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# Housecleaning Handbook

## For Young Homemakers

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# Why Clean?

- To make your home attractive and comfortable for your family?
- From habit, because you were brought up that way?
- Because you can't stand dust and clutter?
- To keep busy?
- To keep things neat in case friends drop in?
- Or for another reason?

Every job has its share of monotony and repetition, and housecleaning may well have more than most. But, like every other job, there are also satisfactions in doing the work and seeing the completed task. If you know your answer to the question, "Why clean?" your purpose is clear and you are well on your way to deciding when to clean and how much.

Housecleaning today is a job for the head as well as the hands. Science and industry have developed a whole parade of detergents, new finishes, and cleaning equipment to help you remove soil or prevent it from sticking to household surfaces. If you would use these products to lighten your housekeeping, you must read directions carefully, have some knowledge of appropriate methods and materials, and possess some manual skill.

This book is written to acquaint you with the latest developments in housecleaning tools and techniques so that you can do a good job quickly and easily. It is designed to help you develop a system of housecleaning geared to your own personality, your family, and your home.

## The Job

Dirt insists on entering homes—borne in the air, on the clothing of family members and guests, and on the fur of pets. Cooking and other home activities send moist greasy droplets into the air to combine with these dirt particles. The resulting specks of soil settle onto all household surfaces and present a constant cleaning problem to homemakers. Other soils result from spatters, spills, and just normal living in houses.

Soil or dirt is simply matter out of place; cleaning consists of removing this matter from a surface where it doesn't belong. The two basic types of

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soil are water soluble and water insoluble (those which water will dissolve and those which water will not dissolve).

Water-soluble soils—like sugar, fruit juices, and starch—are fairly easy to remove with water and sometimes a little soap or detergent.

Water-insoluble soils, which make up the greater part of the dirt in houses, create more of a problem. These soils usually consist of oily matter combined with solid particles of soil.

The appropriate cleaning action is determined by the soil to be removed, the surface on which the soil is located, and the way the soil is attached. Loose soils are easy to remove. The firmly attached soils are the difficult ones that sometimes require more than one type of cleaning action.

The sooner you remove a soil the easier it will be to remove completely. When certain soils remain for any length of time, they dry and become “set” or penetrate the surface and become difficult or impossible to remove.

The physical sciences, particularly chemistry, are producing new surfaces for home furnishings as well as new products to clean and care for these surfaces. Cleaning methods which applied to the old familiar wood, glass, and textile products must be revised to suit the new materials.

**BE SURE TO READ LABELS AND FOLLOW DIRECTIONS EXACTLY!** When you are not absolutely certain that a cleaning product or procedure is safe for the surface you wish to clean, test it on an inconspicuous part first to make sure there is no color loss, no softening or dissolving of the surface. Removing the soil doesn't help much if you damage the surface in the process.

## METHODS AND RESULTS

Be as relaxed as possible about housecleaning; use your head to save your heels, and try to become motion-minded. In working out your own schedule of cleaning jobs, ask yourself four questions:

Is it worth doing?

If worth doing, shall I do it or should another member of the family do it?

How often does it need to be done?

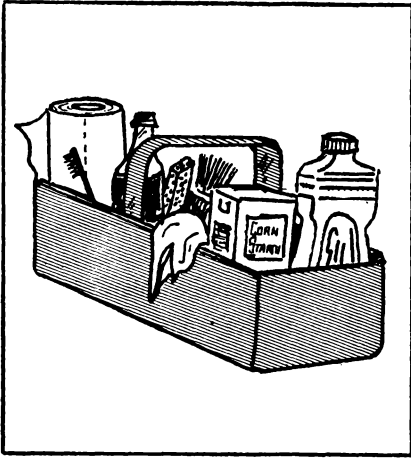
Should it be done at home or done commercially?

If the job must be done at home, by you, try to simplify it in one or more of the following ways, adapted from Mundel.\*

- Change the body motions and positions. Develop a rhythm in your work and use both hands for such tasks as dusting or washing windows. Good posture when standing, sitting, or when lifting heavy loads will reduce the strain on your muscles and help you relax.

