

Lesson Number	Title of the Lesson	Skills	Activity
30A	Maintenance of Premises	Creative thinking Decision Making	Make a list of Cleansing Agents available in your local market which can be used for cleaning floors and carpets
		Problem solving Critical Thinking	

## Summary

Living and working premises must be maintained on a regular basis. Surfaces cannot be cleaned with just water and detergents. Every surface is different and needs specific maintenance. Apart from cleaning the premises, general equipment and appliances also require regular maintenance and repairs. Wooden surfaces and furniture also demand regular maintenance and protection from white ants. A well-maintained premises is due to regular cleaning and repair

## Principal Points

### 1. Types of Surfaces

Hard	Semi-hard	Soft
Wood	Linoleum	Upholstery
Ceramic	Plastic	Jute
Metal	Paper	Linen
Marble		

### 2. Steps to clean Walls and Floors

Surfaces	Maintenance	Precautions
Painted surfaces	<ul style="list-style-type: none"> <li>Dust &amp; remove cobwebs</li> <li>Sponge with warm water &amp; detergents</li> <li>Rinse with clean water</li> </ul>	No vigorous rubbing or scrubbing No use of harsh chemicals
Wallpaper	<ul style="list-style-type: none"> <li>If torn, paste with gum immediately</li> <li>Rub stains with soft damp cloth/ sponge</li> <li>Wipe- use grease absorbers like talcum powder, fullers earth</li> </ul>	Never scratch
Ceramic Tiles	<ul style="list-style-type: none"> <li>Clean with hot water &amp; detergent</li> <li>Stubborn stains to be removed with sandpaper</li> </ul>	Do not use too much of acid
Marble/Granite/Mosaic/Cement	<ul style="list-style-type: none"> <li>Clean with hot water</li> <li>Clean with kerosene, oil &amp; saw dust occasionally</li> <li>Marble to be kept stain free with lemon juice</li> </ul>	Special attention to corners

## **Build your understanding**

### **Steps to clean Floor Coverings**

<b>Surface</b>	<b>Maintenance</b>	<b>Precautions</b>
Carpets	<ul style="list-style-type: none"><li>• Clean carpets regularly</li><li>• Take it out once a month</li><li>• Use vacuum cleaners alternately</li><li>• Wash color fast dirty carpets with soap</li></ul>	Put naphthalene balls in rolled carpets Air at intervals Dry thoroughly before rolling Remove stains immediately
Vinyl/ Linoleum	<ul style="list-style-type: none"><li>• Clean with a wet cloth</li><li>• Rub stains with detergents</li></ul>	Do not soak Scrub corners regularly Do not use harsh chemicals/ abrasives/scrubbers
Coir	<ul style="list-style-type: none"><li>• Clean daily</li><li>• Turn it upside down &amp; shake</li><li>• If very dirty, wash with soapy water</li><li>• Rinse in cold salty water &amp; dry in open air</li></ul>	Clean regularly & dry completely
Rubber Doormats	<ul style="list-style-type: none"><li>• Wash with soapy water</li><li>• Dry in sun</li></ul>	-

## **What is Important to Know**

### **1. Cleaning of Wooden Surfaces**

<b>Surface</b>	<b>Maintenance</b>	<b>Precautions</b>
Plain Wood	<ul style="list-style-type: none"><li>• Wash with mild soap &amp; warm water</li><li>• Rinse &amp; dry in open air</li><li>• Extra bits of food-removed by using back of a knife</li></ul>	Scrub along the grain Avoid strong detergents Avoid scrubbing Avoid soaking
Polished Wood	<ul style="list-style-type: none"><li>• Dust &amp; rub with a flannel cloth</li><li>• Remove water marks with turpentine/ mild solution of ammonia/ methylated spirit</li></ul>	Wipe spills immediately
Painted Wood	<ul style="list-style-type: none"><li>• Clean with mild soap &amp; water</li><li>• Rub dry</li><li>• Repaint periodically</li></ul>	Remove all traces of soap
Laminated	<ul style="list-style-type: none"><li>• Wipe clean with wet cloth</li><li>• Rub metal polish/wax polish/ creams</li></ul>	Avoid scratching Wipe all spills immediately

