

HOUSE CLEANING MODUL



2012

The Philosophy: Some Basic Questions

What is 'House & Home Cleaning'?

To clean a house: floor, wall, all furniture and equipment in each room (living room, bed rooms, kitchen, studio/working room, toilet, bathroom, staircase, hall, etc.) in such a way that the house is at least free from dust, stain etc. and all things in the room are in good order.

Who needs it, why and when?

Who?: Elderly people [single/couple old woman, man]; Active working family, etc. Each has specific habits and demands. Make sure you know about it...

Why?: they want their house clean which make it becoming healthy; and in good order and give help to create a feeling of 'home'...

How should it be done?: each room should be treated differently, e.g.: living room, bed room for children [babies and/or teenagers] is different than for parents... a house of rich working couples has different equipments and taste than an ordinary old retired single man/woman, etc.

Key success: treat the house as your own!!!

The Method:

- *Cleaning check-list*: living room; studio/reading/working room; bed rooms [parents, boys, girls, babies]; kitchen; sanitairs [toilets/bathroom]; corridors, staircase, etc.
- *Cleaning Supplies and Equipments*: make sure not using products which are harmful and not environmental-friendly.
- *Working Procedures*: be efficient.
- *Work ethic*: integrity, honesty, privacy, quality of services.

11 Tips:

1. Listen to songs with a fast beat: Before you start, put on an album that you enjoy singing or dancing along with. Stay away from mellow, relaxing music; choose music that motivates you rather than music that makes you tired or sad. Alternatively, you could listen to the radio. This is also help you to learn listening Dutch! http://www.youtube.com/watch?v=TNHa7sp_w_0

2. Shed some light on the situation. Open all of your curtains or blinds to let a lot of natural light in. Also consider opening the windows to give yourself some fresh air. If you're cleaning at night, turn on all of the lights. This will keep you from getting drowsy during your cleaning process.



3. Pull everything out from under the bed and dressers. You may be surprised to find just how much junk has accumulated there, much of which is probably stuff you thought you'd lost or may have forgotten about. Also look under the rest of your furniture like desks, end tables, nightstands or bookshelves.

o Throw away the trash first. Gather the trash pile and throw it away. Consider throwing everything into a trash bag and then taking it outside rather than walking back and forth from your room to the garbage can. Don't worry about the rest of your piles yet—your focus right now should be trash and recycling.

o Make a pile of the rest. Pile the things you want to stay in your room on your bed. This will force you to be thorough in your cleaning—when things are scattered all over the room, it's easy to ignore some of them. However, when it's sitting on your bed in a big, tall pile, it's impossible to ignore. As you're building up your pile, set any dirty clothes aside in a hamper or in a separate pile.

4. Attack the bed pile. Start simply by separating different categories of things (clothes, shoes, books, etc) and putting them in their place. However, don't

organize yet or you'll lose momentum. For example, put all the books where they're supposed to be, like on your bookshelf, but don't get caught up in organizing the bookshelf just yet. If you find something that doesn't belong anywhere, consider giving it away, or make a place for it. Continue putting everything away, (stuffed animals, photographs, purses, shoes, and so on) until the bed is cleared.

o Little tasks like this give you a sense of accomplishment. While it may be frustrating not to organize every single thing at first, breaking it down into smaller, more manageable tasks will give you more motivation to finish the entire job.

o If you find things that need to be put in another room (like dishes that belong in the kitchen), grab a laundry basket or a box for the items. When you're done putting everything away, you can take these items to the rooms they belong in. Taking the items individually to their appropriate rooms is a big waste of time.

5. Make the bed. Strip it bare. Take off all the bedding and use this opportunity to rotate the mattress. Flipping over the mattress will not only increase its lifespan, but it will also feel great to sleep on the under-used side. Now, get out some fresh bedding and change the sheets. Then, finally make the bed. An unmade bed will make the room look messy no matter how clean it actually is.



