ceramics (i.e. tile, kitchenware)

- Remove film and spots with diluted or full strength all-purpose household cleaners (can use solution of 1 part vinegar and 4 parts water). Rinse. Buff. Do not use abrasives that scratch.
- Wash grout with full strength household cleaner, cleanser, or tile grout cleaner. Do not mix cleaners! Can clean with toothbrush in grout areas. For mildew or stain, use solution of 3/4 c chlorine bleach and 1 gal water. Rinse well.

Sinks

- For stainless steel, wash with solution of detergent or all-purpose cleaner and water. Rub in same direction as grain of steel. If using special cleaners, follow package instructions. Rinse. Dry. Steel wool pads can remove stains or discoloration, but cause scratches. Remove water spots with rubbing alcohol.

- For porcelain, sprinkle cleanser on wet surface. Let stand for a minute. Rinse. Repeat if necessary.



HOW DO I CLEAN APPLIANCES?

Refrigerator, freezer, range, dishwasher, dryer, washer:

- Recognize material in appliance and choose appropriate cleaning product. Follow directions. (i.e. There can be painted surfaces, porcelain, stainless steel, chrome, wood, plastic, aluminum.)
- Clean outside often with sponge or soft cloth dampened with detergent solution. Can rinse if necessary. Wipe to dry.

Ranges

Follow manufacturer's cleaning directions if they are available.

- Wipe spills immediately with paper towel or dry cloth. (Be sure burners are off so you avoid a fire.) Watch for hot areas to avoid burns.
- Wash pans under burners and their supports as needed, when range is cool. Use hot detergent solution. Rinse. Dry. If pans are made of aluminum, use nylon scrubber or steel soap pad. Wipe metal or porcelain ring around electric surface units. Remove electrical unit when possible and wipe around it. Clean holes in burner ports with small wire or pipe cleaner.
- For thorough cleaning, remove gas range burner heads or entire burners. Wash in hot detergent solution. Scour if necessary. Rinse. Dry. If range allows, lift range top and clean underneath. Use warm detergent solution. Rinse. Dry. Clean oven with oven cleaner following directions. (**Or** place bowl of household ammonia in oven overnight with the door closed. Wipe with ammonia/detergent solution. Remove stubborn stains with plastic scouring pad or steel wool.) Clean racks and removable panels in sink with warm detergent/ammonia solution. (**Don't mix ammonia and chlorine bleach cleanser.**) Rinse. Dry.

The oven sensor temperature tube on the roof of a gas oven or back of electric oven must be wiped gently. Do not bump or jar or it may not work! Do not leave cleaning product on tube.

HOW CAN I SAVE ENERGY?

Utilities and water are very costly. You can save money to use for other things if you try. Here are some suggestions:

1. Turn down thermostat at night or when house is unoccupied.
2. Close unused room heat off. Keep doors closed.
3. Turn off lights, TV, and radio when not needed.
4. Substitute fluorescent for incandescent lights where possible.
5. Keep doors and windows closed when possible.
6. Bake more than one dish at once. An open oven door can lose 25 degrees!
7. Use microwave when possible since it uses less energy.
8. Turn off dishwasher when it is in dry cycle. Allow air drying.
9. Avoid partial loads in dishwasher.
10. Avoid partial laundry loads. Use warm wash, cold rinse.
11. Dry consecutive loads in dryer with no interruptions.
12. Avoid LONG showers. (Baths usually take less water.)
13. Keep lint screen in dryer clean.
14. Weather-strip doors and windows.
15. Buy only energy efficient appliances. (Look for ENERGYGUIDE.)
16. Defrost refrigerator or freezer when ice is 1/4" thick.
17. Close refrigerator door as soon as possible.
18. Set water heater at 120 degrees. Set at 130 if you have a dishwasher.
19. Match the size of a cooking pan to the size of the burner.
20. Turn water off when brushing teeth.
21. Use bucket when washing a car.
22. Use water savers on faucets.

HOW CAN I REPAIR HOLES IN MY WALLS?

Cracks and nail holes can be repaired with spackle, patching plaster, or joint compound (ready-mix or powdered mixed with water.)

Small cracks and nail holes can be filled to match the surface of the wall. A putty knife can make the surface even. Allow patch to dry. Sand very lightly if necessary. Paint to match wall.

or panel. They are usually located in a hallway, in a closet or a basement. (You may need a flashlight!)

A melted fuse will have a black window or you could look inside the fuse and see a gap. You replace a fuse by unscrewing it. Replace it with a new fuse. Fuses are always marked with numbers that show amperage rating. Be sure to **replace fuse with exactly the same number.**

A popped circuit breaker will be in a position that is different from the others in the service panel. A circuit breaker is like a switch. Just turn it back on to its original position.

If the new fuse blows or the circuit breaker trips, the circuit is overloaded. Remove electrical devices from that circuit. You probably need help from a professional electrician or your landlord.

Be sure your hands are dry and that you do not stand on a wet floor when working with the entrance panel!

WARNINGS

1. Disconnect any appliance that doesn't work correctly, even if it only gives a small shock. Get it repaired before using.
2. Replace any worn, broken, or brittle cord.
3. Have a fire extinguisher available, especially in the kitchen area.
4. DO NOT connect several appliances with an extension cord.
5. DO NOT use multiple outlet plugs for appliances.
6. DO NOT run cords under rugs.
7. DO NOT put water on an electrical fire.

How Do I Replace Light Bulbs?



Generally light bulbs should be replaced with the same wattage bulb that is being replaced. If you wish to get more light from a higher watt bulb, check the fixture. There should be written information visible telling you if any limits are suggested by the manufacturer.



Microwave Ovens

- Wipe interior oven and exterior door after each use, or as needed, with mild detergent and water solution. Dry.
- Open oven door when cleaning touch control panel. Wipe panel with cloth lightly dampened with water only. Don't scrub or use any chemical cleaner on control panel. Dry with soft cloth.
- Use mild cleanser with no abrasives to clean soil inside oven.
- Rinse with damp cloth or sponge. Dry.
- Wipe spills on turntables immediately. Clean under turntable too.
- Check instruction book!

All Refrigerators

- Get rid of leftover and spoiling food items at least once a week.
- Wipe up spills immediately to avoid stains and bacterial growth.
- Use brush or vacuum cleaner attachment to clean fins or condenser coils and area below or on back of refrigerator.
- To avoid odors, place open package or dish of baking soda on a shelf. Charcoal also works.

Self Defrosting Refrigerators

- Wash, rinse, and dry shelves and storage drawers. Then wash inside walls with solution of 1 T baking soda to 1 qt water. Clean gasket on door with solution of water, baking soda, and detergent.
- If there is a drain hole from freezer to the lower refrigerator, clean it by flushing with clean warm water.
- Remove and wash evaporator pan that collects water.

Refrigerators That Are Not Self-Defrosting

- Defrost refrigerator when frost is about 1/2 inch thick on freezer compartment. (Follow directions in instruction book.) Turn refrigerator off using temperature control knob. Remove freezer trays and food. Wrap frozen foods in layers of newspaper or place in insulated container.
- To hurry process, place hot water in pans in freezer and/or on shelves. **Never chip ice off!**
- Empty collected water. Wipe freezer, drawers, shelves, sides with damp cloth or sponge dipped in solution of baking soda and water. (See above.) Rinse. Dry. Replace dried trays, drawers, and food.

- Clean door gasket with solution of baking soda, water, and detergent.
- Turn refrigerator back on.



Small Appliances

- Disconnect before cleaning.
- If cooking appliance is not immersible, wash inside with detergent solution and rinse. Don't get the electrical connections wet. If immersible, wash with detergent solution. Rinse.
- Clean outside after each use with damp, detergent solution. Rinse. Dry. Polish.
- Do not clean with abrasive scouring pads or use cleaners. Check directions.
- Clean cords by pulling them through a damp cloth. (Don't get the plug and cord wet inside.) Dry.
- Toaster crumb tray located under a toaster needs cleaning. Unplug toaster first.
- Electric coffee makers use special cleaners. Follow directions. Wipe outside too.
- Can opener wheel should be cleaned with small brush. Run paper towel through process to dry.

HOW DO I CLEAN A BATHROOM?

