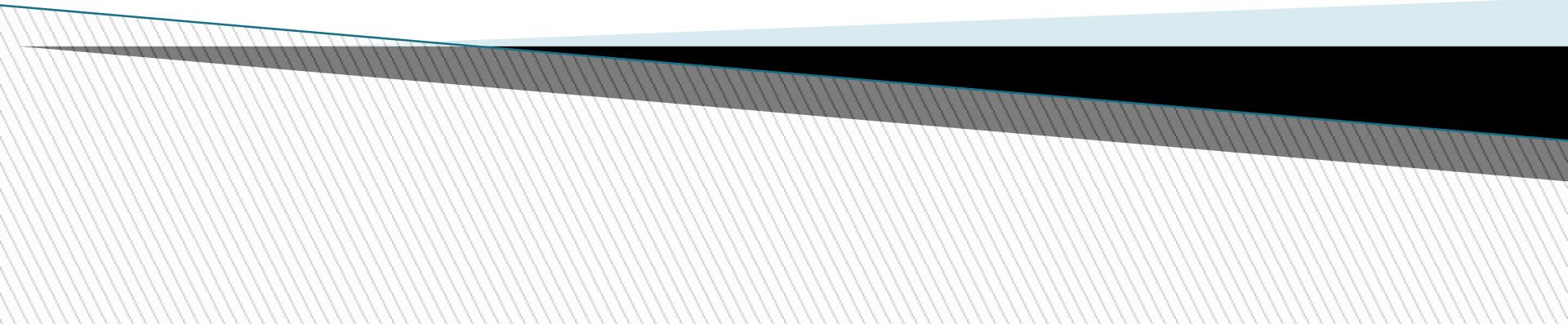



Home management



Definition

- ✿ **Home management is the effective way of doing household chores.**
 - ✿ **the process of effectively running a household.**
 - ✿ It may be referred to the various tasks and chores associated with the organization, **financial management** , and day-to-day operations of a home.
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Types of services rendered by a caregiver

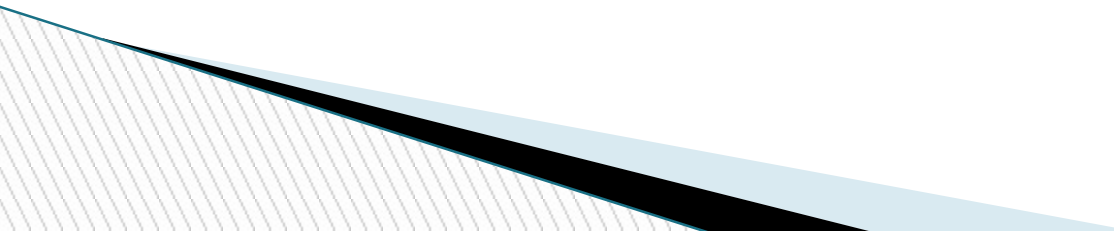
★ Home care service

includes **any professional support services that allow a person to live safely in their home.**

In-home care services helps someone who is aging and needs assistance to live independently.

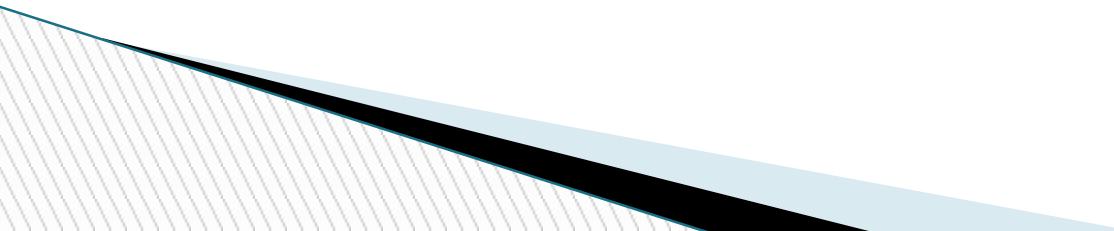
- Health services refer to **the patient care provided by medical professionals, health care personnel, and health care organizations.**

