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Virginia

7

AGRICULTURAL EXTENSION SERVICE

House Improvement

PLAN OF WORK

For Calendar Year 1961

Major phases of
project or subdivisions
of project covered

Name of Workers *

Percentage of time
devoted to entire
project by each worker

Mary B. Settle

100%

Date submitted Dec. 10, 1960

Signed Mary B. Settle
Project Leader

Date approved Dec. 31, 1960

Signed W. H. D. [Signature]
State Director of Extension

Date approved MAR 15 1961

Signed [Signature]
Administrator
Federal Extension Service

* If phases of project are divided between two or more workers, indicate assignment to each.

RM
34
72

PLAN OF WORK

HOUSE IMPROVEMENT SPECIALIST

VIRGINIA

1960

I. ANALYSIS OF PROJECT SITUATION

When the U. S. Census of Housing was made in 1950, conditions of dwellings and facilities in Virginia indicated great need for improvement. At that time, 25% of the state's farm houses and 24% of rural non-farm dwellings were occupied by more than 1.51 persons per room and considered overcrowded. In 1950, 58% of farm houses and 62% of rural non-farm dwellings contained just 4 - 6 rooms. Twenty-eight percent of farm houses had seven or more rooms, while 23% of non-farm houses had less than four rooms. In addition, a high percentage of all rural homes lacked water and central heating facilities as well as adequate storage and other desirable housing provisions.

Since 1950, many old houses have been repaired, improved, and enlarged. And large numbers of new houses have been built in rural areas, on and off farms. But increasing numbers of households and expanding families have kept up pressure on the supply of dwelling units. Increased urbanization and industrialization

throughout Virginia, combined with effects of highway building programs, have contributed also to much house building and remodeling in the last ten years. Before the close of 1961 perhaps, information from the 1960 Census of Housing will be available, to reveal changes which have actually occurred, and general level of housing achieved.

The Extension Service is gradually becoming more widely recognized as a source of impartial information and help on housing questions and problems. Extension workers receive an increasing number of requests for help on plans to improve present houses in various ways, and with plans for new houses.

The extent and kinds of housing work to be done in 1961 in an organized way, especially with groups in counties, has been determined by county extension planning committees. These committees have chosen particular housing problems or subjects for home demonstration clubs and for special interest groups. Additional work with individual families and with some community groups will also be done as need and requests for help develop during the year.

All housing work by the specialist is done with home demonstration agents, to support and reinforce their efforts, and to contribute also to their on-the-job training for work of this type.

As in the past, the house improvement work in home economics will be planned and conducted in coordination with agricultural engineers and with other home economists whose projects are related to the area of housing. A good portion of work with individual families is expected to be concerned with farm and home development.

The housing specialist expects to use newsletters and encourage county surveys in 1961 to stimulate increased housing work in county programs.

II. MAJOR PROBLEMS confronting people in this subject matter area:

1. How to get housing space needed or desired, within the family's ability to pay.
2. Getting sufficient information on which to base plans and decisions.
3. How to make house space and facilities yield maximum livability for all family members.
4. How to get maximum convenience in kitchens and other work areas.
5. How to provide adequate storage spaces in old and new houses.
6. How to plan remodeling to get best use of new utilities and equipment, e.g., water systems and plumbing, central heating, electric power, and major equipment items.

7. How to develop, select, or adjust plans for building new houses.
8. How to choose materials and finishes for maximum durability and other satisfactions.

III. WORK TO BE DONE AND METHODS OF PROCEDURE:

Objectives	Subject Matter to be Emphasized	Methods	Cooperation to be Planned With	New Materials to be Developed
1. Help families to plan wisely for making house space and facilities serve their needs with satisfaction	1. Planning or adjusting a house to meet family needs 2. Analysis of house plans 3. Kitchen planning and remodeling 4. Planning specific areas, e.g.-for laundry, baths, outdoor living 5. Housing safety	Leader training Special interest groups Housing clinics Kitchen planning clinics & tours Home visits Correspondence Mass Media Agent training	Agricultural Engineers Home Mgt. Specialists Church and community groups interested in improving community center kitchens	Visual aids charts slides photos Bulletin on kitchen planning
2. To get houses better provided with storage spaces, designed for convenience and adequacy	1. Family needs for storage space 2. Where and how to build storage 3. Kitchen storage and space savers 4. Storage for specific purposes, e.g.-clothing, linens, cleaning equipment	Leader training Special interest groups Home visits Mass media Agent training	Home Mgt. Specialists	New slides and charts Bulletin on kitchen storage
3. To teach families how to select and use interior finishes and surface coverings	1. Interior paints 2. Points for painters 3. Transparent floor finishes 4. Resilient floor coverings 5. Counter tops	Leader training Special interest groups Mass media	House Furn. & Home Management Specialists Mfgs. and dealers of surface finish products	Leaflet - Leaders guide on floor finishes