(Also refer to floors, walls, windows, kitchens)

SUGGESTED CLEANING SOLUTION

Mix a germicidal or disinfectant liquid cleaner according to directions. Place in a spray bottle to use for general cleaning of kitchen and bathroom fixtures

Tile Showers (Ceramic or Plastic)

- Wipe surface with a towel or squeegee after each use to avoid build-up of minerals or molds.
- To clean, wipe with cleaning solution, all-purpose household cleaner, spray-type bathroom cleaner, or vinegar/water solution (1 c vinegar to 4 c water.) Include shower track and track rollers when cleaning. Rinse. Dry. Clean hair from drain.

3. Keep reseating the plunger and replunging until the water level has gone down a little.
4. Then you can flush to see if you have succeeded.
5. If you haven't unclogged the toilet, stop the flow of water into the toilet bowl before it overflows. Shut off the water below the toilet.
6. Repeat until toilet flushes normally.

If you still can't unclog the toilet, talk with your landlord. Further tools may be required such as an auger with a corkscrew point on the end to open the toilet. Avoid pushing the blockage down through the trap or the drain will clog. The object probably will not dissolve.

WHAT SHOULD I KNOW ABOUT ELECTRICITY?

fooling directly with electricity is dangerous. You must know what you are doing or you can start fires or even kill yourself. Leave the big jobs for electricians. You might like, however, to replace your own light bulbs, change your own fuses, and reset circuit breakers.



How Electricity Works

Electricity in homes flows under pressure just like water does. This electric pressure is called *voltage*. The power flow of electricity is called *wattage*. The rate of flow of electricity passing through a wire at a given time is called *ampere*.

Fuses and *circuit breakers* are safety devices. They detect when the use of electrical pressure on a circuit is too high. They then disconnect the circuit before any damage is caused. Electric wires and their connections heat up as their electrical loading increases. Overloaded wires get hot and start fires. Fuses "blow" melt. Circuit breakers "pop" to prevent hot wires.

If your living space loses all electrical power, find out if your neighbors have electricity. If they do not, the problem is an electrical problem that the electric company will have to repair.

If only one area of your living space is without electricity, check your fuses or circuit breakers. They are in the electrical service entrance box

Some newer toilets are more complicated.

If you have a **newer toilet**, you'll find different types of connections between the float and the valve. If the simple float adjustment hasn't stopped the flow of water, pieces may need to be replaced.

If you want to try more complicated repair, you can find information where plumbing and toilets are sold. You can also find further information at the library or on the internet. If you have a problem after making small adjustments, a plumber or your landlord can help. Toilets should be usable!

HOW DO I UNCLOG A TOILET?



If you put too much paper, sanitary products or such in a toilet, it can clog. If it does clog, you can possibly clear it up yourself with a plunger. There is a large one that is specially designed to clear toilets. If you don't have a large one, you can try the smaller version. (Rubbing petroleum jelly on the bottom edge of the plunger can create a tighter seal.)

To stop a clogged toilet from overflowing,

1. Turn off the valve located behind the toilet.
2. You can also remove the cover from the tank and reach inside. Push down on the tank ball to close the opening at the bottom of the tank.

If the toilet is already beginning to overflow, bail out the excess water into a large pail. Use a small bowl or pail so you have enough room to plunge with the plunger. This will also help you to retest to see if you've been successful when you flush again. (You can protect your hand and arm by sticking both into a heavy plastic garbage can liner. The extra plastic allows your hand to work.)

1. Insert the plunger into the toilet and get it seated firmly on the hole where water runs out of the toilet.
2. Push down firmly and forcefully on the handle. Repeat half a dozen times in rapid succession.

- For mold, use commercial product following directions or mix 1 c chlorine bleach to 1 gal water. Soak stubborn stains with soaked paper towels. Leave 15-30 minutes. Rinse well.
- For grout stains, use old toothbrush for cleaning. (It's best to seal grout for easier cleaning.)

Fiberglass Showers

- Wipe down shower with towel or squeegee after each use.
- Clean with mild disinfectant cleaner and white nylon scrubber pad. Do not use abrasive cleaners, scouring pads, bleach, or harsh acids. Clean hair from drain. Rinse well. Dry.



Bathtubs and Sinks

- Wipe down regularly after each use. Wipe chrome fixtures. Rinse. Dry.
- Clean with disinfectant cleaner, cleanser, spray-type or liquid cleaner regularly. Rinse. Dry.
- If very dirty, sprinkle damp surface with cleanser. Allow to sit for a minute or two. Rinse. Dry. If necessary, repeat cleanser process. (Rub only if absolutely necessary.)
- For rust or mineral deposits, use foam cleaner. Allow to stand on the surface for up to one minute before wiping it away. Use a brush or nylon pad. A commercial rust remover may remove rust. (Follow directions on container.)
- For quick clean-up, wet tissue and wipe hair from areas and drains.
- Clean drain stoppers monthly.

Toilets

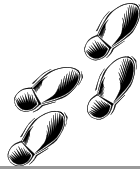


- Clean with disinfectant using toilet bowl brush or cloth. Be sure to wipe under rim of stool. Flush to rinse.
- Wipe upper surfaces and around base of toilet. (Wipe handle too.)

Counter tops

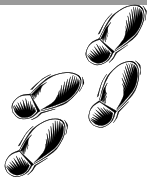
- For quick wipe, dampen tissue or toilet paper and remove surface dirt and hair. See Plastic Laminates in "How To Clean Kitchens."

HOW DO I CLEAN RUGS & CARPETS?



Don't carry dirt into the house in the first place!

Ridges on the bottom of shoes hide dirt, stones, and tar. Sand acts like sandpaper on floors and cuts fibers in rugs. Use a synthetic grass type or vinyl/rubber backed nylon mat in front of all doors. AND wipe feet well!



Carpets

- Vacuum twice a week. (Stroke backward and forward seven or more strokes at least once a week to remove dirt in well traveled areas.)
- Vacuum heavily trafficked stairs frequently working from top to bottom.
- Avoid pulling carpet fringe with an upright vacuum by lowering the vacuum handle as you cross the carpet fringe.
- Sprinkle smelly carpet with plain baking soda. Leave for one hour. Vacuum.
- To avoid static electricity, mist carpet lightly with 1 part liquid fabric softener and 5 parts water. Then dry.
- Remove stains promptly! The longer the stains remain, the more difficult they are to remove.

Removing Carpet Stains

When suggesting how to remove stains in carpets, there is no perfect answer. The chemistry of fibers and dyes used in rugs and the stain ingredients vary. The following suggestions are generally effective, but **not guaranteed**. A professional rug cleaner may need to be called. Even they may not be able to remove all stains.

Place the plunger over the drain and work the plunger up and down over the drain hole as hard as you can about 15-20 times. (Coating the outer lip of the plunger with petroleum jelly can help create a seal for better vacuum action.) If that doesn't allow the water to flow rapidly, you can try a dry or chemical drain cleaner.

BEWARE!

CHEMICAL DRAIN CLEANERS CAN BE DANGEROUS. USE WITH CARE.

1. Follow directions on container!
2. Use rubber gloves!

If this fails, it's time for a plumber. The drain may require further tools such as an auger (called a plumber's snake.) It may even need to have pipes cleaned out. You will probably want to call your landlord so he can call a plumber or repair it himself.

HOW DO I QUIET A RUNNING TOILET?

A toilet has a special form of faucet. When this faucet doesn't turn off, the toilet runs continuously. Looking into the top of a toilet tank by removing the top, you can see:

1. Where the water comes in
2. Where the water goes out
3. The mechanism that turns the water off (the float and valve that ride on the top of the water in the tank.)
4. There is also a shut-off valve located under the toilet. You can shut the water off when you need to. This can avoid overflowing water.

Methods for Stopping a Running Toilet

When it sounds as if water is constantly running into the toilet, it's time for some adjustments. Simple jiggling of the handle can be a temporary help. If that doesn't help, open the top of the toilet tank and identify the parts as suggested above.

An **older model** of toilets has a metal rod between the float and the valve. You can just bend the rod gently to make the float lower in the tank. (This will put more force on the valve to shut it off.)

2. If you don't get response within 30 days, do two things at the same time:
 - a. Make a formal, written complaint to housing authorities, asking for an inspection.
 - b. Try to personally contact the landlord and come to an agreement. If you do reach an agreement, call the housing authority and cancel the inspection.
3. If all of this fails, contact a local housing agency for help or sue in a small claims court.

