

R E P O R T R E S U M E S

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A GUIDE TO HOUSEKEEPING.

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*SAFETY EDUCATION, *INSTRUCTIONAL MATERIALS, *HOMEMAKING
EDUCATION, HOME MANAGEMENT, ACCIDENT PREVENTION, HYGIENE,

INSTRUCTIONS FOR CLEANING EVERY PART OF THE HOUSE ARE
GIVEN IN OUTLINE FORM WITH PICTURES TO ILLUSTRATE PROCEDURES.
FOR EACH JOB A LIST OF SUPPLIES NEEDED, STEP-BY-STEP
INSTRUCTIONS, AND SPECIAL TIPS ARE GIVEN. A PLAN FOR KEEPING
A CLEAN HOUSE INCLUDES LISTS OF JOBS TO BE DONE DAILY,
WEEKLY, AND MONTHLY. THE SECTION ON HOME SAFETY INCLUDES
PLACEMENT OF FURNITURE AND UPKEEP OF FLOORS AND RUGS, LISTS
OF SAFE CLOTHING FOR THE HOUSEKEEPER, INSTRUCTIONS FOR THE
PROPER USE OF ELECTRICAL APPLIANCES, AND SAFETY PRECAUTIONS
TO BE TAKEN IN THE BATHROOM, KITCHEN, AND WITH CLEANING
SUPPLIES AND MEDICINES. (THIS DOCUMENT WAS PREPARED BY THE
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10017) (AJ)

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A GUIDE TO HOUSEKEEPING

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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RALEIGH, NORTH CAROLINA

AC 000 596

HOW TO
WASH WINDOW
AND DOOR
SCREENS

YOU WILL NEED

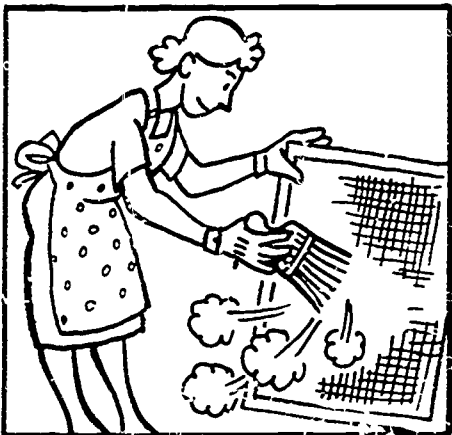
A pail for sudsy water
A pail for rinse water
A garden hose

A sponge
A small scrub brush
Wiping cloths

Soap or detergent



1. GET READY -- write a number in each window or door frame and write the same number on its screen. Put any screws or bolts in a bag and write the same number on it. This makes it easy to put each clean screen back where it belongs.



Take the screens out. Dust the mesh and frame with a vacuum cleaner or brush.

2. HOW TO WASH SCREENS OUTDOORS.

Fill a large pail or washtub with hot soap or detergent suds. Attach a hose to a faucet, and turn the nozzle to give a fine spray of water.

Lean the screen against a wall, railing, porch, or other handy support.



Scrub both sides of the screen mesh with a stiff brush dipped into the hot suds. Wash the frame all around with a sponge dipped into sudsy water. This will wash off dirt and "drip" from the metal screening.

"Tension screens" (the soft ones which have no frames and are springy enough to roll up) can be opened flat and washed the same way. Use a brush and suds.

Rinse all sides of the screen with a good hosing of clean water. Let the screen drip a little, then wipe it with a dry cloth, and stand it up to dry in a breeze.

3. HOW TO WASH SCREENS INDOORS.



The best place is the cellar floor near a drain. If you have such a place, do the washing exactly like outdoors. Wear rubbers or boots over your shoes.

HOW TO
WASH WINDOW
AND DOOR SCREENS

continued

OR use a bathtub, washtub, or kitchen sink to wash screens. First line the tub or sink with old towels or cloths so the screens won't scratch the white finish. Also pile newspapers on the floor to catch splashes or drips.

Scrub each screen with sudsy water. Then rinse it by squeezing clean water out of a sponge. Or pour clean rinse water from a pan. A shampoo-type spray hose is also good for the rinse off.

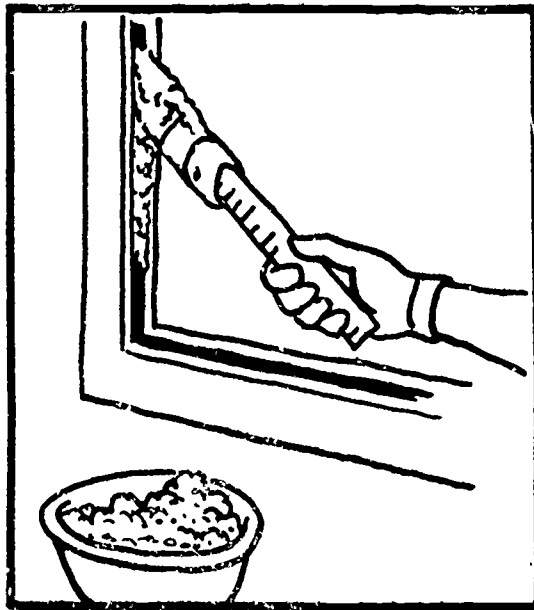
4. SPECIAL TIPS:

Before you put screens back, wash out the window or door grooves where the screens slide.

Wind a strip of cloth around a ruler or screwdriver which will fit into the narrow slots. First dip this into suds, then into clean water. Finish up by wiping with a dry cloth.

Do wash window and door frames and sills before putting in clean screens.

If you want to store the clean screens for the winter, put them in a place that is clean and dry. Cover them with newspapers or clean cloths. Or use a big sheet of plastic, like an old shower curtain or tablecloth.



HOW TO DUST FURNITURE

Clean dust cloths
A vacuum cleaner, if possible
A whisk broom

An old shaving brush
or baby's hair brush
Soap or detergent

YOU WILL NEED

1. GET READY -- Have plenty of clean dust cloths ready. Dirty cloths will only spread dust around and make you work harder.

2. WHAT YOU SHOULD KNOW ABOUT DUSTERS.

Old cloths or rags are fine because they are soft. Old cloths and rags are smooth because the lint has worn off and won't drop on the furniture.

Before you use old cloths or rags, cut off any buttons, buttonholes, hooks, eyes, snaps, and zippers. Cut off any pockets, collars, cuffs, hems, and seams. All of these are rough and will scratch the furniture. Before you use old cloths or rags, wash them by hand or by machine with hot water and plenty of soap or detergent.

If you are going to use new cheesecloth for dusting, wash it before you use it. This gets rid of any scratchy finish on the cheesecloth and leaves it soft.

Old velvet is good for dusting. It is soft and the nap helps to pick up dust.

Take a few minutes to turn over the edges of dusters and baste these folds down. This will keep the edges from getting stringy.

3. WHAT YOU SHOULD KNOW ABOUT BRUSHES.

Keep all brushes clean so you can do a good housekeeping job.

After you use a vacuum cleaner brush, take it off of the vacuum hose. Then hold it over the open hose so the vacuum can suck all the dust from it.

After you use a whisk broom to dust upholstery, wash it with hot sudsy water. Rinse it under the faucet. Shake off extra water, and hang it up to dry.

After you use a shaving brush or baby's hair brush to dust, wash it with hot sudsy water. Rinse it under the faucet and let it dry.



HOW TO
DUST
FURNITURE
continued

4. HERE'S HOW TO DUST FURNITURE.

Use a soft cloth.

Start at the top of each piece. Work down toward the bottom.

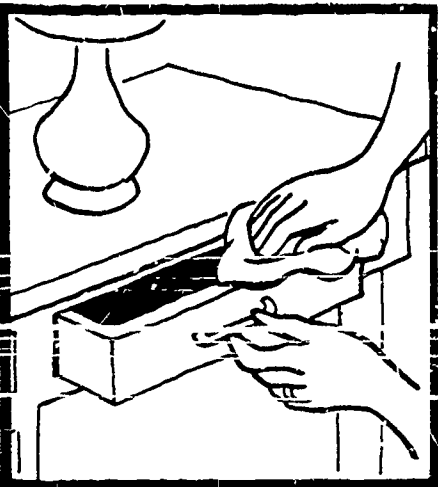
Do dust the under sides of tables, chairs, and chair seats.

Do dust the edges of drawers and the edges of doors on cabinets.

Shake the dust cloth often so the loose dust won't settle down again. Or keep changing to clean cloths.

Learn to work with one cloth in your right hand and one cloth in your left hand. Use them both at the same time. Your work will take only half as long!

Use a soft shaving or baby's hair brush to dust carved designs. Use the same brush to dust cane or mesh or wicker furniture. Or use a vacuum cleaner brush to dust these things.



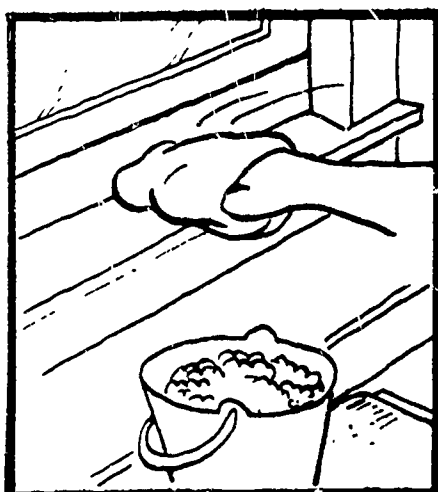
5. HERE'S HOW TO DUST "TRIMMINGS."

Use a vacuum cleaner brush or a whisk broom to dust lamp shades, upholstery, curtains, draperies, window shades, and venetian blinds.

Dust books one at a time. Use a vacuum cleaner brush or a soft cloth to dust books. Dust all the edges as well as the cover.

Wring a cloth out of sudsy water and use it to dust window sills where a lot of dirt settles.

Wring a cloth out of sudsy water and use it to wipe off the TV screen. Then wipe and polish it with a clean dry cloth.



6. SPECIAL TIPS:

Cut an old whisk broom to make a sharp point. Use this to dust out the seams and corners of upholstered furniture.

Add 2 teaspoons of turpentine to a jar of hot sudsy water. Put in a few dustcloths and screw the cover on tight. Let the cloths soak over night. Then wring out the cloths and hang them up to dry. These cloths will pick up every bit of dust and they will leave a nice shine on the furniture. After you use these cloths and wash them, soak them again in more sudsy water with turpentine.

Keep plenty of clean dust cloths in a shopping bag or a plastic bag. Hang this on a hook near the mops, broom, vacuum, and other cleaning tools.

HOW TO KEEP A REFRIGERATOR CLEAN

A pan for sudsy water	Clean cloths for drying
A pan for rinse water	A small stiff brush
A sponge or cloth for washing	Baking soda
Soap or detergent	

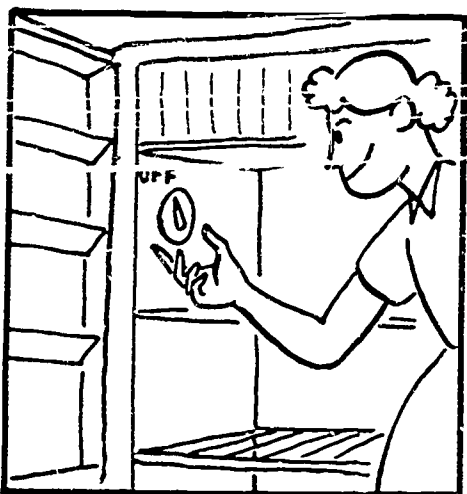
A clean refrigerator helps keep food from getting spoiled. When food does not get spoiled, you save money. Besides, spoiled food can make people sick.

To keep the refrigerator working right, make sure it is set straight on the floor.

Don't place the refrigerator near a stove, near a water heater, near a radiator, or near a sunny window. Heat warms the outside of the refrigerator and makes the motor work harder to keep the inside cold. This uses up more gas or electricity, and it costs more money.

Wash the refrigerator just before you do the weekly food shopping. That will make it clean enough to store the new fresh food you buy.

1. GET READY -- if the refrigerator does not defrost automatically, turn the dial to DEFROST. Take out all food, cans, jars, and bottles. Set these things on a table or counter out of your way.



Take out ice trays and put them under frozen foods while you wash the refrigerator. Cover frozen food with layers of newspaper to keep in the cold. Throw away left-over food.

Take out shelves, racks, drawers, and any other "loose" parts from the refrigerator. Put the smaller pieces into the sink, and set larger pieces out of your way.

Put hot water into one pan. Add soap or detergent and swish up suds with your hand. Put clean hot rinse water in the other pan, and add 3 teaspoons of baking soda. Soda in the rinse water helps get rid of food odors.



2. HOW TO WASH A REFRIGERATOR.

Squeeze a sponge or cloth out of the sudsy water. Use this to wash the inside of the refrigerator. Wash the top, the walls, and the bottom of the box. Be sure to wash into all the corners.

Dip a small brush into the sudsy water. Use this to scrub off any dried on food or spills.

Use a sudsy sponge or cloth to wash the racks, pipes, and any shelves and compartments that are built into the refrigerator.

Squeeze a clean cloth out of the rinse water. Use this to wipe out the inside of the refrigerator. Finish up by wiping the inside of the refrigerator with a clean dry cloth.



HOW TO
KEEP A
REFRIGERATOR
CLEAN
continued



Wash the refrigerator parts at the sink. Use hot sudsy water and boiling hot rinse water on metal and porcelain parts. Use almost-hot sudsy water and rinse water on plastic parts. Use cool sudsy water and rinse water on glass parts. Use a stiff brush dipped in suds to scrub wire racks.

Wipe all the parts with a clean dry cloth or towel. Then put them back in the refrigerator.

Wash the inside of the refrigerator door, and rinse it with a sponge or cloth wrung out of clear water. Then wipe the refrigerator door dry.



Use a sudsy sponge or cloth to wash the rubber strip around the edge of the refrigerator door. Rinse this rubber and wipe it dry. If the strip is clean, it will fit tight when the door is closed. This keeps warm air from getting inside. When the strip is greasy or dirty, the refrigerator can't stay cold.

Empty the ice cube trays and wash them with warm sudsy water. Rinse the trays with clean warm water, then fill them with clean cold water. Put them back in the refrigerator. Then close the door and turn the control dial to COLD.

Wipe all the cans, jars, and bottles with a clean dry towel. Wipe off fresh fruits and vegetables. Put everything back in the refrigerator quickly, and close the door again.

Wash the outside of the box with a sponge or cloth dipped into warm sudsy water. Rinse the box with a damp cloth, and wipe it dry. You can wax the outside of the refrigerator every couple of weeks if you want it to be shiny.



3. SPECIAL TIPS:

When food is spilled in the refrigerator, wipe it up right away so it won't stain the finish. Always use a clean sponge or cloth wrung out of clean sudsy water and clean rinse water.

Use a damp cloth to wipe store dust off of new cans, jars, and bottles before you put them into the refrigerator. Use a clean towel to wipe off fresh vegetables before you put them into the refrigerator. Also pull off wilted outside leaves and stems and throw these away.

When warm air gets inside the refrigerator, the motor must work overtime. Do not open the refrigerator door any more often than you have to. Before you fix a meal, try to take out all the foods you will need at the same time.

HOW TO WASH WALLS

A pail for sudsy water
A pail for rinse water
A wall mop, floor mop, or broom
A sturdy ladder with shelf

A sponge or cloths for washing
A sponge for rinsing
A washrag
Soap or detergent



1. DUST walls. Start at the ceiling and work down toward the floor.

Use a special wall mop. Or tie a soft cloth over a floor mop or broom.

If you see a cobweb, wipe it off with a quick upward stroke of the mop.

Shake the mop often to get rid of loose dust. Or change to a clean cloth cover.

2. TEST the paint or wall covering to make sure it is washable.

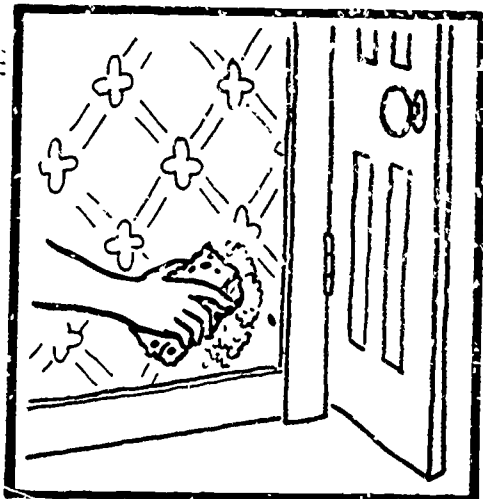
Use a sudsy sponge to wipe a small piece in a corner which doesn't show. If the color and finish look the same -- except cleaner -- go ahead.

