



321en29A

CLEANING AND CLEANING MATERIALS

We have already discussed in our previous lesson that housekeeping involves cleaning, maintenance and beautification of any premises and that it is one of the most important and regular features in our daily life. Thus we know that any establishment has to be clean, well maintained and presentable at any given moment of time.

But how to ensure well maintained premises? Cleaning is the most important and primary aspect of housekeeping. It is a process of removing dirt, dust and grime by using methods such as dusting, shaking, sweeping, mopping, washing or polishing.

There are certain areas you may clean daily, whereas you may clean other areas occasionally or once /twice in a year. Since there are different types of surfaces like wall, counter tops, marble floors, ceramic tiles, wooden chairs, etc, special cleaning agents are used to clean these specific surfaces. In this chapter, we will discuss these various aspects of cleaning as well as the materials and equipments used for cleaning.



OBJECTIVES

After reading this lesson you will be able to:

- explain the meaning and importance of cleaning;
- identify various methods of cleaning;
- list and use the different equipments, cleaning agents and materials used for cleaning;
- develop a schedule for cleaning and adopt appropriate procedures for cleaning.



Notes



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29.1 MEANING AND IMPORTANCE OF CLEANING

What do you mean by cleaning?

Cleaning involves **sweeping** floors, **dusting** furniture and other surfaces, **mopping** or washing floors, **polishing** surfaces, articles and accessories, **scrubbing** tiles, sinks, toilets, **disinfecting** drains, **rearranging** cleaned areas and putting things in their specific place. We can say that cleaning is a process of removing dust, dirt or any other undesirable materials like stains, spots, contents of an ashtray, etc.

What happens if cleaning is not done on a regular basis?

Yes, your house will become the breeding ground of insects such as cockroaches, spiders, ants, flies and mosquitoes. It will look dirty and will be most uncomfortable. Living in such circumstances can also lead to diseases such as asthma, bronchitis, etc. Thus, cleaning is necessary for a general presentable appearance and also to ensure good hygienic conditions.

What do you understand by dust and dirt?

'Dust' collectively refers to the loose particles, which are very easily moved by air and settle on any surface. It is easily removed with the help of a dry cloth.

'Dirt' refers to dust which sticks to any surface with the help of moisture or grease. It is more difficult to remove dirt as compared to dust. Dirt has to be removed either with a detergent or any other cleaning agent.

Let us now read ahead of some general methods of cleaning.

29.2 METHODS OF CLEANING

You have already read earlier in this lesson, that dust and dirt can be removed by dusting, mopping etc. Based on these we can describe the cleaning methods as follows-

a) Dusting

You are already familiar with the term 'dust'. But how do you remove dust? **When any surface is wiped with a piece of dry cloth, (duster), it carries the loose dust with it and the process is known as dusting.** This should be done with a clean soft cloth.

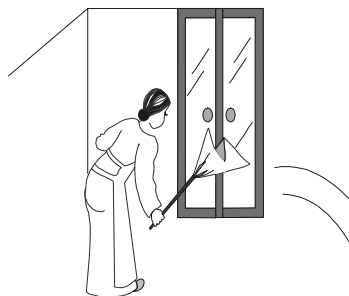


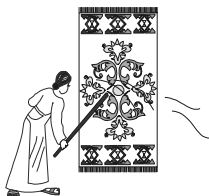
Fig. 29.1: Dusting with a cloth



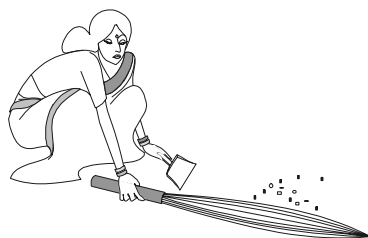
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b) Shaking and Beating

What happens when you shake a cloth full of dust? Yes, the dust falls out. Similarly **when you shake or beat any soft material, like a carpet/rug or a curtain, the dust falls out, making the article dust free to a large extent.** This is mostly done in open air so that other things do not get dusty.