Such things as replacing a fuse and unclogging a drain are simple repairs you may want to do yourself. If you have any concerns, contact your landlord. Know what your lease (rental agreement) agreements are.

KEEPING A RENTAL UNIT CLEAN AND SAFE WILL HELP PROTECT YOUR SECURITY DEPOSIT!


YOU WILL BE RESPONSIBLE FOR DAMAGES YOU CAUSED.

HOW DO I UNCLOG A DRAIN?



Avoid a clogged drain by being careful about what goes down it. It can be clogged by hair, grease, and foods such as potato peels. If a drain is partially clogged to begin with, even coffee grounds can be a problem. You probably don't know the condition of your drains unless the house is new. It's best to be careful to avoid any build-up. Drains should be cleaned regularly.

Sometimes clogging occurs at drain's strainer (kitchen sinks) or stopper in lavatories or bathtubs. Some strainers can be carefully removed with a screwdriver tip. Some strainers are screwed down. Just remove and clean. A sink stopper can be removed, usually with a gentle twist, to be cleaned. After cleaning, replace the stopper or strainer.

If a drain really clogs, a simple working with a plunger  (sometimes called the "plumber's friend") may relieve the problem.

Test all stain removers in a spot not easily seen such as a corner of a closet.

Stain Remover Solutions*

Here are some suggested stain remover solutions. (See stain removal suggestion chart to see which solution to use.)

- Detergent solution of 1 t mild liquid dishwashing detergent (no lanolin, non-bleach) and 1 pt warm water
- Detergent/vinegar solution of 1 t detergent, 1 t white vinegar, 1 qt water
- Vinegar solution of 1 pt water and 1 pt white vinegar
- Nail polish remover without lanolin base (Don't use on acetate or acrylic fibers.)
- Dry cleaning fluid of any brand non-flammable spot remover liquid (Read directions.)
- Carpet cleaner or shampoo of any brand (Read directions.) (Also see note below about cleaner choice.)
- Paint remover such as turpentine or paint thinner
- White soda (i.e. club soda, tonic, or 7-Up)
- Ammonia solution of 1 part ammonia to 10 parts water (**Never mix with chlorine bleach!**)
- Alcohol: rubbing, isopropyl, or denatured (Denatured is preferred, but is flammable and poisonous.)
- Hydrogen Peroxide (3 - 5% solution)
- There are also commercial spot removers. Use them according to directions on container.

* **Special note:** Many newer carpets have special stain resistant finishes. These protective coatings do not allow stain removers to enter fibers. There are often instructions available and a telephone number to call for stain problems. If you're not sure if there is a coating, try a stain removal process of your choice. If it doesn't work, mix 1 T baking soda and 1/4 c water. Rub into spot. Blot. Then use stain remover on it again until there is no trace of stain on the cloth. Rinse. Blot. Dry. If you know there is a protective covering over it such as Scotch Guard, remove the coating by adding a squirt of liquid detergent on a damp cloth, rubbing it in, and blotting it up. Then use any stain removal process you choose.

Stain Removal Process:

- Remove spilled solids with a rounded spoon or spatula. Then blot as much of the stain as you can before you try to remove it. Use white

fabric or white paper toweling. **DO NOT RUB!**

- Choose a stain remover and test it in a spot that won't be seen. Leave on 10 minutes. Blot with clean, white absorbent material and look for color on cloth. If remover is safe, continue the suggested process until no stain shows on blotting cloth.
- Work from outside edge toward center of stain to avoid spreading.
- Do not over wet! Blot frequently.
- Rinse area where stain has been removed to avoid leaving residue that attracts dirt.
- When there is no color left on blotting cloth, cover area with pad of white fabric or paper towels. Put heavy weight on top. (You can stand on it for a minute or so.) Remove pad when dry. Pile may need to be brushed up gently. Vacuum.



RUG STAIN REMOVAL SUGGESTIONS	
Alcoholic beverages	Blot. Dilute with club soda, or baking soda and water. Blot. Rinse well. Blot dry.
Blood	Blot. Wet with minimum cool water. Soak and blot until no stain is seen on blotter. Apply small amount of detergent solution. Blot. Apply cool ammonia solution (on synthetics only.) Blot. Repeat until stain is not visible on blotting cloth. Rinse. Blot dry.
Candle wax	When wax is dry, scrape off excess. Use small amount of dry-cleaning solvent. Repeat until stain is not visible on blotting cloth. Blot.
	or
Keep _____	Place brown paper bag over wax. Press with warm, not hot, iron. Press with warm, not hot, iron. moving bag to use a fresh spot on the stain until all wax has been absorbed. Use dry-cleaning solvent if necessary. Blot dry.
Catsup/Tomato Sauce	Scrape off and blot. Apply cool detergent solution. Blot. Repeat as necessary. Rinse. Blot. If stain remains, apply 3-5% hydrogen peroxide solution. Rinse. Blot dry. (Be sure to test before using hydrogen peroxide since hydrogen peroxide bleaches.)
Chewing gum	Place ice cubes in plastic bag over spot to harden gum. Break up brittle gum. Vacuum up pieces. Apply dry-cleaning solvent using _____ directions on container to remove residue. Blot. Repeat until no stain is present. Blot dry.
Chocolate	Scrape off or blot. Wet stain with small amounts of rubbing alcohol or dry-cleaning solvent. Blot dry immediately. Repeat until no stain is seen. Wet area with minimum of water. Apply detergent solution. Blot. Repeat until no stain shows on cloth. Rinse with clear water. Blot.



A LIST OF SOME CLEANING SUPPLIES

- | | | |
|--------------------------------|----------------------|-------------------|
| Vacuum sweeper | Broom | Rags |
| Solvent base floor polish | Dust pan | Rug cleaner |
| Non-woven disposable cloths | Bucket | Specialty cleaner |
| Water base floor polish | Sponge | Paper towels |
| Non-luster furniture polish | Cleaning brushes | Sponge mop |
| Luster finish furniture polish | Step ladder/ stool | Toilet cleaner |
| All purpose cleaner | Bathroom cleaner | Dust cloths |
| Hand dishwashing detergent | Dishwasher detergent | Toilet brush |

WHEN DOES THE LANDLORD MAKE REPAIRS

AND...When are the responsibilities mine?

Generally a landlord must keep a rental unit in a safe and "habitable" condition.

There are specific laws in communities that are enforced by a housing authority. If your landlord doesn't respond to severe problems (i.e. no heat, leaking roof, plumbing problems, rats), you can talk to authorities. They should be listed in a telephone directory under government. You can also contact a legal aid service, social service welfare agency, landlord/tenant court.

A landlord is responsible for:

- making and enforcing a rental agreement with a renter
- keeping plumbing, heating, and electricity working
- keeping unit habitable and safe by making appropriate repairs
- cleaning and repairing a unit before renting it so it is safe.

(It is important for you to know what is agreed upon in your lease. There may be rules about decorating, repairing, and tenant responsibilities.)

If you have a problem:

1. Write a polite letter to your landlord. (More severe problems may need immediate action. You'll need to make a phone call.)

- Specialty cleaners** These come in various forms (i.e. furniture, glass, and metal.) Read and follow the directions on containers carefully.
- Traditional cleaners** Ammonia, bleach, vinegar, and soda have been used over many years as household cleaners. They are usually diluted with water. They should generally not be mixed with other chemicals.
1. Ammonia This can be a good window cleaning product when diluted with water.
 2. Chlorine bleach This type of bleach is safe to use with laundry detergents. BUT:
***Do not mix chlorine bleach with products containing ammonia or acids.**
***Be sure that products containing chlorine bleach and liquid detergents are diluted before using them together.**
***Don't mix vinegar directly with ammonia or chlorine bleach. Dangerous gases can be created.**
 3. Vinegar This is useful for removing hard water deposits.
 4. Baking soda It can help remove burned on soils on cookware. It can absorb odors from foods stored in refrigerator.
- Tub, tile, shower** These special products remove hard water deposits, scum, rust, and mold. Follow directions.
1. Liquid
 2. Foam
- Waxes and polishes** These protect surfaces and delay heavy cleaning. Follow directions.
1. Aerosol Spray
 2. Liquid
 3. Paste

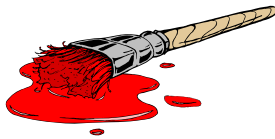
**Danger! Beware! Be Careful! Poison!
Protect Yourself!**

There are often safety warnings on products. Some products should not be mixed with others. Skin and eyes sometimes need protection from the products.

