

## Cleaning Tips



Always work top to bottom, slowly and attentively.

**Dusting** is a necessary chore for a few reasons. Dust on surfaces can make surfaces look dingy and dirty. Dust can actually cause scratching and damage to household surfaces. Dust also presents allergy and breathing problems for many groups of people. Dusting as a regular chore can protect family members and the surfaces of our homes.

Ceilings

Fans

Fixtures

Walls

Door Frames

Moldings

Corners

Baseboards

Blinds

Window Sills

Air Vents

Picture Frames

Shelves

Lamps - remove and dust object and surface underneath

Electronics

Furniture

Rugs

Carpets

Knicknacks – remove and dust object and surface underneath

Coils of Refrigerator

all horizontal surfaces

### ***Vacuuming***

1. Inspect the area before you vacuum. Pick up objects that could cause a clog in your vacuum cleaner.
2. Check the vacuum bag to make sure it isn't already full. If it is, change it.
3. Vacuum forward instead of backward: you'll get the job done faster and you won't wear out your cord as quickly.
4. Overlap your strokes to ensure that you get all dirt and residue.
5. Change your vacuuming direction occasionally to reduce matting in your carpet.
6. Use a damp cloth on corners, or use a crevice tool attachment on your vacuum

### ***Sweeping***

When sweeping a room, there are a couple of different methods. Some people like to walk the perimeter of a room, sweeping from the edges into a pile in the center. Others like to begin at one end of the room and move to the other pulling the dirt pile along with them, or eliminating the pile in sections. Choose a method and starting point that works for you.

Sweep dirt into a tidy pile. Sweep the dirt pile into a dust pan and then deposit it in the trash. Be careful not to dump the dirt too quickly, causing dust and dirt to billow back into your face, or onto your clean floor.

### ***Cleaning Windows***

1. Spray the cleaner onto the glass

Starting on the inside of the window, spray the pane with your multipurpose cleaner from top to bottom.

(Tip: Make your own cleaner: one part white vinegar to one part water.)

2. Wipe glass clean

Working from left to right and top to bottom, wipe pane clean with cloth or paper towel.

3. To clean TV and computer screens, **spray the cloth, not the screen** with cleaner.