**Fig. 29.2 : Carpet being beaten****c) Sweeping**

When a broom or a brush is used to carry the dust laterally along the room, the process is known as sweeping. While sweeping any vertical surface as walls, you should remember to start from the top and sweep downwards. Similarly for lateral sweeping as for floors, start from one end of the room and move to another, preferably a door, and carry the dust all along or collect in a dust pan. All the movable articles kept on the floor should be lifted, swept under, and kept back in place.

**Fig. 29.2 : Sweeping the floor****d) Mopping**

You have read that wiping with a dry cloth is dusting, similarly, **wiping a surface with a damp cloth is called 'mopping'.** The piece of cloth used is known as a 'mop' and is generally coarser than a duster. In this process, both the dust, as well as easily removable dirt, is also removed. Mopping is mostly done on floors. Extra attention should be paid to nooks and corners otherwise it gets tougher to remove fixed grime later on.

**Fig. 29.4 : Mopping**



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e) Washing

Sometimes mopping alone is not sufficient to remove dirt. Such surfaces are then **scrubbed with the help of a yard (bamboo) broom along with plenty of water**. Eventually the dirt loosens and is carried off by water. This process is known as 'washing'. In case of tougher stains or dirt, detergent may be added to the water.



Fig. 29.5 : Floor being washed

f) Polishing

When some reagent is rubbed on a surface to bring out the shine, the process is known as **polishing** and the reagent applied is known as the 'polish'. Similarly, many other articles/ decorative items made of brass, wood, marble etc, may be polished.

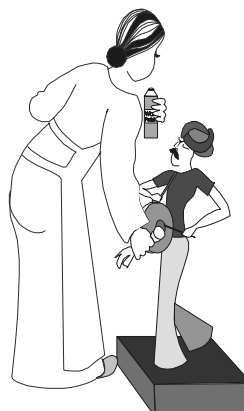


Fig 29.6 : Polishing a statue



Activity 29.1

Observe your home and list the surfaces which are swept, mopped, polished, beaten, dusted and washed.

Method of cleaning	Surfaces
Mopped	
Polished	
Beaten	
Dusted	
Washed	



INTEXT QUESTIONS 29.1

1. Match the methods of cleaning given in Column A with the procedure given in Column B.

Column A	Column B
(i) Mopping	a) beat an article to remove dust
(ii) Sweeping	b) wipe with dry cloth
(iii) Dusting	c) scrub with broom and water
(iv) Polishing	d) dust carried with broom
(v) Shaking	e) wipe with wet cloth
(vi) Washing	f) rub to bring shine
	g) scrub with a broom

2. Differentiate between the following:
- washing and mopping
 - polishing and sweeping
 - dirt and dust

29.3 CLEANING EQUIPMENTS AND MATERIALS

Let us now learn about the equipment and other materials, which assist us in the process of cleaning. Can you name a few? Let us try to make a list of such equipments.

A. CLEANING EQUIPMENTS

Following are some of the equipments which you will come across during the process of cleaning.

- Dusters** - These are mostly made of soft cotton, flannel or artificial feathers mounted on a stick. These are used to clean loose dust and are also used for wiping various surfaces. You should use separate dusters for dusting and wiping surfaces such as dining table, mirrors, kitchen slabs, etc. They should be washed and dried after use.
- Dust pans** - these are made of either plastic or metal and have flat surfaces, rounded at the sides. After sweeping, dirt and dust is collected directly into these with the help of a broom and carried to a dustbin. Dustpans save sweeping the entire amount of dust from one room to another. Instead, dust can be collected from each room and disposed of simultaneously. Dust pans should be cleaned after use.



