



Domestic work

Level-II

Learning Guide-14

Unit of Competence: Clean and maintain house in a domestic setting

Module Title: Cleaning and maintain House in a Domestic setting

LG Code: LSA DWR2 M05 LO1-LG-14

TTLM Code: LSA DWR2 TTLM 0419v1

LO1: Prepare for cleaning



Instruction Sheet

Learning Guide #14

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:

- Cleaning requirements for bedroom, living room, toilets and bathrooms
- Equipment, supplies and agents used for cleaning
- Procedure to dilute cleaning agent to correct concentration
- Steps in checking the working condition of cleaning equipment
- Personal protective equipment (PPE)

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, you will be able to:

- Identify Cleaning requirements for bedroom, living room, toilets and bathrooms
- Identify Cleaning equipment, supplies and agents collected to perform cleaning.
- Diluted Cleaning agents to correct concentration according to cleaning requirements.
- Checked Working condition of cleaning equipment is
- Identify Appropriate Personal Protective Equipment (PPE) relevant to cleaning tasks and worn.

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 6.
3. Read the information written in the information “Sheet 1, Sheet 2, Sheet 3, and Sheet 4”. and Sheet 5
4. Accomplish the “Self-check 1, Self-check 2, Self-check 3 and Self-check 4” Self-check 5 in page -14, 29, 32, 35 and 39 respectively.
5. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1, in page -40.
6. Do the “LAP test” in page – 41 (if you are ready).



Information Sheet- 1	Cleaning requirements for bedroom, living room, toilets and bathrooms
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1.1 Definition of cleaning

Cleaning is the process of removing unwanted substances, such as dirt, infectious agents, and other impurities, from an object or environment. Cleaning occurs in many different contexts, and uses many different methods. Several occupations are devoted to cleaning.

1.2. Purpose of cleaning

It is used to remove dirt, including dust, stains, bad smells, and clutter on surfaces. Purposes of cleaning agents include health, beauty, removing offensive odor, and avoiding the spread of dirt and contaminants to oneself and others.

1.3. Importance of cleaning

Kills germs: Germs can suppress the immune system and cause you to become sick. The air in the home can become degraded from accumulated dust bunnies, mildew and animal dander's clean room helps you sleep better. And getting enough rest is crucial to your happiness. So, while cleaning your room may feel like a huge task, your happiness is pretty.

1.4. Cleaning requirement

The cleaning schedule contained within the Standard is designed to produce a clean and odor-free environment that is fit for purpose. This means that all surfaces are free from foreign matter such as dust, dirt, litter, cobwebs, , fingerprints, streaks, stains, greasy marks and residues.

• Bedrooms cleaning requirement

- ✓ **Bedroom** is a room of a house, mansion, castle, palace, hotel, dormitory, apartment, condominium, duplex or townhouse where people sleep.
 - ✓ Wipe clean the closet shelves
 - ✓ Wipe clean the inside and outside of desks, dressers and chairs
 - ✓ Wipe clean your mattress & flip it over
 - ✓ Wash windows & clean grooves in the window frames
 - ✓ Dust light fixtures & ceiling fans if present



- ✓ Dust all mini-blinds
- ✓ Vacuum carpet/sweep floor
- ✓ Clean baseboards



Fig 1.1. Bedroom display

- **Bed sheets, pillow cases, blankets**

- ✓ **A bed sheet** is a rectangular piece of cloth used as bedding, being placed immediately below or above bed occupants. Bed sheets can generally be divided



Fig. 1.2. Bed sheet



- ✓ **A pillow case** is a support of the body at rest for comfort, therapy, or decoration. Pillows are used by many species, including humans. Some types of pillows include throw pillows and decorative pillows. Pillows that aid sleeping are a form of bedding that supports the head and neck.



Fig .1.3. Pillow case

- ✓ **A blanket** is a piece of soft cloth large enough either to cover or to enfold a great portion of the user's body, usually when sleeping or otherwise at rest, thereby trapping radiant bodily heat that otherwise would be lost through convection, and so keeping the body warm. They require more frequent washings than other types of bedding. Therefore, to keep your linens clean and hygienic, we recommend washing your pillowcases once a week. We recommend washing bed sheets at least every 1 week (and preferably weekly).



Fig .1.4. Blanket



- **bedroom carpet**

Is a textile floor covering typically consisting of an upper layer of pile attached to a backing. The pile was traditionally made from wool, but, since the 20th century, synthetic fibers such as polypropylene, nylon or polyester are often used, as these fibers are less expensive than wool.



Fig 1.5 Bed room carpet

- **Bathroom cleaning requirements**

Bathroom is a room in the home or hotel for personal hygiene activities, generally containing a toilet, a sink and either a bathtub, a shower, or both.

A full bathroom is made up of four parts: a sink, a shower, a bathtub, and a toilet. Anything less than that, and you can't officially consider it a full bath

- ✓ Sweep/mop the floor
- ✓ Scrub bathtub & shower walls, removing all dirt, stains, & soap scum
- ✓ Clean inside and outside of the toilet
- ✓ Wipe cabinets clean, inside & out
- ✓ Clean sink, faucets, & counter
- ✓ Clean mirror
- ✓ Remove dust from inside the bathroom fixture
- ✓ Clean all bathroom walls



- **A bathtub**, bath, or tub is a large or small container for holding water in which a person or animal may bathe. Most modern bathtubs are made of thermoformed acrylic, porcelain enameled steel, fiberglass-reinforced polyester, or porcelain enameled cast iron. Length: Typical soaking tubs range in length from 60 to 72 inches



Fig 1.7 Bathtubs

- **A toilet is** a piece of hardware used for the collection or disposal of human urine and feces. In other words: "Toilets are sanitation facilities at the user interface that allow the safe and convenient urination and defecation". Toilets can be with or without flushing water.



Fig 1.8 Toilets



- **Bidet**

is a plumbing fixture or type of sink intended for washing the genitalia, perineum, inner buttocks, and anus of the human body. It may be located next to the toilet in the toilet room. Fixtures that combine a toilet seat with a bidet, which may be electronic, are available.



Fig 1.9 Bidets

- **Steam shower**

is a type of bathing where a humidifying steam generator produces water vapor that is dispersed around a person's body. A steam shower is essentially steam room that offers the typical features of a bathroom shower.



Fig 1.8 Steam shower



- **Jacuzzi** It is a hot tub is a large tub or small pool full of water used for hydrotherapy, relaxation or pleasure. Some have powerful jets for massage purposes. Hot tubs are sometimes also known as spas or by the trade name Jacuzzi. Jacuzzis are hot bathtubs. They have been my favorites for a while now.
 - ✓ Easy to clean
 - ✓ Finish of bath is white
 - ✓ Water Capacity for this bath is 175 Litters
 - ✓ 6 Whirlpool Jets
 - ✓ Dry Run Protection
- **Clean using basic household ingredients.**
 - ✓ Fill the tub until the jets are covered by 2-3 inches of hot water.
 - ✓ Add 2 Tablespoons of a low-sudsing dishwashing liquid and 1/2 cup of bleach. If you want to keep things green, you can substitute 1 cup of white vinegar for the bleach. (Note: Some manufacturers don't recommend bleach since it can dry out internal gaskets with time, so you may want to resort to the tough stuff only in filth emergencies.) Alternatively, you can use powdered dish detergent.
 - ✓ Run the tub's jets for 15 minutes.
 - ✓ Empty the tub, and refill it (cold water is fine this time). Run the jets for 10 minutes more.
 - ✓ Drain the tub and rinse it well to get the gunk off.
 - ✓ If you need a really deep clean, you can attack the jets with a bottle brush and a nonabrasive cloth.
 - ✓ If there's still dirt around the jet covers, try using dental floss to get behind them.



Fig 2.9 Jacuzzi



- **Cleaning requirement living room**

A **living room**, also called a lounge room, lounge or sitting room, is a room in a residential house or apartment for relaxing and socializing. Such a room is sometimes called a front room when it is near the main entrance at the front of the house.

- ✓ Wipe clean the heater & air conditioner
- ✓ Clean furniture's
- ✓ Sweep and vacuum floors
- ✓ Wash windows & clean grooves in the window frames
- ✓ Clean baseboards
- ✓ Dust light fixtures & ceiling fans (if present)



Fig 1.10 Living room

- **Dressing room**

It is a room dedicated for the sole purpose of dressing up or having a makeover. The designs used in these rooms are extremely beautiful owing to the decorations. They are present in some houses or villas or hotels as part of the customary purposes. Dressing room is a room or area designated for changing one's clothes.



Fig 1.11 Dressing room

- A **curtain** is a piece of cloth intended to block or obscure light, or drafts, or water. A curtain is also the movable screen or drape in a theater that separates the stage from the auditorium or that serves as a backdrop.



Fig 1.12 Curtains



- **Heater** is a piece of equipment or a machine which is used to raise the temperature of something, especially of the air inside a room or a car.



Fig 1.13 Home heater

- **Air conditioner** is a system or a machine that treats air in a defined, usually enclosed area via a refrigeration cycle in which warm air is removed and replaced with cooler air



Fig 1.14 Air conditioner



- **General cleaning requirement**

- ✓ Vacuum all carpets
- ✓ Empty trash, clear outside areas of all
- ✓ Remove all nails, tape, from walls. There should be nothing left on the walls.

**Self-Check -1****Written Test**

Directions: Answer all the questions listed below. Use the Answer sheet provided
in this page:

Q1 write the importance of cleaning? (3 point)

Q2 explain bathroom cleaning requirement? (3 point)

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer

1. _____

2. _____



Information Sheet- 2

Equipment, supplies and agents used for cleaning

2.1. Cleaning equipment's

Cleaning equipment's are a variety of necessary and vital equipment and products created and designed in various colors, materials, mechanisms, shapes, sizes and styles to meet a cleaning need and used to clean easily, effectively and efficiently.

Cleaning equipment is necessary and vital for a person to clean easily and effectively especially when it's in their form of employment.

The domestic house cleaners need to clean various living rooms, dining rooms, bedroom, bathrooms, and kitchen areas in the house. The employees need to take the help of various cleaning equipment while trying to keep the house premises to the highest standard of appearance.

2.2. Advantage of cleaning equipment

The cleaning equipment is advantageous in multiple ways :

- Equally effective for general as well as tougher cleaning tasks.
- High cleaning capability.
- Reduce work fatigue and increase productivity.
- Save the time of domestic workers.
- High maneuverability. They can reach any corner or height of the room, which is otherwise difficult to reach.
- Eco-friendly, widely available, and easy to operate.
- They give protection from injuries occurring while cleaning when they are handled by using proper instructions.