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\* Mundel, Marvin E., *Motion and Time Study*. New York: Prentice-Hall, Inc., 1950.



- Change the tools or equipment and the working arrangement. Keep your tools and equipment in good working order; consider using waxes that clean and polish in one operation. Provide adequate storage near the place where supplies and equipment will be needed. Have work surfaces and stools or chairs at a comfortable height. Keep your working areas well lighted.

- Change the sequence of the work. Eliminate or combine certain activities and change the order of doing others. Vacuum floors in two adjacent

rooms, instead of changing to a dusting tool after finishing the floor in one room and changing back to the floor attachment as you proceed to the next. Make only one trip around a bed when you change it.

- Change the final product. If your family agrees, you could use unironed sheets, leave some floors bare for easier cleaning, hang plastic draperies.

No cleaning schedule is magical, unbreakable, or right for everyone, but it will help if you work out a system to follow in a general way. Remember that flexibility is always an advantage. As you consider your own situation, keep an open and questioning mind. Be willing to experiment with some of the new ideas or materials which appear most likely to fill your particular needs.

## PREVENTIVE MEASURES

Soil, as we have said, is simply matter out of place—crumbs on the kitchen floor, lipstick on a napkin, furniture polish on the carpet. Whenever you can prevent a substance from becoming soil, you're that much ahead; the cooperation of family members can make a big difference.

- Keep dirt out of the house by using hard-surface walks and paths leading to the house. Sweep walks, steps, and porches frequently.
- Place mats and scrapers near entrances and encourage their use.
- Provide storage for outdoor wear near entrances.
- Buy fabrics and materials that are easiest for you and the family to maintain. (You may have to sacrifice easy maintenance for the sake of appearance if the ones you want require special handling.)

- Avoid clutter by providing adequate storage facilities for clothing and treasures of all family members. Encourage family members to use these facilities.
- Keep a large wastepaper basket in every room.
- Spell out a few enforceable house rules. Permit eating only in the kitchen and dining areas, or outdoors. Confine messy art work to special easy-to-clean locations. Arrange porch and patio areas for play during good weather.
- Provide cleaning equipment for children, and encourage them to use it.
- Treat surfaces with wax, polish, or other protective coatings that resist soil.

## YOUR MENTAL ATTITUDE

What are your patterns of work and thought regarding housecleaning?

- Are you using old-fashioned techniques, disregarding all modern supplies and equipment?
- Are you a compulsive cleaner who operates strictly by schedule? Do dishes left in the sink or unmade beds ruin your day?
- Are you an impulsive cleaner who does an inspired job when the mood strikes, but doesn't mind letting the mess build up?
- Are you a clutter cleaner who gets a headache from confusion but lets dust kittens gather in the corners?
- Are you a casual cleaner who can live happily in chaos while you study Italian or run for the school board?

Certainly none of these cleaning personalities is ideal, but it will help if you recognize your own type and accept yourself as you are. It is also important to know your husband's quirks and adjust your actions to accommodate them. Some husbands don't mind stumbling over shoes and toys in the hallway if dinner is served on time. For others, late dinner is a small price to pay for peace and order at home in the evening.

With your own personality, family, and home in mind, set your own pattern and be happy about the way you work.

## YOUR PHYSICAL FORM

The most important single piece of equipment a homemaker uses in accomplishing her work is her own body. Knowing effective ways to use your body will eliminate or minimize physical strain that might injure it, and may at the same time help you accomplish your work more quickly and easily.

The body is divided into three main weights: the head, the chest, and the pelvic or hip section. *Proper alignment* of these three weights locates the first two — head and chest — directly over the base of support — the hip section — in a vertical arrangement. In this balanced position the muscles can maintain good posture with a minimum of strain and effort whether you are working or playing, sitting, standing, walking, or climbing.

Obviously, however, you cannot accomplish all your work with your body in a straight, erect position. You must do countless jobs requiring bending, lifting, carrying, and reaching. These activities permit a change of position which is restful *for a change*. Even a poor position, if maintained for a short period of time, is not harmful and will allow some muscles to relax. However, the well-aligned position described above should be the basic position of the body not only when you are standing but also during every possible activity.