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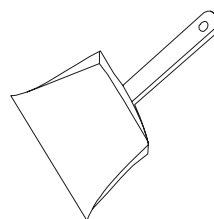


Fig 29.7 : A dust pan

- c) **Mops**- are mostly made of thick, loosely woven cotton cloth. These are used to wipe dust from the floors. These are dipped in clean water and squeezed before wiping the floors. You should change the water after mopping each room or when it gets dirty. You should thoroughly wash the mop and spread it for drying, after use.

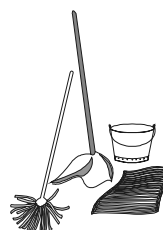


Fig 29.8 : A mop (with handle, without handle)

- d) **Polishing cloth**- these are made of soft absorbent cloth such as flannel. Dry polishing cloth helps to clean and shine the polished surfaces by rubbing them vigorously.
- e) **Brooms**- brooms are either soft or hard. The soft ones are used to sweep the floors, whereas the hard ones (yard broom) are used to wash the floors.



Fig. 29.9 : Yard broom, soft broom

- f) **Brushes**-are available in various sizes and shapes and are made of different materials. Different brushes are used for specific jobs. Brushes with nylon or plastic bristles are used for cleaning carpets or furniture, round feather brushes are used to remove cobwebs, metal brushes are used to clean wire mesh in the windows. You have special nylon brushes to clean the toilets.



Fig 29.10 : Various types of brushes



Notes

- g) **Buckets or basins-** metal or plastic buckets/ basins of suitable sizes are used to carry water, detergents and chemicals so that there are no spills.
- h) **Dust bins-**these are available in plastic with a lid. These should be lined with paper so that the garbage does not stick to the surface. They should be emptied and washed daily.
- i) **Vacuum cleaner-** it works on electricity and has a fan. This sucks in the dirt and dust from the surfaces and stores it in a disposable bag inside. This bag should be emptied regularly.



Fig. 29.11 : A vacuum cleaner



Activity 29.2

Survey the market and collect information about different types of brushes, brooms, mops, vacuum cleaners available.

B. CLEANING MATERIALS

There are many materials and reagents, which help in cleaning, scrubbing and polishing surfaces. Some of these are commercial preparations for cleaning and you may be already familiar with some of them.

- a) **Water-** Water is the simplest cleaning reagent available to us. Some dirt may be loosened and dissolved in it. Although most of the time, some other cleaning agent is also used along with it.
- b) **Detergents-** Detergents are available in powder, solid (soap, soap flakes etc.) and liquid form. These are used with water to clean various surfaces. The basic ingredients in a detergent are surface active agents, known as surfactants. A detergent may have more ingredients to make it more effective, like alkaline salts, bleaches, foam boosters, germicides and perfumes. The exact nature and use of a detergent will actually vary according to its ingredients. However, there are a few points which should be kept in mind while choosing a detergent. It should –
 - be readily soluble in water
 - be effective in all types of water and produce no scum

Scum- is the grey film which deposits on the fabric with cheap soaps.



Notes

- have good wetting powers so that the solution penetrates between the article and the dirt particles
 - have good suspending powers to suspend dislocated dirt and not allow it to settle back
 - be effective over a wide range of temperatures
 - be harmless to the article and the skin.
 - clean quickly
 - be easily rinsed away
- c) **Abrasives**- some of the common abrasives are sand, finely powdered brick, saw dust, wheat bran, emery paper, fine ash, filtered chalk etc. Besides these, steel wool, nylon mesh, coconut fibers are also used to scrub dirt. Their use depends on the surface to be cleaned and the type of dirt to be removed. The extent of cleaning will depend upon the nature of the abrasive used and on the scrubbing action.
- d) **Acids**- strong acids are used to clean toilets (water closet and sinks) and are available in crystals or liquid form. Milder forms of acids are also used to clean very dirty tiles. Acids should be rinsed off as soon as possible after use and should be stored away from children. Vinegar and lemon are used to clean stains on metals like brass and copper.
- e) **Alkalis**- baking soda and ammonia are used as grease emulsifiers and stain removing agents.
- f) **Bleaches**- stains on fabrics are removed by bleaches such as sodium hypochlorite, sodium perborate, hydrogen peroxide, sodium hydrosulphite etc.
- g) **Solvents** – solvents such as methylated spirit, carbon tetrachloride, kerosene, petrol etc; are used to remove grease, wax and other stains from the surfaces. You should keep methylated spirit, kerosene, petrol, away from fire as they are inflammable. Carbon tetrachloride is harmful if inhaled.
- h) **Polishes**- polishes are used on surfaces such as floors, furniture, leather and even metals. When rubbed on a surface, they provide a protective covering to the surface and produce shine. The article also gets cleaned in the process.