2.3. Types of cleaning equipment

Cleaning equipment is commonly divided into two categories:

- Manual cleaning equipment
- Electrically powered equipment



- **Manual cleaning equipment**

- ✓ **Brushes**

The brushes are devices with bristles, wire or other filaments, used for cleaning. Brushes used for cleaning come in various sizes, such as

very small brushes for cleaning a fine instrument, toothbrushes, the household version that usually comes with a dustpan, or the broomstick. Hall brooms are even larger and are used for cleaning large areas. Cleaning brushes also include brushes for cleaning the toilet, washing glass, finishing tiles, and sanding doors. There are mainly three types of brushes: -

- **Hard brush:** have bristles that are stiff and well-spaced. These are most suitable for removal of litter. Example: upholstery brush, carpet brush etc. -
- **Soft brush:** have bristles that are flexible and set close together. They can be used to remove loose soil and litter. Example: tooth brush, feather brush, shoe brush, coat brush etc. -
- **Scrubbing brush:** can be used to remove heavy soiling from small areas or by the use of mechanical scrubbing machines, if possible. Example: deck scrubber, club shaped / hockey stick shaped toilet brush, etc.



Fig 2.1 Different brush



- **Mops**

A mop is a tool generally used for cleaning floors, although when possible it is also used for cleaning other surfaces, for example tiled walls, to avoid unhygienic working conditions. The following are the different types of mops.

- ✓ **Dry mop, dust mop**

A dry mop or dust mop is designed to pick up dry, loose contamination like dust, earth and sand from the floor surface. It consists of yarn and / or microfiber and is used as a first step in cleaning a floor. Dry mops can be similar to the yarn wet mop, but with wider eyes and shorter hairs than wet mops. Professional dry mops consist of a flat sheet of micro fiber textile or sheets with a surface of looped yarn, usually about 15 cm wide, and comes in variable lengths (usually 30 to 100 cm). The professional type is intended for fastening on long handle with a flat pad with the aid of Velcro or a pouch on the mop, in which the pad on the handle fits.

The dry mop can in many instances replace a broom and has the ability to hold a limited amount of dust or sand within itself. Ideally, it should be machine washed when it becomes saturated with dust.

- ✓ **Wet mop, moist mop**

A wet mop or moist mop is, in professional cleaning, used as a second step in the cleaning of a surface. The wet mop is swept over the surface to dissolve and absorb fat, mud and dried-in liquid contaminations.

- ✓ **Hot mop Wet mop**

is also called the hot mop, which works on a similar concept to a steam iron. After adding water, it is heated to make the water exude on top of a floor, which can then be cleaned without using a cleaning solvent. These can work best on surfaces where a regular mop would also be used, such as floors, hearths, and laminates.



Fig 2.2 Different mops



- **Broom**

A broom is a cleaning tool consisting of stiff fibers attached to, and roughly parallel to, a cylindrical handle, the broomstick. A smaller whisk broom or brush is sometimes called a duster.



Fig 2.3 Different brooms

- **Squeegees**

A squeegee is a cleaning tool with a flat, smooth and thick rubber blade, used to remove or control the flow of liquid on a flat surface. It is used for cleaning floors and small thin and flexible squeegee is used for cleaning windows.



Fig 2.4 Different squeegees



- **Bucket with wringer**



Wringers are used to remove excess liquid from mops. After use, buckets and wringers should be emptied, rinsed and wiped and wiped dry.

Fig 2.5 Bucket with wringer

- **Dust pan**



It holds dirt and debris swept in them by a brush or broom. If a dustpan's edges become bent, it will not pick up dirt or debris well. Wash dustpans regularly with a mild solution and wipe them dry to prevent bacteria growth. To protect the edges, store dustpans by hanging

Fig 2.6 Dust pan

- **Floor & Window squeegees**



This is needed to remove excessive water from the surface and corners. It also speeds up the drying process

Fig 2.7 Floor & Window squeegees



- **Cart or trolley**



Used for stocking cleaning supplies and chemicals so as make cleaning easier and faster.

Wash soiled linen and garbage canvass weekly.

Apply oil to the wheels to prevent rusting

And remove strings or hair strands that may be found on the wheel

Fig 2.8 Cart or Trolley

- **Ceiling brooms**



Use this broom to remove cobwebs in the ceiling .Clean the bristles of the broom after use and at the end of each shift.

Fig 2.9 Ceiling brooms

- **Toilet bowl Brush**



It is used for cleaning toilet bowls.

Toilet brush should be kept after use in the storeroom either in a holder or in the plastic bag hanging on one end of the trolley. Never leave the brush with other cleaning equipment as this may contain a lot of dirt and bacteria that will contaminate other cleaning materials.

Fig 2.10 Toilet bowl brush



- **Electrically powered equipment**

As the name depicts, this equipment requires electrical power to operate. They are operated either on AC power or on the battery. Some important electric equipment is: -

- ✓ **Box Sweeper**



It is electric sweeper that consists of a friction brush. The brush often is fit to revolve vertically or horizontally, when the equipment moves on the surface. It can clean floors as well as carpets. The wider the better is the box sweeper brush.

Fig. 2.11 Box sweeper

- ✓ **Vacuum cleaner**



It is used to eliminate loose soil and dust particles from carpet surfaces, upholstered furniture and even hard surfaces.

Dust bags must be emptied daily

After using, roll back the wire neatly on the back of the vacuum cleaner. Place it on one end of the trolley.

Fig 2.12 Vacuum cleaner



- **Scrubbing / Polishing Machines**

Scrubbing/ Polishing Machines consist of one large or several small brushes which revolve and scrub the floor while water and detergent are released from a tank attached to a machine. With suitable brushes this versatile machine can be used for shampooing carpets, polishing, spray buffing, spray cleaning or polishing floors.



Fig 2.13 Polishing machine

- **Hot Water Extraction**

Hot water extraction also known "steam cleaning" is the method of deep rinse cleaning of the entire carpet. But actual live steam (vapor created at boiling point of water) is not employed in the cleaning process. Hot water extraction is a deep cleaning process that removes embedded soils that have been carried or blown over the carpet.

A hot water extraction machine, whether portable or truck mounted, has a pump which dispenses water, under pressure, through spray nozzles into the carpet and a high-powered vacuum system that sucks the dirty water into a holding tank within the extraction machine.



Fig 2.14 Hot water extraction machine

2.4. cleaning tools & supplies

- **Scouring pad**



For scrubbing, for cleaning painted surfaces, glass mirrors, marble and porcelain.

Always make sure the pads are wet before using them.

Wash and rinse after each use. Also rinse at the end of each day to ensure that there is no soap left on the pads.

Fig 2.15 Scouring pad

- **Dusting Cloths**



This is used for dusting wooden and painted parts.

Make sure the cloths are clean otherwise the dusty cloth will merely rub the dust onto the surface being dusted.

Fig 2.16 Dusting cloths



- **Cleaning Towel**



It is used for drying bathroom walls and floor tiles after they are cleaned.

Make sure the cloths are dry.

Fig 2.16 Cleaning towel

- **Polishing Cloths**



This cloth is used for polishing metal surfaces like bathroom fixtures.

Use cloths that are made of fiber to be able to absorb the water left behind during the cleaning process.

Fig 2.17 Polishing cloths

- **Sponges**



To be used for cleaning fine surfaces

Wash and rinse after use, give special rinse at the end of the day to make sure that there is no soap left in the pads.

Fig 2.18 Sponge

2.5. Cleaning agent

Cleaning Agents are substances, usually in liquid form, that are used to remove dirt, including dusts, stain, bad smell and clutter in solid surfaces. Purposes of using cleaning agents include health, beauty, elimination of offensive odor, and to avoid the spreading of dirt and contaminants to oneself and others. Some cleaning agents can kill bacteria & other microbes and clean at the same time.



- **Wood polish**



To polish wood surface, leather and imitation-leather surfaces

Spray it sparingly and evenly on the surfaces.

Fig 2.19 Wood polisher

- **Insecticides**



To be used in fumigation and to eliminate insects and pests.

In as much as the chemical is toxic, avoid spraying unto food containers and food items. Remove food within the affected areas during the fumigation.

Fig 2.20 Intercedes

- **Air Freshener**



To be sprayed in the room in order to remove foul odor in guestrooms, comfort rooms or any area with foul odor.

Use sparingly.

Fig 2.21 Air freshener



- **Carpet Stain Remover like Atomizer**



Use to remove stain or spot on carpets.

Follow direction to use seen on the container or bottle.

Fig 2.22 Carpet stain remover

- **Metal Polish**



To be used for polishing brush copper and metal surfaces.

Apply small amount on a cleaning towel and rub metal surfaces until the tarnish will disappear. Rinse immediately and remove left over polish with hot water

Fig 2.23 Metal polisher

- **Disinfectants**

Are antimicrobial agents that are applied to the surface of non-living objects to destroy microorganisms that are living on the objects.

Are chemical substances used to destroy viruses and microbes (germs), such as bacteria and fungi, as opposed to an antiseptic which can prevent the growth and reproduction of various microorganisms, but does not destroy them

- **Vinegar**



It is used in removing light stains in the bath

Fig. 2.24. Vinegar disinfectants



- **vim**



Specially formulated, with powerful foaming action, to remove tough bathroom dirt with ease

Fig. 2.25 vim disinfectant

- **Dettol**



Used to disinfect surfaces at home. It kills the majority of bacteria. It is one of the few disinfectants useful against viruses

Dettol Power and Pure Advance Bathroom Spray are ideal for tackling tough bathroom cleaning tasks. Its active oxygen ingredient powers through stains and breaks down so there's no need to rinse afterwards. As well as being tough on dirt, it kills 99.9% of bacteria

Fig 2.26 Dettol disinfectants

- **Furniture polish**



Spray onto a lint-free cloth and wipe onto furniture for light polishing. For a more substantial gloss, spray directly onto furniture and buff to a shine. Store your homemade furniture polish in a dark, cool cupboard to keep the oil from turning rancid.

Fig 2.27 Furniture polish



- **Window cleaner**



Window cleaning, or window washing, is the exterior cleaning of architectural glass used for structural, lighting, or decorative purposes. It can be done manually, using a variety of tools for cleaning and access.