Suggestions for housing program planning were revised in 1960 by the specialist, and distributed in the fall to two groups of agents and to all district agents. These suggestions were expected to influence somewhat the county programs being planned in early 1961 for 1962. (See MI-65 attached)

A study of the county programs for 1961 reveals the following distribution of planned group work by five project areas:

Project Area	Counties having one or two housing topics in 1961 program, for group work	
	Specialist Help Requested	Specialist Help Not Requested
Over-all planning	3	2
Kitchen and other work areas	13	8
Other special house areas	2	1
Home storage spaces	10	3
Interior finishes	13	3
Totals	41	17

Town and Country Institute - Lynchburg Area March 27, 1961

Plans are being developed ^{by} cooperating agencies in and near Lynchburg for this venture in a one-day school. The housing specialists in home economics and agricultural engineering will be jointly responsible for two class sessions, in the day's program.

Agent training meetings proposed:

Northeast District - (1) housing school, 2 days in late spring or early fall.

(2) One-day district meeting late spring, on "new housing reference materials" and "ideas for 4-H Clubs."

Negro District - Workshop on Kitchen Storage

Other districts - at least two to be planned later in year.

IV. RESULTS EXPECTED

1. Increased awareness of possibilities for house improvements within family reach.
2. Extension Service considered more often as source of help for practical house planning.
3. Increased numbers of families achieving house improvements planned for in this or previous years.
4. Agents with more knowledge of house planning principles and possibilities, gaining self-confidence in advising families.

METHODS OF MEASURING

- 1, 2. Hard to measure but will be reflected in county program planning and requests received for information and advice on plans.
3. Reports assembled by agents during and at end of year.
4. To be observed through work with agents alone, and in relation to their work with families.

V. PROJECTED PROGRAM NEEDS

1. Agents better trained for recognizing and dealing with family needs for assistance in this field.
2. Still wider recognition of the Extension Service as a source of information and help with house planning problems, as well as with family food, clothing, etc.

PLANS OR SUGGESTED MEANS

More emphasis in pre-service and in-service training of home economics and agricultural workers, with assistance of specialists.

Continued use of mass media for informing the public; agents better trained for giving help.

HOUSING PROJECT - HOME DEMONSTRATION PROGRAM

Virginia

The emphasis placed on the housing project in the county extension program should be based on the housing situation, the recognition of a need for improvement and the desire of a family for information that will help them to plan for convenient living in either a new or old house.

Program possibilities fall usually within these areas:

1. Planning new houses or remodeling old ones;
 - to meet present and potential family needs by providing, altering or enlarging house space, keeping in mind the satisfactory arrangement of work areas, such as the kitchen, the interests of individuals in the family, and the group life.
 - for the most efficient use of water, heat and electricity.
 - to improve the condition and appearance of the house.
2. Planning or improving home storage space so that items will be protected and will be convenient to use.
3. Selecting interior finishes for floors and walls on the basis of relative costs, durability, application and care they will require.

I. TOPICS FOR ILLUSTRATED TALKS OR DEMONSTRATIONS (40 to 60 minutes)
(Suggested for special interest groups or for club programs.)

A - OVER-ALL PLANNINGReferences

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| 1 - Planning the House for Family Needs.
(Considering needs through family life cycle.) | MI-64 Planning the House
for Family Needs |
| 2 - Judging a House Plan.
(Reading and analyzing floor plans.) | MI-80 House Planning
Score Sheet |
| 3 - Planning the House for Safety.
(To prevent falls and fires.) | V. P. I. Circular #722
Safe at Home |
| 4 - Improving Old Houses.
(Ideas for, possibilities.) | MI-56 Improving Old Houses |

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with the U. S. Department of Agriculture and County Governments
Mary B. Settle/1

- 5 - Planning for House Remodeling. (Information needed and steps necessary for making a plan to remodel a room or a house.) MI-82 House Remodeling Data
MI-82 (Plan) How to Draw A Floor Plan "As Is"
- 6 - To Buy or Build a House. (Points to consider before decision.) MI-51 Before You Buy A House
- 7 - Housing For Older People. (Provisions for comfort, safety, and privacy.) (To Be Prepared)