6. Deep clean. Brush all dust and cobwebs off the ceiling and floor corners. Dust off the desk, dresser, and bookshelf. Clean all surfaces with Pledge or another cleaner. Use special stuff on the mirror and window. Vacuum the carpet. If you want, sprinkle some carpet deodorizer on the carpet before vacuuming to give the room a pleasant scent. If there is no carpet, then sweep the floor clean with a broom. Wipe all surfaces with a cloth or paper towel and an appropriate cleanser. Don't forget door knobs! If there is a ceiling fan, dust it thoroughly with a damp cloth. Spray on furniture cleaner.

o Take the boxes of giveaways somewhere where you won't forget to give them away.

11. Reward yourself! Do something you enjoy and/or relax first before you go!

Mind that cleaning a house is both art and science!

- **Clean Top to Bottom, Back to Front, Right to Left**
 - **Work your way around the room, cleaning as you go, just one area at a time.**
 - **Put your Cleaning Supplies in One Place**
 - **Dust First, Vacuum Last**
 - **Make a Schedule and Stick to It**
 - **The mess gets worse the longer you put it off.**
 - **Identify your Trouble Spots**
 - **Determine how you're going to get your problem area cleaned up.**
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GOOD LUCK AND HAPPY CLEANIIING! GO GO GO...!!!

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Key success: treat the house as your own!!!

Organize Yourself -

Your personalized system is here - With expert guidance...GO GO GO...!!!

Tips:

- Try not to stop moving (It makes you work more efficiently) unless you are on a break. This helps you get done much faster, and helps avoid distractions from taking over.
- If there is a really big mess to clean up, try tackling one corner at a time. If you only focus on one section at a time, it makes a big mess seem easier Just follow all the steps above for one corner, then repeat them for each corner individually.

- Remove the largest items first when attacking the pile. Just a few of them and you will see a big improvement. Continue with the next largest items until you are left with the little stuff like change and pencils.
- Schedule the breaks you will take, and never take a break you didn't schedule, so you won't lose time.
- Once you pick something up, do not put it back down until you put it in its proper place.
- If you are dusting your ceiling fan, or any other area that is visibly dusty/dirty, do that before cleaning the floor in case anything lands on the floor. If you don't have static wipes for the dust, simply damp a paper towel and wipe the dust with the damp towel, that will stop the dust from being thrown in the air.
- If you want, you could go around your room in a circular pattern while cleaning. Start from the left side and make your way to the right.
- Definitely look out for sharp objects and put them somewhere you are not going to step on them.
- If you stop cleaning, you will probably not want to start cleaning again. You can grab something to eat or drink, or go to the bathroom; just make sure you get straight back into the cleaning.
- As you're cleaning your room, make sure everything has a place. If something doesn't, either get rid of it or make a place for it by getting rid of something else or making a spot for it.
- If you have a bunch of things without a place, consider getting shelving, organizers and/or bins to make use of unused space. Even small spaces like under the bed, on upper or lower shelves of closets or desktop shelves can make a cluttered space neat and tidy.
- Put things you use often where it is easy to get to and things that you don't use often in more hard-to-reach spots. You're more likely to put things away when you're done if it's nearby.
- Wear comfy clothes like a t-shirt and tracksuits. Make sure you don't mind it getting slightly dusty or dirty.
- Keep all annoying siblings out of the room. Or they will make a mess of what you cleaned.

- When stacking papers, try stapling or paper clipping them together to keep them from getting lost. You can also rubber band small objects together.
- Whenever you enter the room, make a promise to clean up at least a certain amount of items. You may pick up three pieces of dirty clothing, for example, or five books. This way, the room will become gradually cleaner without the appearance of too much work.
- Write down a list of all the areas, shelves, or things that need to be cleaned. Checking them off as you go will give you an extra burst of motivation. You can also set specific time limits for each item, so cleaning the room takes less time.
- You can start in one corner and work your way through, this will make it easier to clean. Try organizing after the cleaning is over or else it will take lots of time.
- Try doing everything in sections (dirty clothes, clean clothes, toys, ect.)

Warning:

- It's a good idea to you keep your mind on cleaning, nothing else.
- Don't get distracted!
- Don't have a long break or you'll forget about cleaning, you don't want to get into trouble!