3. GET READY TO WASH -- put warm water into both pails.

Set pails, sponges, and cloths on newspaper.

Add soap or detergent to one pail and swish up lots of suds. (Some special floor and wall cleaners make little or no suds, but still do a good cleaning job.)

Wind the washrag (or a clean strip of old cloth) around your wrist and use a rubber band to hold it on. This will catch dripping water while you work.



HOW TO
WASH
WALLS
continued

4. WASH PAINT, ENAMEL, AND WALLPAPER THIS WAY:

Start at the bottom and work up to the ceiling.

Use thick suds on a sponge or cloth to wash as far as you can reach without stretching.

When this part looks clean, rinse it with a clean damp sponge or cloth. Then wipe it dry.

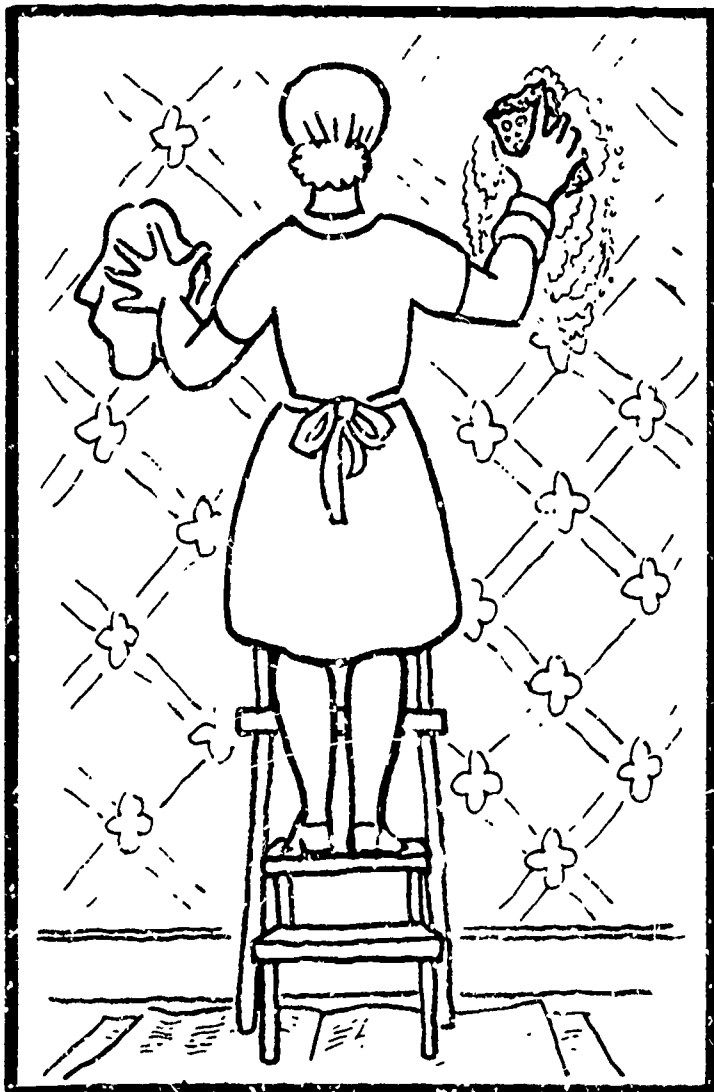
Be sure the suds "stand up" in the wash pail. As soon as the water gets dirty, throw it out. Start again with clean sudsy water.

Change the sudsy and rinse waters as often as necessary. This is very important. Otherwise you will only smear the dirt around.

Use a ladder to reach high places.

Wash quickly. Never let the sponge or cloth get so wet that it drips.

If the wallpaper is very dirty, let it get dry after washing. Then suds, rinse, and dry all over again. This is better than rubbing it to get dirt off.



SPECIAL TIPS:

Wash plastic and plastic-coated cloth this way:

Do the same thing as for paint, but use a soft brush or a piece of turkish towel to scrub with the suds.

Only clean water and clean sponges or cloths can do a clean job.

Do wash walls often. It is much easier to wash off a little dirt than to wait until a lot of dirt needs hard scrubbing.

HOW TO
KEEP
A STOVE
CLEAN

A pan for hot sudsy water A small stiff brush
A pan for rinse water A pipe cleaner or piece of wire
A cloth or sponge for washing Ammonia
Soap or detergent

YOU WILL NEED.

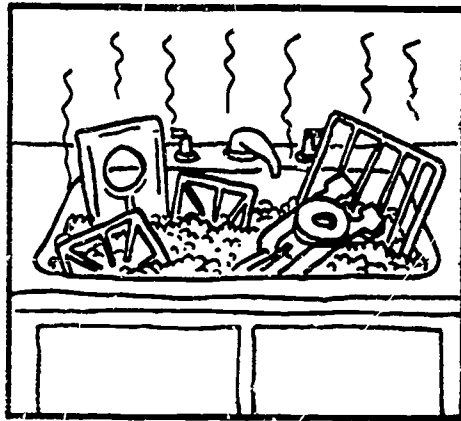
A clean stove looks better and lasts longer. A clean stove cooks better and it saves money because it does not waste gas or electricity. Burners that sputter, and ovens that smoke, are sure signs of wasting fuel.

Use medium heat when you cook on the top burners and when you bake or broil in the oven. The medium heat keeps food from boiling over, splashing, and spattering.

If food is spilled on the stove, use a dry cloth or paper towel to wipe it up right away so it won't leave a stain. When the stove cools off, wash the spot again with a sudsy sponge or cloth.

Every time you finish using the broiler, pour off any grease while it is warm. When cool, soak the pan and racks in hot sudsy water. Then scrub with a stiff brush. Rinse the parts and wipe them dry.

Wipe off the top of the stove and the pull-out. Clean the stove thoroughly at least once every week.



1. GET READY -- put hot water in one pan. Add soap or detergent and swish up suds with your hand. Put clean hot water in the other pan.

Before you clean the stove, spread newspapers on the floor to keep it dry.

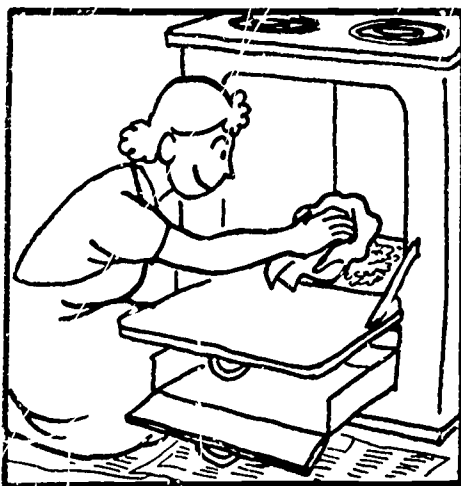
2. HOW TO WASH A STOVE.

Let the stove cool. Then take out all the trays and shelves and racks. Put these to soak in a sink or washtub of hot sudsy water.

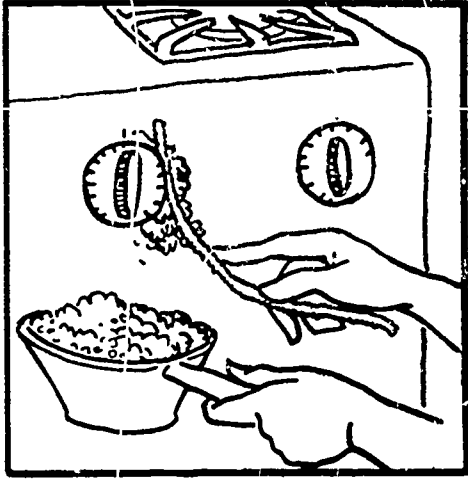
When all the parts are out, wash the stove all over. Dip a sponge or cloth into hot sudsy water. Use this to wash the top and sides of the stove. Also use it to wash inside of the oven and the broiler and any drawers.

If the oven or broiler is very greasy, add 3 tablespoons of ammonia to a bowl of hot sudsy water. Put this in the cool oven, close the door, and leave it overnight. This will loosen the grease. Wipe it off the next morning with a cloth dipped into hot sudsy water.

Use a sudsy sponge or cloth to wash the doors, both inside and outside. If the door can be lifted off, wash it at the sink with hot sudsy water.



HOW TO
KEEP
A STOVE
CLEAN
continued



Use suds on a pipe cleaner or on a percolator brush to get around and in back of the stove's control knobs, switches, and handles.

When the stove is clean, rinse it all over with a cloth wrung out of clean hot water.

Wash, rinse, and dry the parts which were soaking in the sink. Put them back where they belong.

3. SPECIAL TIPS FOR GAS STOVES.

Turn off the pilot light.

Lift the gas burners out and wash them in hot sudsy water in a pail or in the sink.

Use a stiff brush to scrub off any burned-on food.

Rinse all the parts. Shake off extra water and wipe the parts dry. Then put them back where they belong. Make sure that they fit right.

Let the burner holes dry out before you light the pilot or the burners.

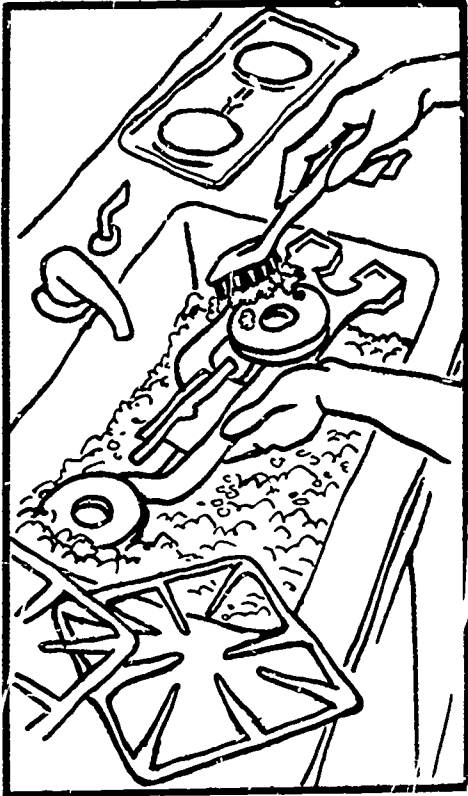
4. SPECIAL TIPS ON ELECTRIC STOVES.

Do not wash the electric units because any spilled food burns right off.

Take out the burner rims and the reflectors or drip cup. Wash these in hot sudsy water. Rinse them with hot water. Then wipe them dry and put them back in place.

If there is a deep well cooker, take out the liner. Wash this in hot sudsy water. Rinse it with hot water and wipe it dry.

If the cover is insulated, wipe it off with a cloth wrung out of sudsy water. If the cover is not insulated, wash it in hot sudsy water at the sink. Rinse it with hot water and wipe it dry.



HOW TO WASH CEILINGS

A pail for sudsy water
A pail for rinse water
A vacuum cleaner, if possible
A wall mop or floor mop
A scrub brush
Sponges or cloths for rinsing
A washrag
Soap or detergent
A sturdy ladder with shelf

YOU WILL NEED



1. DUST the ceiling with a vacuum brush or with a long-handled mop covered with clean cloth.
2. GET READY TO WASH -- put warm water into both pails.

Add soap or detergent to one pail and swish up thick suds. (Some special floor and wall cleaners make little or no suds, but still do a good cleaning job.)

Wind the washrag (or a clean strip of old cloth) around your wrist and use a rubber band to hold it on. This will catch the dripping water as you work. Cover your head with a cap or towel so your hair won't get wet if water drips from the ceiling.

Cover the furniture and floor with a plastic sheet or with newspapers.

3. WASH the ceiling with the scrub brush covered with thick suds. Start in one corner and do as much as you can reach comfortably. Do not reach so far that the ladder begins to tip. It is better to move the ladder more often.

When one part is clean, rinse it with a sponge wrung out of clean water.

Make sure marks don't show where you finish one part and start the next one.

4. SPECIAL TIPS:

Try to get a scrub brush which has a cloth strap across its handle. This strap fits over your hand so you can't drop the brush while working above your head. Or make a strap for your brush by cutting an old narrow belt.

Only clean water and clean sponges or cloths can do a clean job.

Be sure the suds "stand up" in the pail. As soon as the water gets dirty, throw it out. Start again with clean sudsy water.

Change the suds and rinse water as often as necessary. This is very important. Otherwise, you will only smear the dirt around.



HOW TO LAUNDRY CURTAINS

A washtub, bathtub, or washing machine
A net laundry bag or a pillowcase
Soap or detergent

YOU WILL NEED

Always launder curtains before they get really dirty.

To find out if sheer curtains need washing, gather folds of the cloth in one hand. If they are soiled, the dirt will show up.

Try to wash all the curtains from one room on the same day. Do not wash white and colored curtains together.

Do not use chlorine bleach on cotton curtains which are finished with permanent stiffness. Do not use chlorine bleach on other curtains unless you know that the label said this is O.K. Some bleach packages are marked "safe for any fabric."

1. HOW TO WASH COTTON CURTAINS BY HAND.

Get ready -- fill the tub with hot water. Add plenty of soap or detergent, and swish up thick suds with your hands.

Put in 2 or 3 pairs of curtains, if the tub is big enough. Let them soak for about 15 minutes. Make sure there is enough sudsy water to cover the curtains all the time.

Squeeze the curtains through the sudsy water. Then pick up some thick suds on your fingers and use this to rub extra-dirty hems or edges.

Lift the curtains out, empty the dirty suds, and let clean water run through the curtains.

Make up clean hot sudsy water, and wash the curtains a second time. Then rinse them 2 or 3 times in clean water, dipping them up and down until all the suds are gone. Squeeze out extra water and hold curtains over the tub until most dripping stops.

Hang the clean curtains over a clothesline or over a shower rod. Use your fingers to straighten hems, edges, and any ruffles.

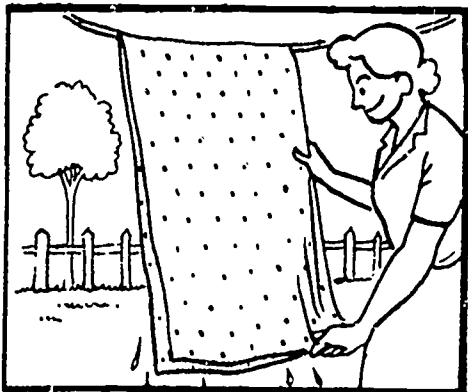
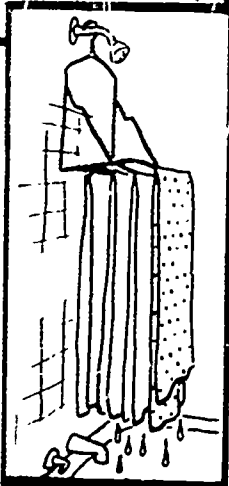
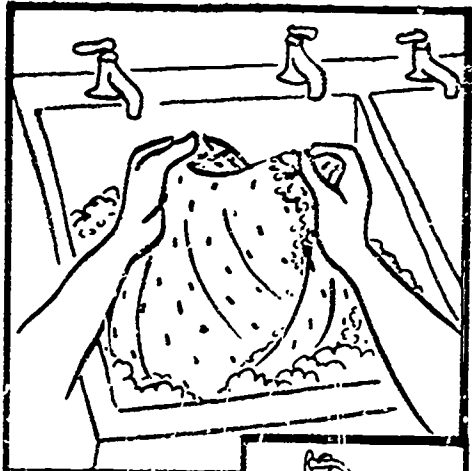
2. HOW TO WASH NYLON, ORLON, DACRON, AND FIBERGLASS CURTAINS BY HAND.

Fold the curtains lightly down the middle. Then fold them across, and lay them on the bottom of the tub filled with warm sudsy water.

Rub the suds over the curtains with the palm of your hand. This is better than squeezing which causes wrinkles that are very hard to get out of these materials.

Lift the folded curtains out of the tub, empty the dirty suds, and let clean water run through the curtains. Then get clean sudsy water ready, and wash the curtains the same way a second time.

Rinse 2 or 3 times with clean water.



HOW TO LAUNDRY CURTAINS

continued

A different way to wash these curtains without causing wrinkles is to dip them up and down in the sudsy water and the rinse water. Do not twist, wring or rub them.