Ready-made polishes are expensive as compared to home-made ones. Recipes of some commonly used polishes are given below. You can easily make them at home.



Furniture cream

INGREDIENTS	METHOD	USE
i. Bees wax 50gm ii. Turpentine 30ml	i. Shred wax and put in a pan. Cover with turpentine. ii. Heat in a double boiler till wax melts. iii. Cool and allow it to set.	Use to polish light coloured furniture.

Notes

Furniture polish

INGREDIENTS	METHOD	USE
i. Linseed oil 50 gm ii. Turpentine 30 ml iii. Vinegar 30 ml iv. Methylated spirit 30 ml	i. Mix all ingredients together in a clean bottle and store	i. This can be applied on furniture with a pad of old cloth

Metal polish

INGREDIENTS	METHOD	USE
i. Soap-2 tbs ii. Ammonia-1 tbs iii. Boiling water- 2½ cup iv. Bath brick -50	i. Dissolve soap in boiling water ii. Mix with bath brick and ammonia. iii. Cool and store in air tight bottle.	i. Shake well before use. ii. Soak soft toweling in the mixture, let it drip dry. iii. Wipe and rub with this toweling.

Copper cleaner

INGREDIENTS	METHOD	USE
i. Fine sand- 4 tsp ii. Flour - 2 tsp iii. Salt- 1 tsp	Mix all ingredients and keep in jar. Moisten a small amount of above mixture to a paste by using equal amounts of vinegar and water.	Rub well into brass or copper surfaces to remove stains.

Note : tbs - table spoon; tsp - tea spoon



Notes

But before you use polishes, you should keep the following basic principles in mind –

- i) Remove dust and dirt thoroughly before polishing a surface.
- ii) Use small quantities of polish as extra polish could be harmful to the surface, besides being uneconomical.
- iii) Rub off polishes thoroughly as surfaces could otherwise become greasy and sticky.
- iv) Surfaces already provided with permanent or semi-permanent polishes should be polished very carefully, so as not to destroy the original shine.

Apart from these equipments and cleaning agents, there are other materials which are used in a cleaning process, such as disinfectants, deodorants, antiseptics, etc. Can you tell where these are used?



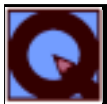
Activity 29.3

A. Find out and list the latest equipment and at least five cleaning materials/ reagents available in the market.

Tools/ Equipments	Materials/reagents
i.	i.
ii.	ii.
iii.	iii.
iv.	iv.
v.	v.

B. List the cleaning tools/ equipments and materials /reagents in your house.

Tools/ Equipments	Materials/reagents
i.	i.
ii.	ii.
iii.	iii.
iv.	iv.
v.	v.

**INTEXT QUESTIONS 29.2**

Given below is a list of reagents. Specify their role in cleaning.

Reagents	Role in cleaning
i. Lemon	
ii. Jewellery rouge	
iii. Sand	
iv. Ammonia	
v. Methylated spirit	

29.4 SCHEDULE OF CLEANING

Now the important question is how to do cleaning? You must have observed the cleaning process at your own house. Do you clean your rooms completely by removing all the furniture etc, every day? No, because that would require a lot of time and labour which can not be devoted everyday. Then how to do the cleaning? For this, it is important to follow a certain schedule of cleaning.