Interest in good posture and persistent practice are essential if a well-aligned body is to become a habit. The following rules will help you to use your body effectively and prevent fatigue and muscle strain.

- Keep the three body sections in alignment; stand straight.
- Work at convenient heights, changing position often.
- When lifting a heavy object, place one foot slightly ahead of the other, squat, and use your strong leg muscles to do the work.
- When lifting, hold the object as close to your body as possible.
- Avoid lifting whenever possible by using stands, wheels, runners.
- Work rhythmically, using both hands when possible; make long, smooth arm motions rather than short jerky ones.
- Picture yourself as you work. Become motion-minded. Let your body work *for you* all day every day.

## A FAMILY AFFAIR

Sharing home responsibilities with other family members is a sensible procedure. You may then find additional time for leisure, volunteer work in the community, or even some paid employment, while your children learn to accept responsibilities for household tasks. Children should be encouraged to assist in making the home a pleasant place for family living. When possible, let them select the particular cleaning task they will perform, and allow them to change it occasionally in order to prevent monotony. Some families make a chart of jobs to be done. Each family member works at his own convenience, checking off the jobs as they are completed.

The process of teaching children to help at home requires a strong sense of purpose, lots of time, a sense of humor, and the patience of a

saint. Physical requirements for success include good storage facilities for clothing, toys, and treasures, and a large wastepaper basket in every room. Also needed are a few enforceable house rules defining eating areas, play areas, and regular duties of family members.

Preschool children are eager helpers who can be taught to pick up clothing and toys, empty waste baskets, set and clear the table, dust, and use the vacuum cleaner. These are perfect moments for learning the joy and satisfaction that come from doing useful work and sharing responsibility. As children grow and develop, they should be encouraged to help with work requiring more ability and experience and giving greater satisfaction. "Many hands make light work." It's an intelligent woman who knows it, and who teaches her children that it is so.

## The Tools, Supplies, and Electrical Equipment

Good tools are essential for a good job. Your cleaning tools should be the best you can afford, as good as the tools you use for cooking and doing the laundry. They should be kept clean and stored in a convenient place. A good idea is to establish a cleaning center for equipment and supplies. A closet, hallway, cupboard, or section of wall covered with pegboard can be organized and fitted to accommodate your special needs. Small tools such as brushes, dust cloths, or sponges, and many of your household cleaners can be stored in a basket or container with a handle. As you clean from room to room, carry all these items right along with you and prevent unnecessary trips back to the cleaning closet.

### A LIST OF TOOLS AND SUPPLIES

Many of you will find the following tools and supplies essential for cleaning activities; add others that you find useful.

Broom	Vacuum cleaner, 1 or more
Dry mop	Drycleaning solvents, absorbent powders
Dust pan and brush	Detergents, soaps
Dusting cloths or papers	Furniture polish
Pail	Rug, upholstery shampoo
Sponge mop or string mop	Silver polish, other metal polishes
Toilet brush or johnny mop	Steel wool, fine gauge (000)
Sponges, several sizes	Floor wax

Manufacturers should, and generally do, give meticulous directions for the care of tools. You should be as meticulous about following these directions. Empty the dust bags of vacuum cleaners before they bulge; keep brushes free of hair and lint; wash sponges, cleaning cloths, and mops after every use, or save up a load for the washing machine.

Chemical cleaners are manufactured for every conceivable household use. In recent years the trend has been to offer for sale many brands of each type of cleaner and many specialized cleaners, as well as all-purpose products. **BE SURE TO READ LABELS AND FOLLOW DIRECTIONS EXACTLY!** *Always* observe warning notices and cautions on labels.

## ELECTRICAL EQUIPMENT

Regular upright vacuum cleaners, tank and canister cleaners, light upright vacuum cleaners, floor washers, and floor polisher-scrubbers are electrical cleaners which have been designed to do special types of jobs in homes. Cleaners of the same general type, made by reputable manufacturers, do a comparable cleaning job. Before deciding which cleaner you will buy, compare the styling and special features of various brands. Consider also the storage facilities in your home.

