

Presented by Sumter Housing Authority

HOUSE KEEPING CLASS

From Talk to Walk, with clarity





WHAT DOES HOUSEKEEPING MEAN TO US?

- The management of a house and home affairs
- The care and management of property and the provision of equipment and services
- The ongoing routine tasks that must be done in order for a system to function or to function efficiently.



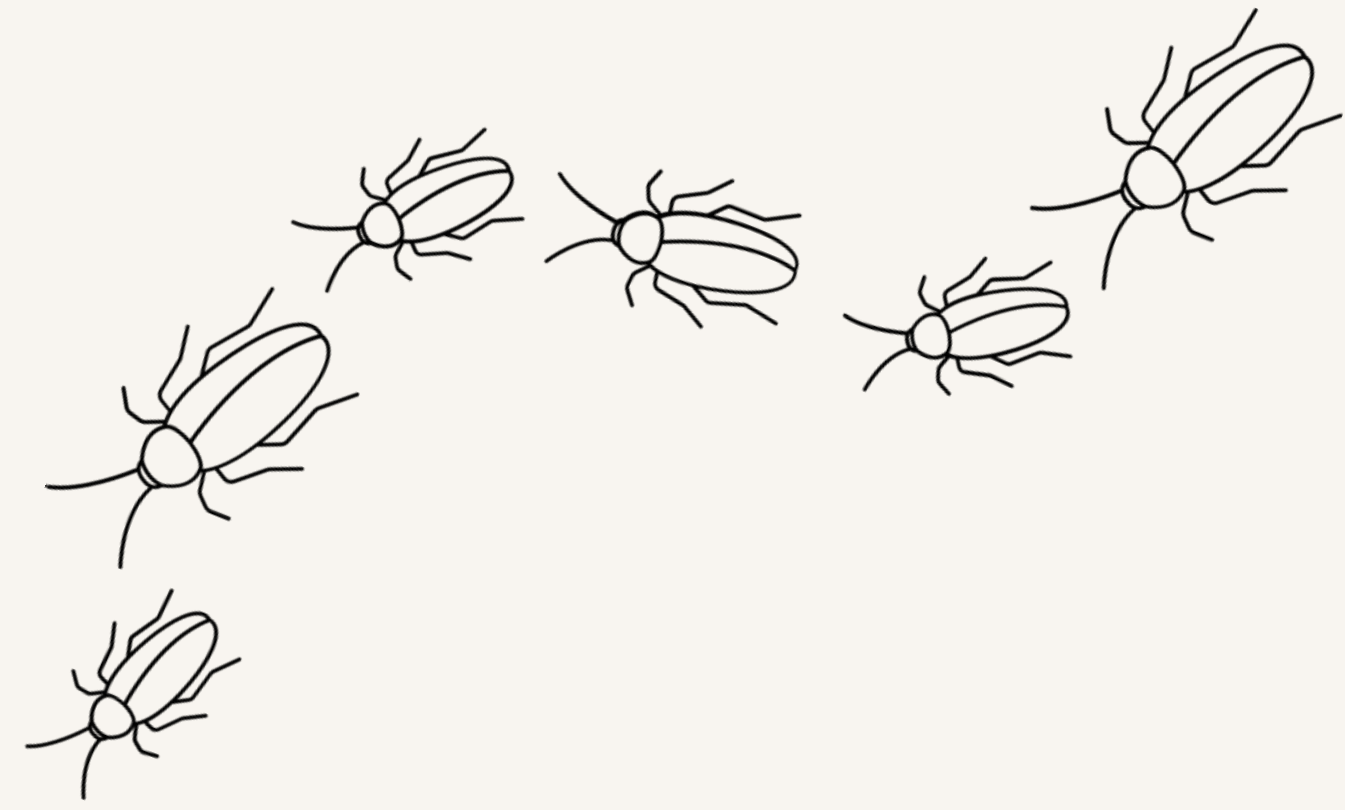
Fun Fact:

It is proven that living amidst clutter can increase stress levels and impede relaxation, particularly when trying to unwind after a long day.

WHY IS HOUSEKEEPING IMPORTANT?

- A clean home is a healthy home
 - it's free of bacteria and allergens that can cause respiratory problems
- A clean home is more comfortable to live in
- A clean home is easier to maintain - there are fewer areas for dirt and dust to accumulate
- Cleaning your home regularly saves you money on repairs and replacements down the road

IMPORTANTANCE OF HOUSEKEEPING CONTINUED...



- You won't have to worry about pests like cockroaches, spiders, mice/rats, or ants invading your home
 - Pests have been linked to numerous health risks
 - Pests can damage property, which can affect its value and lead to expensive repairs
 - Pest problems actually increase the time and money spent on housekeeping



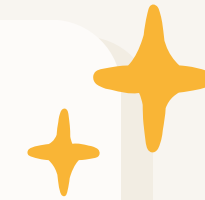
DID YOU KNOW?