Fig 2.28 Window cleaner

**Self-Check -2****Written Test**

Directions: Answer all the questions listed below. Use the Answer sheet provided
in this page:

Q1 List and define manual cleaning equipment? (3 point)

Q2 write the purpose of cleaning agent? (3 point)

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer

1. _____

2. _____



Information Sheet- 3 procedure to dilute cleaning agent to correct concentration

3.1. Definition of Dilution

Dilution is the process of decreasing the concentration of a solute in a solution, usually simply by mixing with more solvent like adding more water to a solution. To dilute a solution means to add more solvent without the addition of more solute

3.2. Neutral detergents



- Delicately cleans all types of floors and Surfaces.
- Does not affect treated and delicate surfaces.
- It's essential for washing natural stone floors after being laid particularly those with polished finish that are sensitive to strong detergents.

Fig 3.1 Natural detergent

✓ Application:

for ordinary maintenance of all surfaces: dilute fila cleaner at 1:200 (25 ml in 5 liters of water). no need to rinse. for more stubborn dirt, wash using more concentrated solutions. for after laying washing of delicate surfaces (marble, travertine, granite, polished agglomerates etc.)



3.3. Acidic agent



Vinegar is a dilute solution of acetic acid; it can help remove mineral deposits or rust stains from sinks and glassware. Citric acid, found in lemon juice, serves a similar purpose. Both citric acid and acetic acid are weak acids. Oxalic acid is a stronger acid that's sometimes used as a rust remover. Sodium Bicarbonate, hydrochloric acid and sulfuric acid are even stronger acids that are sometimes included in toilet bowl cleaners.

Fig 3.2 Acidic detergent

3.4. Alkaline agent



Baking soda or sodium bicarbonate is a weak base sometimes used to clean glass and wall tile. Dilute solutions of ammonia are more strongly alkaline and often find use in cleaning windows, mirrors, kitchen burners and other surfaces. Chlorine bleach is an alkaline solution of sodium hypochlorite dissolved in water. Trisodium phosphate and sodium carbonate, or washing soda, are also alkaline cleaning agents. Lye or sodium hydroxide is a very strong base and is sometimes found in drain and oven cleaners.

Fig 2.3 Alkaline cleaner

**Self-Check -3****Written Test**

Directions: Answer all the questions listed below. Use the Answer sheet provided
in this page:

Q1 what is diluting? (3 point)

Q2 how to dilute cleaning supplies and agents in home? (3 point)

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer

1. _____

2. _____



Information Sheet- 4	Steps in checking the working condition of cleaning equipment
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4.1. Good working condition

Good condition means that the equipment is not damaged and is safe to use. Do not use equipment that is not safe or that is broken or damaged. Before you clean, you must check that your equipment is clean and in good condition.

4.2. checking the working condition of cleaning equipment

- Equipment does not have any jagged parts, edges that can cause injury.
- Damage to equipment has not affected its operational safety.
- mop head looks presentable
- Buckets should be free of leaks, not smelly and have secure handles.
- Items to be used need to sufficient in number you need to have enough Cleaning cloths, disposable gloves etc to get the job done.
- Items must be appropriate for task – many instances of damage or injury Have resulted from trying to complete a cleaning job without the right tools
- Make sure all necessary attachments for vacuum cleaners, polishers and other equipment is taken with you before leaving the cleaning store to enable you to complete the intended task. This saves time and effort
- All electrically-powered and battery-powered items must be used strictly in Accordance with manufacturer's instructions. If you don't know how to use an item either read the instructions or ask an experienced staff member to show you what to do
- A standard check with any piece of electrical equipment is to ensure the Electrical cord is safe to use – not frayed or broken and with no wires exposed.



- Make sure any battery-operated equipment is adequately charged before using it. Low battery power can adversely affect cleaning performance and causes time loss when the job has to be interrupted to remedy the situation.

**Self-Check -4****Written Test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in this page:

Q1. All battery-operated equipment is adequately charged ____using (3 point)

A. After use B. during operate C. before use D, non-use

Q2. For drying damp surface which kind of drying clothes is needed?

A. Lint free B. rough C. silky fiber D. wool fiber

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Choose the best answer

1. _____

2. _____



Information Sheet- 5

Personal protective equipment

5.1. Definition of personal protective equipment

PPE is equipment that will protect the user against health or safety risks at work. Personal protection comes first for all household services that may need direct or indirect attention of human being. The protection items start from the clothing that people put on to the shields that are used around other parts of the body to protect any hazard that may exist. All the PPE in household services must be health approved and maintained in a hygienic state to avoid any further complication. Whether you are considering the same for commercial or personal use, personal protective equipment should always be given a priority.

5.2. Types of personal protective equipment

- **safety glasses**



are the best way to protect your eyes from accidental splashes of cleaning fluids. They are made from strong plastics and rubbers that make them comfortable to wear whilst giving you reliable protection. Goggles offer more protection when using chemicals as they have a surround that hugs your face, leaving no gaps for liquids to get in.

Fig .5.1. Safety goggles

- **Gloves**



Gloves are a garment covering the whole hand. Gloves usually have separate sheaths or openings for each finger and the thumb

Cleaning staff should also use rubber gloves to protect their skin from burns and irritation. These are available in a range of lengths and thicknesses to offer different levels of protection.

Fig 5.2. Gloves



- **Aprons**

An apron is a garment that is worn over other clothing and covers mainly the front of the body. It may have several different purposes and is today perhaps most known as a functional accessory that protects one's clothes and skin from stains and marks. So are best suited to general cleaning duties such as dusting, polishing and vacuuming.



Fig 5.3. Apron

- **Footwear.**

Footwear refers to garments worn on the feet, which originally serves to purpose of protection against adversities of the environment, usually regarding ground textures and temperature. Footwear in the manner of shoes therefore primarily serves the purpose to ease the locomotion and prevent injuries.



Fig 5.4. Footwear



- **Facemasks**

Facemasks are loose-fitting, disposable masks that cover the nose and mouth, such as surgical masks and nuisance dust masks. Facemasks are not approved by the National Institute for Occupational Safety and Health (NIOSH) protection against any regulated hazardous material.



Fig 5.5 Face masks

- **Hair net**

A net worn over the hair to keep it in place, Hairnet or something simply a net or cauls is small elasticized, fine net worn over long hair to hold it in place it is worn to keep hair contain



Fig. 5.6 Hair net

**Self-Check -5****Written Test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in this page:

Q1 what is PPE? (3 point)

Q2 list and define types of PPE? (3 point)

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

1. _____

2. _____



Operation Sheet-1	Steps in checking the working condition of cleaning equipment
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1.1. Steps to check working condition of mops and brooms

Step 1. Check that handle connection to the mop head is clean and not

Step 2. Worn out. If the connection is in a good condition, the mop head

Step 3. Screw on tight. If the connection is in a poor condition, the mop

Head will be loose and could easily fall off.

Step 4. Check that the handle is smooth. If the handle is damaged or

Rough, it could hurt your hands.

Step 5. Check that there are enough mop strands to be able to clean well

Step 6. Check and clean the exterior of cleaning equipment

1.2. Steps to check buckets

Step 1. Check that the bucket has no leaks.

Step 2. Check that the handle is in good condition.

Step 3. Check that the rollers are in good condition. The rollers should turn

Easily.

Step 4. Check that the foot pedal works Check and clear around the rollers on

Step 5. Mop buckets to avoid the buildup of debris and fibers from the mop.



LAP Test	Practical Demonstration
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Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary templates, tools and materials you are required to perform the following tasks within **15 min.**

Task-1. Check working condition of mops and brooms

Task-2. Check working condition of buckets



List of Reference materials

- <https://www.google.com/search?q=safety+goggles+for+housekeeper&source>
- <https://www.google.com/search?biw=1242&bih=606&tbm=isch&sa=1&ei>
- <https://www.google.com/search?biw=1242&bih=606&tbm>
- <https://www.youtube.com/watch?v=5xne3hH22zk>
- <https://www.google.com/search?biw=1242&bih=606&tbm=isch&sa=1&ei=gQDMXIXqGd3Uz7sP0vWHiAY&q>



Domestic work

Level-II

Learning Guide-15

**Unit of Competence: Clean and maintain house in
A domestic setting**

**Module Title: Cleaning and maintain
House in a domestic setting**

LG Code: LSA DWR2 M05 LO2-LG-15

TTLM Code: LSA DWR2 TTLM 0419v1

LO2: Clean bedrooms



Instruction Sheet

Learning Guide #15

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:

- Procedures in cleaning floor surfaces and carpets{vacuumed}
- Procedures in Cleaning furniture and fixtures
- Procedures in making beds and cots

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, you will be able to:

- Clean Floor surfaces and carpets vacuumed where necessary.
- Clean Furniture and fixtures using appropriate methods and cleaning supplies.
- made Beds and cots and dirty beddings and linens are replaced

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 6.
3. Read the information written in the information “Sheet 1, Sheet 2 and Sheet 3
4. Accomplish the “Self-check 1, Self-check 2 and Self-check 3 in page -52, 60 and 66 respectively.
5. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1, Operation Sheet 2 , Operation Sheet 3 and Operation Sheet 4” in page -67.
6. Do the “LAP test” in page – 72 (if you are ready)



Information Sheet- 1

Procedures in cleaning floor surfaces and carpets{vacuumed}

1.1. Definition of floor

The term 'floor refers to the lower enclosing surface of spaces within buildings. This may be part of the floor structure, such as the upper surface of a concrete slab or floor boards, but typically it is a permanent covering laid over the floor.

1.2. Types of floors

- **Wood.**

Wood flooring is any product manufactured from timber that is designed for use as flooring, either structural or aesthetic. Wood is a common choice as a flooring material and can come in various styles, colors, cuts, and species.

Wood floors can be kept looking like new, year after year, with minimum care. Wood and water don't mix. No matter what finish the wood floor has, never pour water on the floor. A good rule of thumb is to vacuum and/or dust mop weekly.

If a floor is waxed, occasional buffing helps renew the shine and remove scuff marks that may appear on the wax coating. If the shine cannot be renewed in heavily used lanes, occasionally re-waxing these areas may be necessary.



Fig. 1.1 Wood floor

- **Marble**

Marble is a natural stone, and when properly finished can be transformed into beautiful flooring. Marble flooring is one of the most luxurious and sophisticated floorings to install in a home and adds a whole new element of class. Although floors made from this material are expensive and hard on the feet, they provide an exceptionally beautiful flooring material that has a timeless, elegant quality.



Fig.1.2 Marble floor

- **Granite.**

Granite is an igneous rock that gets formed when exposed to a high heat. ... Installing a granite floor will make your kitchen or any other room very appealing. The granite glitter comes from the bond of quartz crystals and the feldspar. Granite floors are very resistant to spills or stains.