Things you'll need:

- Garbage bags
- Window cleaner + paper towels or rag
- A laundry basket or hamper
- Music (optional)
- Air freshener
- Clean sheets
- Dusting cloth
- Comfortable clothes
- A broom or vacuum

- Labels

- Disinfectant wipes

Special treatments:

- How to Thoroughly Clean the Computer
 - How to Clean a Feather Bed
 - How to Clean the Room Fast
 - How to Organize the Room
 - How to Make the Bed
 - How to Be Organized
 - How to Make a Personal Space
 - How to Properly Clean a Room
- How to Clean and Organize the Bedroom
 - How to Clean the Bedroom in a Hour
 - How to Tidy a Really Messy Bedroom
 - How to Clean a Bedroom Into Zones
 - How to Clean and Organize the House
- How to Get Motivated to Clean the House

Having a clean house is something that we all enjoy, but it takes time.

If you don't know how, it's difficult to remove stains without also ruining the stained items, and to have an organized home that doesn't take hours to complete and then burns you out completely in the process. (Not to mention, is out of control, dirty, cluttered and unorganized again in short order!)

Cleaning is both an Art and a Science

There is an art and a science to keeping the house clean and in cleaning the home completely, thoroughly and efficiently.

Mind you are trusted, thoroughly and completely trained in order to know the best way to clean a home, and being efficient at cleaning is a must.

House cleaning is not at the top of the list of fun things to do. If you let your mind wander too much, you'll spend even more time cleaning.

Use these tips to help you clean efficiently as you check off items from the checklist one by one.

Focus on what you're doing, make every move count, and you'll finish more quickly. Household organizing and cleaning can be done quicker than you think.

- **Clean Top to Bottom, Back to Front, Right to Left**
- **Work your way around the room, cleaning as you go, just one area at a time.**
- **Put your Cleaning Supplies in One Place**

Your bucket should contain glass cleaner, disinfectant, detergent degreaser, soap scum remover, comet, soft scrub, scrub brush, sponge, toothbrush, and a green scrubby for starters.

- **Dust First, Vacuum Last**

Start dusting from the top of the highest shelves, the tops of cabinets. These tend to be less dusty than lower shelves.

Even if you dust quickly, you'll be moving the dust down to a lower level, usually the floor, where it is easily vacuumed away.

- **Make a Schedule and Stick to It**
- **The mess gets worse the longer you put it off.**
- **Identify your Trouble Spots**
- **Determine how you're going to get the problem area cleaned up.**

Do you need any special cleaning products? Is soap scum or mold and mildew taking over the bath? Select the tools you'll need, and who you can assign the task to.

- **Use the Right Products for the Job**

Use natural cleaning products if possible. We don't use fancy products at our cleaning company but it's important to use good quality, heavy duty cleaning products that do a great job.

Get clutter free. This is a hard one. I like stuff too, and I was raised in a family of pack rats, so this doesn't come naturally to me either. The room will feel kind of bare at first, but trust me, you'll get used to it (you'll actually come to prefer it), and it makes clean up a breeze.

ENTRY / HALL WAYS / STAIRS

- * Front Door (inside/outside)
- * Closets
- * Flooring
- * Light Fixture (if reachable)
- * Inside/outside door
- * Range vent, filters

KITCHEN

- * Stove top, drip pans, under burners, under range top, control knobs
- * Grill
- * Oven Racks, Under (if already moved)
- * Dishwasher in/out
- * Microwave in/out
- * Refrigerator/Freezer, shelves/drawers, egg racks, ice trays, door/handle/top, drip pan underneath, vacuum coils/ motor, under (if already moved)

LIVING ROOM, DINING, OFFICE

- * Dust Walls & Cobwebs
- * Patio doors/sliders
- * Light Fixtures (if reachable)
- * Heater Vents
- * Vacuum/Edge
- * Baseboards/Mop
- * Breadboard
- * Thermostat to LOW
- * Breakfast bar
- * Cabinets, shelves/drawers, handles/ knobs/top, clean fronts
- * Countertops, tile & grout
- * Sinks, stains, disposal, polish chrome