Scope of Home Management

- ✱ Maintenance of cleanliness and orderliness of the house.(Home maintenance)
 - ✱ Menu planning and food preparation
 - ✱ Laundry services
 - ✱ Installation , cleaning and maintenance of furniture and fixtures
 - ✱ Provisions of special services such as babysitting, shoe polishing and mending clothes.
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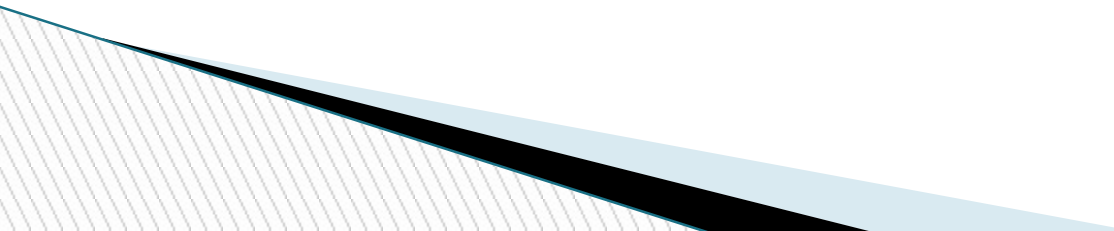
Home maintenance

Objectives:

- Understanding the maintenance of cleanliness and orderliness of the home.
 - Acquire knowledge on home maintenance standards and procedure and implementation based on industry standards.
 - Acquire competencies required in HM.
- 

Home maintenance- upkeep and maintenance of cleanliness and order in a house or lodging and commercial establishment.

Housekeeper – responsible for administering home maintenance and ensure everything is in order and occupants are comfortable, safe and protected from disease causing bacteria.




Types of HM:

- Domestic –maintenance of the house. Lady of the house as head housekeeper.
- Institutional- applies to maintenance in commercial lodging establishments.

STANDARDS OF IDEAL HOME MAINTENANCE:

1. Cleanliness

- **no visible dirt.**
 - **All areas are immaculate clean- top to bottom, corner to corner, in-out**
 - **Closets, cabinets, storage area also kept clean**
 - **Furniture and fixtures properly dusted**
 - **Doorknobs and metal fixtures polished using the right chemical metal polisher**
 - **Windows and glass panels**
 - **Floors vacuumed**
 - **Grounds free from liter**
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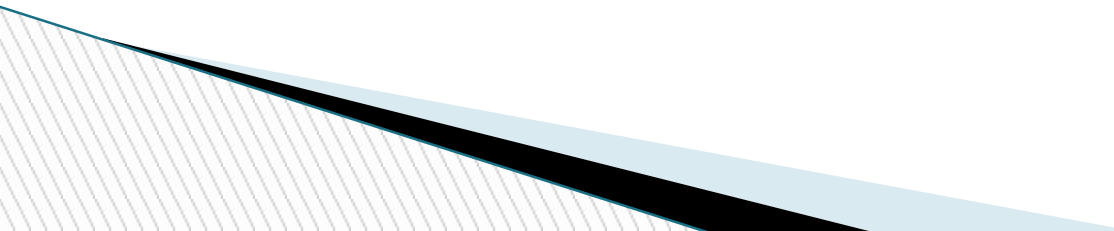
2.Orderliness

- **Facilities, fixtures properly installed**
 - **Room amenities installed in appropriate location**
 - **Properly made up bed**
 - **Linen properly folded**
- 

3. Patients' comfort

- **Rooms properly ventilated**
- **Not disturbed**
- **Sufficient room / bathroom amenities**

4. Eye Appeal

- **Ambience**
 - **Suitable interior design-proper blending of colors**
 - **No eye sore found**
 - **Wall decors and t.v. sets are posted at eye level**
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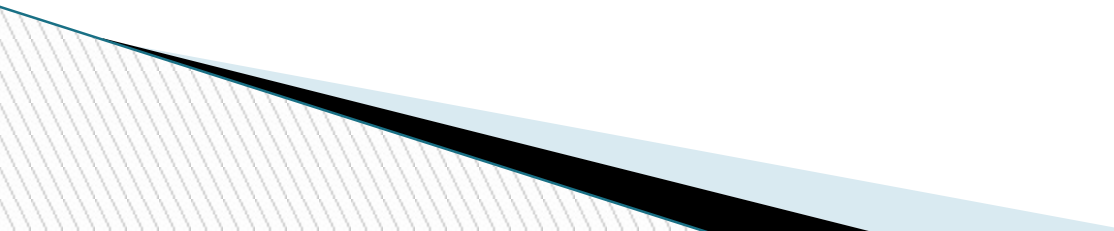
5. Safety

- **Free from safety hazards**
- **trained on emergency procedures**
- **prepared for any emergency**
- **ensure patient's safety.**