Fold the clean curtains lightly down the middle and hang them smoothly over a clothesline or a shower rod to drip dry. Use your fingers to straighten the hems and the corners. If there are any ruffles, stretch and smooth them with your fingers.

Hang the curtains back at the windows while they are still damp. That will let them "fall" into shape while they finish drying.

3. HOW TO WASH CURTAINS BY MACHINE.

Put thin or delicate curtains into a net laundry bag or a pillowcase before they go into the washer. This will keep the curtains from getting tangled. Add some bath towels to balance the load.

Use hot suds and rinses to wash cottons. Use warm suds and cool rinses to wash nylon, Orlon, Dacron, and fiberglass curtains.

If you have labels which came with the curtains, or the booklet that came with the washer, read these carefully. They will tell you how to do the washing.

If you don't have these washing directions handy, let the machine wash for only a few minutes and rinse for only a few minutes. End up the rinsing with cool or cold water.

Try to take the curtains out of the washer dripping wet, and hang them up to drip dry.

Or, let them drip off and put them into a gas or electric dryer. Use low heat in the dryer so wrinkles won't get "baked in." Take the curtains out of the dryer while they are just slightly damp.

4. SPECIAL TIPS:

If you starch curtains, use the same starch mixture for all the curtains in one room. This will give all of them the same crisp feel.

Iron just the ruffled edges. This will give the whole curtain a nice finish.

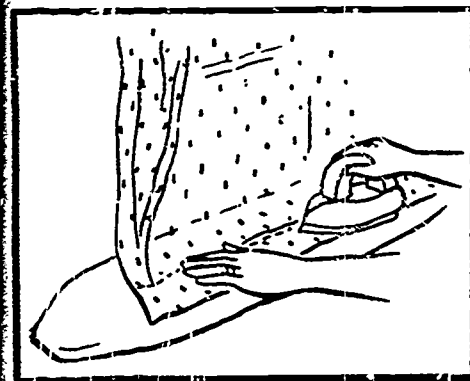
Before ironing a curtain, turn the ironing board around so the point is at your right hand. This leaves more work space on the wide end of the board.

If you re-hang the clean curtains without ironing, pull the ironing board up close to the window and iron the hems right there.

Before you put curtains back on the rods, cover the tips of the rods with a piece of clean cloth or Scotch tape. This keeps any sharp or rough edges from tearing the curtains.

To hang tie-back curtains evenly, pull all window shades in the room down to the same level -- where you want the ties to be. Then match the ties to the bottom edge of each shade.

NEVER PUT CLEAN CURTAINS BACK OVER DIRTY WINDOWS!



HOW TO WASH VENETIAN BLINDS

A pail for sudsy water
A pail for rinse water
A vacuum cleaner, if possible
A small scrub brush
A sponge or cloth for washing
Soft cloths for rinsing
Soap or detergent

Extras are: cotton work gloves, a faucet hose and spray, old bath towels, and a garden hose.

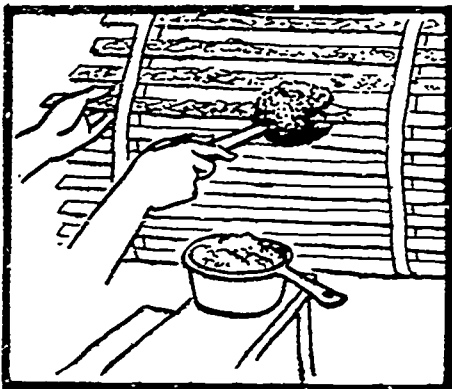
YOU WILL NEED

1. DUST. Start by closing the blind and letting it hang all the way down.

Dust both sides with the vacuum dusting brush or a special Venetian blind brush. Or use a soft cloth.

2. GET READY -- put all your washing supplies together, near where you will work.

Put on the gloves so your hands won't get scratched.

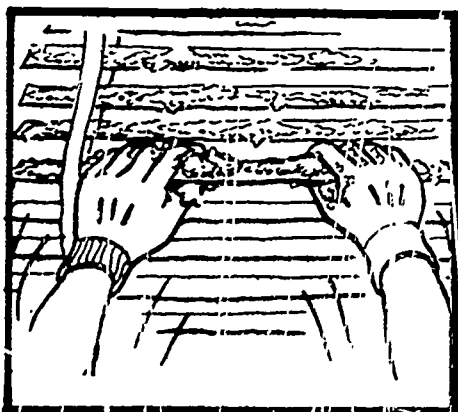


3. HOW TO WASH A BLIND AT THE WINDOW.

Open the blind and let it hang all the way down.

Swish up a pail of soap or detergent suds. (Some special floor and wall cleaners make little or no suds, but still do a good cleaning job.)

Start at the top and wash one slat at a time with thick soap or detergent suds.



Do this by folding a cloth or sponge around the slat and slide it from left to right to wash both sides at the same time. Or cut halfway through a thick flat sponge and use it the same way.

Another quick way is to wear a pair of cotton work gloves. Then dip both hands into the suds, and use the gloves like sponges to wash the slats.

Rinse the slats the same way and wipe them dry.

Scrub the tapes on both sides with a brush covered with thick suds. Rinse them with a clean damp sponge or cloth.

Wipe each pull cord with a folded sponge or cloth -- first with suds and then with clean water.



Let the blind hang open and dropped all the way down until it is dry and the tapes are stretched smooth. Put old cloths under it to catch any dripping water.

HOW TO
WASH
VENETIAN
BLINDS
continued

4. HOW TO WASH A BLIND IN THE BATHTUB.

Take the blind off of the window and pull the cord so that the slats are open.

Fill the tub halfway with warm water.

Add soap or detergent and swish up suds.

Put the blind in the tub and spread it out.

Wash both sides with a sponge or cloth.

Scrub the tapes and cords with a sudsy brush.

Let the sudsy water drain out of the tub.

If the blind was very dirty, start again with clean suds and wash it a second time. Then empty the tub again.

Half-fill the tub with clean water to rinse away the dirt and suds. Do this again.

Or, if there is a shower over the tub, turn it on and rinse the blind under the running water.

Another way is to attach the hose of a shampoo spray to the bathtub faucet, and use this to rinse the blind.

Let the blind stay in the tub until it stops dripping. Then wipe it with a cloth or towel.

Put it back on the window and let it hang open and dropped all the way down until it is dry and the tapes are stretched smooth. Put old cloths under it to catch any dripping water.

To dry it outdoors, let it finish dripping, roll it up. Put it in a dishpan or baby bathtub. This lets you carry it outside without getting the floors wet. Hang it over a clothesline or over a fence or over a porch railing until it is dry. Then put it back on the window.

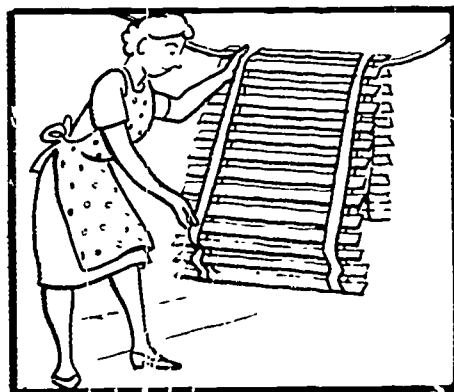
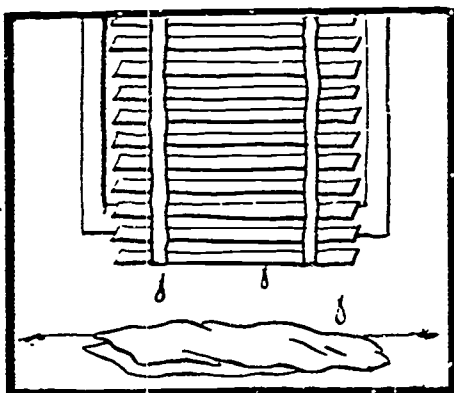
5. HOW TO WASH A BLIND OUTDOORS.

Hang the blind over a clothesline. If there are hooks on the side of the house or garage or fence, you can hang the blind from these hooks.

Then wash it exactly the same way as you would do it if the blind was on the window.

Next, rinse on both sides with a spray of water from a garden hose.

When the dripping stops, put it back on the window and let it hang open and dropped all the way down until dry.



HOW TO CLEAN THE BATHROOM

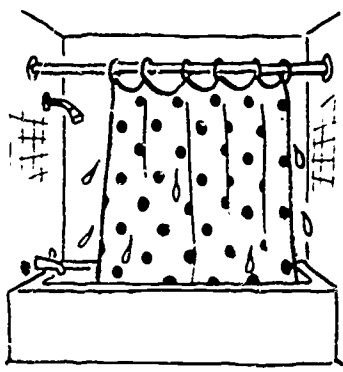
The bathroom must be kept clean and sanitary.

A clean bathroom helps to keep sickness from spreading from one member of the family to another.

A clean bathroom does not give off an unpleasant smell.

A clean bathroom does not attract roaches and other vermin.

A bathroom cannot be kept clean unless it starts out clean. Here is a list of jobs to do when you clean the bathroom thoroughly. Begin at the top of the list. Go on to the next job. Then do all the other jobs in order until the whole list is finished:



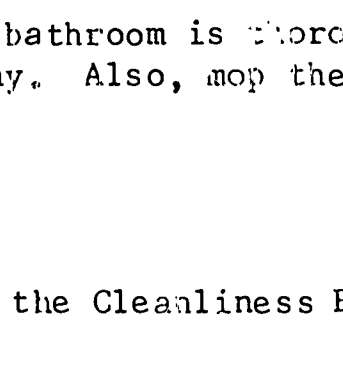
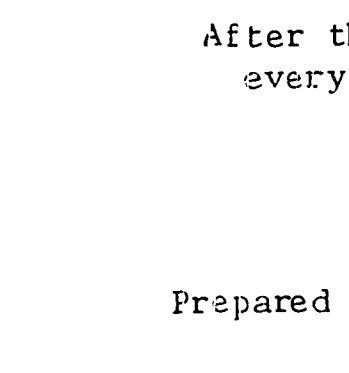
1. Wash the walls and woodwork.
2. Take the shower curtain down. If you wash the shower curtain in the bathtub, do that next.



3. Scrub the bathtub and any stall shower.
4. Wash the medicine cabinet and mirror.
5. Scrub the sink.
6. Wash the toilet.



7. Wash the clothes hamper, waste basket, stool or chair, and other furnishings.
8. Wipe off towel rods and bars.
9. Wash the floor.



After the bathroom is thoroughly clean, wash the bathtub, sink, and toilet every day. Also, mop the floor every day or every other day.

Prepared by the Cleanliness Bureau, 40 East 41st Street, New York, N. Y. 10017

HOW TO
CLEAN THE
BATHROOM
continued

HOW TO WASH WALLS AND WOODWORK

A pail for sudsy water	A sponge or cloth for rinsing
A pail for rinse water	A cloth for drying
A scrub brush	A washrag
An old toothbrush	Household cleanser
A sturdy ladder with shelf	Water conditioner
	Soap or detergent

YOU WILL NEED

Bathroom walls and woodwork are sure to be washable.

GET READY TO WASH -- put hot water in both pails.

Add soap or detergent to one pail and swish up a lot of suds. (Some special floor and wall cleaners make little or no suds, but still do a good cleaning job.)

Wind a washrag (or a clean strip of old cloth) around your wrist and use a rubber band to keep it on. This will catch dripping water while you work.



WASH THE WALLS THIS WAY:

Start at the bottom and work up to the ceiling.

Use thick suds on a scrub brush or sponge to wash as far as you can reach without stretching. If heavy scum has settled on the wall, sprinkle some household cleaner or water conditioner on a brush and use it to scrub the wall.

If the wall is made of tile, dip a toothbrush into the suds. Then use this to scrub the lines of cement between the tiles. After rinsing, polish tile by rubbing it with a dry cloth.

When this first part of the wall looks clean, rinse it with a clean damp sponge or cloth. Then wipe it dry. Wash the next section the same way. Keep on going until the whole job is done. Don't forget the walls over the bathtub and inside of a stall shower.

SPECIAL TIPS:

Only clean water and clean sponges or cloths can do a clean job.

Be sure the suds "stand up" in the wash pail. As soon as the water gets dirty, throw it out. Start again with clean sudsy water.

Change the sudsy and rinse waters as often as necessary. This is very important. Otherwise you will only smear the dirt around.

Wash quickly. Never let the sponge or cloth get so wet that it drips.

Use a ladder to reach the high places.

HOW TO
CLEAN THE
BATHROOM
continued

HOW TO WASH A SHOWER CURTAIN

A stiff brush
Clean cloths for drying

Water conditioner
Soap or detergent

YOU WILL NEED:



TO WASH BY HAND -- run enough warm water in the bathtub to cover the curtain. Put in soap or detergent and swish up lots of suds.

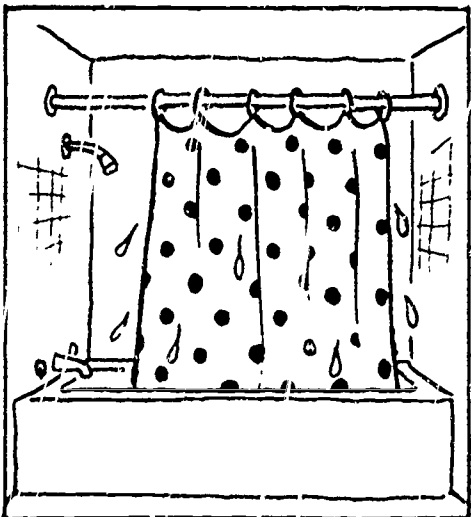
Wet the curtain. Then spread it against the side of the tub and scrub it with a brush and suds. Turn the curtain over and scrub the other side with the brush and suds. Wash the curtain hooks in the sudsy water.

Let the dirty water run out of the tub. Fill the tub with enough warm water to rinse the curtain. Rinse it a second time with clean water. Also rinse the hooks.

TO WASH BY MACHINE --

Use warm sudsy water and let the machine run for 3 minutes.

If you use an automatic washer, let it spin only about 10 seconds -- just long enough to drain out the sudsy water. If you use a wringer washer, lift the curtain out of the sudsy water. Do not use a wringer.



Let the machine run only 2 or 3 minutes for rinsing in warm water. Let an automatic washer spin only long enough to drain out the rinse water.

Wash the curtain hooks in warm sudsy water and warm rinse water.

TO DRY THE CURTAIN -- put it back in place on the shower rod to drip dry. Make sure the bottom edge of the curtain is inside the tub. Spread the curtain out while it finishes drying.

Or hang the curtain over a clothesline, spreading it out to dry.

SPECIAL TIPS:

If there is heavy scum on the curtain, add 1/2 cup of water conditioner to sudsy water in the bathtub or in the washing machine.

Wash plastic window curtains the same way that you wash plastic shower curtains.

HOW TO CLEAN THE BATHROOM

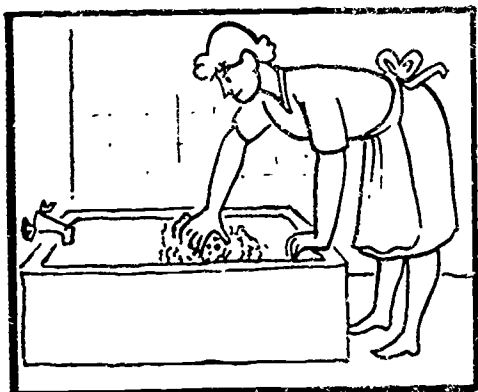
continued

HOW TO CLEAN THE BATHTUB, STALL SHOWER, AND SINK

A sponge or cloth for washing
A cloth for drying
A spatula or ruler

Water conditioner or kerosene
Rust remover
Household cleanser
Soap or detergent

YOU WILL NEED:



GET READY TO WASH -- run about 2 inches of hot water in the bottom of the bathtub, stall shower, or sink. Add soap or detergent and swish up suds.

Use a sudsy sponge or cloth to scrub the sides, edges, and bottom of the bathtub, stall shower or sink. Wash the soap dishes, faucets, handles, drain outlets, and shower rod.

Use hot sudsy water to wash the stand under the sink and to wash off all plumbing pipes.



To scrub off scum or oily dirt, sprinkle some household cleanser on the sudsy sponge or cloth.

If there is scum on chrome-plated faucets, put a little water conditioner or kerosene on the sudsy sponge or cloth.