IT IS IMPORTANT TO FOLLOW DIRECTIONS ON CONTAINERS VERY CAREFULLY!

Cigarette Burns	If burn is slight, rub with steel wool or brush lightly. Clip off small charred parts. Shampoo. Dry. If burn is severe, contact professional to replace with "plug" of matching carpet.
Coffee or Tea	Blot. Wet stain with 7-Up or tonic water. Wet and blot until no stain is present. Rinse with clear water. Apply detergent solution. Blot and repeat until no color is present. Rinse with clear water. Blot dry. or Blot. Apply detergent/vinegar solution. Blot. Rinse. Blot dry. Then try dry-cleaning solvent following directions on can. Blot dry.
Crayon	Scrape off excess crayon. Apply dry-cleaning solvent, following directions on can. Blot. Apply detergent solution. Rinse. Blot dry.
Fruit Stains	Blot. Dampen with water. Dump salt on stain. Rub in lightly. After salt sits a few minutes, rub it into the stain. Brush salt out. Vacuum. Repeat until stain is gone (See instructions for wine if the stain is grape or cranberry.)
Furniture polish	Blot carefully. Apply dry-cleaning solvent according to directions on container. Blot. Apply detergent solution. Blot. Rinse. Blot. Repeat as necessary. Remove stain immediately. This stain is difficult to remove.
General Dirt	Make a solution of a liquid laundry detergent and water. Brush only the suds onto the spot. Brush in horizontal then vertical movements. Blot up excess moisture. Place white toweling over spots and put weights over toweling to help absorb moisture. Rinse with small amount of water by blotting gently. Repeat blotting. Brush up pile gently. Allow to dry completely.
Ink or marker	Blot carefully. Put alcohol, paint thinner, or dry-cleaning fluid on a clean cloth. Blot gently until the spot is removed. Be sure to change the section of the cloth that you use frequently so that the stain is not redeposited on carpet. Let dry. Repeat process if necessary.
Lipstick	Blot if necessary. Apply dry-cleaning fluid according to directions on container. Blot. Apply detergent solution. Blot. Apply ammonia solution. Blot. Apply vinegar solution. Blot. Rinse. Blot.
Milk/cream ice cream	Blot. Apply ammonia solution. Blot. Rinse. Blot. Apply detergent solution. Blot. Rinse. Blot.
Mud	Allow mud to dry. Vacuum up excess dirt. If spot is left, rub on some denatured alcohol. Blot. Then rub on detergent/vinegar solution. Blot. Rinse. Blot. Brush up pile gently. Dry completely.
Nail Polish	Wipe up excess gently. Apply dry-cleaning fluid on white cloth. (If carpet is not acetate you can use acetone or nail polish remover instead.) Change area of cloth you are using often so that you do not redeposit the polish. Blot. Apply detergent solution. Blot. Repeat process as long as necessary. Rinse. Dry.
Oil based Paint	Use paint thinner, paint solvent, or dry-cleaning solvent according to directions on container. Remove remaining stain by softening the paint stain with white towel dampened with paint thinner or dry-cleaning solvent. Allow to remain for several hours. Apply warm detergent solution. Blot well. Apply ammonia solution. Blot. Rinse with warm water. Blot. Dry. May need a professional.
Urine	Urine stains may remove dye from carpet. Treat quickly. Blot up as much as possible. Pour on club soda. Blot again until almost dry. Flush with small amount of water. Blot. Dry. or Blot up excess. Apply detergent solution. Apply ammonia solution. Blot. Apply vinegar solution. Blot. Rinse. Blot. Dry.

Vomit	Carefully remove vomit trying not to force it into rug. Blot carefully. Apply detergent solution. Blot. Apply ammonia solution. Blot.
Apply	vinegar solution. Blot. Flush with small amount of water. Blot. Dry.
Water Based Paint	Apply detergent solution. Blot. Apply ammonia solution. Blot.
Apply	small amount of water to rinse. Blot. If stain remains, test rug with lacquer thinner in inconspicuous area. If rug doesn't melt, apply to stain to soften dried paint. Then blot. Rinse. Blot. Dry.
Wine Stains	Blot. Wet stain with SMALL amount of 7-Up or tonic water. Blot and repeat as necessary. Apply small amount of detergent solution. Blot. Repeat as necessary. Rinse with clear water. Blot. Dry.



Deep Cleaning Carpets

Rug cleaning can be done professionally. If this is your choice, get recommendations from friends and check with the Better Business Bureau. Be prepared to explain stains to the rug cleaner.

If you choose to clean rugs yourself:

- Try rug cleaner choice where it won't be seen to see if rug shrinks, changes color, or pills.
- Remove furniture or put aluminum foil or plastic under furniture legs. Remove when rug is dry.
- Don't get carpet too wet or it can shrink or stretch. Dry as quickly as possible. A fan or air conditioner is helpful.
- Try out rug cleaning product to see if a sticky residue will remain by putting some in a bowl. Allow it to dry. If sticky residue is left, the product will attract dirt.
- There are various cleaners available:
 - * **Dry rug cleaners** come in powdered form or foam to put on and vacuum. Follow directions.
 - * **Spray-on aerosol or concentrated rug detergent** can be used with a sponge mop, hand brush, or other applicator. (It's easier to rent a machine than to do it by hand.)

Check your community waste disposal rules. Call your city or county offices to see the community restrictions for recycling and wastes.

- Various cans, bottles, papers, need to be disposed of in different ways.
- There are some hazardous wastes that should not be put into garbage (i.e. lead-based paints, batteries, acids and alkalines, rodent baits, herbicides, pesticides, and some cleaning materials.)
- Grass clippings or yard wastes may have specific disposal methods.
- Large appliances, tires, and other overflow refuse are handled differently in different communities.



WHAT CLEANING PRODUCTS DO I

NEED?



There are many cleaning products on the market. Looking at a grocer's shelves can be very confusing. There are general categories.

All purpose cleaners

1. Granular (Mixes with water. Follow directions.)
2. Liquid (Used for large areas. Follow directions.)
3. Spray or pump (Used for small areas. Follow directions.)

Carpet/upholstery cleaners

1. Aerosol (Create foam to wet the pile of rugs and upholstery. Dirt is vacuumed up when dry. Follow directions.)
2. Liquid
3. Granular

Cleasers

1. Granular (Contain abrasive ingredients that allow scouring action. Used for heavily soiled areas such as sinks, tubs, pots, and pans. Follow directions.)
2. Liquid

Disinfectants

(These products contain germicides. They clean and deodorize hard surfaces. Should be diluted with water. Follow directions.)

Drain cleaners

(These liquid or granular strong chemicals are used to unclog kitchen drains. Follow directions carefully.)

Oven cleaners

(These strong chemicals cling to sides of oven. Read directions and follow carefully!)

1. Liquid
2. Sponge
3. Spray

Flies carry bacteria that can contaminate food, dishes, and utensils. Problem areas include walls, windows, and exposed food.
Mice hide and reproduce rapidly. They thrive where food is available.
Rats carry diseases and have been known to bite. They thrive where food is available....even in sewers.
Hornets/Wasps/Yellow Jackets cause painful stings. Inside they can be found around windows, lamps, or draperies.

HOW DO I HANDLE THE GARBAGE?



Getting the garbage into closed containers quickly is an important part of bug and rat control. Place food garbage in a **tightly closed** garbage can. Line the can with a plastic liner. (Plastic grocery bags can be used. It's a good way to recycle bags and save money.) The bag should be tightly closed and removed to an outdoor closed container daily. Other types of garbage should be removed as appropriate.

It is also important to wash garbage cans as they need it. You can use a spray bottle filled with a disinfectant solution. Spray. Let the can sit for awhile. Wipe it out. Rinse it.

If you have a garbage disposal:

Grind food waste only with a strong flow of cold water.