Granite tiles are found ideal for flooring because of its hardness and its availability in multiple colors and finish. Polished granite makes it easy to be cleaned and taken care of, but it also becomes too smooth and slippery which demands extra care.



Fig 1.3 Granite floor



- **Carpet.**

A carpet is a textile floor covering typically consisting of an upper layer of pile attached to a backing. The pile was traditionally made from wool, but, since the 20th century, synthetic fibers such as polypropylene, nylon or polyester are often used, as these fibers are less expensive than wool.

Carpet is still the primary flooring choice for many. It is relatively inexpensive, comfortable, generally easier to install and replace than other floor coverings and offers more fashion options in colors and textures than any other floor covering option in the market.



Fig 1.4. Carpet

- **Vinyl**

Sheet vinyl flooring is vinyl flooring that comes in large, continuous, flexible sheets. A vinyl sheet floor is completely impermeable to water, unlike vinyl floor tile, which comes in stiff tiles, and vinyl planks, which come in interlocking strips.

Vinyl is normally laid over cement or concrete flooring for appearance. Vinyl floors are known for their easy care and cleaning, and are generally wear-resistant, which makes them a sensible choice for the kitchen and bathroom, or any other room in your home.



Fig1.5 Vinyl floor



- **Ceramics**

Ceramic tile is made of clay that has been fired in a kiln. Ceramic tile is not as dense and has a higher absorption rate. This means that it is not frost-proof, and it may chip or damage more easily than porcelain tile. Despite these differences, ceramic tile is a very popular choice for floors, counter-tops and walls. The tile is coated with a special glaze that protects and seals it. This keeps the tile from absorbing stains while improving the durability of each piece. The glaze is also what gives ceramic tile its color and pattern. Several ceramic tile designs and sizes are available.

Ceramic tile is a natural product made up of clay, a number of other naturally occurring minerals, and water. Glazed ceramic tile has a ceramic coating applied to the tile body, which gives the tile its color and finish.



Fig. 1.6. Ceramics floor

- **Cement**

Cement concrete flooring is one of the most common types of flooring used in both in residential as well as public buildings owing to its non-absorbent nature and thus it is very useful for water stores, durability, smooth and pleasing in appearance, good wearing properties, and easy maintenance and is economical.

Concrete floors -in stained, colored, painted, and personalized glory -are popping up in retail stores, trendy restaurants, offices, and homes everywhere. For general cleaning first try water and scrub with a soft, non-metallic brush to remove the surface dirt



Fig. 1.7. Cement floor

1.3. The term Vacuuming

A vacuum cleaner, also known as a sweeper or Hoover, is a device that uses an air pump, to create a partial vacuum to suck up dust and dirt from floors and from other surfaces such as upholstery and draperies. The dirt is collected by either a dust bag or a cyclone for later disposal

Vacuuming is slowly will allow your machine to suck up more dirt and dust, and ultimately gate your rack and carpets match cleaner, slow vacuuming allows the brush to agitate the carpet properly and suck up the unclean bits that emerge



Fig 1.8 Vacuuming carpet



- **Vacuum accessories**

- ✓ **Crevice Tool**

With its skinny shape and angled tip, this one gets into the tight spots: corners, along baseboards, around radiators or vents, between sofa cushions, and more. You can also use it for cleaning refrigerator coils or de-linting the inner workings of your dryer.

- ✓ **Dusting Brush**

Round with long, soft bristles, it helps whisk windowsills, bookcases, framed art, lampshades, and blinds. If your vac is equipped with variable suction, you can also use it for more delicate tasks, such as cleaning around knick-knacks.

- ✓ **Upholstery Tool**

This attachment is wide and sometimes has a lint-catching fabric strip perfect for coaxing dust from sofas, chairs, mattresses, and cushions.

- ✓ **Extension Wand**

This gives you more reach, and nabs dust dangling from high ceilings and corners or buried deep behind appliances. Or try this neat trick: If you've dropped something lightweight in a spot you can't reach, stretch a piece of nylon pantyhose over the end of the wand, secure it with a rubber band, and use it as a tool to retrieve your item.

- ✓ **CANISTER VAC-ONLY TOOLS**

Typically more accessory-equipped than uprights, a canister will often come with these, too.

- ✓ **Motorized Brush Head**

Sometimes called the "power nozzle," this large attachment has a rotating brush to clean carpets more like an upright. Some allow you to turn off the rotation, so you can use it on bare floors, too.

- ✓ **Bare Floor Brush**

This wide narrow tool has short, stiff bristles for removing fine dust and grit from hardwoods and tile.



✓ **EXTRA HELPERS**

You can tackle most vacuuming tasks with the usual suspects above, but some manufacturers offer innovative tools tailored to tricky jobs. Some of these might come with the vacuum, and others you'll need to buy separately

✓ **Power or Turbo Brush**

Similar to the canister's motorized brush head but smaller, this tool offers rotating bristles and a compact size that are useful on stairs and good for deep-cleaning upholstery, mattresses, or car interiors. Some have rubber parts to better grab and remove pet hair stuck to fabrics (but skip using it on delicate silk).

✓ **Mattress Attachment**

Designed to remove even more dust and allergens from mattresses, some have textured pads, extra width, or a unique shape for the job.

✓ **Ceiling Fan and Blind Attachments**

These simplify the challenge of certain chores: Getting to the top of fan blades and between blinds. You can also try tackling them with the standard dusting brush.

✓ **Pet Groomers**

Sure, you can vacuum your pup's favorite perch, but you can also vacuum your dog. This comb lets you do just that ... if your pet doesn't freak out at the sound of the vac



Fig 3.5 Accessories of Vacuum Cleaner

**Self-Check -1****Written Test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in this page:

Q1 write the types of floors? (3 point)

Q2 what is vacuuming? (2 point)

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer

1. _____

2. _____



Information Sheet- 2

Procedures in Cleaning furniture and fixtures

2.1. Furniture

Furniture is defined as moveable things like tables, chairs and sofas that are used to make a house or building a comfortable place to live. An example of furniture is a couch or a chair or a table.

2.2. Furniture items

- **Upholstery**

is the work of providing furniture, especially seats, with padding, springs, webbing, and fabric or leather covers. The word upholstery comes from the Middle English word upholder, which referred to an artisan who held up their good.

- **A chair**

is a type of seat. Its primary features are two pieces of a durable material, attached as back and seat to one another at a 90° or slightly greater angle.

- **Ottomans** upholstery

a low upholstered seat without a back or arms that typically serves also as a box, with the seat hinged to form a lid.



Fig 2.1 Ottoman upholstery



- **Luggage rack**

a shelf for stowing luggage, typically overhead, Luggage rack keeps your suitcase at a handy height.



Fig 2.2 Luggage drawer

- **Sofa**

also known as couch , futon, or settee is a piece of furniture for seating two or three people in the form of a bench, with armrests, which is partially or entirely upholstered, and often fitted with springs and tailored cushions.

- **A bedside table**

Is a nightstand, alternatively night table, day stand or bedside cabinet, is a small table or cabinet designed to stand beside a bed or elsewhere in a bedroom. Modern nightstands are usually small bedside tables, often with one or sometimes more drawers and/or shelves and less commonly with a small door.



Fig 2.3. Bedside table



- **Cupboard**

The term cupboard was originally used to describe an open-shelved side table for displaying dishware, more specifically plates, cups and saucers. These open cupboards typically had between one and three display tiers, and at the time, a drawer or multiple drawers fitted to them.



Fig 2.4 Cup board

- **Dressing cabinet**

A dresser is a piece of furniture with several drawers that's used for storing clothes or other things.



Fig 2.5 Dressing cabinets



Fig. 2.6. Furniture items

2.3. Fixture

A **fixture** is personal property permanently attached to the structure.

2.4. Fixture item

- **Door, window and locks**



Fig. 2.7. Door, window and lock



- **Telephones**

Telephone is a system used to send speech or data over distances using a device called a telephone that functions as the transmitter and receiver.



Fig. 2.8. Telephones

- **Television**

Is a system for converting visual images (with sound) into electrical signals, transmitting them by radio or other means, and displaying them electronically on a screen.



Fig 2.9. TV



- **Mini –bar**

A small refrigerator, typically an absorption refrigerator in room or cruise ship stateroom. The staff fills it with drinks and snacks for the guest to purchase during their stay. It is stocked with a precise inventory of goods, with a price list.



Fig 2.10 mini bar

- **Heating equipment**

A mechanism for maintaining temperatures at an acceptable level; by using thermal energy within a home, office, or other dwelling. Often part of an HVAC (heating, ventilation, air conditioning) system.



Fig 2.11 Heater



- **Air conditioner**

The term "air conditioning" refers to any form of "Heating, ventilation and air-conditioning", an air conditioner is a system or a machine that treats air in a defined, usually enclosed area via a refrigeration cycle in which warm air is removed and replaced with cooler air.



Fig 2.12 Air conditioner

- **Lighting fixtures**



Fig 2.13 Lighting fixtures

**Self-Check -2****Written Test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in this page:

Q1 list furniture and fixture items? (6 point)

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer

1. _____



Information Sheet- 3

Procedures in making beds and cots

3.1. Definition of Bed

A bed is a piece of furniture or location primarily used as a place to rest, relax, nap or sleep. To make beds more comfortable, the top layer is frequently a mattress.

Bed-making is the act of arranging the bed sheets and other bedding on a bed, to prepare it for use. It is a household chore, but is also performed in establishments including hospitals, hotels, and military or educational residences.

3.2. Types of bed

- **single bed**

A bed that is narrower than a double bed and is intended for one person. There was a single bed with a blue carpet, a dressing-table and a mirror.



Fig. 3.1 single bed

- **A double bed**

is a bed that is wide enough for two people to sleep in. One room has a king-sized double bed and the others single beds.



Fig 3.2 double bed



Fig 3.3 twine bed

3.3. Baby Cots

Is abed for a baby, with bars or panels round it so that the baby cannot fallout, a cot is a narrowed bed, usually made of canvas fitted over a fitted which can be fold up.



Fig.3.2 baby cots



3.2. Bed linens

✓ **Bed cover**

A bed cover is a cover for bed. Bed covers frequently have a decorative function on the bed, allowing for change of pattern or design for different occasions, or to serve different functions.



Fig 3.3 bed cover

✓ **Blanket**

is a piece of soft cloth large enough either to cover or to enfold a great portion of the user's body, usually when sleeping or otherwise at rest, thereby trapping radiant bodily heat that otherwise would be lost through convection, and so keeping the body warm.