Rinse everything with hot water and wipe all surfaces dry.

SPECIAL TIPS:

Wrap a rag around a spatula or ruler, dip this in suds, and use it to scrape dirt out of the corners where the tub and sink join the wall or floor.

To remove rust stains from tub or sink, put rust remover on a wet sponge or cloth. Rub hard until the stain is gone. Then wash the spot with hot sudsy water.



HOW TO
CLEAN THE
BATHROOM

continued

HOW TO CLEAN THE MEDICINE CABINET AND MIRROR

A sponge or cloth for washing
A sponge or cloth for rinsing

A cloth for drying
Soap or detergent

YOU WILL NEED

TO GET READY -- run hot water into the bathroom sink. Add soap or detergent and swish up suds.

Take everything out of the cabinet.

TO WASH INSIDE -- use a sudsy sponge or cloth to wash the walls inside the cabinet. If you can take the shelves out, wash them in the sink. If the shelves do not come out, wash them on both sides and along the edges.

Use a clean sponge or cloth with hot water to rinse inside the cabinet. Then wipe the walls and shelves dry.

TO CLEAN THE CONTENTS -- look over the things you took out of the cabinet. Throw away empty containers. Also throw away old medicines and anything which probably won't be used again.

Wipe off all the containers with a damp cloth and with a dry cloth. Put them back in place.

TO WASH THE OUTSIDE -- wipe the outside of the cabinet and the mirror with a sudsy sponge or cloth. Rinse and wipe dry. Polish the mirror by rubbing with a dry cloth.



HOW TO
CLEAN THE
BATHROOM

continued

HOW TO CLEAN THE TOILET

A pail

A toilet bowl brush

Soap or detergent

A sponge or cloth

Toilet bowl cleaner

YOU WILL NEED

GET READY TO WASH -- put hot water in a pail. Add soap or detergent and swish up suds.



TO WASH THE TOILET BOWL -- lift up the seat and put soap or detergent into the bowl. Use the brush to swab the inside clean. Be sure to scrub hard under the rim at the top of the bowl.

Let the suds stay in the bowl while you wash the outside.

Dip a sponge or cloth into the pail of hot sudsy water. Use this to wash the tops and sides of the toilet tank.

Use the sponge or cloth and the hot sudsy water to wash off the toilet seat cover and both sides of the seat. Wash the rim, the outside of the bowl, and the stand the same way.

Use clean hot water to rinse off all parts of the toilet.

Flush the suds from the bowl. If there is still some discoloration or lime deposit, shake in 1/3 cup of toilet bowl cleaner. Let this stand for about 10 minutes. Then swab out the bowl with the brush, and flush the toilet.

SPECIAL TIPS:

Always use hot soap or detergent suds to wash the sponge, cloth, and brush you use on the toilet. Rinse and let them dry before you put them away.

Never use the toilet sponge, cloth, and brush on anything else.

HOW TO CLEAN THE BATHROOM

continued

HOW TO WASH THE CLOTHES HAMPER AND OTHER FURNISHINGS

A pail for sudsy water A sponge or cloth for rinsing
A pail for rinse water Cloths for drying
A sponge or cloth for washing A soft brush
 Soap or detergent

YOU WILL NEED

TO GET READY -- put warm water in both pails. Add soap or detergent to one pail and swish up lots of suds.



THE CLOTHES HAMPER -- wash it, inside and outside, with a sponge or cloth wrung out of sudsy water. If the hamper is made of wicker, scrub it with a soft brush.

Rinse the hamper with a sponge or cloth wrung out of clean water. Then wipe it dry.

Leave the hamper open until it dries out. Once in a while, place it outdoors, with the cover open, so it can air in the sunshine.

THE WASTE BASKET -- empty it. Then wash it, inside and outside, with a sponge or cloth wrung out of sudsy water.

Rinse the waste basket with a sponge or cloth wrung out of clean water. Wipe it dry. Line it with a paper bag to keep it clean inside.

THE STOOL OR CHAIR -- wash the entire frame; including the underside and the legs, with a sponge or cloth wrung out of sudsy water. Rinse the piece with a sponge or cloth wrung out of clean water. Wipe the stool or chair with a dry cloth.

CABINETS, COUNTERS, AND SHELVES -- empty drawers and dust them inside. Then wash them out with a sudsy sponge or cloth. Rinse them with a clean damp cloth and wipe them dry.

Let the drawers air out. Then line them with clean paper or plastic and put their contents back.

Wash, rinse, and dry counter tops and open shelves.

HOW TO CLEAN THE BATHROOM

continued

HOW TO CLEAN THE BATHROOM FLOOR

A pail for sudsy water	Household cleanser
A pail for rinse water	Soap or detergent
A sponge mop or string mop	Self-polishing wax
A scrub brush	Wax applicator or cloth
A vacuum cleaner or a broom and dust pan	

YOU WILL NEED

GET READY TO WASH -- move out the rug or mat, the clothes hamper, the waste basket, and other movable furnishings.

Vacuum or sweep the floor.

Put hot water in both pails. Add soap or detergent to one pail and swish up suds. (Some special floor and wall cleaners make little or no suds, but still do a good cleaning job.)



TO WASH UNGLAZED CERAMIC TILE -- start near the wall furthest from the door. Mop the floor with sudsy water, but do not let the water run all over.

Use household cleanser on a scrub brush to get rid of special stains and black marks.

Rinse the mop in clean water and squeeze it out. Start again at the wall furthest from the door, and mop the floor again to wipe up the dirty suds and extra water.

Let the floor get dry before walking on it or putting back the hamper and other furnishings.

TO WASH ASPHALT, LINOLEUM, RUBBER, VINYL, AND VINYL ASBESTOS TILE -- these floors are washed the same way as told above.

TO WAX THE FLOOR -- wait until it is dry. Start at the wall furthest from the door and pour on small pools of wax about 1 foot apart.

Spread a thin coat of wax by pulling the applicator through the pools until the whole floor has been covered. Pull the applicator in one direction only. Do not scrub back and forth.

Let the wax dry for 30 minutes before walking on it or putting back the hamper and other furnishings.

SPECIAL TIPS:

Before mopping the whole floor, it is a good idea to scrub out the corners and cracks where the bathtub, sink, and toilet meet the floor. Do this with a pointed scrub brush dipped into sudsy water.

HOW TO
WASH
DRAPERIES AND
SLIPCOVERS

YOU WILL NEED

A washtub, bathtub, or washing machine
A plumber's plunger
A whisk broom or vacuum cleaner
Soap or detergent



1. GET READY -- First, make sure the draperies or slipcovers are washable. To test, rub a little warm sudsy water into a corner of the cloth which won't show. Then wipe this with a damp cloth. If the color doesn't run, the whole piece may be washed.

Take out any drapery pins. Close all zippers and snaps. Rub thick suds over very dirty spots.

Shake each piece to get rid of lint and dust. Then use a whisk broom or vacuum cleaner to get dust out of all creases, pleats, and seams.



2. HOW TO WASH DRAPERIES AND SLIPCOVERS BY HAND.

Put enough warm water in the washtub or bathtub to cover the cloth. Add soap or detergent and swish up thick suds. Have a plumber's plunger handy beside the tub.

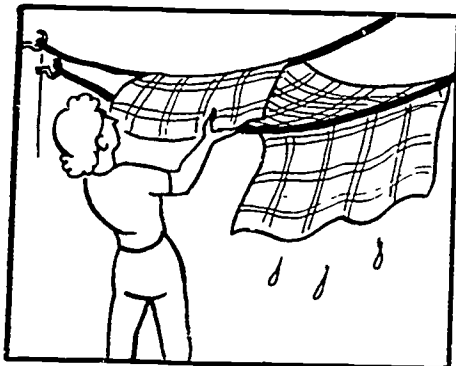
Spread the fabric out flat. Put it in the sudsy water and let it soak for about 15 minutes. Then change to clean sudsy water.

Pump the plumber's plunger up and down to force the sudsy water through the fabric. This loosens the dirt without lifting and rubbing the fabric.

Empty the tub. Put in clean water and more soap or detergent. Wash a second time, the same way.

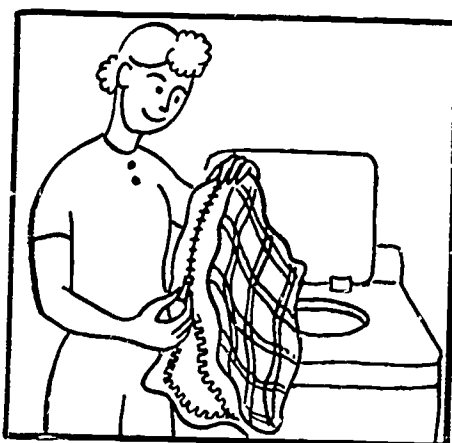
Then rinse with lots of clean water, using the plunger again to pump out all the suds.

Squeeze out dripping water. Pull the edges of the draperies or slipcovers straight. Hang each piece over two clotheslines set about three feet apart. This will keep large pieces from getting a crease down the middle.



3. HOW TO WASH DRAPERIES AND SLIPCOVERS BY MACHINE.

Load an average size machine with one large pair of draperies. Or put in one large slipcover and two small ones at a time. If the pieces are very dirty, repeat the machine-washing a second time with clean suds.



HOW TO
WASH
DRAPERIES AND
SLIPCOVERS
continued

Give nylons, Orlons, and Dacrons a cool or cold rinse at the end. Don't let them spin. Instead, take them out of the washer when they are quite wet. Either hang them over clotheslines or put them in a dryer.

4. HOW TO "FINISH" DRAPERIES AND SLIPCOVERS.

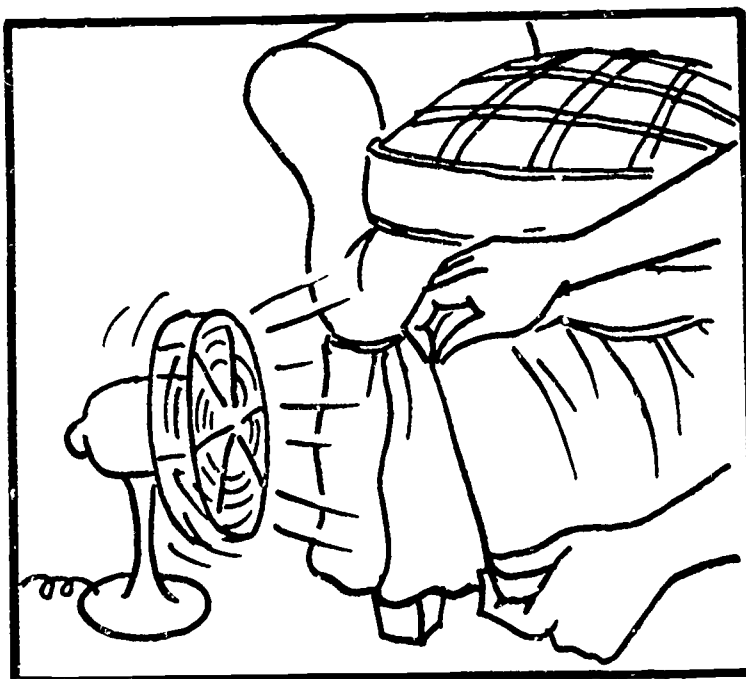
Many pieces can be put back in place while they are just a little damp.

Pinch drapery pleats into shape, and pull all the edges and hems to make them straight and even.

Smooth slipcovers over the furniture and pull all the seams and cording. Pinch pleats into sharp creases and smooth any ruffles.

Put an electric fan near the furniture or near the window to finish drying draperies and slipcovers in a hurry.

If you want to do any touch-up ironing, use a warm iron -- on the wrong side of the cloth.

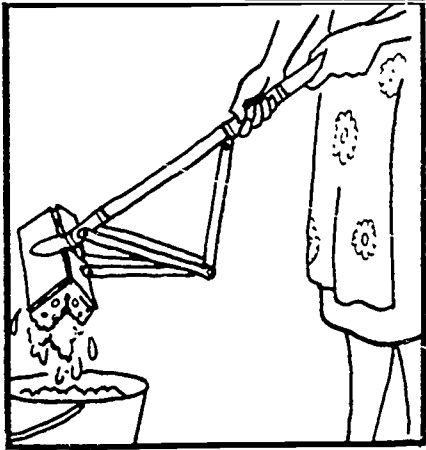


HOW TO KEEP FLOORS CLEAN

A pail for sudsy water
A pail for rinse water
A vacuum cleaner or carpet sweeper
A dry mop or a broom
A scrub brush

A wet mop or cloths
Clean cloths for drying
Floor wax
Floor polisher
Soap or detergent

YOU WILL NEED



GET READY --

Use a vacuum cleaner or a dry mop or a broom to sweep up loose dirt and crumbs.

Put warm water into both pails. Add soap or detergent to one pail and swish up thick suds. (Some special floor and wall cleaners make little or no suds, but still do a good cleaning job.)

Follow these rules to wash different kinds of floors:

1. WOOD.

Dip a big cloth or a mop into the pail of sudsy water. Then wring it out so it drips only a little bit. Do not let wood floors get very wet or stay wet.

Use the cloth or mop to wash one part of the floor.

Rinse the washed piece of floor with clean water. Then use a clean cloth to wipe it dry right away.

Keep on washing this same way until the whole floor is clean.

Let floor get very dry before you give it 1 or 2 coats of wax.



2. LINOLEUM.

Dip a big cloth or a mop into the sudsy water. Then wring it out so it drips only a little bit. Do not let linoleum floors get very wet or stay wet.

Use the sudsy cloth or mop to wash one part of the floor. A scrub brush helps to wash off heavy dirt and get into corners.

Rinse the washed piece of floor with clean water. Then use a clean cloth to wipe it dry right away.

Keep on washing this same way until the whole floor is clean.

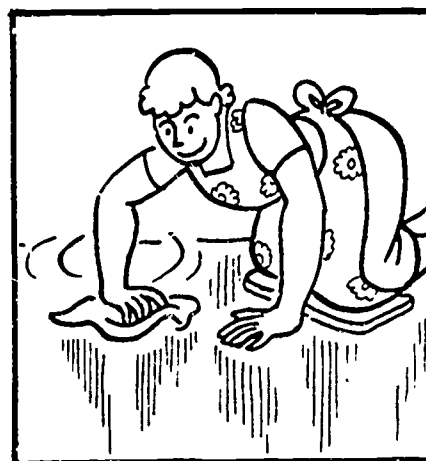
Let linoleum get very dry before you give it 1 or 2 coats of wax.



3. TILES MADE OF VINYL PLASTIC, ASPHALT, OR RUBBER.

Dip a big cloth or a mop into the sudsy water. Then wring it out so it drips only a little bit.

Do not let tile floors get very wet or stay wet. If you use a lot of water, it may loosen tiles.



HOW TO
KEEP FLOORS
CLEAN
continued

Use the sudsy cloth or mop to wash one part of the floor. A scrub brush helps to wash off heavy dirt and get into corners.

Rinse the washed piece of floor with clean water. Then use a clean cloth to wipe it dry right away.

Keep on washing this same way until the whole floor is clean.

On vinyl plastic tile you do not absolutely need to use wax. But a thin coat of self-polishing wax will keep the surface nice.

On asphalt or rubber tile, use only self-polishing wax.

4. CERAMIC OR UNGLAZED TILE.

Dip a big cloth or mop into the sudsy water. Then wring it out so it drips only a little bit.

Use the sudsy cloth or mop to wash one part of the floor. A scrub brush helps to wash off heavy dirt and get into corners.

If the cement between the tiles is extra dark or dirty, scrub these lines with an old toothbrush dipped into the sudsy water.

Rinse the washed piece of floor with clean water. Then use a clean cloth to wipe it dry right away.

On the glazed (shiny) tile, you can use self-polishing wax. This keeps the floor from getting scratched.

5. CEMENT OR CONCRETE.

First, wet the floor all over with clean water. If the floor in the cellar or garage has a drain, use a hose to wet it down.

Next, dip a stiff broom into the sudsy water. Use it to scrub the floor all over.

Then rinse the floor with the hose or with a mop dipped into clean water.

If the floor has been finished with a sealing product, you can give it a coat of self-polishing wax. The wax will make it easier to sweep the floor between washings.