### UPRIGHT VACUUM CLEANERS

Upright cleaners do the best job of carpet and rug cleaning and are recommended for homes with large carpeted areas. The upright consists of a motor attached to a bladed fan, which creates suction, and to a revolving brush or cylinder with bars and brushes. When the motor is turned on, suction draws the carpet up to the nozzle. At the same time the revolving brushes or bars vibrate and loosen dirt particles that have settled or been pressed into the pile so they may be drawn into the stream of air and deposited in the dust bag. This combination of cleaning actions is particularly effective in caring for rugs and carpets. Most uprights are equipped with disposable dust bags and filters and with attachments for above-the-floor cleaning. Recent design improvements have been aimed at making them handier for dusting and easier to use and store.

### TANK AND CANISTER CLEANERS

Tanks and canisters are versatile cleaners, easy to handle, use, and store. These cleaners have a more powerful motor than the upright, a flexible hose, and wands with a variety of nozzles for special cleaning jobs. Powerful suction is the cleaning action which enables this equipment to remove dirt so efficiently from bare floors, rugs without pile, and above-the-floor surfaces of all kinds. Available in a wide range of shapes and colors, they are popular favorites in apartments and

homes with bare floors and other surfaces to be dusted frequently. An increasing number of manufacturers are offering a motor-driven attachment for carpet cleaning. Other new features include extra-capacity dust bags and new ways for carrying tools along on the job.

**HAND  
VACUUM  
CLEANERS** Small hand vacuum cleaners are sometimes helpful for light vacuuming of furniture, stairs, or cars. They are not built to be used on floors or for heavy-duty cleaning. Suction is usually inadequate for heavy cleaning and the small bag holds little dirt. A small hand cleaner may be useful in your home as an accessory, but does not substitute for a regular vacuum cleaner.

**LIGHT  
UPRIGHT  
VACUUM  
CLEANERS** Light upright vacuum cleaners are also called stick cleaners or electric brooms and look much like a slimmed-down version of the standard upright. They are light-weight, mobile, easy to use and store. They are not intended for heavy cleaning, but are well-suited for the surface pick-ups often necessary between housecleaning days. The nozzle, fitted with a brush, is connected to a motor driven blower to create suction and to a receptacle for the collected dust.

**BUILT-IN  
VACUUM  
SYSTEM** A new development in housecleaning is the built-in vacuum system, with motor, fan, filter, and bag located in a remote section of the house. Tubing and wires running through the walls connect the power unit to outlets set in the walls. A long portable hose—about 24 feet—with nozzle connects to the outlets. When the cover of a wall outlet is lifted to attach the hose, power turns on and remains on until the cover is closed. If the power unit can be located at some distance from the living rooms, the noise of vacuum cleaning is very much reduced. Also, there is no possibility of recirculation of dust in the room and no heavy equipment to be carried about. Although the motor in the system has more power than a vacuum cleaner, the action of revolving brushes capable of removing deep-down dirt is sacrificed and its efficiency on rugs and carpets is therefore less than an upright cleaner. The long hose and high cost of equipment and installation, especially in a house that is already built, should also be considered if you are thinking of installing such a system.

## ELECTRIC POLISHER- SCRUBBERS

Electric polisher-scrubbers are popular appliances because they make light work of difficult tasks. They polish and buff waxed floors, and they may also clean and wax floors in a single action if spirit-solvent wax is used. Some polisher-scrubbers are also capable of cleaning rugs with dry or liquid cleaners.

All polisher-scrubbers made by reputable manufacturers perform well, but special features vary from one brand to another; you will find by trying them which advantages appeal to you. In many communities polishers may be rented from hardware or floor covering stores. Renting this appliance may suit you better than owning one.