Fig 3.4 Blanket



✓ **Bed sheet**

is a rectangular piece of cloth used as bedding, being placed immediately below or above bed occupants. Bed sheets can generally be divided into two categories: "top" and "bottom" sheets. A bottom sheet is laid above the mattress and bed occupants lie on it.



Fig 3.5 bed sheet

✓ **Pillow with pillow case**

is a support of the body at rest for comfort, therapy, or decoration. Pillows are used by many species, including humans. Some types of pillows include throw pillows and decorative pillows. Pillows that aid sleeping are a form of bedding that supports the head and neck.



Fig 3.6 Pillow with pillow case



- **Mattress with pad**

A mattress pad, mattress topper, or under pad is designed to lie atop a mattress. Made primarily from foam, its function is to provide a layer of comfort and warmth between the user and the mattress. It is of particular benefit when the existing mattress is worn or uncomfortable



Fig 3.7 Mattress with pad

**Self-Check -3****Written Test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in this page:

Q1 what is bed? (3point)

Q2. what is baby cot? (3 point)

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score _____

Rating: _____

Name: _____

Date: _____

Short Answer

1. _____

2. _____



Operation Sheet-1	Procedures in cleaning floor surfaces
--------------------------	--

1.1. steps for cleaning floor surface

- Step 1. wear appropriate PPE
- Step 2. collect the necessary cleaning equipment's and agents
- Step 3. pick up the trash from the floor
- Step-4. Sweep- to clean a room, surface using a broom
- Step-5. Apply -use cleaning agents and chemicals
- Step-6 Agitate Stripping a floor with a black pad or equivalent brush
- Step-7. Remove – to take the dry and dust away from the place
- Step-8. Rinse avoid fume from the floor
- Step-9. Dry-avoid moisture

Operation Sheet-2	Procedures in cleaning carpets
--------------------------	---------------------------------------

2.1. steps to vacuum carpet

- step-1 wear appropriate PPE
- step-2 Remove dust and soiled dirty from the surface
- step-3 Attach vacuum accessories to vacuum cleaner
- step-4 Plug wire on vacuum onto power point and switch on power
- step-5 Press on button on vacuum
- step-6 Vacuum the surface
- step-5 Switch off the vacuum cleaner when job is completed
- step-6 Open compartment and remove vacuum bag
- step-7 Pour dust in vacuum bag into trash bag do this gently to prevent dust from flying
- step-8 Replace vacuum bag in to vacuum after dust is emptied
- step-9. Report any difficulties and faults to employer



Operation Sheet-3	Procedures in Cleaning furniture
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3.1. Steps in Cleaning furniture

Step-1. wear PPE

Step-2. pre-vacuum

Step-3. stain removal`

Step-4. cleaning solution

Step-5. extraction cleaning

Step-6. secondary extraction

Step-7. grooming Extracting foreign objects such as insects, leaves, dirt, twigs.

Step-8. deodorize and sanitize

Operation Sheet-4	Procedures in Cleaning fixture
--------------------------	---------------------------------------

4.1. steps in Cleaning fixture

Step-1 remove dusts from fixture surface

Step-2 clean the fixture with dry duster

Step-3. Apply cleaning agents

- ✓ window cleaning using for glasses and mirrors
- ✓ dry cleaning chemical for electrical fixture
- ✓ furniture polish using for polished furniture



Operation Sheet-5	Procedures in making beds and cots
--------------------------	---

5.1. steps in cleaning bedroom

Step-1. Wear PPE

Step-2. Collect the necessary cleaning equipment's, cleaning agents and supplies

Step-3. Check, clean and stock the trolley

Step-4. slowly knock the door and announce 'yourself' politely. if there is no answer wait for 15 seconds in three times. If still there is no answer you can open the door by with announcing 'yourself' (housekeeping)

Step-5. Keep door open. Keeping the door open will save your loyalty. Switch off the air-conditioner or heater.

Step-6. Draw all the curtains and open windows to allow ventilation and airing.

Step-7. report to the control desk if require any maintenance.

Step-8. Takeout all the soiled linen from the beds and bathroom. put all the soiled linen in the housekeeping trolley.

Step-9. Now it's time to make bed.

Step-10. Empty all the ash trays, waste paper bins and dust bins. clean them and apply new garbage bags.

Step-11. Collect all of magazines, papers and stationery. Stack them properly on the table or writing desk according to standard.

Step-12. Start dusting the surfaces in clock wise direction from the left side of room entrance with the help of a dry mope. And follow the same until you reach right side of the room entrance.

Step-13. At the time of dusting you must give special attention to the corners, air conditioner grill, lights, behind and below the furniture.

Step-14. Clean the carpet with vacuum, make sure there is no dust or waste paper under carpet.

Step-15. After cleaning of dresser, cupboards and tables replace all amenities in standard quantity.

Step 16. Clean telephone and make it disinfect. make sure telephone working properly.

Step-17. Clean all the mirrors by newspaper and R3 and make them sparkling.



Step-18. Arrange furniture if required.

Step-19. Check everything at a glance and give final touch.

Step-20. Close all the windows and curtains, spray room freshener, open room heater or air-conditioner.

Step 21 close the door

5.2 steps to stripping bed and baby cots

Step-1. Wears PPE

Step-2. Remove the bedspread if necessary and place on the chair.

Step-3. Remove pillow& pillow case if necessary and place on the chair

Step-4. Remove blanket and place on the chair

Step-5. Remove the sheets off the bed one by one.

Step-6. Check that the mattress protector is clean but if it is not, remove it and place it in the soiled linen bag on your trolley

Step-7. Check that the pillows are clean and free from stains. If soiled, have them replaced with clean ones or change the pillow protector if one is used.

Step-8. Baby cot - remove linen from these items in the same way as for normal beds



5.3. Steps to make a bed

- Step-1. The bed a little away from the headboard.
- Step-2. Spread the 1st bed sheet and tuck the bottom side of the bed except for the four corners.
- Step-3. Take the loose end of the sheet, about a foot from the corner at the head of the bed and pull it straight out, forming a flap. Pull up the flap so it is flat.
- Step-4. Tuck in the free part of the corner.
- Step-5. Pull the flap out toward you and down over the side of the bed. Tuck the flap in.
- Step-6. Move to the corner at the foot of the bed on the same side of the bed and repeat the procedure.
- Step-7. Spread the second sheet the wrong side up, from the edge of mattress.
- Step-8. Placing blanket over top sheet (2nd sheet)
- Step-9. Fold the second sheet above the blanket
- Step-10. Maître the corners and tucking by two sides
- Step-11. Placing bed cover (bed spread, bed comfort)
- Step-12. Inset the pillows into the new pillowcase without any body contact
- Step-13. Placing pillow



LAP Test	Practical Demonstration
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Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary templates, tools and materials you are required to perform the following tasks within **120min**.

Task-1. Clean floor surface

Task-2. Vacuum carpet

Task-3. Clean furniture

Task-4. Clean fixture

Task-5. Clean bedroom

Task-6. Strip bed and baby cots

Task-7. Make the bed



List of Reference materials

- <https://www.google.com/search?biw=1242&bih=606&tbm=isch&sa=1&ei>
- https://www.youtube.com/watch?v=xqtmT_xVqhM&t=69s
- https://www.youtube.com/watch?v=Po_-L5hJWHc&t=10s
- <https://www.google.com/search?biw=1242&bih=606&tbm>
- <https://www.youtube.com/watch?v=chwEUBN4QwO>



Domestic work

Level-II

Learning Guide-16

**Unit of Competence: Clean and maintain house in
A domestic setting**

**Module Title: Cleaning and maintain house
In A domestic setting**

LG Code: LSA DWR2 M05 LO3-LG-16

TTLM Code: LSA DWR2TTLM 0419v1

LO3: Clean living area



Instruction Sheet

Learning Guide #16

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:

- Procedures in Cleaning floor surfaces and carpets{vacuumed}
- Procedures in Cleaning furniture and fixtures
- Cleaned upholstery appropriately

This guide will also assist you to attain the learning outcome stated in the cover page.

Specifically, upon completion of this Learning Guide, you will be able to:

- Clean Floor surfaces and carpets are vacuumed where necessary.
- Clean Furniture and fixtures using appropriate methods and cleaning supplies.
- Clean Upholstery using appropriate and safe methods and cleaning supplies

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 5
3. Read the information written in the information “Sheet 1, Sheet 2, and Sheet 3 Accomplish the “Self-check 1, Self-check 2, Self-check 3 in page -82, 86, and 88 respectively.
4. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1, Operation Sheet 2 and Operation Sheet 3” in page -89.
5. Do the “LAP test” in page – 91 (if you are ready).



Information Sheet- 1

Procedures in Cleaning floor surfaces and carpets{vacuumed}

1.1. Definition of Living room

A living room is a room in a home that's used for entertaining friends, talking, reading, or watching television. If you're a couch potato, you most likely spend lots of time in your living room. You can also call a living room a lounge, a sitting room, a front room, or a parlor.

A living room, also called a lounge room, lounge or sitting room, is a room in a residential house or apartment for relaxing and socializing. Such a room is sometimes called a front room when it is near the main entrance at the front of the house.



Fig 1.1 living room

1.2. Definition of living room floor

Living Room flooring for living rooms look great and help life flow smoothly. It will not harbor dust mites or other allergens, it absorbs sound and only requires a quick sweep, mop or vacuum to keep it looking its best

1.3. Types of floor in living room

- **Wood floor.**

Wood floors can be kept looking like new, year after year, with minimum care. Wood and water don't mix. No matter what finish the wood floor has, never pour water on the floor. A good rule of thumb is to vacuum and/or dust mop weekly.

If a floor is waxed, occasional buffing helps renew the shine and remove scuff marks that may appear on the wax coating. If the shine cannot be renewed in heavily used lanes, occasionally re-waxing these areas may be necessary.



Fig 1.2 living room wood floor

- **Marble living room floor**

Although floors made from this material are expensive and hard on the feet, they provide an exceptionally beautiful flooring material that has a timeless, elegant quality



Fig 1.3 marble living room floor

- **Granite living room floor**

Granite tiles are found ideal for flooring because of its hardness and its availability in multiple colors and finish. Polished granite makes it easy to be cleaned and taken care of, but it also becomes too smooth and slippery which demands extra care.



Fig 1.4 granite living floor

- **Carpet floor living room**

Carpet is still the primary flooring choice for many. It is relatively inexpensive, comfortable, generally easier to install and replace than other floor coverings and offers more fashion options in colors and textures than any other floor covering option in the market



Fig 1.5 carpet floor living room

- **Vinyl flooring for living room**

vinyl flooring for living rooms look great and help life flow smoothly. It will not harbor dust mites or other allergens, it absorbs sound and only requires a quick sweep, mop or vacuum to keep it looking its best.