- You can generally grind hard materials such as bones and also coffee grounds.
- Flush disposer for cleaning. Allow disposer and cold water to run after grinding or after draining sink of dish water. Some detergents need to be flushed to avoid disposer damage.
- DO NOT use hot water when grinding food waste. Hot water can, however, be used when disposer is not running.
- DO NOT turn off motor or water until grinding is completed and only a motor and water sound can be heard.
- Avoid grinding fibrous items such as artichokes to avoid drain blockage.
- Read directions about disposal if they are available.

* **Steam cleaning or water extraction** uses a machine and cleaning solution. Read directions on machine and cleaner. Machines are rented in hardware or grocery stores. Test before using.



WHAT SHOULD I KNOW ABOUT CLEANING WITH A VACUUM?



There are various models of vacuum cleaners.

Uprights have a vertical bag that is either a soft bag or a stiff plastic housing to catch dirt. Rotating brushes loosen and sweep up dirt. They are best for sweeping rugs.

Canisters suck up dirt. With a canister, a nozzle assembly is pushed around. A stubby tank follows on wheels. They are best on bare surfaces, stairs, and upholstery.

Hand vacuums rely mostly on suction for pickup and work best on smooth surfaces. Cordless, rechargeable models offer maximum portability. Plug-in vacuums have more power than cordless ones.

Car vacs have a 15-20 foot cord that plugs into a cigarette lighter. They quickly drain a battery.

Other options include a **central vacuum system** (usually found only in new homes), **wet/dry shop vacs**, **electric brooms**, **stick vacs**.

There are various features on vacuums. (i.e. suction adjustment, on/off switch, placement of on/off switch, adjustable brush height, vacuum bags, cord storage, attachments, dust collectors, varying speeds.)

VACUUM BAGS MUST BE EMPTIED REGULARLY!

Disposable paper dust bags in uprights or canisters are usually used to trap dust. There are models that use water-filtration or bagless dust collectors. These dust bags and water filters must be emptied regularly so they can maintain their efficiency. Some have a signal to show when the bag is full or airflow is blocked.

Some bags are installed by dropping the bag's cardboard collar into a slot. Others slide the bag's sleeve over a tube and secure it with a spring band. Cordless vacuums come with an internal dust cup that

needs to be emptied when it fills.

It is important to read and follow manufacturer's directions!

Disposable bags are available in such places as grocery stores, department stores, discount stores, hardware stores, and vacuum cleaner companies. Different sizes fit different vacuums.

IMPORTANT SAFEGUARDS:

1. Read all instructions.
2. Electric shock could occur if used outdoors or on wet surfaces.
3. Don't pick up tacks or other sharp objects.
4. Take care of cord. Wind loosely on cord hooks to avoid unnecessary strain. A clip-on plug, if furnished, snaps directly on the cord.
5. Don't run over the cord.
6. When replacing a cleaner bag, make sure it is inflated before sweeping.
7. If a bag is pleated, pull out pleats before inserting.
8. Replace bag when dirt indicator is reached.
9. Replace the vacuum belt if it is stretched or cut.
10. Replace brushes in upright vacuum if worn.
11. Do not allow sweeper to stay in one spot while running .
12. Do not pick up matches or live ashes and cigarette butts.
13. If cleaner is in disrepair, do not attempt to operate.
14. Always disconnect cord from electrical outlet before servicing vacuum.
15. Keep hands, feet, loose clothing, and hair away from rotating agitator. Don't operate vacuum in bare feet.
16. Never run a machine over its own cord.
17. Turn machine off at switch before unplugging from wall outlet. Be sure to grasp plug....not cord when unplugging from wall outlet.
18. Never vacuum liquids with a regular vacuum.
19. Replace worn or frayed cord immediately.



HOW CAN I CLEAN FLOORS?

Asphalt

Vacuum or damp-mop regularly with 1/2 c fabric softener to half pail of water using minimum water. Use all-purpose cleaner if needed. Strong solvent cleaners, abrasives, turpentine, or naphtha pit floors. Strip and re wax annually using water-based wax.

Carpenter Ants cause structural damage by burrowing into the wooden structure of a house. Piles of wood dust or powder may be found near baseboards or where nest openings are located.

Carpet beetles thrive on lint collections in cracks and floorboards. They eat carpets and furniture. They also like dog foods.

Cockroaches carry disease-producing organisms. They can cause asthma and allergies and can contaminate foodstuffs. Generally found in kitchens, bathrooms, and basements. They like food particles, book bindings, even TV wiring. They live in warm, dark areas, especially where there are food particles and moisture.

Crickets chew silks, cottons, and woolens. They stain these things with their excrement. They enter houses through cracks, windows, doors, and fireplaces.

Fleas cause bites on both humans and animals. They are capable of spreading diseases. When carried into a house by humans or animals, eggs fall off and develop in furniture, carpeting, and beds.

Grain beetles, flour and meal moths reproduce in their food choice: grains, pastas, flour, rice, legumes, cereals, dried fruit, nuts, cocoa. Larvae and adults may be present in the foods. (Contaminated food should be thrown out.)

Multipedes/Centipedes don't cause damage, but are unsightly. They are found in damp basements and crawl spaces as well as basements.

Silverfish eat starchy items: paper, sizing, paste, newspapers, starched fabrics, book bindings, some backings of rugs. They travel at night and prefer warm, damp locations. Can hide under floor baseboards.

Spiders can inflict painful bites. They are most annoying because of the webs they create. They can be found most anywhere.

Termites attack wood in buildings. Structural damage can be caused.

Ticks suck blood from humans and animals. Bites can become infected and transmit diseases like Lyme Disease. They are generally found only in the outdoors, but can climb up sides of houses.

Flying Pests

Moths of a special species can attack clothing, dried food, and carpeting. The larva of the moth are the most destructive. Larvae will make holes in fabrics. They prefer to live in dark places such as closets.

Mosquitoes suck human blood. The bites itch. Some species carry diseases such as encephalitis and yellow fever.

- Keep interiors of garbage cans clean.
- Keep cereals and other grain products in tightly covered containers. Don't store large quantities of dog food.
- Move heavy furniture and appliances away from walls and keep them clean underneath.

Insecticides

- **Use insecticides following directions on containers only if needed.** (Airborne insecticides destroy flying insects on contact and kill crawling insects hit directly. Surface insecticides are applied to surfaces where insects crawl.) An exterminator may be needed. **(Your landlord is responsible for getting rid of severe problems.)**
- Treat entry and pathway used by crawling pests.
- If cupboard area is infested, remove contents and dispose of contaminated foods. Vacuum cracks. Clean interior with disinfectant solution. Apply surface insecticide to seams and corners **using package directions**. Dry. Line surfaces with paper. **Be careful around foods so that they aren't contaminated with insecticide.**
- Before purchasing a pesticide, check label to see that the name of the problem pest is included. Labels should indicate an EPA registration number. Beware if there is none.
- Read label carefully each time you use the product. **Follow directions exactly!**
- Remove pets, their water and food pans before using insecticides.
- Avoid breathing pesticide mists or dusts when label warns you. Keep your face away from cap when opening container.
- Keep poison baits away from children and pets.
- Avoid pesticides on skin.
- Leave pesticides in their original containers so no errors can be made. Keep them tightly closed with labels intact.
- Store in safe place that is not near food, children, or pets.

What are the most common household insects?

Crawling Pests

Household Ants can contaminate foodstuffs. Usually found along baseboards, doorways, windows or in kitchens.

Brick

Vacuum and damp-mop regularly. If floor becomes dull, use solution of 1/2 c vinegar, 2 T furniture polish, 1 gal water. Seal brick floors to avoid staining. Sealed floors should be stripped, resealed, and waxed with water-based wax annually.

Ceramic Tile - Glazed

Vacuum and damp-mop regularly. (If dull, use vinegar treatment of 1/2 c vinegar, 2 T furniture polish, and 1 gal water.) Use all-purpose, non-abrasive cleaner when needed. For stubborn spots, use liquid cleanser and soft plastic scrubber. For tough stains on grout, apply household bleach and leave for a few minutes. (Dark colored grout discolors from bleach.) Rinse well.

Ceramic Tile - Unglazed

Vacuum and/or dry-mop regularly. Use all-purpose, non-abrasive cleaner when needed. Do not use abrasives, acids, or strong soaps.