## ELECTRIC FLOOR WASHERS

Electric floor washers, comparative newcomers to the market, are designed for routine washing of floors which may be safely cleaned with water. They deposit clean wash water onto the floor; then when the operator pushes the appliance, stationary brushes provide some abrasion necessary for cleaning, but stubborn dirt may not be removed. Dirty water is vacuumed into a separate compartment for later disposal. A non-foaming cleaner is used and rinsing is not required. Electric floor washers may be desirable on large areas of floor uncluttered with furniture, where scrubbing or waxing is not needed.

# The Techniques

## HARD-SURFACE FLOORS

Years ago a clean, well-scrubbed floor was a sign of good housekeeping. Today's housewife looks for something more. Faded colors in floor coverings and raised grain in wood floors are no longer considered signs of wise and energetic cleaning methods. Instead, a satin or bright luster is a prime concern. This changed standard is attainable with less work, but more knowledge is required for truly successful results.

*Cleaning.* Frequent removal of soil from wood floors, linoleum, and tile floor coverings is important in order to prevent loose dry soil from scratching the surfaces. A vacuum cleaner, dry mop, or broom will accomplish this job satisfactorily.

Regular cleaning is necessary to dissolve accumulated sticky and greasy soil. Wash floors with a sponge, mop, or electric floor washer. You may use a solution of detergent and water or a commercial household cleaner, available in liquid or granulated form. **ALWAYS READ THE LABEL.**

Be sure the cleaner is safe for the floor you wish to clean. Be sure to observe all safety precautions. Follow directions EXACTLY.

Occasionally you will want to wax floors to protect them from abrasion, to delay soiling, to make the removal of soil easier, and to give a pleasing luster to the surface. Waxing floors properly does NOT make them slippery. It is important to know the kind of flooring material you are cleaning or waxing, and to use the type of wax that will give the results you wish without damaging the floor.

*Selecting floor waxes.* The primary difference between the two basic kinds of floor wax is the liquid used to thin the wax for spreading. If the liquid is water, the product is called a *water-emulsion wax*. This type may be used on all materials not damaged by water. If the liquid is a solvent, such as naphtha or turpentine, the product is called *spirit-solvent wax* and is safe on all materials except asphalt and rubber tile. CAUTION: Spirit-solvent wax is not safe to use on asphalt and rubber tile because the solvent softens and damages those materials.

#### **Spirit-solvent waxes\***

Paste or liquid or spray  
May be recognized by warnings on label: "Caution, combustible!" "Do not use on rubber or asphalt tile!"  
May damage rubber, asphalt tile  
  
Will clean and wax  
Usually require polishing  
May be used on  
cork tile  
linoleum  
vinyl tile (solid)  
vinyl asbestos tile  
vinyl enamel  
wood

#### **Water-emulsion waxes\***

Usually liquid  
May be recognized by the statement: "Keep from freezing"  
  
May raise wood grain making it rough  
Some may clean as they polish  
Usually do not require polishing  
May be used on  
asphalt tile  
linoleum  
rubber tile  
vinyl tile (solid)  
vinyl asbestos tile  
vinyl enamel

*Applying floor wax.* Vacuum or sweep the floor to remove loose dirt. If the wax you are using is not also a cleaner, remove old wax and sticky soil by regular cleaning methods. Two or three thin layers of wax make a harder, more durable surface than a thick one, and do not soil as readily. If each layer is allowed to dry thoroughly, the floor will not be slippery.

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\* In general these characteristics are true. However, there will be exceptions as products which feature new chemical combinations appear. Read labels for the information you need.

Dirty wax will not give good results and may even damage the floors. If you have poured liquid wax into a shallow pan before applying it, throw out whatever is left over. Since the cloth or applicator will pick up dirt as you apply wax, rinse it out occasionally, if you are using water-emulsion wax, or change the surface of the material frequently to prevent the accumulation of soil on the applicator.

To prevent build-up of wax around the edges of the room, apply new wax only on traffic lanes and worn places. When it becomes necessary to remove old water-emulsion wax, wash the floor with a detergent and water solution or use a commercial wax remover.

## RUGS AND CARPETS

Your colorful, luxuriously soft rugs and carpets will maintain their present appeal if kept free from greasy film, gritty soil, and general surface litter. In fact, sharp particles of sand and grit actually cut threads in the pile, creating worn spots in the heavy traffic areas and shortening the life of the carpet.