Vinyl is normally laid over cement or concrete flooring for appearance. Vinyl floors are known for their easy care and cleaning, and are generally wear-resistant, which makes them a sensible choice for the kitchen and bathroom, or any other room in your home.



Fig1.5 vinyl flooring living room

- **Ceramics floor living room**

It is floor of living room is the very heart of a house that tells a lot about the people living in it.

Ceramic tile is a natural product made up of clay, a number of other naturally occurring minerals, and water. Glazed ceramic tile has a ceramic coating applied to the tile body, which gives the tile its color and finish.



Fig. 1.6.ceramics floor living room



- **Cement**

One of the most common types of flooring used in both in residential as well as public buildings owing to its non-absorbent nature and thus it is very useful for water stores, durability, smooth and pleasing in appearance, good wearing properties, and easy maintenance and is economical.



Fig. 1.7. Cement floor living room

1.4. Vacuuming living room floor

Vacuuming is slowly will allow your machine to suck up more dirt and dust, and ultimately gate your rack and carpets match cleaner, slow vacuuming allows the brush to agitate the carpet properly and suck up the unclean bits that emerge .

Home experts recommend that carpets and rugs be vacuumed at least two times a week, and more often in high-traffic areas. If pets are in the home, daily vacuum cleaning is strongly recommended to remove dirt, hair, dander, and the smaller microscopic allergens that are invisible to the naked eye.

Use the crevice attachment (if you have one) on your vacuum cleaner first. Vacuum from the furthest corner away from the door and vacuum your way out of the room.



Fig 1.8 vacuuming living room floors

**Self-Check -1****Written Test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in this page:

Q1 list types of floors? (3point)

Q2 what are the necessary equipment for vacuuming carpet? (3 point)

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

1. _____

2. _____



Information Sheet- 2

Procedures in Cleaning furniture and fixtures

2.1. Furniture

Furniture is defined as moveable things like tables, chairs and sofas that are used to make a house or building a comfortable place to live. An example of furniture is a couch or a chair or a table.

2.2. Furniture items

• A bookcase, or bookshelf

Is a piece of furniture with horizontal shelves, often in a cabinet, used to store books or other printed materials. Bookcases are used in private homes, public and university libraries, offices and bookstores.

Start by removing everything on the shelves. But do this with a purpose to make your job easier later. Set aside any décor items and give them a good cleaning and dusting to remove any built-up dust and grime. Give each book a wipe down with a damp cloth or dust rag.

✓ To Clean Bookshelves

- Dust the case. Once a week, wipe the top and sides of the bookcase with a microfiber cloth.
- Dust the books.
- Tidy up.
- Remove everything from the shelves.
- Clean the bookcase.
- Clean books individually.
- Organize them.



Fig 2.1 book case



- **A coffee table**

Coffee table is a style of long, low table which is designed to be placed in front of a sofa or upholstered chairs to support beverages, magazines, books, decorative objects, and other small items to be used while sitting, such as beverage coasters.



Fig 2.2 coffee table

- **Tables**

A table is an item of furniture with a flat top and one or more legs, used as a surface for working at, eating from or on which to place things

2.4. Fixture items

- Door, window and locks
- Telephones
- Television
- Heating equipment
- Air conditioner
- Lighting fixtures
- Mirror
- **Picture**

Picture is a visual capture of an object. Pictures can be created using devices such as a digital camera, scanner, smart phone, or are works of art created on the computer. The photograph of a man setting up pictures shown here is a good example of something that can be considered a picture.



Fig 3.3 picture

- **Frame**

A frame is a decorative edging for a picture, such as a painting or photograph, intended to enhance it, make it easier to display or protect it. The frame along with its mounts protects and often makes the art look better. Art work framed well will stay in good condition for a long period of time

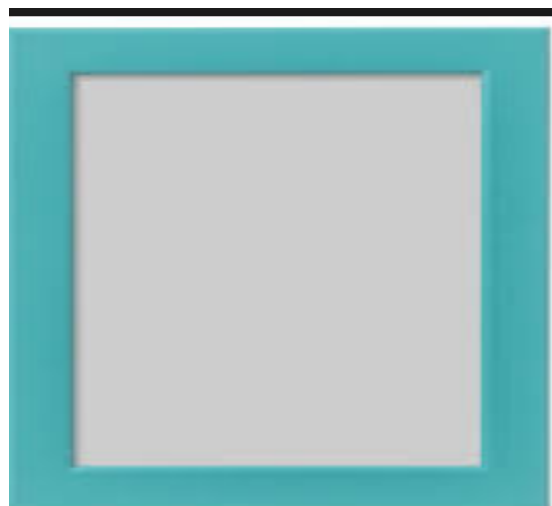


Fig 2.4 frame

**Self-Check -2****Written Test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in this page:

Q1 what are the furniture and fixture items? (3 point)

Q2 what are the methods of clean fixture? (3 point)

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

1. _____

2. _____



Information Sheet- 3	Cleaned upholstery appropriately
-----------------------------	---

3.1. Definition of upholstery

Upholstery is the work of providing furniture, especially seats, with padding, springs, webbing, and fabric or leather covers.

3.2. Upholstery cleaning

- All upholstered surfaces are vacuumed with a wet & dry vacuum cleaner using a crevice tool and upholstery nozzle as appropriate. Working deep into creases, crevices and folds all loose dirt dust and fluff are removed.
- All marks on the upholstery are tested with spot cleaner to see if spillages are spots or stains. Stains are pre-treated with a colloid stain removing agent.
- A broad-based ionized cleaning solution is applied with a Tri-jet fogger. Fogging ensures that cleaning solutions are applied in correct concentrations to the fabric surface without wetting the padding or stuffing in the upholstery. The tub chair and the sofa bed are fogged separately. 2-5 minutes is allowed for the cleaning action to occur.
- An upholstery mitten is immersed for 2 minutes in an opposite polarity hot solution milked as dry as possible and then the fabric is wiped with a vigorous action to remove the dirt from the fibers. Magnetic attraction attracts the dirt onto the pad leaving the upholstery clean. Mitts are rinsed and the cleaning action repeated as necessary. A separate bucket of plain water is used when cleaning dirty or nicotine fabrics.
- All upholstery is then vacuumed with the wet & dry vacuum cleaner, with as many passes as necessary to remove the moisture absorbed by the cover material and filling during cleaning.
- Appropriate fibers are groomed with the upholstery grooming tools.
- A dual sanitizer and deodorizer are fogged for approx. 5 seconds across the cleaned upholstery to kill any residual bacteria that might breed in the damp upholstery. It also imparts a pleasant slow release smell.



Self-Check -3	Written Test
---------------	--------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in this page:

Q1 what is upholstery? (3 point)

Q2 which activity has to be done upholstery cleaning? (3 point)

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

1. _____

2 _____



Operation Sheet-1	Procedures in cleaning floor surfaces and carpets in living room
--------------------------	---

1.1. steps for cleaning floor surfaces

- Step-1. Wear appropriate PPE
- Step-2. collect necessary cleaning materials ,chemicals and supplies
- Step-3. Sweep to clean a room surface using a broom
- Step-4. Apply to use cleaning agents and supplies
- Step-5. Agitate -Stripping a floor with a black pad or equivalent brush
- Step-6. Remove – to take the dry and dust away from the place
- Step-7. Rinse avoid fume from the floor
- Step-8. Dry-avoid moisture

Operation Sheet-2	Procedures in Cleaning furniture in living room
--------------------------	--

2.1. Steps in Cleaning furniture

- Step-1.pre-vacuum
- Step-2. Stain removal`
- Step-3. Cleaning solution
- Step-4. Extraction cleaning
- Step-5. Secondary extraction
- Step-6. Grooming
- Step-7. Deodorize and sanitize



Operation Sheet-3	Procedures in Cleaning fixture in living room
--------------------------	--

3.1. steps to clean fixture

Step-1 remove dusts fixture surface

Step-2 clean the fixture with dry duster

Step-3. Apply cleaning agent

- ✓ window cleaning using for glasses and mirrors
- ✓ dry cleaning chemical for electrical fixture
- ✓ furniture polish using for polished furniture



LAP Test	Practical Demonstration
----------	-------------------------

Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary templates, tools and materials you are required to perform the following tasks within **40 min.**

Task-1. clean floor surface

Task-2. Clean furniture

Task -3. Clean fixture



List of Reference materials

- <https://www.youtube.com/watch?v=D-n1xKIFAKs>
- <https://www.youtube.com/watch?v=HID-a1rWqZU>
- <https://www.youtube.com/watch?v=HR1P5tg7k98>
- <https://www.youtube.com/watch?v=uE140kB0mfA&t=98s>
- <https://www.youtube.com/watch?v=DW3R-ASkcNk>



Domestic work

Level-II

Learning Guide-17

**Unit of Competence: Clean and maintain house in
A domestic setting**

**Module Title: Cleaning and maintain
House in a domestic setting**

LG Code: LSA DWR2 M05 LO4-LG-17

TTLM Code: LSA DWR2 TTLM 0419v1

LO4: Clean bathrooms and toilet Facilities



Instruction Sheet

Learning Guide #17

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:

- Use of personal protective equipment {gloves}
- Steps to clean all surfaces, fixtures and fittings
- Steps to clean and disinfect basin, toilets, bidet, shower and bathing areas
- Procedures on how to report damaged or broken surfaces, fixtures and fittings

This guide will also assist you to attain the learning outcome stated in the cover page.

Specifically, upon completion of this Learning Guide, you will be able to:

- Clean all surfaces, fixtures and fittings and free of excess moisture.
- Clean Basin, toilets, bidet, shower and bathing areas, disinfected and free from debris.
- report damaged or broken surfaces, fixtures and fittings to employer

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 6.
3. Read the information written in the information “Sheet 1, Sheet 2, Sheet 3 and Sheet 4”.
4. Accomplish the “Self-check 1, Self-check 2, Self-check 3 and Self-check 4” in page -96, 100, 103 and 106 respectively.
5. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1, Operation Sheet 2 and Operation Sheet 3” in page -107.
6. Do the “LAP test” in page – 109 (if you are ready)



Information Sheet- 1	Use of personal protective equipment
-----------------------------	---

1.1. Definition of PPE in cleaning bathroom

A basic level of personal protective equipment (PPE) should be used by all front-line custodial workers, no matter what job they are performing or what chemical they are using. Protecting workers from cleaning chemicals and restroom germs will keep them efficient and safe, says Scherzinger

1.2. Wear Personal Protective Equipment

You must wear personal protective equipment when you clean toilet facilities. Wear closed footwear, a uniform or overalls and gloves. Wear eye protection if you are mixing cleaning agents, to prevent getting cleaning agent in your eyes. If you are mixing poisonous or flammable cleaning agents, you may need to wear a respiratory (breathing) mask.