Everyday, a general cleaning of the open surfaces like floors, furniture and other such surfaces is required. Once in a while some more time is given to cleaning and you probably move heavy furniture and clean beneath it or beneath the carpets. Maybe once in six months or a year you empty the room completely and give it a complete wash, polish the floors, whitewash the walls, ceiling etc.

Thus we can basically divide cleaning into three types of schedules:

- Daily clean
- A weekly clean
- A spring clean

As you have read above, a daily cleaning would be a general cleaning done every day; a weekly cleaning would be a more thorough cleaning done periodically, depending on the frequency of use. In a guest house, hotel, or a hospital, it may be done once a week or even earlier. Spring cleaning is usually done once a year or when particularly needed. It may be earlier in the case of a hospital.

A. GENERAL PROCEDURE FOR DAILY CLEANING

Let us now see how a room is cleaned daily. Can you suggest in what order the work should be carried on?

- Once you enter the room, open all windows in order to let the fresh air come in.



Notes



2. Remove all unwanted articles like tea cups etc., and empty ash trays and dust bins.
3. Sweep the floor.
4. Dust all surfaces including furniture and fixtures.
5. Brush or vacuum clean the carpet.
6. Mop the whole area.
7. Replace linen wherever required, like in a bedroom, make the bed, in a restaurant cover the tables, in bathrooms, check for towels, soaps etc.
8. In the end, adjust windows, do a general survey to see that everything is in order and to your satisfaction.

Similarly the kitchen can also be cleaned in the same way.

1. Collect all used utensils from the counters.
2. Wipe and clean the gas stove, electrical appliances and the counters.
3. Wash all utensils. Drain and store.
4. Sweep the floor.
5. Empty the dustbin, wash, wipe and line it with newspaper.
6. Mop or wash the kitchen with a mild disinfectant.

B. GENERAL PROCEDURE FOR WEEKLY CLEANING

You now know that special cleaning is more thorough than daily cleaning. Let us now see in what order should one work for special cleaning of a room –

1. Start in the same way as in a daily clean – that is, first open all the windows for fresh air.
2. Remove all unwanted articles like trays, teacups, bottles etc. Empty the ash tray and dust bins.
3. Remove all dirty linen.
4. Remove stains from walls, doors, windows and furniture.
5. Check and clean thoroughly, all the drawers, furniture, fittings, all hangings or pictures, lights, etc.
6. Wipe, dust or polish table lamps, accessories, telephone, if needed.
7. Vacuum clean the carpets and other upholstery. If vacuum cleaner is not available, use a brush.
8. Sweep, dust and mop the surfaces.
9. Replace linen with clean linen
10. Survey the room for any discrepancy and adjust windows as desired.

**Notes**

In the case of kitchen,

1. You can empty out the shelves.
2. Clean the jars and bins.
3. Change the newspapers.
4. Rearrange the cupboards.
5. Clean the sunmica on the cupboard door panels with a wet cloth.
6. Clean the tiles.

Can you add some more activities to the above list ?

C. GENERAL PROCEDURE FOR SPRING CLEANING

Spring cleaning is done after long intervals, the frequency being as less as once a year. Thus, it may also be called annual cleaning. It is the most thorough cleaning of a room. Let us now see how a spring cleaning should be done –

1. Ventilate the room.
2. Take off all linen, including curtains and remove them from the room.
3. Remove all the movable articles including lamp shades, pictures, wall hangings etc., wipe and clean everything.
4. If necessary, remove all furniture and furnishings from the room. At least remove soft furnishings like carpets. Clean the cobwebs.
5. Sweep the floors.
6. If any maintenance work is required, this is the right time to do it.
7. Polish the furniture, decorative articles and floors.
8. Clean carpets thoroughly in the sun or send for dry cleaning. Re-lay it.
9. Replace everything at the predetermined place, including all furniture and fixtures.
10. If desired, rearrange the heavy furniture to give a new look.
11. Dust and mop.
12. Adjust windows, survey the room to satisfaction.