BEDROOMS:

- * Trash compactor in/out
- * Pantry, floors, shelves, door
- * Dust walls & cobwebs
- * Closets
- * Doors/knobs
- * Mirrors
- * Shelves/Cabinets (inside & out)
- * Light Fixtures (if reachable)
- * Vacuum/Edge
- * Light fixtures (if reachable)
- * Vacuum/edge
- * Baseboards/mop
- * Dust walls & cobwebs

BATHROOMS: QTY:

- * Baseboards/Mop
- * Tub/Shower, tile & grout, doors, tracks

LAUNDRY / UTILITY ROOM

- * Sink, stains, polish chrome
- * Washer, around rim
- * Dryer, lint trap, around rim
- * Under (if already moved)
- * Shelves/Cabinets (inside and out)
- * Counters
- * Sink, polish chrome
- * Light Fixtures (if reachable)
- * Vacuum/Edge
- * Baseboards & Mop
- * Dust walls & cobwebs
- soap dish, stains, polish chrome
- * Toilet, tank, bowl, seat/lid, paper holder
- * Medicine cabinet, shelves, mirror
- * Toothbrush holder
- * Counter tops
- * Closets/cabinets (inside/out)
- * Light fixtures (if reachable)
- * Remove cobwebs from exhaust fan
- * Dust walls & cobwebs
- * Vacuum/edge
- * Baseboards & mop

WINDOWS PATIO / BALCONY

- * Tracks
- * Sills
- * Blinds/shutters
- * Traverse rods
- * Dust walls/cobwebs
- * Sweep/vacuum
- * Rails
- * Light fixtures (if reachable)
- * Storage area, sweep

MISCELLANEOUS

- * Fireplace
- * Cobwebs walls/ceiling
- * Baseboards
- * Fingerprint wall & marks removal
- * Switch & outlet plates
- * Top of doors
- * Set thermostats to LOW
- * Report any cracks in windows or tears in screens.
- * Dust hot water heater
- * Dust furnace/air conditioner

Others:

House Cleaning Checklist

Complete Cleaning Checklist

Sources:

http://www.housetohome.co.uk/articles/advice/How_clean_is_your_house_445171.html

<http://www.wikihow.com/Clean-Your-Room>

Practice Tips from fellow Domestic Workers:

Steps in cleaning

1. Clean all floor in the first floor then move to the second and the next floor
2. Do dry rooms first then wet rooms
 - a. Dry Rooms divided into living room, dinner room, hall area, sleeping rooms, study rooms, etc.
 - b. Wet Room divided into Kitchen, toilet/WC, bathroom.
3. Prepare yourself: Tie your hair, folding up t-shirt's sleeves to the elbow, folding your jeans / pants up .

How to clean:

Clean room with the wet-dry system

1. Prepare the bucket and give a little bit warm water (half-full) add the allesreineiger.
2. Use a damp cloth (fiber) and a dry cloth (cotton). Wipe with the wet and dry it immediately
 - a. Wipe all surfaces in the room such as desks, bookcases, display cabinets, wardrobe, chair, tv (not part of the screen), platen, doors, door frames, light switch, use a spray glasses for glass tables, glass doors, mirrors
 - b. Notice all the top middle and bottom. Make sure not to miss anything
 - c. Pick up all the items that can be removed to wipe the bottom of the objects
 - d. Check the roof and clean the corner behind the curtain from cobwebs (in the summer more and more)
3. vacuum the room, look at the corners of the room, under the table-sofa-bed and under the seat of a sofa, chair, seat cushions. If you do not get or do not fit into the head under cabinets, use the shortest end of the vacuum/stofzuiger without using his cane. Must be careful in stofzuiger especially the carpet. Use according to the head of the vacuum to clean the floor.
4. Swab, if floor of wood usually there are some houses that should not be mopped at all. There is also though some floors that must be mopped :wood and ceramics. take a bucket of water to mop, fill the bucket with water 1/4-1/2 warm / hot. Give special

cleaning fluid to timber (as per the instructions packaged) or allesreineiger (for ceramic floors) half a bottle cap. Mop the floor to the fibber (for wood) or normal, notice under table (usually sticky by food).