Concrete/Cement

Sweep and hose where appropriate. Damp-mop and vacuum where appropriate. When deeper cleaning is required, wet surface first. Then wash with an all-purpose household cleaner according to directions on container. Rinse well. Seal surfaces for easier cleaning. Be sure to clean well first. There are special cleaners that will etch the floor, allowing the seal to be more effective.

Specific Problems in Concrete and Cement

- * **Mold** can be removed with 4 parts water and 1 part bleach. Put on with a sponge mop. After a full day, rinse completely. Brush with a stiff broom. Wipe dry.
- * **Oil** can be removed with kitty litter, sand, sawdust, granulated detergent, or special absorbent. Sweep up well after leaving it overnight. Wash with all-purpose cleaner. Rinse.
- * **Rust** may be removed by sprinkling with portland cement. Sprinkle with water and rub in with stiff broom or brush. Rinse.

Linoleum

Vacuum or damp-mop regularly. Use any type cleaner except strong detergents or abrasives. Use minimum water. Wax with water-base or solvent-base wax as needed.

Marble

Vacuum and damp-mop regularly with clean water. Floor should be sealed well. If really dirty, wet with clean water and then use appropriate cleaner, following container directions. Rinse well so crystals can't form and destroy floor. Strip, reseal, apply water-based or solvent-based wax annually. Don't use harsh abrasives, since marble stains and scratches easily. Avoid harsh acids. Do not allow acids to contact the surface.

Rubber Tile

Vacuum and damp-mop regularly. Use all-purpose cleaner if needed. To avoid a dull surface, add 1 c fabric softener to half pail of water for damp-mopping. Do not use paste wax or solvent-based liquid wax. Rewax with water-based wax when needed. Strong sunlight and strong cleaners can damage tile.

Terrazzo

Vacuum and damp-mop regularly using only clear water and mild detergent. RINSE WELL. Avoid harsh abrasives, acids, ammonia, or borax. Surface should be sealed well. Strip, reseal, and apply water-based wax or solvent-based paste wax annually. **Test on hidden area.**

Vinyl

Vacuum surface dirt as often as possible. Damp-mop once a week using very little water. Wash and rinse. If floor is dull use a one-step cleaner/shiner or mixture of 1/2 c vinegar, 2 T furniture polish, and 1 gal water. If floor is really dull or yellowed, strip off wax with commercial stripper or a mixture of 1/4 c Spic and Span, 1 c ammonia, and 1/2 gal of water. Clean 3-foot square at one time. Leave solution on for 5 minutes except for tiles. (These should be soaked only 2-3 minutes to avoid loosening tiles. Resoak if necessary.) Rinse well. Rewax following label directions on chosen product. Solvent-base floor wax masks the true color of the floor. **Always test first!**

Vinyl No-Wax

Vacuum or dry-mop regularly, especially through traffic areas. Use all-purpose cleaner if needed. If floor is dull, apply a gloss-renewing product. No-wax surfaces need wax too (see vinyl floors above.) If floor is dingy (probably from poor rinsing), use recommended cleaner and water. Wax may need stripping. If floor is sticky, wash with 1/4 c Murphy's Oil soap

pillow, double the amount and add 2 or 3 inches. Purchase pillow cases longer than pillows they cover.

Sheets are usually a cotton and polyester blend or 100% cotton. Judge fabric by number of threads per square inch. The higher the number, the more costly the sheet. *Percal* has 180-200 threads per square inch, is more expensive, lightweight, smooth, and durable. *Muslin* has 112 to 140 threads per square inch, costs less, and is rougher to the touch. The 112 muslin is very poor quality, 128 is fair, and 140 is excellent. Sheets may be sized with starch to make them appear heavier. A customer can be fooled into thinking quality is higher. Check for starch sizing by rubbing corners together to see if they become thinner. Sheets not sanforized or preshrunk may shrink.

HOW DO I CONTROL INSECTS?**Outside House**

- Keep areas around house free of decaying debris where rodents and insects live.
- Caulk all areas on outside of house where bugs can enter. Be sure doors fit tightly and windows are screened.
- Keep tight lids on garbage containers. Use plastic liners. Keep containers clean.
- Keep windows and screens in good repair.

**Inside House**

- Keep floor registers, heating and cooling ducts clean.
- Treat clothes of animal fibers such as wool with moth-proofing insecticide or brush and store in cedar or mothballs. (Clean under collars and lapels, in pockets, inside cuffs and seams.)
- Don't keep stacks of papers and magazines, especially in damp areas.
- Use vacuum or brush to remove dust and lint from cracks, crevices,



corners, and baseboards. Vacuum often.

- Repair leaks and use dehumidifier in damp areas that attract insects.
- Get rid of waste food promptly to avoid odors that attract vermin and insects.

HOW DO I MAKE A BED?

The way some hotels make a bed is by walking around it once. Spread all the covers from one side. Circle around, tucking corners as you go. (If you have a fitted undersheet, put the sheet on first and then circle around, tucking corners of upper sheet and covers as you go.)

Another method that doesn't use a fitted sheet is:

1. Place one sheet on top of the bed. (Place sheet evenly so it doesn't come out on any side.)
2. Tuck the sheet under the mattress on all sides. You can "square" the corners in a military manner for security.
3. Place the other sheet on top. (Fold this sheet down a few inches on the top so that it can cover a blanket's edge when used.)
5. Tuck the sheet in at the bottom corners and the bottom of the mattress. Leave the side edges hanging free.

The best covering choice for easy bed making, is a thick comforter to lay on top of the sheets. This can act as a cover as well as a blanket.

Buying Coverings for a Bed:

You will need to know the size of your bed. There are coverings for *single*, *double*, *queen*, and *king* bed mattresses. There are also sizes for *cribs*, *cots*, *youth*, *daybeds*, *foam mattresses*, and *extra long* (these are usually more expensive and not as easy to find.)

Fitted sheets are sewn to hug the mattress. Usual sizes in inches for flat sheets that do not have formed sides are:

* *Single* 63x108 * *Double* 81x108 or 90x108
 * *Queen* 90x120 * *King* 100x120 or 108x120

Standard sheets and blankets may not fit since mattresses vary in size.

Foam mattresses are about 4 inches thick and innerspring mattresses are about 6 inches. Carry measurements of your mattress with you and check against the measurements on the linens. Allow for tuck-in at the bottom for flat sheets and a tuck-over at the top to protect the edge of blankets. Check fitted sheets for strong, taped seams.

Pillow case sizes are: *regular*, *queen*, and *king*. For width, measure the

and 1 gal water. Rinse well., If tiles are yellowing, follow instructions for vinyl surface above. Solvent-base floor wax masks the true color of the floor. Always test choices first! Follow directions on chosen product.

Wood

Clean floors with furniture-oil-treated mop or vacuum. Spray mop 12 hours before using so oil penetrates fibers. Find if floor has a surface finish, such as polyurethane or penetrating sealer that is waxed. You can find out by rubbing a finger across surface. If surface doesn't smudge, it's a surface finish.

Surface Sealed Finishes

Vacuum or damp-mop with misted mop (use water or dust spray) at least weekly. Avoid water. For dirty floors, add 1/4 c vinegar to 1 c warm water. Dip the mop and ring out until almost dry. Do not wax.

Penetrating Sealed Finishes

Clean at least weekly with dust-treated mop. For grimy floor, wipe with very lightly dampened mop or cloth. If something spills, wipe it up quickly and buff. Wax yearly following directions on container of wax product chosen. (Solvent-based wax preferred.)



HOW DO I CLEAN MY FURNITURE?

Wood

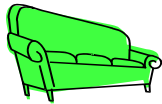
Dust with soft treated cloth following direction of the grain of the wood. Use polish only when necessary. A water-damp cloth can remove fingerprints. Then buff well.

Care depends upon finish. Test cleaners and polishes in hidden area. Don't switch between polish types. For high gloss finish, use non-oil or paste wax. For dull luster, use cream type wax. Do not wax natural oil finishes. (Rub with boiled linseed oil.) Some spray furniture waxes dust, clean, and polish. Shake container. Spray on surface. Wipe dry immediately. Thoroughly cover very dirty furniture with polish. Clean a section at a time using circular washing motion. Wipe immediately with clean, dry cloth. Reapply polish using label directions. Buff.

