

## **A basic hygiene and cleaning schedule**

This guide will provide you with a schedule for hygiene, cleaning and laundry. Three sections follow:

- A checklist, with schedule – put this in a sheet protector, and attach it with magnets to your refrigerator; using a dry-erase marker, you can check items off, or date items (like haircutting) that happen less than once a week
- A list of basic kitchen and bath supplies
- A how-to guide for kitchen and bathroom cleaning

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Kitchen	Wash dishes							
	Wash pots & pans							
	Put away food							
	Wipe counter							
	Wipe stove							
	Wipe table							
	Clean sink							
	Sweep floor							
	Mop floor (weekly)							
	Bathroom	Clean toilet (weekly)						
Clean sink (weekly)								
Clean tub(weekly)								
Mop floor (weekly)								
Hygiene	Shower (attempt daily; accept 3 days/week)							
	Baby wipes (days when don't shower)							
	Shampoo (attempt daily; accept 3 days/week)							
	Shave (3 days/week)							
	Shaving desensitization (days when don't shave)							
	Deodorant							
	Clean underwear							
	Clean shirt							
	Clean socks							
	Clean pants (every 3 days if no stains/ don't smell)							
	Brush teeth							
	Clip nails (weekly)							
Haircut (monthly)								
Laundry (weekly)								
Trash (weekly)	Kitchen							
	Bedroom							
	Bathroom							

## Basic kitchen and bath supplies

Dish rack  
Draining mat  
Dishes  
Sauce pan  
Frying pan  
Baking pan  
Cups and glasses  
Food storage containers  
Paper towels  
2 dish towels  
3 hot pads or oven mitts  
Dish liquid  
Handi-wipes or sponges  
Scrubbing brush (for dishes)  
Scouring powder  
All-purpose liquid cleaning solution (for floors, fixtures)  
Baby wipes or Lysol or Clorox wipes  
Liquid soap  
Broom  
Dustpan

Mop (the kind you can wring out without getting your hands wet)  
Bucket  
Tub and tile cleaner  
Toilet bowl brush  
Toilet bowl cleaner  
Plunger  
Toilet snake  
Shampoo  
Bath pouf or wash cloth  
2 hand towels  
2 bath towels  
Deodorant  
Toothpaste  
Nail clippers  
Laundry soap  
3 small trash cans  
Trash bin liners (can use plastic bags from stores for this)  
Lysol  
Windex

## How-to guide

### Kitchen:

#### Washing dishes:

- Scrape dishes into the trash before washing them.
- If you will not be washing dishes immediately, fill the sink half-way with hot, soapy water (by putting a plug in the drain and squirting soap into the sink immediately under the flow of water), and place the scraped dishes into the sink to soak. When you are ready to wash the dishes, drain this water before beginning.
- Use a handi-wipe or sponge. Make sure it is rinsed clean of food particles before you start.
- Put two squirts of dish liquid on the handi-wipe or sponge before washing EACH item, and dampen it with warm-to-hot water. (You may need to use extra liquid on some items that have particles caked on.)
- Wash each item, making sure you work up a lather. All surfaces of each item must be wiped. If any food particles remain visible, or can be felt with your hands, the item is not yet clean. You may need to use a scrub brush to remove some particles.
- Rinse with warm-to-hot water until all soap suds are off the item. Place in drying rack.
- When all dishes are clean, completely rinse the handi-wipe or sponge. If you have a microwave, microwaving the handi-wipe or sponge on high for one minute will kill any germs on it.

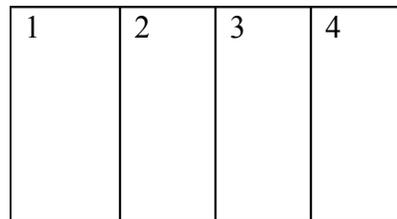
#### Washing pots and pans:

- If you will not be washing pots and pans immediately, fill the sink half-way with hot, soapy water (by putting a plug in the drain and squirting soap into the sink immediately under the flow of water), and place the scraped pots and pans into the sink to soak. When you are ready to wash the dishes, drain this water before beginning.
- Use a scrub brush. Make sure it is rinsed clean of food particles before you start.
- Put two squirts of dish liquid into EACH item before you wash it, and run a little warm-to-hot water into it. (You may need to use extra liquid on some items that have particles caked on.)