B - PLANNING KITCHENS AND WORK AREAS

- 1 - The Kitchen In The House Plan. (Space needs, relationships, light, ventilation, etc.) (To Be Prepared)
- 2 - Planning Convenient Kitchens. (Floor plan lay-outs, to get convenience in new or remodeled kitchens.) V.P.I. Circular #813
Kitchen Arrangement
H. & G. #14 U-Kitchen
H. & G. #60 Beltsville
Kitchen-Workroom
L 463 Beltsville Design #2
Ill. C5.33 Separate Ovens
Ill. G5.0 Plumbing
- 3 - How to Score Your Kitchen. (Procedures, practice with typical floor plans enlarged.) Ill. C5.32 Kitchen Planning Standards
MI-81 How To Score Your Kitchen (Worksheets)
- 4 - Planning Kitchen Storage. (Needs, location, design, types.) Ill. C5.31 Cabinet Space
MI-81 Kitchen Score (Storage Sec.)
So. Coop. Bull. 58 Planning Guide
H. & G. #18 Easy To Build Kitchen Cabinets
- 5 - Kitchen Storage Space Savers. (To make best use of existing storage areas.) MI-69 Kitchen Storage Space Savers
MI-67 or Cir. #853 Making Kitchen Storage Space Savers
- 6 - Paints & Wall Coverings. (Suitable for kitchens, workrooms, and baths.) (To Be Prepared)
- 7 - Counter Tops. (Kinds, characteristics, care.) Circular #809 Counter Tops
Ill. F9.1 Counter Surfaces
- 8 - Smooth Surface Floor Coverings. (Kinds, characteristics, care.) Circular #797 Floor Coverings
Ill. F4.6 Flooring Material

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| 9 - Planning the Laundry Area.
(Space Needs, location, arrangement.) | Ill. C5.4 Laundry Areas
H. & G. #12 Kitchen Workroom
H. & G. #60 Kitchen Workroom |
| 10 - Usable Basements and Utility Rooms. (Space needs, arrangement, finishes.) | Ill. F2.0 Basements
MI-52 Basements and Utility Rooms |
| 11 - Home Sewing Centers.
(Space needs, storage.) | MI-50 Home Sewing Centers |

C - PLANNING OTHER SPECIAL AREAS

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| 1 - Using Attic Space.
(Possibilities, plans, materials.) | (To Be Prepared.) |
| 2 - Planning Bathrooms.
(Space requirements, fixtures, and finishes.) | H. & G. Bulletin #19 Planning
The Bathroom |
| 3 - Making Porches Pay. | MI-61 Livable Porches
MI-63 Bring Your Porch Indoors. |
| 4 - Recreation Space In The House.
(Considering various areas which provide for recreational activities.) | MI-62 Recreation Space In The
House |

D - HOME STORAGE SPACES

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| 1 - Family Needs for Storage Space. | ⁵³
MI- 52 Family Needs For Storage
Space
MI-83C Home Storage Check List |
| 2 - Where & How To Build Home Storage. | MI-54 Where & How To Build Home
Storage
Ill. C5.1 Household Storage Units
Ill. C5.11 Storage Partitions |
| 3 - Making Better Use Of Home Storage Spaces. (Other than kitchens.) | MI-55 Making Better Use of Home
Storage |
| 4 - Shelves for Many Purposes.
(Convenience features, opportunities for using, materials and fixtures.) | MI-60 Shelves For Many Purposes |

- 5 - Bedroom and Clothing Storage. MI-48 Bedroom and Clothing Storage
- 6 - Living and Dining Room Storage. (To Be Prepared.)
(For Kitchen Storage - See B4 & 5)

E - INTERIOR FINISHES

- 1 - Selecting Interior Paints. MI-76 Paints & Painting Part I
(kinds of paints available,
factors in making choices.)
- 2 - Paints For Painters. MI-76 Paints & Painting Part II
How-to-do to get a good job.)
- 3 - Finishes For Wood Floors. V.P.I. Circular #553 Transparent
Finishes For Wood Floors
- 4 - Smooth Surface Floor Coverings
and Counter Tops - See E7 & 8 ...

II. SPECIAL INTEREST GROUPS (Two hours to two days) Assistance

- 1 - To Buy or Build A House (2 or 3 hrs.) Settle & Wheary
(Points to consider before decisions.)
- 2 - House Planning & Remodeling Problems. Settle & Wheary
(Selected topics from Section I; 2 to
4 hours.)
- 3 - House Planning Clinics (1 to 2 days) Settle & Wheary
 - (a) Individual family conferences with specialists to
review specific plans being considered by each family.
The agent schedules these conferences to allot each
family about one hour with the specialists at the
extension office.
 - (b) Group of families enrolled for 1 to 2-day school to
consider problems of mutual interest.
- 4 - Planning Church or Community Center Kitchens Settle
(1 - 3 hrs., working with local committees.)

III. WORK WITH INDIVIDUAL FAMILIES (Other than above)

- 1 - Home visits - by specialist Settle or Wheary with agent, to
help families with difficult or major problems in house planning
or remodeling.

These homes should:

- (a) Have been visited previously by the agent who has studied the situation and determined that specialist's help is needed.
 - (b) Be good prospects for work to be done in next one or two years if much help is asked or offered.
 - (c) Belong to families who will value assistance and give full consideration to the plan suggestions.
 - (d) Get follow-up visits and additional information from agent.
- 2 - Through letters - specialists will advise on plans sent in by agent for review; will answer specific questions and provide published material.

IV. OTHER WAYS SPECIALIST MAY ASSIST HOME AGENTS

- 1 - Supply background information for and advise with extension housing committees concerned with program planning and follow through.
- 2 - Prepare agents to conduct leader training meetings and train project leaders.
- 3 - Prepare and lend visual aid materials for meetings and television.