For water stain marks, wait 24 hours to see if mark disappears. Then use a half and half olive oil and vinegar solution. Shine with clean, dry, soft cloth. Cover scratches with scratch cover polish, brown crayon, eye-brow pencil, or cigar ashes. You can also rub with walnut half for dark furniture or pecan half for light furniture. Try to match the furniture color.

Wood-like Furniture

Wipe with cloth dampened with water/all-purpose cleaner solution. Rinse. Buff. Never use abrasives or cleaners.



Upholstered Furniture

Vacuum regularly including arms, backs, and under cushions. Remove spots immediately. Clean as you would carpeting of similar fabric. Pretest in hidden area. Do not saturate. Use foam only.

Chrome Furniture

Wash with detergent solution or club soda. Rinse. Dry. **Or** rub with smooth, damp aluminum foil, shiny side out.

HOW CAN I CLEAN CEILINGS?

Generally only bathroom or kitchen ceilings get dirty enough to require extensive cleaning. Refinishing, such as repainting, may require washing beforehand so that the coating will not peel off.

Painted Ceilings



To remove cobwebs or dust, use vacuum attachment or cloth wrapped on head of a broom. Wipe with dry sponge if needed. If washing is necessary, test on least visible area since paint may come off. If repainting is needed, use strong cleaner like TSP or, if less dirty, an all-purpose cleaner. Follow label instructions. Cover floor and furniture with drop cloths. (Plastic will do.) Wear a hat and goggles. Rinse as you work so areas don't dry. Overlap strokes to avoid streaking.

Tiled/Textured Ceilings

- **Vinyl-coated acoustical tile** can be scrubbed.
- **Non-washable acoustical tile** should be wiped with a dry sponge.

STEP # 3 Load dishes correctly. Face soiled surfaces toward water source. Items should be secure in the rack to avoid bouncing around. Don't crowd items so they can't be cleaned.

Follow manufacturer's instructions if available.

STEP #4 Use the right product. Fill automatic dispenser with detergent made specifically for automatic dishwashers.

STEP #5 Select the cycle. If you don't have written instructions, here are some examples: **regular/normal cycle** for normal daily loads; **short/light cycle** for lightly soiled or small loads; **rinse-and-hold** for rinsing a partial load and waiting for a full load.

STEP # 6 Empty dishwasher when cycle is complete.

SPECIAL DISHWASHING PROBLEMS

- Gray or metal marks on dishes can be cleaned by scouring gently with baking soda, a mild abrasive cleaner, or plastic mesh pad.
- Darkened aluminum can be cleaned by one of the following methods:
 1. Boil a solution of 2-3 T of cream of tartar, lemon juice, or vinegar to 1 qt water in the utensil for 5-10 minutes. Then scour with steel wool soap pad.
 2. Cook acid food such as tomatoes in the utensil. This will not hurt the food but should remove stains.
 3. Clean with metal cleaning product for use with aluminum. Follow directions.
- Stained nonstick cookware can be cleaned by simmering one of the following solutions in the stained pan for 15-20 min.
 1. Add 1/4 c coffee pot cleaner to 1 qt water
 2. Add 3 T oxygen bleach to 1 c water
 3. Add 3 T automatic dishwashing detergent to 1 c water.

Then wash pan thoroughly, rinse, and dry. Recondition pan with cooking oil or shortening before using.

List of Dishwashing Supplies

Dishpan	Dishcloth or sponge	Bottle brush
Sink mat	Dish towels	Sink stopper
Dish drainer	Silverware drainer	Drainboard
Steel wool pads	Rubber or plastic spatula	Plastic scrubbers
Detergent	Metal cleaners	Cleanser

STEP #2 Organize the items so that you can wash the least soiled first and the most soiled last:

1. glasses and cups
2. flatware, including knives, forks, and spoons
3. dishes used for eating
4. serving dishes
5. baking dishes
6. pots, pans, and heavily soiled items

STEP #3 Prepare the dishwater Fill sink or dishpan with water that is comfortably hot to the hands. Hot water helps get rid of grease on dishes. Add one long squirt of dishwashing detergent and swish water.

STEP #4 Wash in the order listed above. As the water becomes greasy, you may need to change it to finish the job.

STEP #5 Rinse with hot water. The easiest way is to rinse directly from the faucet. (This may not be economical, especially if there is a water shortage.) A sink water sprayer can be used if you have one. Or rinse in a container of water. Change water often enough so water doesn't suds up.

STEP #6 Drain. As dishes are rinsed, they can be placed on a draining rack, a towel, a sink drainboard, or a counter near the sink.

STEP #7 Dry. Items can be dried with a clean towel or they can be air dried. Air drying is most sanitary. Towel drying silverware and glasses will remove water marks.

WASHING DISHES IN A DISHWASHER



STEP #1 Remove food. Scrape excess food from the dishes before putting them in the dishwasher. You may prefer to rinse the dishes if you don't run the dishwasher everyday.

STEP #2 Recognize dishwasher safe items. All items should not be washed in a dishwasher. Some examples are:

- | | |
|----------------------------------|--------------|
| China with overglaze decorations | Wooden items |
| Colored anodized aluminum | Pewter |

Special note:

- Wash stainless steel and silver separately or place them so they don't touch. This avoids darkening of silver and pitting of stainless steel.
- Place regular aluminum away from the soap dispenser where undissolved soap may come in contact.
- Dishwasher safe dishes are generally marked on backs of dishes.

- To remove stains from **coated** or **non-washable** acoustical tile, spray with half bleach and half water mixture. Test an area first. (**Protect things with a drop cloth and don't breathe the chemical.**) The best method is repainting. (This limits the acoustical value.) If painting over a stain, shellac stain first so it won't bleed through. You can spray paint.
- **Textured ceilings** can have texture removed by scraping with a board. Then repaint.
- **Textured ceilings with acoustical finish** can be resprayed.
- **Decorative plaster** can only be vacuumed. If it is too dirty, it must be repainted.



HOW DO I CLEAN MY WALLS?

If walls need **cleaning** or **painting**, start at the top and work down. If you are **washing** walls, start from the bottom and work up. Be careful of drips since they mark the wall before you get to them.

Brick Walls

Brush and vacuum when needed. Can use dry sponge if more cleaning seems necessary. If hard, nonporous brick and mortar still need cleaning, use diluted ammonia solution and scrub brush.

Painted Walls

Check the process in an area that isn't noticeable before you make yourself a "big spot." Generally, most walls need only spot cleaning. A quick wipe with a damp cloth may be enough. If the spot is difficult, scour with baking soda and water. Then try a liquid abrasive. If you have a matching paint, just paint over the area if needed.

If area is dirty or you need to wash before painting, check in hidden area to see if paint is washable. Wash from bottom up with general household

cleaner following instructions. Rinse. If the area is very greasy, spread with paste of baking soda and water. Leave on for about an hour. Rinse. If this doesn't work, use mixture of powdered cleanser with chlorine bleach. Leave 10 minutes. Rinse.

Washable Wallpaper

Follow package instructions on special liquid wallpaper cleaner. Check that paper is washable first. Work from the bottom up using a light touch so paper doesn't loosen. Follow design direction.

Non-washable Wallpaper

Use wallpaper cleaner dough or art gum dry pads following directions on the package. Use a gentle touch so the paper isn't loosened. Remove greasy areas or crayon marks with a commercial spot remover or mineral spirits. **Test first!**

Vinyl or Coated Wall Coverings

Use dry detergent suds made from light-duty liquid detergent.

Fabric Wall Coverings

Dust with brush attachment of vacuum. Use special spot remover following package directions. Try on hidden spot first. To remove stains from uncoated burlap and silk, you need a professional. For burlap, you might risk sponging on a mild liquid detergent or a dry-cleaning fluid. Try on hidden spot first. Felt can be cleaned with granular rug cleaner. Test cleaner first. Don't use water!

Wood Walls

Coat raw wood or other unfinished paneling so moisture won't penetrate and is easier to clean. Dust frequently with soft cloth or vacuum attachment. Follow the grain of the wood. Use a solvent, liquid cleaning wax, or Murphy's Oil Soap. Follow package directions. Apply sparingly with sponge. Dry-buff with cleaning cloth, going with the grain of the wood. Don't use a solvent or solvent based cleaner or water abrasives!