- Wash each item, making sure you work up a lather. All surfaces of each item must be wiped. If any food particles remain visible, or can be felt with your hands, the item is not yet clean.
- Rinse with warm-to-hot water until all soap suds are off the item. Dry the item with a towel and put it away.
- When all dishes are clean, completely rinse the scrub brush. If you have a microwave, microwaving the handi-wipe or sponge on high for one minute will kill any germs on it.

#### Wiping counter, stove and table

- Use a handi-wipe or sponge. Make sure it is rinsed clean of food particles before you start.
- Get the handi-wipe or sponge wet with warm-to-hot water, and wring it out, so that it is damp, but not dripping.
- Wipe the entire counter, stove or table. The most efficient way to do this is to **divide surface into imaginary columns**, wiping from the edge of the item farthest away from you, toward you. Each column is the width of your hand. Begin with a column on the far left, then each successive column should be farther to the right:



- Cup your hand under the edge of the counter/table/stove to catch crumbs when the handi-wipe/sponge reaches the near edge of the table. You may need to empty the crumbs into the trash and rinse out the handi-wipe/sponge more than once before the surface is clean. If any food particles remain visible, or can be felt with your hands, the item is not yet clean.
- You may need to use scouring powder if particles are caked on to the surface you are wiping. Make sure you wipe off any scouring powder once the surface is clean.
- Rinse the handi-wipe or sponge clean of food particles before you go on to the next surface (be it counter, sink or table.) If you have finished with all surfaces, remember that microwaving the handi-wipe or sponge on high for one minute will kill any germs on it.

### Cleaning the sink

- Make sure there is a food trap placed into the drain of the sink, so that you do not accidentally clog the sink with food.
- Use a handi-wipe or sponge. Sprinkle scouring powder liberally into the sink.
- Get the handi-wipe or sponge wet with warm-to-hot water, and wring it out, so that it is damp, but not dripping.
- Using the handi-wipe or sponge, scrub all the inside of the sink, including the sides, as well as the edges of the sink that meet the countertop **and the faucet and tap handles**. If any food particles remain visible, or can be felt with your hands, the item is not yet clean.
- Completely rinse the scouring powder out of the sponge or handi-wipe, then get it dripping wet with warm-hot-water, and use it to rinse the sink. You will need to rinse handi-wipe/sponge periodically during this process, as scouring powder will accumulate on it. Continue the rinsing process until there is no longer any scouring powder visible.
- Empty the food trap of any food or crumbs into the trash, then rinse it.
- Rinse the handi-wipe or sponge completely, If you have a microwave, microwaving the handi-wipe or sponge on high for one minute will kill any germs on it.
- **Wash your hands.**

### Sweeping the floor

- Sweep the floor after you have wiped the table, counter and stove, so that you will get any crumbs that fell on the floor during the wiping process.
- Sweep with two hands toward you, left hand above the right (if you are right-handed; reverse this if you are left-handed), hands about a foot apart.
- As with wiping the table, the most efficient way to do this is to **divide the floor into imaginary columns**.
- Sweep all dirt, food, etc. into a pile. Then sweep the pile into the dustpan. Do this by kneeling, holding the dustpan with one hand, and holding the broom just above the bristles with the other. Inevitably, not all the pile will make it into the dustpan on the first try; move the dustpan back a little, and you will see a line of dust. Sweep that line into the dustpan.

- Empty the dustpan.
- **Wash your hands.**

### Mopping the floor

- Sweep the floor before you mop it; otherwise you are creating wet dust.
- Squirt 3 or 4 squirts of all-purpose liquid cleaning solution into a bucket. Fill the bucket half-way with hot water.
- Dip the mop into the bucket. Squeeze it out into the bucket. Again, you will be dividing the floor into imaginary columns.
- When you have mopped the entire floor, empty the bucket **slowly** into the toilet, first lifting the toilet seat. If you empty the bucket too quickly, the toilet will overflow.
- Refill the bucket with **clean hot water only**.
- Mop the floor again with this clear water to rinse it.
- Again, empty the bucket slowly into the toilet.
- Refill the bucket with hot water, and dip the mop into the bucket a few times to rinse the mop.
- Again, empty the bucket slowly into the toilet
- **Wash your hands.**