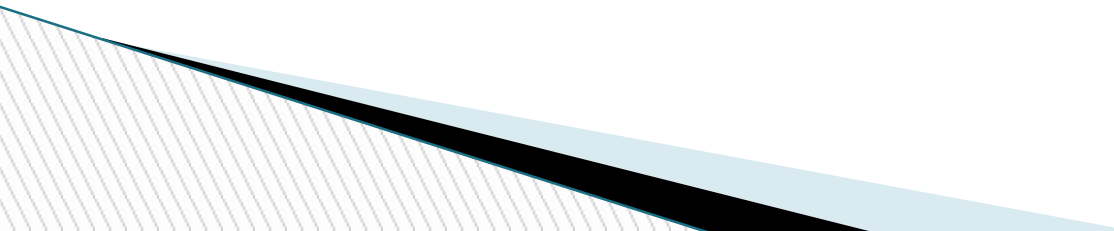
6. Material control and preventive maintenance

- **Tools and equipment use, storage, repair and check up**
- **Regular cleaning and check-up of equipment , maintained in safe, working condition.**

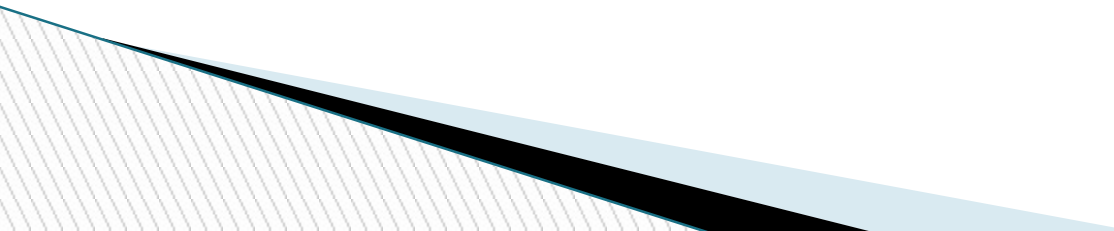
7. Sanitation

- **Free from bacteria causing diseases**
 - **Proper waste disposal-wet garbage-with under liner, covered and disposed of regularly**
 - **Sanitize critical areas – items for personal use like linen, cutleries, glasses, etc.**
 - **Area-protected from pest infestation.**
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Self check

- ✱ **Differentiate domestic from institutional home maintenance.**
 - ✱ **State the effect of poor maintenance in a home.**
 - ✱ **When can you say that area is in order and sanitized.**
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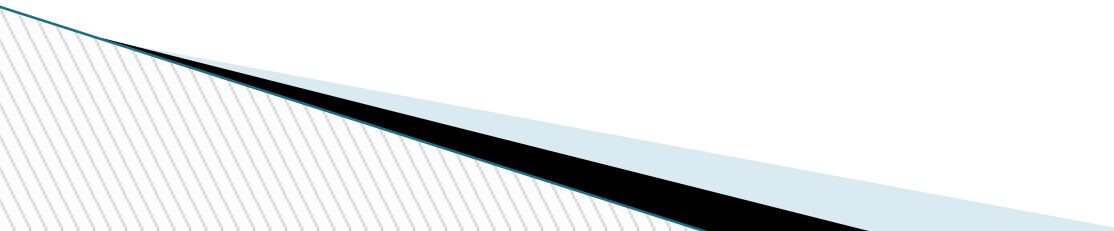
CLEANING SUPPLIES AND PROCEDURES

- ★ ***Good home maintenance requires very thorough cleaning- no visible dirt. Some critical areas should not only be cleaned but must be sanitized.***
 - ★ ***For thorough cleaning, homes must be equipped with appropriate cleaning and sanitizing equipment, tools and supplies.***
- 

CLEANING EQUIPMENTS

1. Vacuum cleaner- eliminate loose soil and dust particles from carpet surfaces, upholstered, furniture or hard surfaces

✱ Dust bags-emptied daily. After using, roll back the wire neatly on the back of the vacuum cleaner. Place it on one end of the trolley.





2. Hydro vac-eliminate dust on dry and also absorbs water in flooded or wet surfaces.

**All- p
surfa**



3. Carpet sweeper- eliminates loose dirt /dust from carpet- substitute for vacuum cleaner. Press handle and push forward towards the dirt to vacuum-sweep



4. Carpet extractor-for dry foam shampooing of the carpet. Removes dirt that sticks or penetrates into carpet layers.

✱ Simply twist handgrips and move machine gently another



5. Floor polisher- for scrubbing, stripping old wax from the floor and polishing hard surfaces-vinyl, wood parquet, floor.