Cork Walls

Fine abrasive sandpaper can clean away small marks on the surface. Rewax with solvent-based product yearly. **DO NOT** damp-mop! Seal cork with polyurethane for easier cleaning.

WHY SHOULD I WASH DISHES?

Ever wish you could use throw-away dishes and pots and pans so you wouldn't have to wash them? Great idea, but not practical! It would be costly. It would be bad for the environment. It would be difficult to do all cooking in "throw-aways."

So....what are other reasons for washing dishes?

1. It's important for your health. Bacteria grow rapidly on dishes and utensils that haven't been well cleaned. Dirty dishes attract roaches and other pests.
2. Well cared for items last longer. You can save \$\$ by not replacing.
3. Pots and skillets cook more efficiently when they're clean
4. There can be joy in being clean and organized...  and pride! So.....Here are some suggestions to make dishwashing more effective, safe, and less time consuming.

HOW SHOULD I WASH DISHES?

WASHING DISHES BY HAND

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

- * Remove as much grease as possible with paper towel or spatula. (You can put grease into coffee can or other heat-resistant container.)
- * Heavily soiled pots and utensils can be soaked in hot detergent water for half an hour for easier cleaning.

WAYS TO AVOID PLUMBING PROBLEMS:

DO NOT:

1. Put grease down the drain
2. Pour soaking water through the drain when there is no strainer or garbage disposer.
3. Put garbage down drain.

To wash blinds, do them all at once. Open blinds so light shows. Pull to the top. Remove from brackets. Wrap cords so they won't tangle. Take outdoors. Open so louvers lay flat. Place on heavy canvas or old rug on flat surface such as a cement driveway. Scrub with soft-bristled brush dipped in an ammonia solution. Get in between the ribbons or cords. Turn blind over so other side is up.

Repeat process. Hang blind on ladder or clothesline or have someone hold it. Rinse with hose. Shake. Dry. Blinds can also be dipped into ammonia solution in a bathtub. Take blinds down as directed above. Open blind. Scrub with soft bristle brush if needed. Rinse. Hang to dry.

Plastic Roll-Up Shades

Remove shade from bracket and unroll on a clean, flat, waterproof surface. Wipe with detergent solution and rinse well. Dry with clean cloth. Turn and repeat process on other side. Allow shade to stay open so it dries completely before rerolling.


HOW DO I CLEAN MY ACCESSORIES?

General Accessories



(frames, bookends, porcelains, ceramics, etc.)

Most accessories just need to be dusted with treated soft cloth.

- **Crystal, pottery or porcelain** should be washed in sudsy solution when needed.
- **Metal items** should be cleaned with appropriate cleaner. Follow instructions. (Brass may have a protective lacquer finish which can be destroyed with cleaners.)
- **Outside of telephone**  should be cleaned with cloth dampened with detergent or cleaner solution.

Lampshades

Dust with vacuum cleaner attachments or dry cloth. If washable, dip in lukewarm suds. Avoid hard scrubbing. (Bathtub is good place.) Rinse. Pat dry with absorbent towel. Hang to dry. (Use fan to avoid rust and hurry drying.) If not washable, follow manufacturer's instructions. Can usually clean with non-flammable dry-cleaning fluid or art gum eraser. Be gentle.

HOW DO I CLEAN WOODWORK & DOORS?



Don't forget that doors are a part of the woodwork too. Fingerprints and black marks need to be removed regularly. Door handles need cleaning too!

Painted

Dust often using a dry cloth or lightly dampened cloth. Use wood cleaner following package directions if washing is needed. Don't spill, or wipe adjacent surfaces.

Wood

Dust often. If more cleaning is needed, use a wood cleaner, being careful not to spill on other surfaces. Wipe immediately if spills occur. Touch up fingerprints or marks with wood cleaner such as Murphy's Oil Soap. (Follow package instructions.) Buff to dry.

HOW CAN I CLEAN MY WINDOWS?



Clean in the morning, but not in bright sunlight since windows dry too fast and streak. Many cleaning solutions are available, but the solution and process used by professionals is:

- Add 1/2 c ammonia to 1 gal warm water. Then add 1/2 c white vinegar. Do not mix vinegar and ammonia together full strength. Be sure to mix with water in order suggested.
- Wet window with the solution using a sponge or wand applicator.
- Damp wipe the blade of a squeegee (use 10-to-14 inch blade) and slide horizontally across top of window holding the squeegee at an angle. Wipe blade each time you draw it across the window using damp cloth.
- Place the squeegee in the dry area just created and pull vertically or horizontally. Overlap.
- Leave the drops created at the edge of the window. Let them dry.
- Wipe the windowsill with your damp cloth.

Special Problems

- Rub acid rain marks and scratches with non-gel toothpaste or automobile rubbing compound on damp sponge. Rub in direction of the scratches. Wipe with dry towel. Finish with window cleaner.
- Remove adhesive from masking tape with paint thinner, lighter fluid, or commercial tape remover.
- Remove Christmas snow film with vinegar, or 1 part ammonia mixed with 3 parts water.
- Remove paint with fingernail polish remover or turpentine. Leave on until softened. Scrape dampened window with credit card or special paint scraper using new razor blade.
- Remove hard water spots with oven-cleaning spray spritzed lightly on a dry cloth. (Be careful of your hands. Read the label!) Allow it to set briefly. Wipe off. Special cleaners are available.
- Clean Plexiglas with solution of dishwasher detergent and water, Plexiglas fish tank cleaner, or Plexiglas windshield cleaner. Never use a dry cloth. Fill tiny nicks with clear fingernail polish.

Windowsills

If the windowsill needs extra cleaning, vacuum first. Wipe aluminum sills with liquid abrasive cleaner. For water spots, use fine steel wool or diluted rubbing alcohol. (Don't use ammonia on aluminum.) A spray-on furniture polish or wood cleaner can be used on wooden sills. Don't use water-based cleaner. Aluminum and wood sills can be waxed with paste car wax for easier cleaning.

Sliding Doors

Adjust sliding doors if needed by adjusting screws on side of frame. Wash dirt off track and lubricate track with dry-silicone or Teflon-based lubricant.

Screens

Screens can be removed and cleaned outside. Lay them flat (best on soft cloth or old rug). Scrub gently with soft-bristle brush. Rinse with hose. Rap lightly to release excess water. Dry in sun.

* Screens can also be washed in the bathtub.

* Wire screens can be cleaned in place using a foaming bathroom cleaner. Spray. Leave on for a few minutes. Rinse.

Do not use on nylon screens.

HOW DO I CLEAN WINDOW COVERINGS?

Curtains

Curtains can usually be machine washed according to labels on curtains. For cotton and cotton blends, you can spray starch when ironing. If there is no label on curtains, presoak very dirty curtains for 5-10 minutes before washing. Wash on gentle cycle in clean warm water with appropriate detergent. Dry on Permanent Press cycle for synthetics or regular cycle for cotton. Remove promptly. Press if needed.

- If fabric is dingy, try a nylon whitener. Nothing but re-dyeing can help sun-faded curtain.
- If curtains are dusty, shaking might be enough. The wand of a vacuum can be helpful.
- Don't wash curtains of synthetics like polyester or nylon in hot water. Rehang while they are damp.
- Fiberglass should soak in detergent in lukewarm water in bath or laundry tub. Swish gently. Rinse well. Hang to drip dry.
- **(Rinse tub to get rid of glass fibers.)**

Draperies

Vacuum drapes with upholstery attachment or remove hooks and air dry in dryer for 10-15 minutes. Rehang immediately. They often need only to have dust removed. If drapes need cleaning, follow directions on label. If draperies are washable, follow directions on the label. If the lining is a different fabric from that used in the drape, follow the directions for the most delicate of the fabrics. If draperies need dry-cleaning, take them to your local dry-cleaner. Drapes that have gone several years without cleaning may tear because they have deteriorated in sun and heat.

- For rubberized backing or vinyl laminated drapes, follow care label directions. If label isn't available, wash in lukewarm water with granular laundry detergent. If heavily soiled, presoak, changing water before washing. Dry in dryer on Permanent Press cycle and remove immediately when done.

Venetian, Levolar, or Mini-blinds

Dry-dust by closing blind and wiping with lightly water-misted, clean dust cloth. Turn louvers in opposite direction and dust again. When louvers are closed, all can be dusted at the same time.