SPECIAL TIPS:

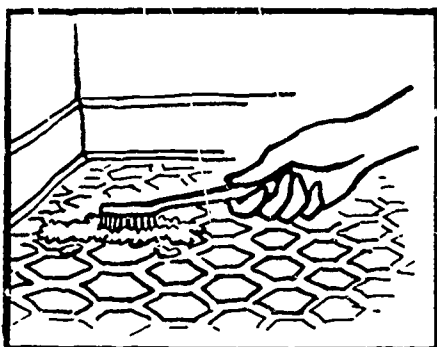
Only clean water and clean cloths or mops can do a clean job.

As soon as any water gets dirty, throw it out.

Start again with clean water and more soap, detergent, or special cleaning product. This is very important.

Do not use an oiled mop to dust a waxed floor.

Wash a waxed floor as soon as it gets dirty. Then you won't have to use a special remover to take off old wax mixed with hard dirt.

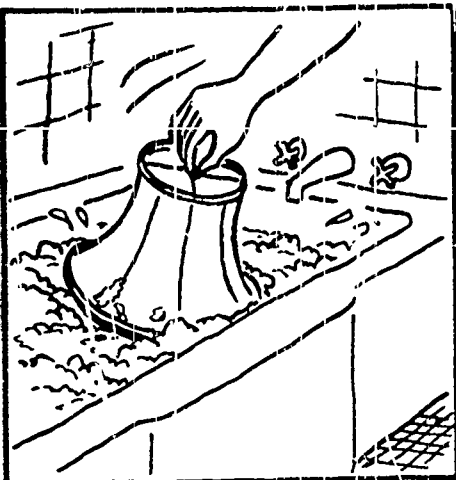


HOW TO WASH LAMP SHADES

A sponge for washing
A sponge for rinsing
A soft brush

A bath towel for drying
A deep tub
Soap or detergent
A clean dusting cloth or a vacuum cleaner

YOU WILL NEED



1. GET READY -- Use a clean soft cloth or a vacuum brush to dust the lampshade inside and outside.

Take off any non-washable trim. If the cloth is glued to the frame, sew it on with thread of the same color. Then you will be able to wash it over and over again without any trouble.

Fill a deep washtub or bathtub with enough warm water to cover the shade. Add soap or detergent and swish up thick suds.

2. HOW TO WASH A FABRIC SHADE.

Use suds on a soft brush to rub any spots lightly.

Then dip the shade up and down.

When the water gets dirty, change to clean sudsy water. Wash the shade a second time.

To rinse the shade, dip it up and down through two or three changes of clean water.

Don't worry if the cloth stretches and sags while it is wet. It will tighten up for a snug fit when it gets dry.

To dry a fabric shade, tie a string to the middle of the frame. Then hang it over the bathtub or hang it from a clothesline outdoors to drip dry. OR you can wipe the shade with a bath towel until it is almost dry. Then put it back on the lamp and turn on the light so the heat from the bulb will help it to finish drying.

If the lampshade has ruffles, "press" them with your fingers.

3. HOW TO WASH A PLASTIC, PLASTIC-COATED, LAMINATED, PARCHMENT, OR FIBERGLASS SHADE.

Put a cup of soap or detergent into a bowl. Add just enough warm water to make it wet. Whip the mixture with an egg beater or an electric mixer to make stiff "dry" suds that look like whipped cream.

Put some of the thick suds on a cloth or sponge. Use this to wash the shade, inside and outside. If the binding around the edge is glued on, don't rub it or let it get very wet.

Rinse the shade right away by going over it with a clean damp cloth. Then wipe it dry.

4. If the lamp has a reflector bowl, take this out and wash it like a dish. Use hot suds and hot rinse water. Then wipe it dry.

HOW TO WASH PILLOWS

A wash tub, bathtub, or washing machine
A needle and heavy thread
A plumber's plunger

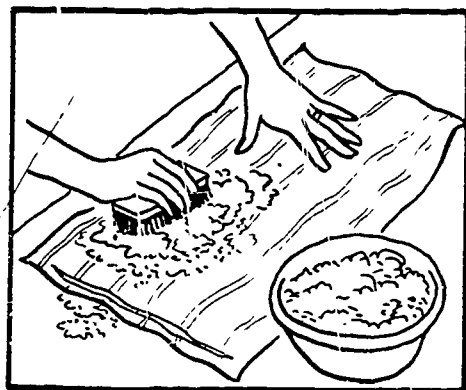
Big bath towels
Clothespins
Soap or detergent

YOU WILL NEED

People sleep better on clean pillows.

Most pillows can be washed. It is easy to wash them if you know the right way to do it.

1. HOW TO WASH PILLOWS FILLED WITH FEATHERS, DOWN, or SHORT FIBERS.



GET READY -- if the pillow has an inside lining, take off the outside cover and wash it separately. The outside cover is usually made of heavy cloth (called ticking) which is too thick to let suds and water get through into the stuffing.

If the pillow does not have an inside lining, do this: Rip about 5 inches of the seam on each short side of the pillow cover.

Sew these two openings with big, loose stitches. Or close them with big safety pins to keep the stuffing from falling out. These openings act like doors to let clean sudsy water get in to the stuffing, and also let dirty water come out.

If there is a tag on the pillow, it will tell you what is inside. Or look inside to try to find out what kind of stuffing it has.

If you use a washing machine, put in 2 pillows at one time. Or put in 1 pillow and add a few towels to make up the load.

Add a little more soap or detergent than for regular wash loads because pillows hold a lot of dirt and oil.

Pillows float on top of the wash water until they get wet all the way through. If you can, turn the pillows over while they are being washed so both sides can get clean.

If you wash by hand, put the pillow in a deep tub half full of warm water. Add enough soap or detergent so the suds "stand up."

Press the pillow down with your hands and let it spring back. Do this over and over again. It pushes the suds through the pillow to loosen the dirt. Or you can use a plumber's plunger instead of your hands to force the suds through the pillow.

When the water gets dirty, take the pillow out. Fill the tub with clean sudsy water and wash the pillow a second time.

Rinse the pillow with plenty of clean water and squeeze it as dry as you can. Then sew up any seams which you ripped open.



HOW TO
WASH
PILLOWS

continued

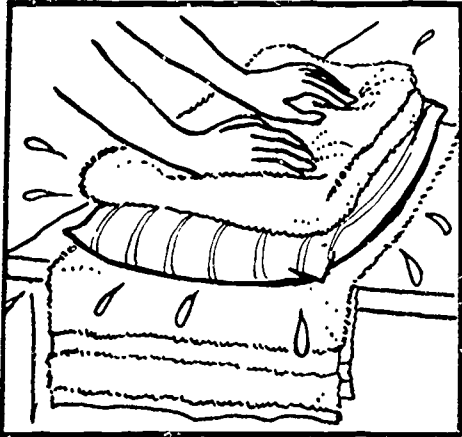
These pillows can be dried in a dryer set at LOW. Or hang them from a line on a breezy day. Either way, shake and punch the pillows a few times while they are drying. This helps them to get dry all the way through and it makes them fluffy.

2. HOW TO WASH PILLOWS MADE OF FOAM RUBBER.

GET READY -- if the pillow doesn't have a cover, put it in a pillow case and sew up the open end with big stitches.

If you use a washing machine, let the machine run only 5 minutes with warm sudsy water and 5 minutes for each rinse.

If you wash by hand, put the pillow in a deep tub half full of warm water. Add enough soap or detergent so the suds "stand up."



Press the pillow down and let it spring back. Do this over and over again. It pushes the suds through the pillow to loosen the dirt. Or you can use a plumber's plunger instead of your hands to force the suds through the pillow.

When the water gets dirty, take the pillow out. Fill the tub with clean sudsy water and wash the pillow a second time.

Rinse the pillow with plenty of clean water and squeeze out extra water.

Then put the pillow between two bath towels and press down with your hands to blot up as much water as you can.

Do NOT put a foam rubber pillow into a dryer.

Dry it by using clothespins to hang the pillow case from a line in a breezy spot.

NOTE. It takes a long time for foam rubber pillows to get dry. Don't expect to use them again the same day that you wash them.

3. HOW TO WASH PILLOWS MADE OF PLASTIC FOAM.

Do NOT put plastic foam (polyurethane) pillows into a washing machine.

Wash these by hand -- the same way as for foam rubber pillows.

These pillows are safe in a dryer set at LOW.

Otherwise, dry them the same way as for foam rubber pillows. Remember that they dry very slowly.

HOW TO
KEEP
CLEANING
TOOLS
CLEAN

YOU WILL NEED

A sponge for washing
Cloths for drying

Turpentine
Soap or detergent



You can't keep a house clean if you use dirty tools.

Dirty brooms, mops, brushes, dustcloths, sponges, rubber gloves, and carpet sweepers will just spread dust and dirt around instead of getting rid of this dust and dirt.

If you put mops and cloths away while they are oily, they may even start a fire.



1. GET READY -- wipe off lint and dust which these tools have picked up.

Before shaking a mop or brush, cover it with a paper bag to catch the dust. Or shake the mop or brush outdoors if you can do it where the flying dust won't cause trouble.

Never shake a mop out of a window, because the dust will just float back inside your house -- or the neighbor's.

2. HOW TO WASH BROOMS, MOPS, AND BRUSHES.

Brooms. Dip a broom up and down in hot sudsy water until it looks clean. If it is very dirty, do this again using clean sudsy water.

Rinse it the same way, or rinse it under running hot water. Shake the broom to get rid of dripping water.

Wipe the broom handle with a sudsy sponge or cloth. Rinse it with a clean damp cloth, then wipe it dry.

Hang the broom, head down, until it is completely dry.

Mops. Take a mop head off of its handle and wash it by machine in a load with other very dirty things. To wash it by hand, squeeze the mop head through hot sudsy water. Next, rinse it and squeeze a second time in clean sudsy water. Then rinse it well.

You can wring a mop made of yarn or string, and you can squeeze a mop made of sponge to get rid of dripping water.

Hang the mop head to dry. Or you can put it into a gas or electric dryer unless it is made of sponge rubber.

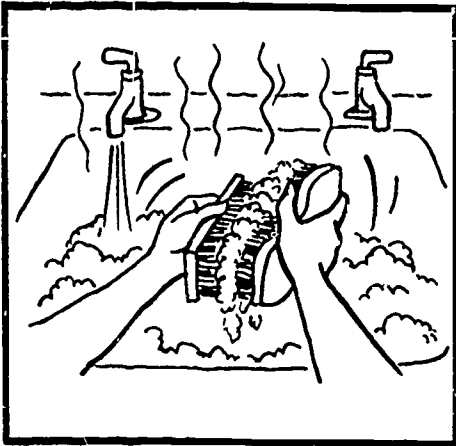
Wipe the mop handle and metal frame with a sudsy sponge, then rinse and wipe it dry.

When dry, put the mop head back on its handle.



HOW TO KEEP CLEANING TOOLS CLEAN

continued



Brushes. Wash a brush by scrubbing the bristles with another brush -- such as a small vegetable brush. Hold both brushes under the water while you rub them together with thick soap or detergent suds.

Rinse the brush two or three times, then shake off extra water. Hang it up to dry if it has a handle, or let it dry with the bristles down.

3. HOW TO TAKE CARE OF A CARPET SWEEPER.

Open the dust pans on the bottom and empty the dust over a newspaper. Fold the paper and throw it away.

If the sweeper brush is the kind that comes out, take it out.

Wash the brush in hot sudsy water and rinse it under running water. Shake off dripping water and hang it up to dry.

Wipe inside the dust pans with a sponge squeezed out of sudsy water. Run the sponge inside of the sweeper box as far as you can reach.

Rinse the same way with a damp sponge. Then wipe with a dry cloth. Leave the dust pans open to dry out.

Wipe the carpet sweeper handle and the outside of the box with a sudsy sponge. Rinse it with a clean damp cloth, then wipe it dry.

When the brush is dry, put it back and close the dust pans.

4. HOW TO WASH DUSTCLOTHS AND POLISHING CLOTHS.

Only clean clean cloths can do a clean job -- without smearing dirt around.

Wash cleaning cloths or rags as soon as they begin to look dirty.

First, shake the cloths to get rid of dust and lint. Then put them into a washer with other extra-dirty pieces. Use hot suds and rinse water.

To wash dustcloths by hand, soak them for 10 to 15 minutes in hot sudsy water. Rinse them, squeeze them out, and then rub them in clean sudsy water. Then rinse them two or three times in clean water and hang them up to dry.

SPECIAL TIPS:

You can make dustcloths that will pick up every bit of dust and will leave a nice shine on the furniture. Here is how to do it:

Add 2 teaspoons of turpentine to a jar of hot sudsy water. Put in a few dustcloths and screw the cover on tight. Let the cloths soak over night. Then wring out the cloths and hang them up to dry. After you use these cloths and wash them, soak them again in more sudsy water with turpentine.

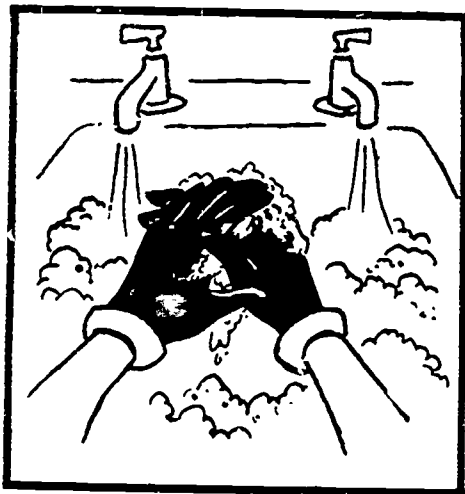


HOW TO
KEEP
CLEANING TOOLS
CLEAN
continued

A piece of old velvet is good for dusting and polishing. After you wash it in hot sudsy water and clean rinse water, hang it up dripping wet and it will dry without wrinkles.

If you use a chamois for polishing, wash it in warm sudsy water and rinse it in clean water. Then put a little more soap or detergent in clean water and squeeze the chamois out of these clean suds. This will help to keep it soft.

Wash new cheesecloth before you use it for dusting or polishing. This will get rid of any scratchy finish and leave it soft.



5. HOW TO WASH SPONGES.

Put sponges into the washer with a load of other dirty pieces. Or squeeze them over and over in hot sudsy water until all the dirt is out.

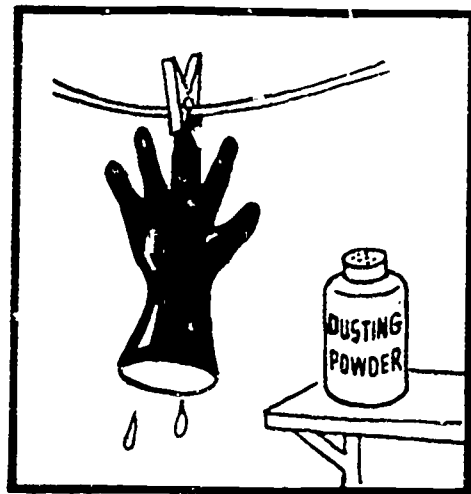
Then squeeze them through plenty of clean water. Squeeze out as much water as you can, and let the sponges dry. If they have handles, hang them up to dry.

6. HOW TO WASH RUBBER GLOVES.

Rubber gloves last longer if you keep them clean. Be sure to wash off grease.

Start by putting the gloves on. Wash them with sudsy water just like you wash your hands. Then take the gloves off so they are turned wrong side out. Squeeze the gloves through clean sudsy water. Then hold them under running water to rinse them off on both sides.

Wipe the gloves off and hang them up with clothespins.



SPECIAL TIPS:

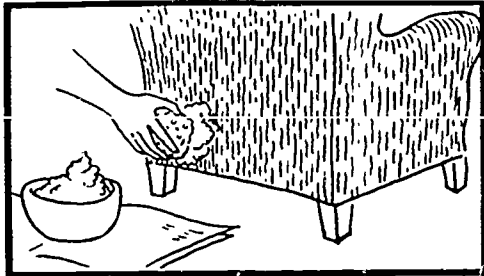
When rubber gloves are dry, sprinkle talcum powder inside. This keeps the fingers from sticking together.

Before you put rubber gloves on, stuff the fingertips with little wads of cotton. This keeps fingernails from cutting through the rubber.