- **Use appropriate pad for scrubbing, stripping and polishing.**

- **Let wax dry before polishing.**



6. maids' trolley- for stocking cleaning supplies and chemicals to make cleaning easier and faster.

- ★ **Wash soiled linen and garbage bag weekly**

- ★ **Apply oil on wheels to prevent rusting and remove dirt found on wheels**

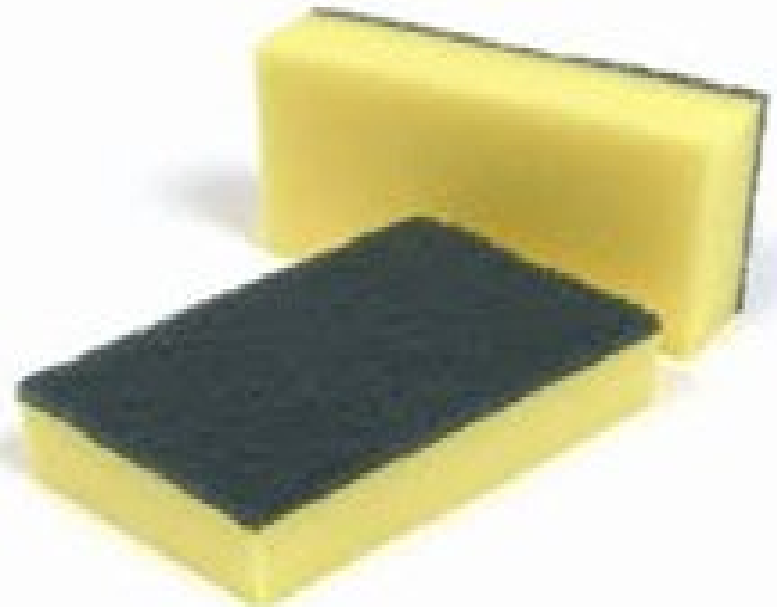


CLEANING SUPPLIES AND



1. Sourcing pads

- ★ **Green for scrubbing purposes- hard surfaces, not to be used with scrubbing powder**
- ★ **White/yellow – cleaning painted surfaces, glass mirrors, marble and porcelain**
- ★ **Always make sure pads are wet before use. Wash and rinse**



2. Dusting, polishing cloths- dusting wooden, painted parts and/or polishing metal surfaces



3. Cleaning towels- used to dry bathroom walls and floor tiles after cleaning them.

4. Mop with mop handle- for manual floor mopping

5. Hand brushes- brushing away dirt from rough surfaces

6. toilet bowl brushes – cleaning toilet bowls

7. Windows, floor squeegees- removes excessive water from corners or surfaces to speed



8. Ceiling, soft , stick broom


9. Tongs- used to pick up dirt and cigarette butts found on ash trays. Used to prevent hands from direct contact with direct to avoid any contamination.

10. Rubber gloves- protects hands from any contamination

11. Sponges- use for cleaning fine surfaces- wash and rinse after use

12. Buckets, dipper, plunger

13. Trash bags- serve as under liner for garbage containers so wet garbage do not penetrate into corners and surfaces- to avoid foul odor and bacteria growth.



14. Caution signage



CLEANING CHEMICALS

- ✱ **Wood polish-** polish wood surface, leather and imitation-leather surfaces- spray sparingly and evenly on the surface.
- ✱ **Insecticides-** for fumigation , to eliminate insects and pest-avoid spraying chemical unto food containers. Remove food within affected area during fumigation.
- ✱ **Methylated spirit-** polish glass, windows, etc.- highly flammable and has high degree of evaporation- used sparingly at one area at a time.

- **Air freshener-** removes foul odor in guestrooms-use sparingly.
 - **Carpet stain remover-** removes stain or spot on carpets/
 - **Disinfectant- Lysol-** disinfects urinal, sink, toilet bowls and other area vulnerable to bacterial contamination (one cup Lysol to 1 gallon water, if atomizer is used , apply chemical directly to the surface.)
 - **Metal polish-** used for polishing metal, brass and copper surfaces.
 - **Wax Stripper\Degreaser-** break-up, loosen old wax
 - **Degreaser-**removes grease, oil, dirt carbon, ink, mildews, soils and waxes
 - **Paste wax –** polish stone floors, wood and resilient floors
 - **drain cleaners-** expedite draining of clogs.
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