1.3. Gloves

Cleaning staff should also use rubber gloves to protect their skin from burns and irritation. These are available in a range of lengths and thicknesses to offer different levels of protection. Color coded gloves are perfect for washing up and light duty cleaning, whilst long length, heavy duty gloves are great for use with strong chemicals or tricky cleaning tasks such as cleaning ovens.



Self-Check -1	Written Test
---------------	--------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in this page:

Q1 which kind of personal protective equipment is used for bathroom cleaning? (5 point)

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

1. _____



Information Sheet- 2	Steps to clean all surfaces, fixtures and fittings
-----------------------------	---

2.1. Definition of floor

Bathroom flooring serves many masters. It should be moisture-proof, stain-resistant, have a non-skid surface that's safe even when wet, and be durable enough to stand up to constant foot traffic. In addition, your bathroom floor should be good-looking and fit within your budget.

2.2. Types of bathroom floor

- **Ceramics bathroom floor**

Light-colored ceramic tile lays the groundwork for a clean, airy space. Tile can be installed atop radiant heating to keep toes warm

Ceramic tile is a natural product made up of clay, a number of other naturally occurring minerals, and water. Glazed ceramic tile has a ceramic coating applied to the tile body, which gives the tile its color and finish.

ceramics bathroom floor tiles are the designer's choice with endless sizes, shapes and colors to complement any scheme.

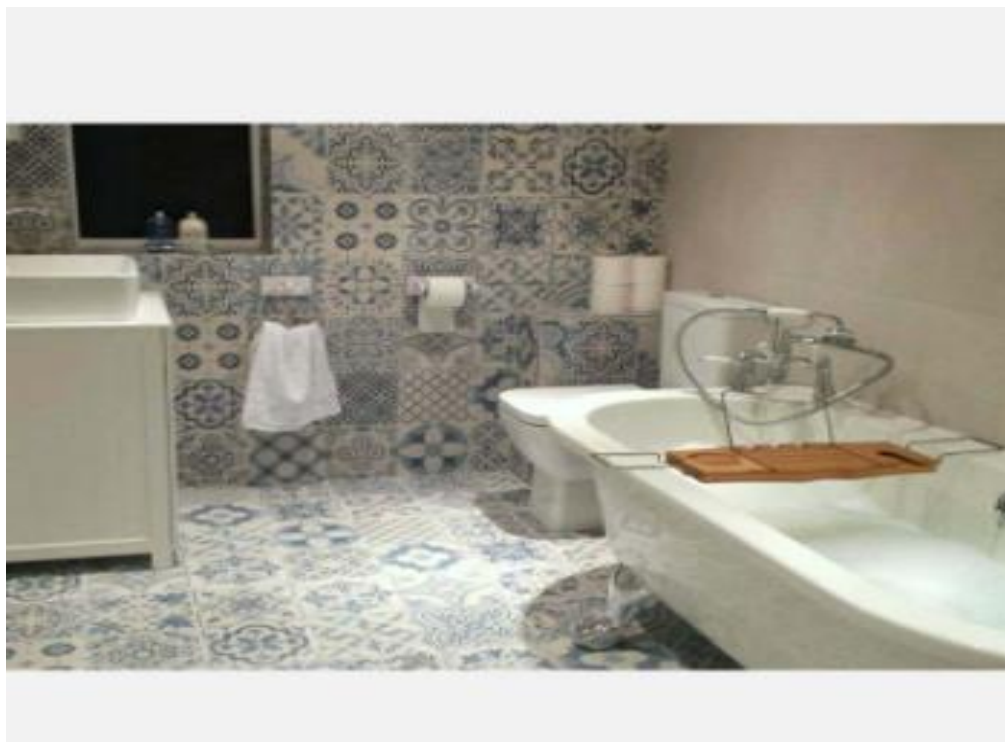


Fig. 2.1. Bathroom ceramics floor



- **Cement bathroom floor**

Concrete floors -in stained, colored, painted, and personalized glory -are popping up in retail stores, trendy restaurants, offices, and homes everywhere. For general cleaning first try water and scrub with a soft, non-metallic brush to remove the surface dirt.



Fig. 2.2. Cement floor



2.1. Fixture

A fixture is personal property permanently attached to the structure.

Bathroom fixtures:

- Bath
- Toilet
- Basin or sink
- Shower
- Taps
- Fitted furniture

2.3. Bathroom fittings:

The pieces of furniture that are in a bathroom

- Toilet seat
- Shower curtains
- Toilet roll holder
- Soap dispenser
- Freestanding or wall mounted bathroom furniture
- Basin or bath waste
- Detachable shelves



Self-Check -2	Written Test
---------------	--------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in this page:

Q1 list fixture items? (3 point)

Q2 how to clean floor surface? (3 point)

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

1. _____

2. _____



Information Sheet- 3	Steps to clean and disinfect basin, toilets, bidet, shower and bathing areas
-----------------------------	---

3.1. Toilet facilities

Toilet facilities include toilets, urinals (in Men's toilets), hand basins, soap dispensers, sinks and showers. Some of these facilities may not be available in all toilet facilities.



Fig 3.1. toilet facilities



Fig 3.2. Parts of toilet



- **A bidet**

A bidet is a plumbing fixture or type of sink intended for washing the genitalia, perineum, inner buttocks, and anus of the human body. It may be located next to the toilet in the toilet room. Fixtures that combine a toilet seat with a bidet, which may be electronic, are available.



Fig 3.3 Toilet and bidet:

- **Toilet seats**

One of the most common replacements in a bathroom, the toilet seat undergoes a fair bit of wear and tear in its time, so it's hardly surprising it is one of the most popular bathroom fittings.

- **A toilet-roll holder,**

Also known as a toilet paper dispenser is an item that holds a roll of toilet paper. Common models include a hinged length of wire mounted horizontally on a wall, a thicker axle either recessed into a wall or mounted on a frame, or a freestanding vertical pole on a base.

- **A soap dispenser**

Is a device that, when manipulated or triggered appropriately, dispenses soap. It can be manually operated by means of a handle, or can be automatic. Soap dispensers are often found in public toilets.

**Self-Check -3****Written Test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in this page:

Q1 write toilet facilities? (3 point)

Q2 how to inspect bathroom? (2 point)

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

1. _____

2. _____



Information Sheet-4

Procedures on how to report damaged or broken surfaces, fixtures and fittings

4.1. Report damaged or broken surfaces, fixtures and fittings

Regardless of how well a room is maintained, general wear and tear will happen, equipment will break down and other problems will occur. When servicing a guest room is to check the room for any defects in equipment, appliances, furniture or fittings. Defects or damage can result from normal wear-and-tear, accidental damage or deliberate and malicious action by guests.

Examples of defects and damage:

- ✓ Broken refrigerator door seals
- ✓ Chipped or broken glasses
- ✓ Flickering fluorescent lights
- ✓ Blown light globes
- ✓ Remote controls with flat, or no, batteries
- ✓ Broken fixtures or fittings
- ✓ Refrigerators that make 'too much' noise
- ✓ Noisy air conditioning.
- ✓ Report and remedy room defects
- ✓ Broken refrigerator door seals
- ✓ Chipped or broken glasses
- ✓ Flickering fluorescent lights
- ✓ Blown light globes
- ✓ Remote controls with flat, or no, batteries
- ✓ Broken fixtures or fittings
- ✓ Refrigerators that make 'too much' noise
- ✓ Noisy air conditioning.



- **Reporting system**
 - ✓ The item must be taken out of service immediately
 - ✓ The item is reported on a maintenance report and submitted to the appropriate person

**Self-Check -4****Written Test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in this page:

Q1 write five examples of defects and damage furniture and fixtures? (3 point)

Q2 write the reporting system of damaged and broken items? (2 point)

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

1. _____

2. _____



Operation Sheet-1	Techniques to clean surfaces in bathroom
--------------------------	---

1.1. Steps for cleaning floor surfaces

Step-1. Wear appropriate PPE

Step-2. Collect necessary cleaning materials, chemicals and supplies

Step-3. Sweep to clean a room surface using a broom

Step-4. Apply to use cleaning agents and supplies

Step-5. Agitate -Stripping a floor with a black pad or equivalent brush

Step-6. Remove – to take the dry and dust away from the place

Step-7. Rinse avoid fume from the floor

Step-8. Dry-avoid moisture



Operation Sheet-2	Steps to clean bathroom
--------------------------	--------------------------------

2.1. Steps to clean bathroom

- Step-1. Wearing glove
- Step-2. Turn on the light
- Step-3. Pickup soiled linen /trash from the floor
- Step-4. Flush the toilet
- Step-5. Remove the garbage
- Step-6. Scouring disinfect
- Step-7. Clean ceiling and walls and dusting furniture's and mirrors
- Step-8. Wipe half part of the curtain
- Step-9. Wash bath tub
- Step-10. Wash half part of the walls
- Step-11. Wash face basin
- Step-12. Wash toilet bowel [inside of the toilet], toilet seat, toilet lid, water Container
- Step-13. Spot clean the walls
- Step-14. Replenish towels and guest amenities
 - Ensure that the towel are neatly folded and properly placed
 - Place toilet paper roll so that paper dispense from top and is folded
- Step-15. Clean the floor {mopping the floor}
 - Wash the floor using a clean mop
 - Be attentive to corners around the toilet and behind the door
 - Wipe the floor dry
 - Maintain safe and hazard free environment
 - Maintain clean and beautiful environment
- Step-16. Inspect bath room to ensure that
 - Ensure no hair are left
 - Ensure the bath mat its proper place
 - Take a second look to be ensure that area is alright
 - Turn off the light and exit



LAP Test	Practical Demonstration
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Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary templates, tools and materials you are required to perform the following tasks within **20 min.**

Task-1. Clean floors

Task-2. Clean bathroom



List of Reference materials

- <https://www.youtube.com/watch?v=YKpuELbeZQM>
- <https://www.youtube.com/watch?v=b6Pu7jKBKvM>
- <https://www.youtube.com/watch?v=VfDoGQ6urE0>
- <https://www.youtube.com/watch?v=nDnq7eHtYuE>



Domestic work

Level-II

Learning Guide-18

**Unit of Competence: Clean and maintain house in
A domestic setting**

**Module Title: Cleaning and maintain
House in a domestic setting**

LG Code: LSA DWR2 M05 LO5-LG-18

TTLM Code: LSA DWR2 TTLM 0419v1

LO5: Pack and store cleaning Agents and equipment



Instruction Sheet

Learning Guide #18

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:

- Proper waste disposal
- Method of cleaning and storage of cleaning equipment to their designated place
- Procedures to replenish cleaning agent and supplies

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, you will be able to:

- Dispose Dirt, waste and spoilage from cleaning task and hygienically and in an environmentally conscious manner.
- Clean Cleaning equipment, dried, checked and stored in their designated place.
- Clean agents and supplies are replenished where necessary.

