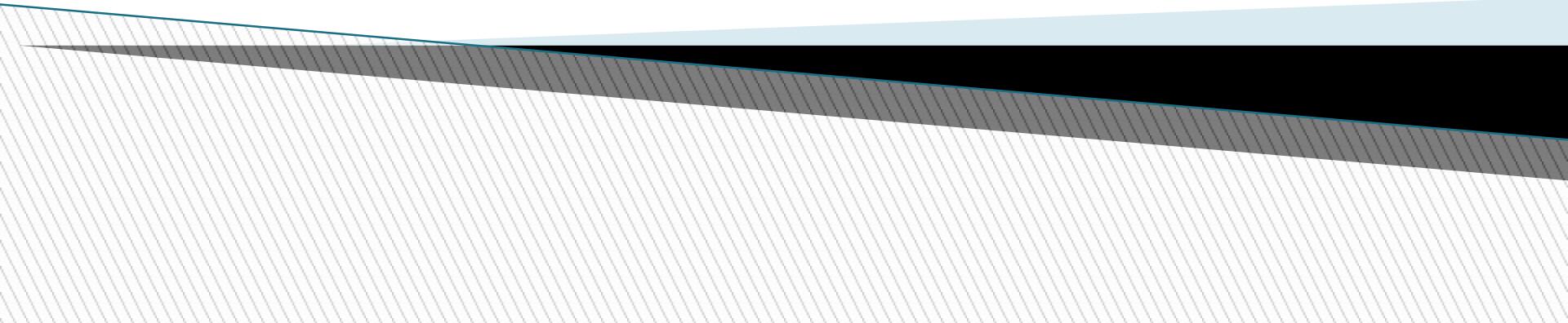


# **Home management**



# 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.

# 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.

# 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 litter**

## **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**

## **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.**

# 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.

# **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 †**



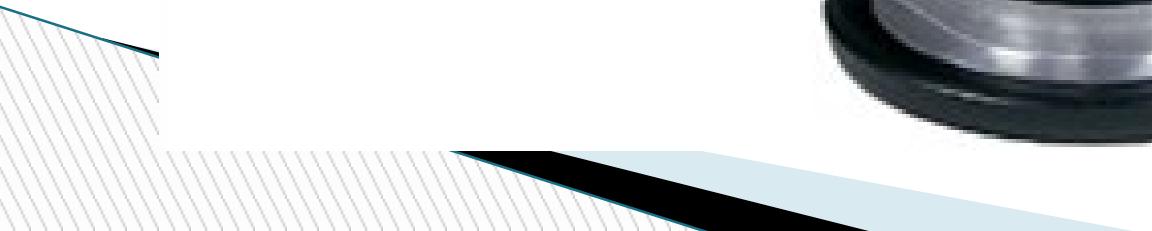
**4. Carpet extractor-for dry foam shampooing of the carpet. Removes dirt that sticks or penetrates into carpet layers.**

- **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 found on w**



# **CLEANING SUPPLIES AND**

---



## **1. Souring 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.