### **2. Cleaning of Metal Surfaces**

Surface	Maintenance	Precautions
Brass & Copper	<ul style="list-style-type: none"> <li>• Use Soaps &amp; cleaning powders</li> <li>• Rub lemon juice &amp; salts along with vinegar/tamarind pulp with a fine steel wool</li> <li>• Engraved brass with an old toothbrush</li> <li>• Use Brasso</li> </ul>	Do not use brasso or chemicals to clean cooking utensils
Silver & Silver Plated	<ul style="list-style-type: none"> <li>• Wash with warm soapy water</li> <li>• Store covered with tissue paper</li> <li>• Scrub length wise</li> <li>• Remove tea stains by using soda or boiling hot water</li> <li>• Use Silvo</li> </ul>	No harsh chemicals to be used
Steel	<ul style="list-style-type: none"> <li>• Clean with cold/hot water with detergent</li> <li>• Scrub with mild abrasives</li> <li>• Soak burnt steel utensils in saline water</li> </ul>	Avoid harsh abrasives
Iron	<ul style="list-style-type: none"> <li>• Clean soon after use</li> <li>• Smear oil on the surface</li> <li>• Remove stains by Bran, saw dust, brick powder</li> </ul>	Dry completely before storing
Non-Stick/Teflon	<ul style="list-style-type: none"> <li>• Smear oil before use</li> <li>• Rinse immediately after use</li> <li>• Clean with sponge &amp; soapy water</li> </ul>	Do not use steel wool

### 3.Cleaning of Glass, Cane,Plastic

Surface	Maintenance	Precautions
Glass	<ul style="list-style-type: none"> <li>• Clean with newspaper &amp; water</li> <li>• Use vinegar to give shine</li> <li>• Clean greased stains with ammonia</li> <li>• Flyspecks to be cleaned with methylated spirit</li> </ul>	Avoid harsh scrubbers & abrasives
Cane	<ul style="list-style-type: none"> <li>• Dust &amp; clean regularly</li> <li>• Wash with warm salty water</li> <li>• Dry in open air</li> <li>• Coat with clear varnish</li> </ul>	Avoid soaking
Plastics	<ul style="list-style-type: none"> <li>• Stubborn stains to be removed with kerosene oil</li> </ul>	Do not use chlorine Do not scratch the surface

### Did you know

#### 1. Steps to Repair an Electric Fuse

- Put off the main switch

- Identify the faulty appliance, switch it off
- Take out the fuse,remove the melted wire, clean the cutout
- Put a new wire
- Replace the fuse cutout

## **2. Steps to change a 3-Pin Plug**

- Unscrew the main screw in the middle
- Unscrew the small screws on each of the three wires
- If needed scrape the plastic and expose the wires
- Replace with a new plug,see that the positive and negative wires do not come in contact
- Put neutral wire in the lower screw
- Tighten all screws
- Put the plug cover and tighten the main screw

## **3. Simple Ways to Repair a Fan**

- Do proper oiling and greasing
- In case of noise, change the bearings and lubricate them periodically
- In case of fan not working, rotate the blades with a wooden stick till it gains speed
- If it stops rotating then the fault is in the capacitor,take help of an electrician

## **4. Repair and Maintenance of a Room Cooler**

- Cabinet has to be cleaned periodically
- It should be painted to avoid rust
- Cooling pads to be changed every summer
- Pump and fan should be lubricated
- Water inlet covered with a filter
- Water to be filled above the minimum level
- Electric supply to be turned off when filling water

## **5. Maintenance and Repair of a Room Heater**

- Body of the heater to be cleaned periodically
- Ensure that the shine is maintained
- Replace the heating element if it is faulty

## **6. Plumbing Repairs**

### **Taps**

- Stop the water supply
- Unscrew the hand wheel
- Remove the hangar with a wrench
- Takeout the stem holding the washer and replace with a new washer
- Place the stem back and close the tap

### **Flushing Cistern**

- The washer can develop a problem, replace it
- Open and clean the valve
- Clean the tank periodically so that the impurities do not settle
- If the ball corrodes or punctures, replace it

## **Extend your Horizon**

### **Important Warnings for Electric Repairs**

- Wear rubber slippers
- Dry hands
- Keep a Wooden plank /woolen blanket Handy
- Disconnect the Main supply and unplug the appliance

## **Evaluate yourself**

- Define the types of surfaces
- Why should metal scrubber not used to clean Teflon surfaces?

## **Maximize your marks**

- Attempt all the exercises given in the lesson
- List the warnings you have to keep in mind when handling electrical gadgets