HOW TO "SHAMPOO" UPHOLSTERY

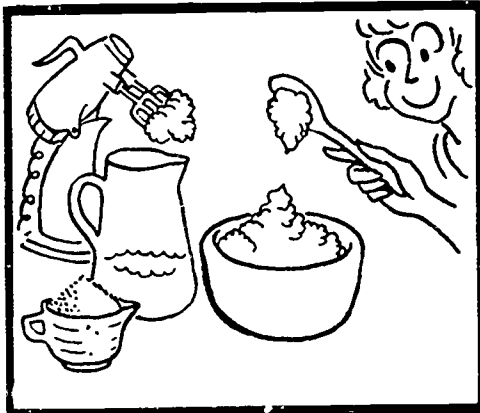
A bowl or pan for thick suds An egg beater or electric mixer
A bowl or pan for rinse water Soft cloths for rinsing
A sponge or soft brush Soft cloths for drying
Newspaper Soap or detergent
A rubber or plastic scraper or a metal spatula

YOU WILL NEED



1. FIRST MAKE A TEST --

It is safe to wash upholstery made of plastic. If the upholstery is made of fabric, test it. Use thick suds on a cloth. Use this to wipe a small piece on the back of a chair or couch. If it looks the same, only cleaner, go ahead and wash the whole piece.



2. GET READY --

Put a cup of soap or detergent into a bowl. Add just enough warm water to make it wet. Whip this mixture with an egg beater or an electric mixer to make "dry" suds that look like whipped cream. There won't be any extra water to soak into the upholstery.

Fill another bowl or pan with clean warm water for rinsing.



3. SHAMPOO UPHOLSTERY THIS WAY --

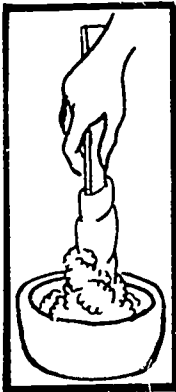
Put some of the thick "dry" suds on a sponge or on a soft brush. Use this to lightly scrub one small section of the upholstery at a time.

Use a rubber scraper or a spatula to lift off the dirty suds. Drop these dirty suds on a newspaper which you can roll up and throw away.

Scrub the same part of the upholstery a second time with clean suds. Scrape these off. Then wipe that part of the upholstery with a clean cloth dipped into warm rinse water and wrung out until it is nearly dry.

Keep on washing and rinsing the same way until all the upholstery is clean on that piece of furniture.

Use only clean suds, clean water, and clean cloths.



SPECIAL TIPS:

Wind clean cloth around a ruler and dip it into the "dry" suds. Use this to wash between the seat and the arms or back of a chair or a couch. Use a clean damp cloth around the ruler to rinse those "cracks" the same way.

For quick drying, open the windows, turn on an air conditioner, or set an electric fan nearby.



HOW TO WASH LAMPS AND LIGHT FIXTURES

A bowl or pail for suds
A pail for rinse water
A bottle brush
A clean dust cloth
Ammonia

A sponge for washing
A sponge for rinsing
Clean cloths for drying
Soap or detergent
A stepstool or ladder

YOU WILL NEED

LAMPS



1. GET READY -- unplug the cord. Take off the shade. Unscrew the bulbs, and put them down in a safe place.

Dust the base.

Swish up warm soap or detergent suds in the kitchen sink. Set the lamp on the counter or on a table next to the sink. Put it over a towel so it won't slip.

2. The base -- wash this all over with suds, but don't get the cord wet. Wipe the suds off with a clean sponge rinsed under running water. Dry the lamp with a clean cloth.

If the electrical section can be lifted out, take it out and set it aside. Then wash the base like a pitcher. Fill it with hot suds. Let it soak. Shake it to loosen inside dirt. Then rinse it with hot water and turn it upside down to drain. Wipe it outside. Then also wipe it inside, if the opening is wide enough to get into.

If there is a glass globe or chimney, wash it in deep suds. Use a bottle brush to scrub it inside. Rinse it with hot water and wipe it dry.

3. The cord -- wring a sudsy sponge almost dry and fold it in half. Pull the cord between the two layers of the folded sponge. Then wipe the cord dry. Don't let the plug get wet.

4. The bulb -- hold each bulb by the metal "neck" so that part won't get wet. Wipe the glass with a damp sudsy cloth. Then rinse it with a clean damp cloth, and wipe it with a dry cloth.

SPECIAL TIPS:

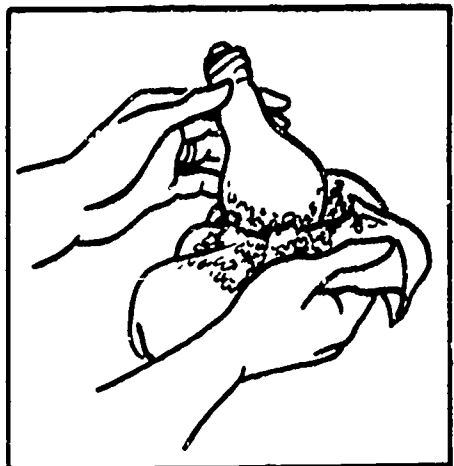
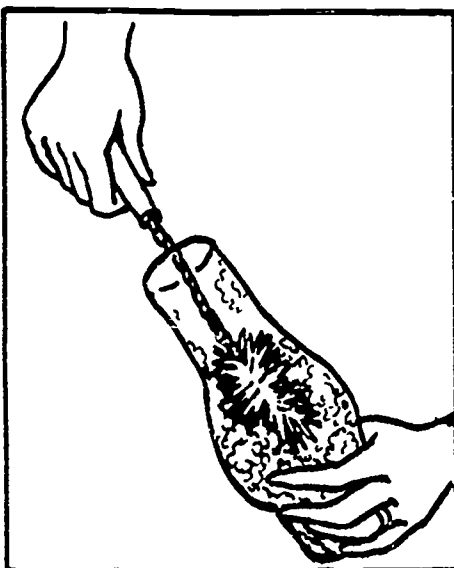
Add a few drops of ammonia to the rinse water for glass lamps, chimneys, and globes. This will give them extra sparkle.

If a brass or copper lamp does not have a special no-tarnish finish, you can polish it or wax it after you wash and dry it.

LIGHT FIXTURES

1. GET READY -- turn off the switches. Then take off all shades, shields, globes, and metal grills. Also take out the light bulbs and tubes.

Put hot water in a tub or deep sink. Also, put hot water in a pail. Put soap or detergent too in both the sink and the pail. Swish up thick suds.



HOW TO
WASH
LAMPS AND
LIGHT
FIXTURES
continued

2. To wash shades, globes, and other parts you took off.

Put them in the tub or sink. Rinse these pieces with hot water and wipe them dry.

3. To wash wall and ceiling fixtures.

Squeeze a sponge or cloth out of the sudsy water in the pail. Use this to wipe off all parts of the fixture. Stand on a safe step stool or ladder to reach high-up fixtures.

Rinse the same way, using a clean damp sponge or cloth. Wipe all the parts dry. Don't let water run into open sockets.

If there are any metal parts, you can use polish or wax on them after they are dry.

4. Sponge off and replace the bulbs and tubes.

CHANDELIERS

1. GET READY -- take out all bulbs and put them aside.

Lay a folded towel over the bottom of a sink or dishpan. Half fill this with medium hot water. Add soap or detergent and swish up suds.

Fill a large pan with clean hot water for rinsing. Add a little ammonia to this rinse water for extra sparkle. Also pad this pan with a towel to keep fine glass from breaking.

2. TO WASH --

Take crystal, drops and saucers off of the chandelier, a few at the time. Wipe the frame or "arm" of the chandelier with a cloth wrung out of suds.

Wash the parts in the sudsy water. Rinse them with hot water and wipe them dry. Then put them back right away to make sure that they go in the right places. If any pins or wires look weak or rusty, put in new ones.

Keep on taking down, washing, and rehanging more parts until the whole piece is clean.

3. Sponge off the bulbs. Rinse them, wipe them dry and put them into their sockets again.



HOW TO WASH WOODWORK

A pail for sudsy water Sponges or cloths for washing
A pail for rinse water Soft cloths for drying
A sturdy ladder with shelf A washrag
Heavy cardboard or a cookie sheet Soap or detergent
Newspapers

YOU WILL NEED

1. TEST the paint or finish to make sure it is washable.

Use a sudsy sponge or cloth to wipe a small piece of paint in a corner which doesn't show.

If this piece looks the same -- only cleaner -- go ahead.

2. GET READY -- put warm water into both pails.

Set pails, sponges, and cloths on newspaper.

Add soap or detergent to one pail and use your hand to swish up lots of suds. (Some special floor and wall cleaners make little or no suds, but still do a good cleaning job.)

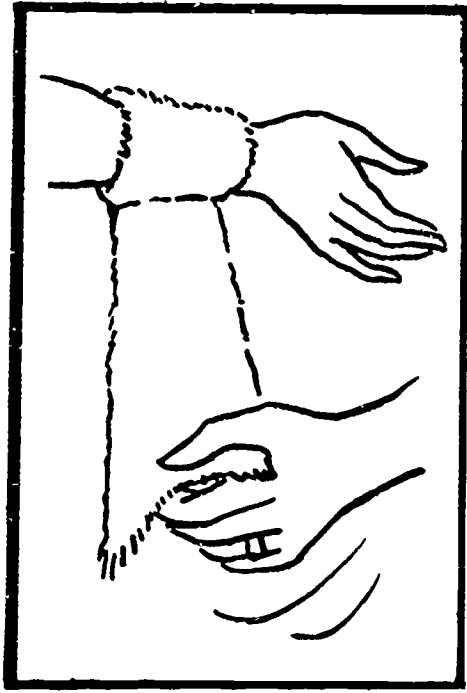
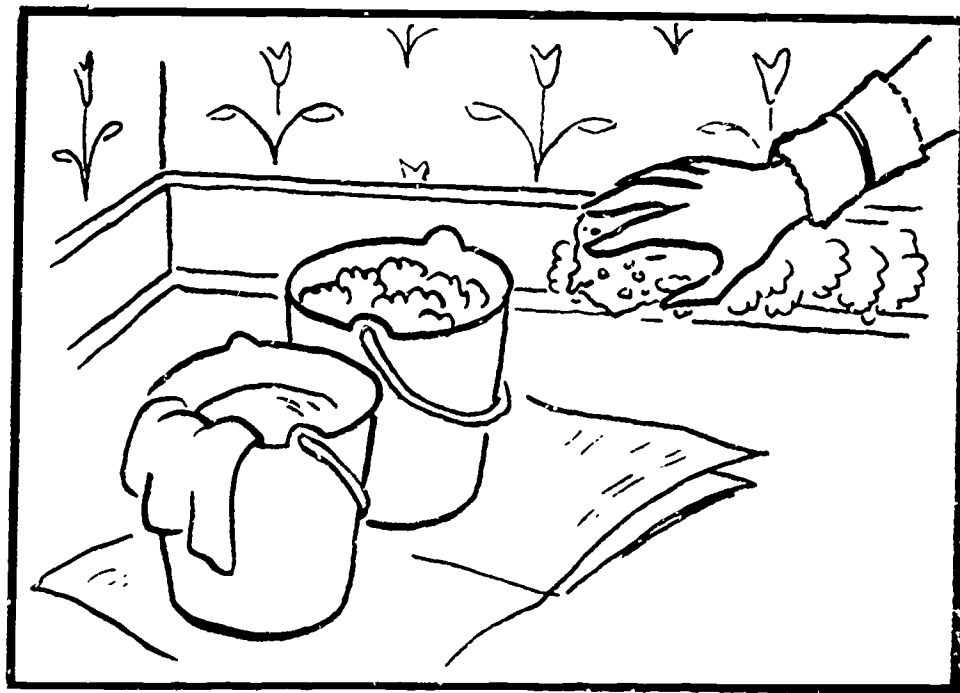
Wind the washrag (or a clean strip of old cloth) around your wrist and use a rubber band to hold it on. This will catch dripping water while you work.

3. START with the baseboard.

Use thick suds on a sponge or cloth to wash as far as you can reach without stretching.

When this part looks clean, go over it with a clean damp rinse cloth. Then wipe it dry.

Wash the rest of the baseboard the same way.



HOW TO
WASH
WOODWORK
continued

4. NEXT, do the doors, door frames, and window frames.

Wash, rinse, and wipe the same way, but start at the bottom and work up. Use a ladder to reach high places.

5. SPECIAL TIPS:

Only clean water and clean sponges or cloths can do a clean job.

Be sure the suds "stand up" in the wash pail. As soon as the water gets dirty, throw it out. Start again with clean sudsy water.

Change the sudsy water and the rinse water as often as necessary. This is very important. Otherwise you will only smear the dirt around.

Hold a heavy cardboard or cookie sheet next to the woodwork while you wash. This will keep the wall from getting wet.

Don't touch the clean woodwork until it is dry.

Do wash woodwork often. It is much easier to wash off a little dirt than to wait until a lot of dirt needs hard scrubbing.



HOW TO KEEP TRASH CANS CLEAN

A long-handled brush
A bottle brush
A garden hose

A sponge or cloth for washing
Drying cloths
Soap or detergent

YOU WILL NEED

WASTEBASKETS

Empty each wastebasket as soon as it gets filled up. Even if it is not full, empty it at least once every day.

Every couple of days, wipe it inside and outside with a cloth wrung out of hot suds. Then wipe it with a damp cloth and end up by wiping it with a dry cloth.

Give each wastebasket a real washing once a week.

Half fill a metal, plastic, or fiberboard basket with hot suds and use a brush to wash the inside surface. Dip a cloth or sponge into suds and wipe the outside of the basket.

Throw the suds away, rinse the basket with a clean damp cloth, and wipe it with a dry cloth. Let it dry in the air before using it again.

If the basket is made of wicker, or if it is made of plastic that looks like cut glass, take it to a tub or sink. Wash it with sudsy water and a soft brush to get into all the little openings.

Don't let water soak into cardboard or wood baskets. Just wipe these instead of soaking them.

SPECIAL TIPS:

Use a bottle brush to wash out the corners and seams of wastebaskets.

If the basket is made of brass, shine it up once in a while with polish and a soft cloth. Line trash baskets with special bags, grocery bags, newspaper, or waxed paper. This will make it easy to empty them.



HOW TO
KEEP TRASH
CANS CLEAN
continued

GARBAGE CANS

1. HOW TO KEEP KITCHEN GARBAGE CANS CLEAN.

Line the can with a bag or with some newspaper. This keeps it from getting too greasy. The garbage and paper can be lifted out and thrown away together.

Empty the can. Wipe it, inside and outside, with a cloth wrung out of hot suds.

The best way to keep the can sanitary and odorless is to scrub it with hot suds 2 or 3 times every week.

Put it in a sink or washtub and fill it almost to the top with hot suds. Scrub it with a long-handled brush. The cover and any foot pedal get splashed by garbage, so scrub these too.

Rinse the can with hot water. Turn it upside down to drain, and then wipe it dry. Add a little ammonia or chlorine bleach to the rinse water. This will make the can extra clean and sanitary.

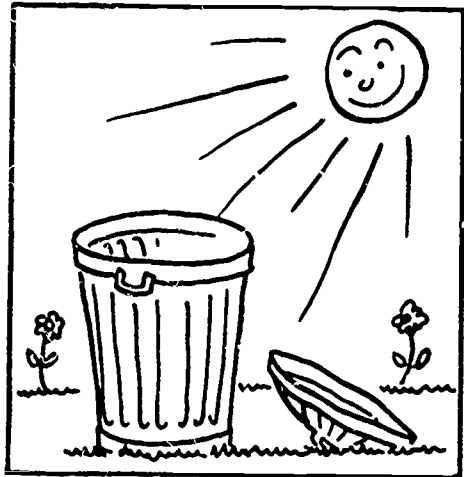
2. HOW TO KEEP OUTDOOR GARBAGE CANS CLEAN.

Wash the can right after the garbage is collected. Start by rinsing the can with full-force water from the hose. Or swish clean water around in the can.

Fill the can with hot suds and scrub the inside with a long-handled brush. A toilet bowl type of brush is good, but keep this to use only for the garbage can. Scrub the outside of the can -- the sides, bottom, and cover.

Empty the can and rinse it again with the hose. If there is an outdoor faucet for hot water, use it for rinsing -- the hotter the water, the cleaner and more sanitary the can will be. To get rid of bad odors, add some ammonia or chlorine bleach to the last rinse water.

Turn the can upside down to drain. Then turn it top up and leave it open to dry. Put it in the sunshine, if possible.



HAVE A PLAN TO KEEP THE HOUSE CLEAN

It is easier to keep a house clean if you make a plan for all the cleaning jobs.