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 6.
3. Read the information written in the information “Sheet 1, Sheet 2, and Sheet 3
4. Accomplish the “Self-check 1, Self-check 2, and Self-check 3 in page - 117, 122, and 125 respectively.
5. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1, Operation Sheet 2 and Operation Sheet 3” in page - 126.
6. Do the “LAP test” in page – 127 (if you are ready)



Information Sheet- 1	Proper waste disposal
-----------------------------	------------------------------

1.1. waste management

The collection, transportation, and disposal of garbage, sewage, and other waste products. Waste management encompasses management of all processes and resources for proper handling of waste materials, from maintenance of waste transport trucks and dumping facilities to compliance with health codes and environmental regulations.

Waste can be solid, liquid, or gaseous and each type has different methods of disposal and management. Waste management deals with all types of waste, there are 5 types of waste: -

- **Liquid Waste**

Liquid waste can be defined as such Liquids as wastewater, fats, oils or grease (FOG), used oil, liquids, solids, gases, or sludge's and hazardous household liquids. These liquids that are hazardous or potentially harmful to human health or the environment.

Liquid waste is commonly found both in households as well as in industries. This waste includes dirty water, organic liquids, wash water, waste detergents and even rainwater.

You should also know that liquid waste can be classified into point and non-point source waste. All manufactured liquid waste is classified as point source waste. On the other hand, natural liquid waste is classified as non-point source waste.



Fig 1.1 Liquid west



- **Solid Rubbish**

Solid waste means any garbage, refuse, sludge from a wastewater treatment plant, water supply treatment plant, or air pollution control facility and other discarded materials including solid, liquid, semi-solid, or contained gaseous material, resulting from industrial, commercial, mining and agricultural operation.

Solid rubbish can include a variety of items found in your household along with commercial and industrial locations.



Fig 1.2. Solid rubbish waste

- ✓ **Solid rubbish is commonly broken down.**

- **Plastic waste** – This consists of bags, containers, jars, bottles and many other products that can be found in your household. Plastic is not biodegradable, but many types of plastic can be recycled. Plastic should not be mix in with your regular waste,



Fig 1.3 Plastic west



- **Organic Waste**

Organic waste is another common household. All food waste, garden waste, manure and rotten meat are classified as organic waste. Over time, organic waste is turned into manure by microorganisms. However, this does not mean that you can dispose them anywhere. Organic waste in landfills causes the production of methane, so it must never be simply discarded with general waste. Instead, look to get a green bin from the Brisbane council, or hire a green skin bin or garden bag for proper waste disposal



Fig 1.4 Organic west

- **Recyclable Rubbish**

Recycling is processing used materials (waste) into new, useful products. This is done to reduce the use of raw materials that would have been used. Recycling also uses less energy and great way of controlling air, water and land pollution.

Effective recycling starts with household (or the place where the waste was created places them in the right bags for collection.

- **Waste items that are usually recycled include:**

- ✓ **Paper waste:**

Paper waste items include books, newspapers, magazines, cardboard boxes and envelopes.

- ✓ **Plastic waste:**

Items include plastic bags, water bottles, rubber bags and plastic wrappers.

- ✓ **Glass waste:**

All glass products like broken bottles, beer and wine bottles can be recycled.



✓ **Aluminum waste:**

Cans from soda drink, tomato, fruit cans and all other cans can be recycled



Fig 1.5. Recycling waste

- **Hazardous Waste**

Hazardous waste is waste that has substantial or potential threats to public health or the environment. Characteristic hazardous wastes are materials that are known or tested to exhibit one or more of the following hazardous traits: Ignitability. Reactivity. Corrosively.

Hazardous waste includes all types of rubbish that are flammable, toxic, corrosive and reactive.

These items can harm you as well as the environment and must be disposed of correctly. Therefore, I recommend you make use of a waste removal company for proper disposal of all hazardous waste.

When categorizing hazardous waste,

- Ignitability-something flammable.
- Corrosively- or something that can rust or decompose.
- Reactivity- or something explosive.
- Toxicity- or something poisonous.

**Self-Check -1****Written Test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in this page:

Q1 what is waste? (3 point)

Q2 list and define types of waste? (3point)

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

1.

2.



Information Sheet- 2

Method of cleaning and storage of cleaning equipment to their designated place

2.1. Method of cleaning

- **Dusting**:-remove the dust or dirt from the surface by swiping or brushing



Fig 2.1. Dusting

- **Sweeping** –to clean a room, surface using a broom



Fig 2.2. Sweeping



- **Mopping**:-put an end to or dispose of something. Clean or soak up liquid from Surface by wiping.

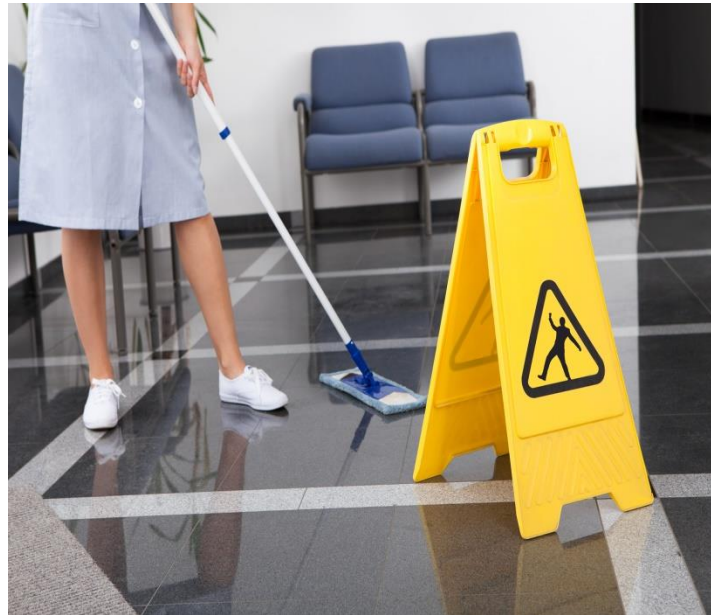


Fig 2.2. Mopping

- **Washing**:- Washing is a method of cleaning, usually with water and often some kind of soap or detergent.



Fig 2.3. Mopping



- **Polishing**

Polishing is the process of creating a smooth and shiny surface by rubbing it or using a chemical action, leaving a surface with a significant specular reflection in some materials, polishing is also able to reduce diffuse reflection to minimal values.



Fig 2.4. Mopping

- **Drying**

Drying is a mass transfer process consisting of the removal of water or another solvent by evaporation from a solid, semi-solid or liquid. This process is often used as a final production step before selling or packaging products.

2.2. Store cleaning equipment

- **Clean, Cool, Dry**

Store your cleaning supplies in an area that is clean and free of debris. Make sure that there aren't any temperature extremes in the area where your cleaning supplies are stored. Another thing to make sure of is that the area is dry.

- **Original Containers**

Keep cleaning supplies in their original containers. If you mix your own cleaners, make sure you use new clean bottles and label them to avoid a mix-up. Some cleaners can cause a lot of problems when they are mixed, so always follow manufacturers' instructions.



- **Safe Storage**

Be sure to keep your cleaning supplies stored in places where your children and/or pets will not be able to get to them. Consider higher storage or locked storage options to protect small children and pets.

- **Cleaning Caddies**

Another option for storing cleaning supplies is to create smaller cleaning kits for the different areas of your home. Cleaning caddies can hold nearly all the supplies needed to clean an entire room and be stored right in the room they are needed. The only things you'll have to haul into the room are floor care items.

**Self-Check -2****Written Test**

Directions: Answer all the questions listed below. Use the Answer sheet provided in this page:

Q1 how to store cleaning equipment? (each -1point)

Q2 write the method of cleaning? (2 point)

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

1 _____

2 _____



Information Sheet- 3

Procedures to replenish cleaning agent and supplies

3.1. Replenishing supplies

Daily, weekly and monthly restock and supply of all replenish able resources in bathrooms and public areas are just as important as cleanliness. Again, the impression you make on you customers and employees depends upon how well cleaned and supplied all facilities continue to be.

- Laundry Detergent & Softener
- Solvent Cleaner & Spot Remover
- Hair & Body Shampoo with Conditioner
- Hand Dish Washing Detergent
- Bathroom Cleaner
- Body Wash
- Non-Acid Bowl Cleaner
- Spray & Wipe Cleaner
- Glass & Window Cleaner
- Carpet Extraction
- Hair & Body Shampoo
- Carpet Shampoo
- Pet Shampoo & Conditioner
- Non-Toxic Lime & Scale Remover
- Carpet Shampoo
- Filling paper towel dispensers
- Empty litter bins
- Providing new bin liners
- Replace toilet rolls (leaving sufficient to cover the day)
- Replace sanitary bags



Fig 2.1 Replenish supplies



Self-Check -3	Written Test
---------------	--------------

Directions: Answer all the questions listed below. Use the Answer sheet provided in this page:

Q1 how to replenish supplies? (5point)

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

1. _____



Operation Sheet-1	Steps to waste dispose
--------------------------	-------------------------------

1.1. Steps to waste dispose

Step-1 collection- gathering the wastes

Step-2 transportation – moving away from home

Step-3. Disposal – put in pit

Step-4. Compose – use for fertilizer

Step-5. Recycle- use again

Operation Sheet-2	Procedure to replenish cleaning supplies
--------------------------	---

2.1. Replenish of Bathroom supplies:

Step-1. Check the facial tissues in the box and replace if empty..

Step-2. Remove the protection tab from the tissue box and then pull one tissue and fold in a triangular shape. This will ensure that the other tissues will come out easily when pulled.



LAP Test	Practical Demonstration
----------	-------------------------

Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary templates, tools and materials you are required to perform the following tasks within **15 min.**

Task-1.Waste dispose

Task-2.Replenish cleaning agents and supplies



List of Reference material

- https://www.youtube.com/watch?v=-C6v_X_FtWI