5. Extra cleaning windows. Fill in half a bucket of water, give a little allesreineiger, or dref or allesreineiger + azijn (vinegar). Let the water not to get too frothy because it will make the glass becomes sticky, not clean and making a mark. Use a wet cloth and dry-tracker.

Clean room with dusting / dry

1. Use the duster for cleaning all surfaces and accessories in every room, if not use a dry cloth. make sure when using this tool, do not too rough because of the possibility of dust will fly back from the tool / lap.

2. Same as above No. 3-5

Attention!

When you clean the dust also tidy the room, collect all of which were scattered in one place. No water that drips on the floor (especially wood) when you clean using cloth with water. Use cloth and a bucket for not make stains on the floor.

Wet room

1. Kitchen

a. Prepare a warm water in the kitchen sink (plumbing cap with a black knob / filters that trap cover) or in the bucket, give allesreineiger half bottle cap.

b. Use a dry cloth n wet sponge.

c. Clean first the surface of the kitchen table with a damp cloth and dry it, also below the bottle or cooking spices, etc. Look carefully not to get sticky and making spot / stain

d. Then clean the doors on the drawers kitchen set, refrigerator and all the parts that are on the inside or the kitchen area

e. Clean the stove with 'cif' or spray for the kitchen with 'mr. Muscle', with a sponge, then rinse with a damp cloth and dry with a dry cloth as dry as possible until there is no residual water can stain or shadow on the stove.

f. Clean the stove top like a vacuum smoke. Same way by cleaning the stove. (If the same material)

g. if all parts of the kitchen is complete. The last thing is to clean the sink / kitchen sink. Also use cif or spray well. Then rinse with water and dry. Make sure very dry and does not leave spots / stripes.

h. vacuum cleaner and mop the entire kitchen. Mop the floor with water put half cap of allesreineiger.

2. Wc / toilet

a. Give Bleek into the wc and lips in the wc

b. Spray sink / sink with antikalk / spray to toilet, use a sponge, then rinse with water and dry. Make sure very dry and does not leave spots / stripes.

c. Use water with allesreineiger to clean the walls around the toilet that looks dirty or stained, do not forget to dry.

d. Use water with a allesreineiger to clean the entire toilet, starting from the top to down, and in the rinse water and dried.

e. Do not forget to replace the block in the wc

i. vacuum cleaner and mop all parts wc. Mop the floor with water put half cap of allesreineiger.

3. Bathroom

In the bathroom is usually divided into three parts: wastafel, shower and bathup.

a. better that first done is vacuum cleaner bathroom before the floor was wet.

b. Clean the wastafel is the same as giving the wastafel in the toilet (Spray sink / sink with antikalk / spray to toilet, use a sponge, then rinse with water and dry. Make sure that it is very dry and does not leave spots / streaks) and glass of wastafel (use with plain water or spray water to the glasses and drag with the tool and then dry it, do not leave stains and stain lines or shadows).

c. Clean all parts of the bathroom like the walls around the sink and a place to put items such as toothbrushes, also closet, etc.

j. Clean bath up, spray first with antikal on the inside faucets and bath up, then use a sponge to clean all surfaces, rinse with water that comes from the faucet in the bath up, drain. Make sure very dry and does not leave spots / stripes.

k. Clean Shower, almost the same way with bath up, spray with antikal all parts of faucets, glass room, use a sponge to clean all the parts especially glass shower until the stain is gone from calc water (sometimes spot cannot be clean, because it was too long not cleaned). Then rinse with warm water and lower the water and dry with a cloth tool. Make sure very dry and does not leave spots / stripes.

l. Use Schimmel reiniger on the bathroom wall that changes color so yellow / orange and squishy, leave 30 minutes (as directed), rinse and dry.

Mop the bathroom floor with water that was given alles reineiger

BE SMART TO CLEAN !!

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