Some cleaning jobs need to be done every day. Some need to be done once every week. Others need to be done only once a month or once in a while.

Do not try to do too many "special" jobs on the same day.

Learn to do each cleaning job the right way. Try out little tricks to make it easiest for you. Next time you make beds or wash windows or polish floors, see if you can save some time and effort. Try to take fewer steps, try to reach and bend and stoop as little as possible. When you find the most comfortable way to do a job -- and still do it right -- then that is the best way for you.

Collect all the cleaning supplies and tools you will need for each job. Then keep them handy to the place where you are working.

Carry your cleaning supplies in a basket with a handle. Or put them in a child's wagon, or in any cart you can roll to the place where you work. Then you won't have to run back and forth to get soap or polish or a pail or sponge.

Keep windows open so rooms can air while you are working.

Do These Jobs Every Day

In the kitchen . . .



Wash the dishes after every meal.

Wipe off tables, counters, drainboards, and chairs, with a sponge dipped into sudsy water. Then rinse and dry them.

Wash off the stove top and trays. When the oven or broiler is cool, wash off any spilled food before it has a chance to dry on.

Empty the garbage can and line it with a clean paper bag.

Scrub the sink with cleanser and hot water.

Sweep or damp-mop the floor.

In the bathroom . . .

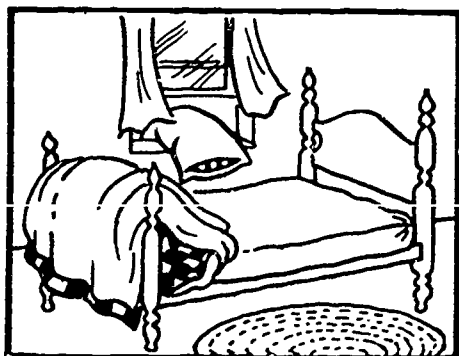
Put used towels and washcloths in the wash. Set out clean towels and washcloths for everybody in the family.

Empty the waste basket.

Wash the basin, bathtub, shower, and toilet bowl with hot soap or detergent suds. Use cleanser, if needed.

Mop the floor with sudsy water. Then rinse and let it dry.

In the bedrooms . . .



Air the beds and then make them up. Change the waterproof pads on children's beds, if necessary.

Put clothes away in closets or drawers. Put dirty clothes in the wash.

Straighten each room and empty the waste baskets.

Dry mop the floors.

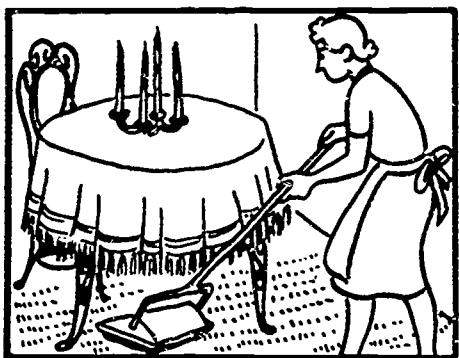
Dust the furniture and window sills.

In the living room . . . Tidy up. Throw out papers. Empty the ash trays and waste basket.

Dry mop the floors.

Dust the furniture and window sills.

In the dining room . . . Use a carpet sweeper or vacuum to get up crumbs under and around the table. If the floor is bare, use a slightly damp mop.



Dust the furniture and window sills.

Do These Jobs Every Week

In the kitchen . . . Defrost and wash the refrigerator, inside and outside. Do this the day before your weekly marketing.

Give the stove a thorough washing, inside and outside.

Scrub the floor with hot sudsy water and hot rinse water.

Wax the floor -- if it is the kind that needs a wax finish.

In the bathroom . . . Use toilet bowl cleaner, then scrub the toilet bowl with the toilet brush and hot sudsy water.

Wash the mirror.

Make sure there is enough soap in each soap dish.

Scrub the floor and wax it -- if it is the kind that needs a wax finish.

Launder the bath mat and bathroom rug.



In the bedrooms . . . Open the closet doors so the clothes can air out.

Put clean sheets and pillow cases on the beds. Change or wash the mattress covers or waterproof pads, if they are soiled.

Vacuum floors, or use a slightly damp mop to pick up dust.

Dust the furniture, light fixtures, lamps, and small things.

In the living room . . . Dust upholstery with a vacuum brush or with a whisk broom.

Sweep or vacuum the carpet or rug. Move the furniture so you can clean underneath and get into the corners.

Shake small rugs outdoors, where the dust won't come back in through the windows.

Use a slightly damp mop to dust bare floors.

Use a sponge or cloth squeezed out of sudsy water to wipe fingerprints from walls, woodwork, and light switches.

Dust the furniture, light fixtures, lamps, books, and small things.

In the dining room . . . Dust any upholstery with a vacuum brush or with a whisk broom. If chairs are covered with plastic, wipe them with a sponge or cloth squeezed out of sudsy water.

Sweep or vacuum the carpet or rug.

Use a slightly damp mop to dust bare floors.

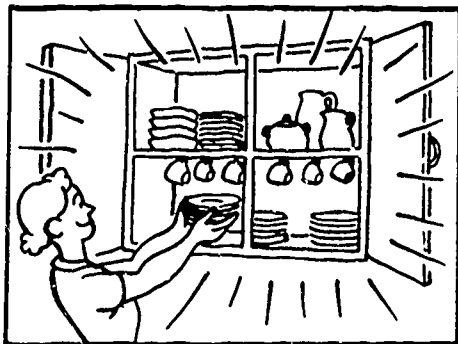
Use a sponge or cloth squeezed out of sudsy water to wipe fingerprints from walls, woodwork, and light switches.

Dust the furniture, light fixtures, any open shelves and ornamental china, glassware, or silver.

Do These Jobs Every Month or So

These special jobs will fit into your plan if you do one or two rooms every week.

In the kitchen . . .



Take the stove apart and wash it thoroughly. Be sure to wash inside the oven, the broiler, and any storage drawers.

Wash the shelves and cabinets where you keep dishes and groceries. When the shelves and doors are thoroughly dry, you can put down clean paper or plastic shelf lining.

Dust the walls, the woodwork, and the ceiling. Use a vacuum brush or a clean cloth tied over a soft mop.

Use a sponge or cloth dipped into sudsy water to wash off spots or fingermarks. Wash all the woodwork and walls when they begin to look dirty all over.

Wash the windows and curtains.

In the bathroom . . .

Empty the medicine cabinet and wash it, inside and outside. Throw away old medicines and empty bottles and tubes.

Wipe the walls around the tub, the basin, and the toilet with a sponge or cloth squeezed out of hot sudsy water. Rinse and wipe them dry.

Wash the woodwork and the clothes hamper.

Wash the window, the window curtain, and the shower curtain.

Wash the light fixtures and light bulbs.

In the bedrooms . . .

Dust the walls, the woodwork, and the ceiling. Use a vacuum brush or a clean cloth tied over a soft mop.



Use a sponge or cloth dipped into sudsy water to wash off spots or fingermarks. Wash all the woodwork and walls when they begin to look dirty all over.

Turn the mattresses crosswise. Dust the bed springs with a vacuum cleaner or a brush. Then wipe them off with a sponge squeezed out of sudsy water.

Dust the mattresses on all sides with a vacuum cleaner or a brush. Turn them around and put them back in place.

Empty the closets. Wash the closet walls, shelves, and the floors. While they are drying, dust off the hangers and any bags or boxes.

Look over the clothes and throw away -- or give away -- anything that won't be used again. Then put everything back in the clean closets.

Wash, rinse, and dry the furniture. When the wood is thoroughly dry, put on new wax or polish.

Wash the light fixtures, the bulbs, and the lampshades.

Wash the windows.

Wash the curtains and bedspreads.

In the living room . . . Dust the walls, the woodwork, and the ceiling. Use a vacuum brush or a clean cloth tied over a soft mop.

Use a sponge or cloth dipped into sudsy water to wash off spots or fingermarks. Wash all the woodwork and walls when they begin to look dirty all over.

Wash, rinse, and dry the furniture. When the wood is thoroughly dry, put on new wax or polish.

Wash the light fixtures, the bulbs, and the lampshades.

Wash the windows.

Wash the curtains and any washable draperies and slipcovers.

In the dining room . . . Dust the walls, the woodwork, and the ceiling. Use a vacuum brush or a clean cloth tied over a soft mop.

Use a sponge or cloth dipped into sudsy water to wash off spots or fingermarks. Wash all the woodwork and walls when they begin to look dirty all over.

Wash, rinse, and dry the furniture. When the wood is thoroughly dry, put on new wax or polish.

Empty and wash out any cabinets where dishes are kept.

Wash and polish any china, glass, silver, or brass ornaments.

Wash the light fixtures, the bulbs, and the lampshades.

Wash the windows.

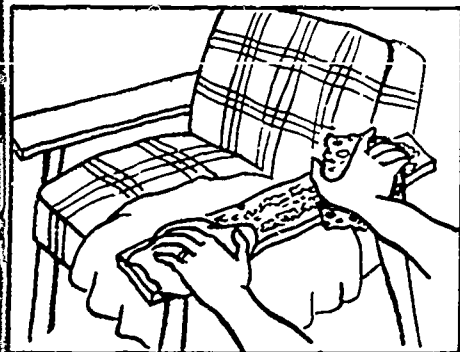
Wash the curtains and any washable draperies and slipcovers or chair pads.

HOW TO WASH FURNITURE

A pail or pan for sudsy water
A pail or pan for rinse water
Clean dust cloths
Newspapers
An old shaving brush or
baby's hair brush

Sponges or cloths for washing
Soft cloths for rinsing
Soft cloths for drying
Furniture polish or wax
Soap or detergent

YOU WILL NEED



All wood, metal, leather, or upholstered furniture needs to be washed once in a while. Old polish has to be washed off of wood pieces before a new coat is put on.

1. GET READY -- dust the furniture. Be sure to get into all the little openings. Take out any drawers and dust the insides of tables, chests, and cabinets.

Put a folded piece of clean cloth around the edges of upholstery before you wash the frames of upholstered chairs and couches.

Fill a pail or pan with warm water. Add soap or detergent and swish up lots of suds.

2. Hold a sponge or cloth in one hand and use it to pick up some of the thick suds off the top of the sudsy water. Don't let the sponge or cloth get dripping wet.

Hold a clean damp sponge or cloth in the other hand.

3. Use the sudsy sponge to wash the furniture (but not the upholstery.) Work quickly. Do not use much water.

Move the sponge or cloth only from left to right, or from top to bottom. Do not wash in circles.

4. Just as soon as you finish washing one small piece, use the clean damp sponge or cloth right away to wipe up the suds.

Dip a soft shaving brush or baby's hair brush into the sudsy water. Shake off extra water. Use this to wash into corners and carving. Also, use it on cane seats and trimming.

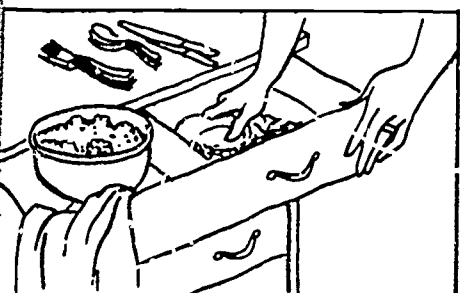
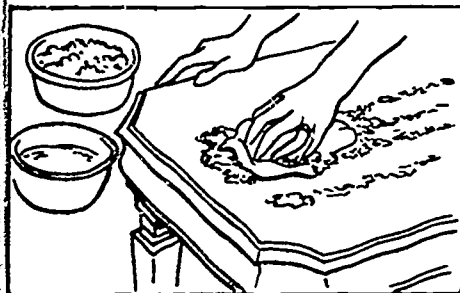
Use suds on the sponge or cloth to wash the under part and the inside of furniture. Wash the inside and outside of drawers. Wash the inside shelves where the drawers rest.

5. When the whole piece is clean, wipe it again with the sponge or cloth wrung out of clean water. Then wipe it off with a dry cloth.

Let the furniture get thoroughly dry. If it is made of plastic or aluminum or wrought iron the job is all done.

If the furniture is made of wood, now you can put on new furniture polish or wax or oil. Do be sure to follow the directions on the bottle or the can which holds the furniture polish or wax or oil.

6. Just as soon as you finish with the polish or wax or oil, wash the cloths in hot suds right away. Dirty, oily cloths or rags may start a fire.

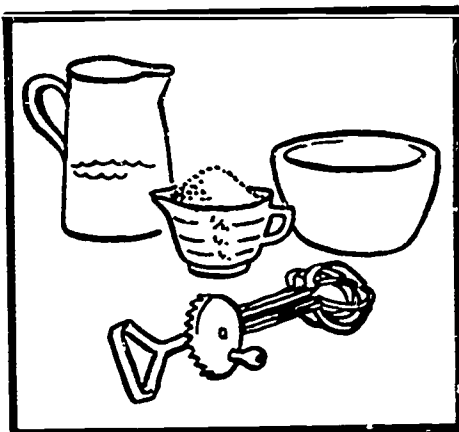


HOW TO WASH WINDOW SHADES

A pail or pan for sudsy water
A bowl or pan for rinse water
A big table or counter
A big clean cloth or an old shower curtain

A soft brush
A sponge and cloths
Soap or detergent

Most shades are washable, except those made of paper.



1. GET READY by clearing off a large table or counter near the kitchen sink. Cover this with an old sheet, an old shower curtain, or an old plastic tablecloth.

Put a cup of soap or detergent into a bowl. Add just enough warm water to make it wet. Whip this mixture with an egg beater or an electric mixer to make stiff "dry" suds that look like whipped cream.

Fill another bowl or pan with clean warm water for rinsing -- or you can use the kitchen sink for this.

2. START by taking off the pull cord. Unroll the shade flat on the table or counter.

Dust both sides with a clean cloth.

3. WASH one section at a time. Start near the roller and as close to the top as you can get. Sponge this section with the thick suds. If the shade has a rough finish, scrub it lightly with a soft brush.

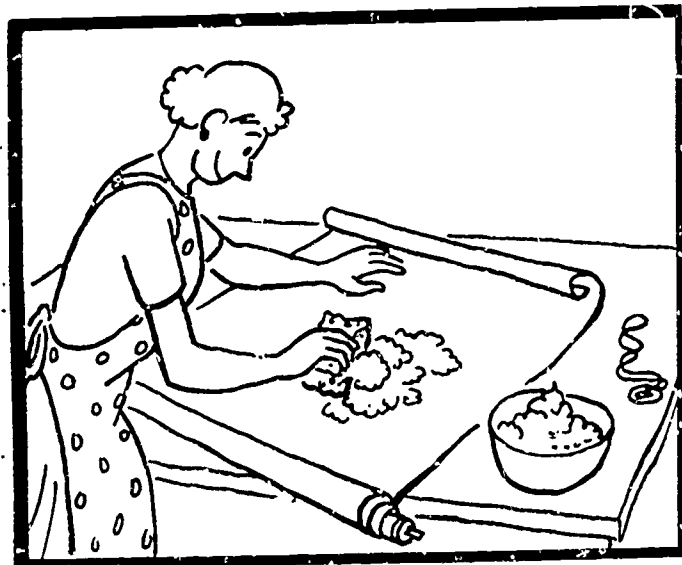
Rinse this section with a clean damp sponge or cloth. Wipe it dry and roll it up.

Do the next section the same way, until the whole shade is clean.

Then turn it over and wash the other side the same way.

Hang the shade back on the window. Pull it all the way down. Let it get thoroughly dry before rolling it up.

Wash the pull cord in warm suds and rinse water. Let it dry and put it back on the shade.



HOW TO
WASH
BABY
FURNITURE

YOU WILL NEED.

A pail for sudsy water
A pail for rinse water
A clean dust cloth
A soft brush

A sponge or cloth for washing
A sponge or cloth for rinsing
Clean cloths for drying
Soap or detergent

1. GET READY -- dust all the furniture with a clean cloth. Be sure to pick up the dust with the cloth. Do not make the dust fly around the baby's room.

Put warm water in both pails. Add soap or detergent to one pail and use your hand to swish up thick suds.

2. HOW TO WASH A CRIB.

Take off the mattress pad, sheets, blankets, and pillow case to be washed.

Take off the bumper. Take out the pillow and mattress.

Punch the pillow and put it near a window to air.

Dip a sponge or cloth into the sudsy water. Use this to wash the whole crib frame from top to bottom. Fold the sponge or cloth around each post and slide it up and down to wash all sides of it at the same time.