IN A YEAR, ONE FEMALE GERMAN COCKROACH AND HER OFFSPRING CAN PRODUCE UP TO 30,000 INDIVIDUALS. YOU'LL FIND THEM IN: KITCHENS, BATHROOMS, WARM AREAS, NEAR FOOD AND WATER, IN CLUTTER, BEHIND PICTURES, AND, OF COURSE, YOUR NIGHTMARES.



CHALLENGES WE MIGHT FACE

- **Time**
 - Children
 - Work
- **Resources**
 - Cleaning Supplies
 - Mop, broom, paper towels, solutions etc.
 - Too Much of a Cleaning Load
- **Energy**
 - Not wanting to/Laziness
- **Overwhelming**
 - Home Life
 - Work Life





HOW TO OVERCOME THOSE CHALLENGES:

TIME:

1. Make Time- get up earlier/ stay up later
2. Create a routine- be consistent
3. Split up your cleaning list by hour or day

RESOURCES:

1. Gather your supplies- cleaning solutions and tools
2. Ask for help- family members and/or friends
3. Get what you can- if you are limited to funds, buy the necessities

ENERGY

1. Get much needed rest
2. Break up the tasks
 - a. Declutter first
 - b. Start and finish one room at a time
3. Take short breaks

FEELING OF BEING OVERWHELMED

1. Prioritize
 - a. Stick to things that need to get done NOW.
2. Stop accidentally multitasking
 - a. Focus on one step/room at a time
3. Rethink your to-do list
4. Take tiny steps if needed



HOUSEKEEPING CHECKLIST

an example to go by:

Cleaning Checklist

DAILY

- Load/unload dishwasher
- Take out trash
- Spot sweep
- Make beds
- Wipe down countertops
- One load of laundry
- Tidy up shared spaces

MONTHLY

- Deep clean oven
- Clean out fridge/freezer
- Flip mattresses
- Organize cabinets
- Purge closets and clutter
- Clean microwave
- Clean doors/walls
- Baseboards
- Clean under couch

MONDAY

- KITCHEN**
- Sweep/mop
 - Clean Stove
 - Wipe appliances
 - Wash dish towels

TUESDAY

- LIVING ROOM**
- Vacuum/mop
 - Windows/blinds
 - Dust
 - Shelves/cabinets

WEDNESDAY

- BATHROOMS**
- Sweep/mop
 - Mirrors
 - Toilet/sink
 - Shower/tub
 - Bath mats
 - Empty trash

THURSDAY

- BEDROOM**
- Vacuum/mop
 - Wash Bedding
 - Tidy up clothes
 - Declutter

FRIDAY

- DINING ROOM**
- Vacuum/mop
 - Clean off table
 - Dust
 - Declutter

SATURDAY

- HALL/ENTRY**
- Vacuum/mop
 - Dust
 - Put away hats, shoes, coats

SUNDAY

- REST**
- Enjoy your clean house!



SUMTER HOUSING AUTHORITY STANDARDS

Entry Way

- Sweep area clean and free of debris
- Have a door mat outside the door and inside the door to eliminate dust and dirt from entering the house
- Ask guests to remove their shoes upon entering
- Wipe down and remove dirt/dust from the baseboards

Bathroom

- Clean Weekly- high traffic area
- Rinse shower /tub after every use
- remove things from drain trap to avoid it being clogged
- Scrub and clean toilet (inside, out, and at base of toilet)
- Mop the floor by shower and around the toilet
- Take the bathroom trash when full

Kitchen

- Have all food stored properly/ sealed tight
- Place ALL dishes in a cabinet and put away
- Wash dishes ASAP. If not able to, rinse them out right away.
- Clean stove top and counter tops of any dirt, grime, spills
 - Clean the oven (inside and out)
 - FREE of grease- this is a FIRE HAZARD
- Sweep the floors regularly and mop weekly
- Wipe cabinets down- free of grease and dust
- Clean Refrigerator and freezer (inside and out)
- Empty garbage when full or excessive food debris



SUMTER HOUSING AUTHORITY STANDARDS CONTIN.

Stairs

- Sweep/ Vacuum area clean and free of debris
- Mop stairs to remove any and all substance
- Clean the baseboards

Bedrooms

- Change bedsheets first
- Dust from top to bottom
 - use a damp cloth or a vacuum with the brush adapter
- Vacuum and mop the floors last
- Throw away trash when full
- Try not to eat food in the bedroom
 - If you do, throw trash away and wash the dish immediately
- Put your clothes away- do not leave them on the floor

Living Room

- Sweep/Vacuum/ Mop area clean and free of debris
- If you have children, have a basket for them to put their things in.
- Wipe down and remove dirt/dust from the baseboards
- Do not leave trash- throw it away!

Outside

- Pick up trash from front lawn, back lawn, porch, sides of unit etc.
- Place all trash INSIDE the dumpster

REMINDERS:

- Your name is on the lease as Head of Household ✨ ✨
- It is your responsibility to manage your unit and those in it.
- It is also your responsibility to keep it clean and tidy
- Housekeeping isn't an option; it is a must and a part of your lease agreement.
- Report all work orders to SHA to get them fixed.
 - If you don't tell us, we don't know!
- Communication is key!