In the case of kitchen,

1. Empty out the kitchen.
2. Spread the pulses, spices, etc out in the sun.
3. Clean the cobwebs.
4. Clean exhaust fan and light switches.



Notes

5. Clean tiles with detergent.
6. Spray insecticides in corners.
7. Wash kitchen counters with hot soapy solution and if needed, polish them.
8. Wipe stains on cupboard doors.
9. Tighten any loose screws.
10. Replace newspaper lining in cupboards.
11. Label and arrange all boxes back in place.
12. Wash the floor.



Activity 29.4

You have to clean your bathroom. List two cleaning activities which you would do daily, weekly or once in a year.

Daily cleaning	Weekly cleaning	Spring cleaning
(i)	(i)	(i)
(ii)	(ii)	(ii)



INTEXT QUESTIONS 29.3

1. Prepare a schedule of daily cleaning for your kitchen. Also list two activities you would perform on a monthly and yearly basis in the kitchen.

Daily	Monthly	Yearly
(i)	(i)	(i)
(ii)	(ii)	(ii)
(iii)		
(iv)		
(v)		
(vi)		



TERMINAL EXERCISE

1. What do you understand by 'cleaning'? Why is it important?
2. Explain how you will clean your bedroom and bathroom.
3. You have to clean your kitchen tiles, marble wall surface and cement floor.



Notes

List the cleaning agents and equipment will you use. Describe the cleaning procedure for the same.

4. Sheila is cleaning her room. Describe six methods of cleaning she may adopt. List the materials and equipments she may use.



WHAT YOU HAVE LEARNT

1. Cleaning is a process of removing dust, dirt or any other undesirable material and disinfect and rearrange the area.
2. Cleaning is necessary for appearance, comfort and hygiene.
3. methods of cleaning - (a) Dusting (b) Shaking and beating (c) Sweeping (d) Mopping, (e) Washing, (f) Polishing.
4. Equipments – (a) Dusters (b) Dust pans, (c) Mops (d) Polishing cloth (e) Brooms (f) Brushes (g) Buckets (h) Dust bins (i) Vacuum cleaner
5. Cleaning Materials – (a) Water (b) Detergents, (c) Abrasives (d) Acids (e) Alkalis (f) Bleaches (g) Solvents (h) Polishes
6. Schedule – (a) Daily Cleaning (b) Weekly/Monthly Cleaning (c) Spring/Yearly cleaning.



ANSWERS TO INTEXT QUESTIONS

- 29.1**
1. (i) e (ii) d (iii) b (iv) f
(v) a (vi) c
 2. (a) **Washing**-refers to cleaning with lots of free water.
(b) **Mopping**-the surface is wiped with a tightly squeezed wet mop
(c) **Polishing**- article is rubbed with a polish and rubbed with a soft cloth, until it shines.
(d) **Sweeping**- dust of floor is cleaned with help of a broom
(e) **Dirt**- loose particles easily moved by air and settle on any surface is called dirt.
(f) **Dust**- particles stick to any surface.
- 29.2**
- i) Lemon – clean stains from metals
 - ii) Jewellery rouge – clean jewelry



- iii) Sand – clean hard surface
- v) Ammonia – grease emulsifier, stain removing spirit
- vi) Methylated spirit – grease solvent, removes grease stains

29.3 I. Daily activities–

- i. Open windows and lights
- ii. Remove unwanted dirty utensils
- iii. Clean work surface and gas stove
- iv. Wash utensils
- v. Wash/mop floor
- vi. Arrange utensils in respective place
- vii. Switch off lights

II. Monthly activities–

- i. Clean tiles
- ii. Change newspapers in cupboards
- iii. Arrange cupboards
- iv. Clean drawers
- v. Remove cowwebs

III. Yearly activities–

- i. White wash /pint walls.
- ii. Polish marble floors/counters.