Use the folded sponge or cloth and sudsy water to wash the crib railing, slats, base, and legs the same way.

Use a clean sponge or cloth to rinse off the whole crib. Then use a cloth to wipe all parts of the crib dry.

Wash, rinse, and dry the bumper the same way.

If the mattress has a plastic cover, use a sudsy sponge or cloth to wash off the top and sides. Use a clean damp cloth to rinse off the top and sides. Wipe them off with a dry cloth. Turn the mattress over. Wash, rinse, and dry the bottom the same way.

Be sure that the crib, bumper, and mattress are dry before you put the crib together and make it up with a clean mattress pad, sheets, blankets, and pillow case.

3. HOW TO WASH A PLAYPEN.

Take out the pad. Take off any toys tied to the playpen.

Dip a sponge or cloth into the sudsy water. Use this to wash the whole playpen frame from top to bottom. Fold the sponge or cloth around each post and slide it up and down to wash all sides of it at the same time.

Use the folded sponge or cloth and sudsy water to wash the top railing the same way.



HOW TO
WASH
BABY
FURNITURE
continued



Use sudsy water and a sponge, cloth, or brush to wash the floor of the playpen. Rinse the floor with clean water and wipe it dry.

Dip a soft brush into the sudsy water and use this to wash wood beads and other decorations built into the crib frame.

Use a clean sponge or cloth to rinse off the whole playpen. Then use a cloth to wipe all parts of the playpen dry.

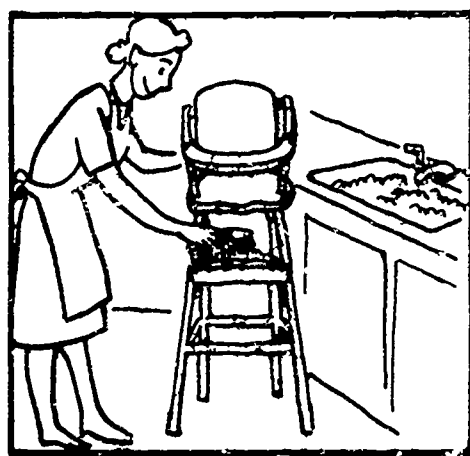
If the pad has a plastic cover, use a sudsy sponge or cloth to wash the top. Use a clean sponge or cloth to rinse off the top. Then wipe it with a dry cloth. Turn the pad over. Wash, rinse, and dry the bottom the same way.

Be sure that the pad is dry before you put it back in the playpen.

4. HOW TO WASH A HIGH CHAIR.

Untie and take off any separate cushions or pads. Spread newspapers under the chair to catch any dripping water.

Dip a sponge or cloth into the sudsy water and use this to wash the chair from top to bottom. Fold the sponge or cloth around the legs and railings and push it along to wash them on all sides.



Use a brush and sudsy water to scrub sticky food from the tray and foot rest.

Use a clean sponge or cloth to rinse off the whole chair. Then use a cloth to wipe all parts of the chair dry.

If the cushions and pads are covered with plastic use a sudsy sponge or cloth to wash them off.

Rinse them off with a sponge or cloth wrung out of clean water. Then wipe all sides of each piece with a dry cloth before putting them back on the chair.

HOW TO
WASH
BABY
FURNITURE
continued

5. HOW TO WASH A CARRIAGE OR STROLLER.

Wood, metal, plastic, and canvas strollers can be washed inside and outside. They should be washed often.

Take out the pads and cushions and raise the hood.

Dip a sponge or cloth in the sudsy water. Use it to wash the hood on both sides. If the hood is made of canvas, scrub it with a brush dipped into sudsy water. Make sure to get into all the creases and under the metal props that hold the hood up.

Use a clean sponge or cloth to rinse the hood. Then wipe it off and leave it up until it is completely dry.

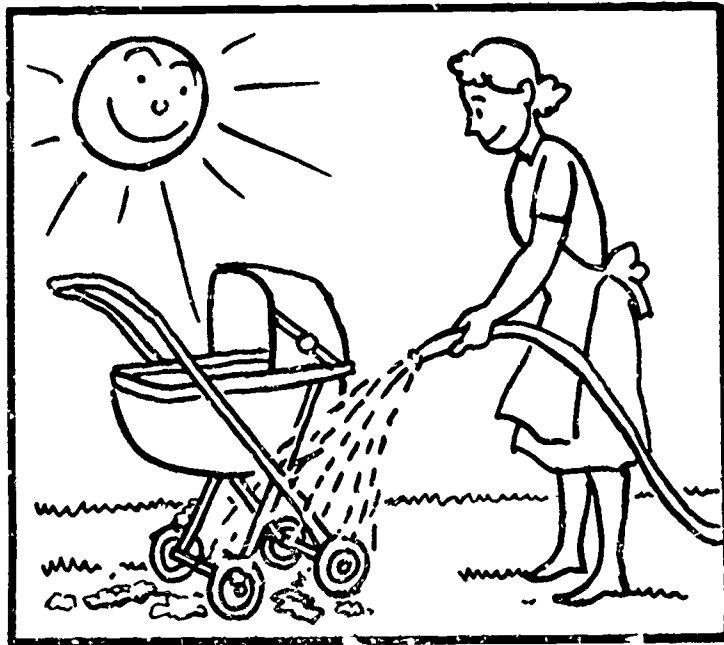
Wash inside the "buggy" with a sponge or cloth and sudsy water. Rinse it with a sponge or cloth wrung out of clean water and wipe it dry.

Wash, rinse, and dry the handle bar.

Use sudsy water to wash the framework. Dip a brush into the suds and use it to scrub the tires and metal spokes on the wheels. If you wash the carriage outdoors, use a hose to rinse off the frame and wheels. If you wash it indoors, rinse it off with a sponge or cloth wrung out of clean water. Then wipe it dry.

If the pads and cushions are covered with plastic, use a sudsy sponge or cloth to wash them off. Then rinse them with a clean damp sponge or cloth and wipe them dry.

Be sure all parts are completely dry before putting them together again.



HOW TO BE SAFE AT HOME

Many common home accidents, which cause little or big trouble, should not happen. Here are ways to keep the home -- and the people in it -- as safe as possible:

A. GENERAL SAFETY

1. FLOORS.



Wipe up all spills right away, because even a little water, a little lettuce, or a grease spot can cause a foot to slip.

Slippery floors can cause serious falls, so don't use too much wax.

Repair small breaks in oilcloth or linoleum, so nobody will trip over loose edges.

2. RUGS.



To keep small scatter rugs and mats from sliding, baste or tape pieces of foam rubber or rubber jar rings onto the wrong side at all corners of the rug or mat.

If small rugs have a non-skid finish on the wrong side, vacuum or sweep this backing often. Also sponge the backing once in a while with soap or detergent suds -- because dirt keeps the non-skid finish from gripping the floor.

3. FURNITURE.

Arrange chairs and tables in each room so that a "traffic lane" is kept open. This makes walking safe even in the dark.

Try to put furniture over the corners or edges of rugs to hold them in place.

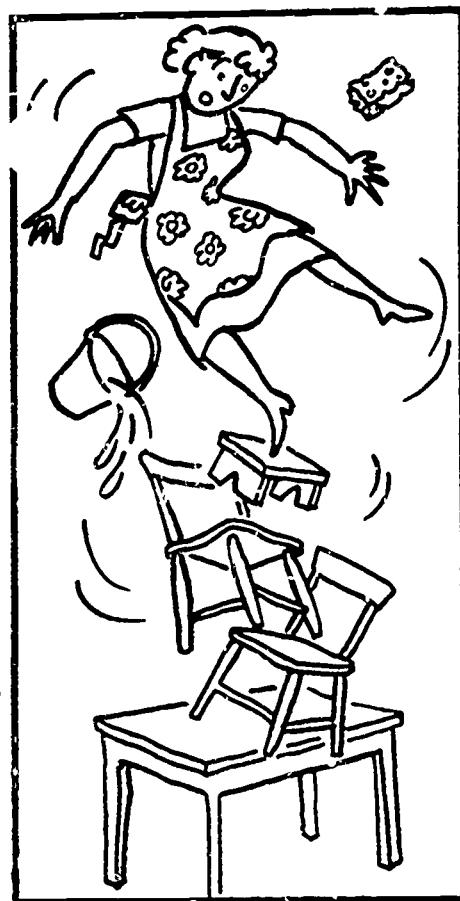
4. GENERAL.

There are many things which you use all the time. Try to keep these down low where you can get at them without reaching.

There are some things you use only once in a while. You may have to keep these on high shelves. Instead of reaching on tip-toe, use long-handled tongs (like in the grocery store) if you have to take things down from high shelves or cabinets.

Never, never climb to take things down from high cabinets or shelves -- unless you use a good ladder.

Never sit on the window sill. Never lean out to wash windows.



HOW TO
BE SAFE
AT HOME
continued

B. WEAR SAFE AND COMFORTABLE CLOTHES.

1. SHOES.

Flats, or shoes with low rubber heels, give the safest footing.

2. CLOTHES.

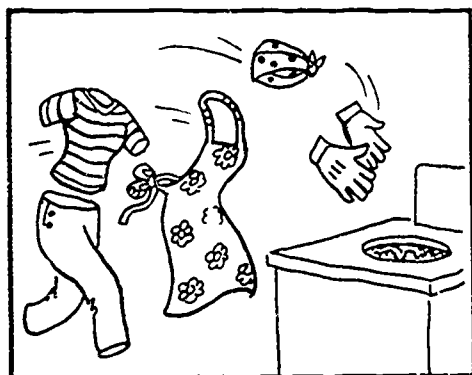
Wear a skirt wide enough for action, but not so wide it will get in your way or make you trip on stairs or a ladder. Jeans or slacks are good for housecleaning or heavy work.

Wear a dress, blouse, or T-shirt that lets your arms move comfortably.

Wear heavy cotton work gloves for "heavy" jobs or when you handle things with sharp edges.

Do not wear full sleeves or loose ties when you are cooking. They may get caught on the stove or oven and get scorched or burned.

All work clothes should be washable in hot suds so you can put them in the machine right away to wash out dirt, perspiration, and special stains.



3. HAIR.

Cover this with a cap, scarf, or towel to keep it clean during dusty jobs.

4. KNEES.

Use a foam rubber kneeling pad to keep your stockings and clothes clean when you wash floors. This also keeps knees from getting rough and muscles from getting sore.

C. USE ELECTRIC APPLIANCES SAFELY

1. CORDS.

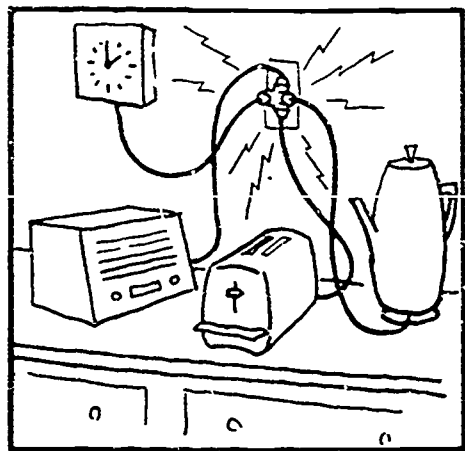
A worn cord is dangerous. A worn cord can cause fire or shock. Do use a good cord.

Keep appliance and lamp cords as short as possible. Wind and tie up extra cord with a rubber band. Attach cords to a baseboard so nobody will trip over them.

HOW TO
BE SAFE
AT HOME
continued

2. GENERAL.

Don't plug in too many pieces of electric equipment at the same time. This may overload the electric power line.



When lights flicker, or a piece of electrical equipment doesn't work evenly, this is a danger signal and a warning. The line is overloaded.

Never leave an electric outlet open where children or pets can reach it.

Always pull a cord from the wall outlet before you pull the other end out of an electrical appliance.

Never touch or handle electrical appliances with wet hands.

Keep all electrical equipment -- including radios and TV's -- away from sink, bathtub, or from any water outlet.

Always pull an iron or ironer cord from the electric outlet if you have to leave the iron or ironer before you finish using it.

A fuse is a safety device to prevent trouble. When a fuse blows out, put in a new one right away. Do not use a penny instead of a fuse -- this may start a fire.

D. BATHE SAFELY

Do keep the floor clean and dry so nobody will slip. When a bar of soap is dropped, or when soapsuds splash, do wipe up the floor right away.

Do put a rubber mat or a folded bath towel in the bottom of the bathtub or shower before children or elderly folks take a bath or shower. When possible, attach a handle to the wall next to the tub or shower as a grab bar.

Do test the water before stepping into the bathtub or shower. Make sure the water is not scalding hot.

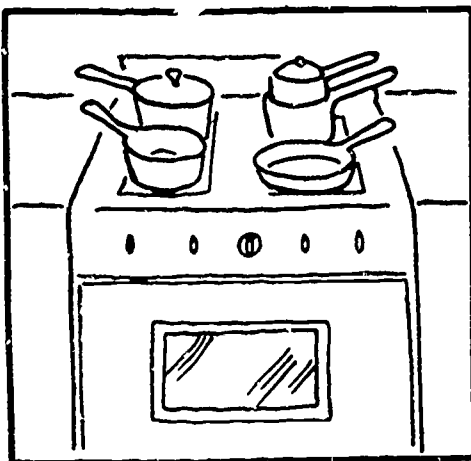
When getting out of the bathtub or shower, make sure one foot is firmly planted on the floor before lifting the other foot out.

E. KITCHEN SAFETY

Crumbs or grease can start a fire. Keep the stove surface, oven, and toaster clean.

Do set pots and pans on the stove so their handles do not stick out. Otherwise a child can reach it or somebody else may knock the pan over and spill hot food.

Mop up spilled grease or other food right away so the kitchen floor won't be slippery.



Keep all work surfaces in the kitchen clean and dry. If the surface is wet, china and glassware may slide off and break.

Wash sharp knives separately. If sharp knives drop into sudsy dishwater, or hide in the sink under a layer of suds or dishes, you may pick them up accidentally and cut your fingers.

F. BE CAREFUL!

Follow sensible safety precautions at all times to avoid accidentally eating or drinking anything which is not food. This is especially important in homes with young children.

1. BE CAREFUL WITH HOUSEHOLD CLEANING SUPPLIES.

When household and other cleaning products are used correctly, they are harmless. When household and other cleaning products are used incorrectly or are misused, they may cause trouble. Never place or store chemical products within the reach of children or pets.

Read directions, all warnings, and special directions on packages and containers labeled as "Hazardous." Laws require that poisonous substances be labeled "Poison." The antidote is always printed on a package which holds a poisonous substance.

2. BE CAREFUL NOT TO MIX HOUSEHOLD PRODUCTS.

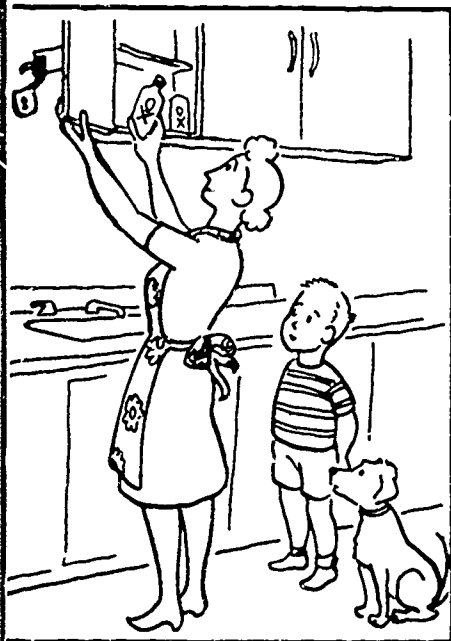
Some household products which are useful and safe when used alone, can be dangerous when they are combined. Never mix two or more substances -- such as bleaching solutions, ammonia, toilet-bowl cleaners, rust removers, and oven cleaners. Such chemical mixtures may release irritating gases.

3. BE CAREFUL WITH MEDICINES AND DRUGS.

Move poisons and powerful drugs to a safe place where children can't get at them. Keep them on a high shelf or in a cabinet which can be locked.

Never take a medicine in the dark. For extra safety, seal the covers of strong medicines with adhesive tape so they can't be opened hurriedly by mistake.

Be sure all bottles and jars are clearly marked. Then wipe all bottles and jars often with a damp sudsy sponge, so that labels and directions are easy to read. Be careful not to wash off the labels and directions.



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