## Bathroom:

### Cleaning the toilet:

- Using a damp (but not dripping) handi-wipe or sponge, squirt tub and tile cleaner onto the handi-wipe or sponge, then scrub the top and sides of the toilet tank. Make sure you cover all the outside surfaces of the tank, and that no stains are left. You can use more tub and tile cleaner if you need to to get the stains off.
- Rinse the handi-wipe or sponge until there are no suds, then rinse the tank surfaces with it, making sure it is damp, but not dripping.
- Wet the handi-wipe or sponge again, squirt tub and tile cleaner onto it, then scrub the top of the lid, the underside of the lid, the seat, the underside of the seat, and all surfaces of the toilet that are not inside the toilet, making sure no stains are left. You can use more tub and tile cleaner if you need to to get the stains off.
- Rinse the handi-wipe or sponge until there are no suds, then rinse the toilet surfaces you just cleaned with a it, making sure it is damp, but not dripping.
- Throw away the handi-wipes or sponge.
- Flush the toilet, to dampen the inside surfaces.
- Using toilet bowl cleaner, squirt the inside surfaces of the toilet, including under the rim.
- Using the toilet bowl brush, brush the inside surfaces of the toilet, including the parts under water, making sure no stains are left.
- Flush the toilet again, holding the bristle part of the brush in the water to rinse it off.
- Wash your hands.

### Cleaning the sink:

- Using a **new** handi-wipe or sponge, wet the handi-wipe or sponge, squirt tub and tile cleaner onto it, then scrub all of the sink, including the faucet and tap handles. Make sure no stains or soap scum are left. You can use more tub and tile cleaner if you need to to get the stains off.

- Rinse the handi-wipe or sponge until there are no suds, then rinse the sink with it, making sure it is damp, but not dripping.
- Wash your hands.

#### Cleaning the bathtub:

- Using the same handi-wipe or sponge you used on the sink, wet it, squirt tub and tile cleaner onto it, then scrub all of the tub, including the faucet and tap handles. Make sure no stains or soap scum are left. You can use more tub and tile cleaner if you need to to get the stains off.
- Rinse the handi-wipe or sponge until there are no suds, then rinse the tub with it, making sure it is damp, but not dripping.
- Throw away the handi-wipe or sponge.
- Wash your hands.

#### Mopping the floor:

- See directions for mopping the kitchen floor

#### Nasty toilet situations:

- For minor misses:
  - Use paper towel to wipe up. Throw the paper towel away
  - Take more paper towel, dampen it with the warmest water you can tolerate, wring it out, and wipe over the area. Throw the paper towel away.
  - Spray the area with Lysol.
  - Take out the trash that contains the dirty paper towels.
  - Wash your hands (and your feet if they got dirty in this process.)
- For toilet overflows:

- If the amount of the overflow is small, follow the directions for minor misses.
- If the amount of the overflow is large:
  - first use a mop to mop up the liquid on the floor, wringing the mop into a bucket.
  - Repeat until the liquid is all in the bucket.
  - Take paper towel, dampen it with the warmest water you can tolerate, wring it out, and wipe over the area. Throw the paper towel away.
  - Plunge the toilet (see directions below). If any liquid overflows in this process, either use a mop (if the amount is large) or paper towel (if the amount is small) to wipe it up as described above.
  - When the toilet is working again, pour any liquid you mopped up into the toilet. Do this with the toilet seat up, so liquid won't splash on the seat. Flush.
  - Fill the bucket half-way with hot water. Dip the mop into the bucket to rinse it. Wring the mop out over the toilet. Do this with the toilet seat up, so liquid won't splash on the seat.
  - Empty the bucket into the toilet. Flush.
  - Spray the area with Lysol. Spray the mop head with Lysol. Spray the bucket with Lysol.

#### Plunging the toilet:

- First look to see if there is any toilet paper involved in the clog. If there is, take a wire coat hanger and stretch it out, so that you now have a hook on the end of a long handle. Use the hook to hook any toilet paper and throw the paper away. Then throw the coat hanger away.
- Gently, so as to prevent water from splashing or rising too quickly, place the plunger in the toilet and move it toward drain. If there are large clumps of feces sticking out of the drain, use the plunger to break them up.
- Plunge, by pushing down steadily and firmly until the handle moves the head down as far as it will go. Then release, slowly and steadily to try to prevent splashing.

- Repeat the plunging process until virtually all liquid has drained from the toilet (i.e. no more than an inch of water should remain in the toilet drain. Then, flush once (and only once, in order to prevent overflowing.) If the toilet clogs again, repeat the plunging process.
- When the toilet is working, flush it one more time, while holding the plunger under the water to rinse it off.
- Spray the plunger with Lysol.
- If stains have been left, you will need to clean the toilet with the toilet bowl brush (see above.)
- Wash your hands.

In general, when you are using the toilet, try to use no more than 8 squares of toilet paper before flushing the toilet. This will help prevent clogs.