*Different cleaning procedures* should be followed at different times to prevent this unnecessary wear and insure the best possible appearance of your floor coverings.

- Frequent pick-ups of crumbs, dust, lint, and other surface litter will prevent their being pressed down into the pile where they will be more difficult to remove and may cause discolorations or stains from the greasy bits which readily attract other soil. A carpet sweeper, light upright cleaner, or other vacuum cleaner is suitable for this type of cleaning.
- Regular use of an upright vacuum cleaner removes from carpets the sharp dirt particles which cause the greatest damage. Vacuum cleaning does NOT wear out carpets; you cannot over-vacuum as far as the carpet is concerned. *You* are another matter!
- Occasional home drycleaning or shampooing will brighten a rug that has become dulled by an accumulation of greasy film, and will provide adequate intermediate care between professional cleanings.

*Drycleaning* products are made from absorbent powders or fine sawdust saturated with fat solvents. As they are brushed into the pile, they dissolve and absorb the greasy soil, which is carried away with the powder as you vacuum after cleaning. You will find an upright vacuum cleaner gives the best results.

The commercial product you select should be recommended for the carpet fibers you intend to clean. Make a habit of reading labels and following directions exactly. Be sure to observe all safety precautions. Some

of these cleaners are combustible; all of them should be used only in well-ventilated rooms.

*Shampooing* is a more thorough cleaning process but requires more skill and considerably more time and energy. Most shampoo products can be used safely on colorfast carpets if you follow directions exactly. NEVER use soap or soap jelly for shampooing carpets. Soaps cannot be removed as easily as detergents; traces left in the carpet may cause damage to carpet fibers. Furthermore, in hard water, soap curd forms a sticky coating which attracts and holds dust and soil.

On wool carpets, do not use all-purpose or heavy duty detergents or chlorine bleaches because such alkaline substances harm animal fibers. In fact, any colored fibers may be damaged by these substances.

Commercial shampoo products, liquid or foam, should be prepared and used according to the directions on the label. Both forms clean equally well, but with liquids there is more danger of over-wetting the carpet.

**DIRECTIONS  
FOR  
SHAMPOOING  
BY HAND**

1. Vacuum the carpet thoroughly.
2. Check your carpet label for fiber content and any directions which may be given regarding use of cleaning products. Test the rug for colorfastness by trying the shampoo in an inconspicuous place.
3. Mix a home shampoo product or prepare the commercial product you have purchased. You can make an excellent home shampoo product by combining  $\frac{1}{4}$  cup light duty detergent (for washing dishes or delicate fabrics) and 1 cup warm water. Beat the mixture into a stiff foam with an egg beater and beat again as often as the foam disappears.
4. Using a sponge or brush, apply the foam with a circular motion to a small area of carpet. A sponge will clean the carpet surface only, while brushes permit deeper penetration of the foam into the pile and deeper cleaning. Remove any surface lather with a spatula. Whether you use a homemade or commercial shampoo, your carpet should never feel wet to your hand. Excessive wetting can cause mildew, shrinkage, or ugly brown stains which spread to the surface from the backing.
5. Rinse several times with a sponge dipped in clear water and wrung dry.
6. Apply lather to another small area, overlapping the first; remove surface foam and rinse as before. Continue in this way until all the carpet has been treated.
7. Brush the pile UP, against the nap; dry quickly, with the aid of a fan.
8. If furniture MUST be replaced before the carpet is completely dry, put aluminum foil, waxed paper, or other protection under the legs to prevent rust stains.

If you are using electric or non-electric shampoo equipment, such as a floor polisher-scrubber, directions for preparing and using the shampoo will be found in the Use and Care booklet, which should be available for each appliance.

*Spot removal procedures.* Whenever possible, follow directions for removing specific stains. Among the many reliable charts and booklets on spot removal are those prepared by the United States Department of Agriculture (available through your Cooperative Extension Service) and by manufacturers of rugs, carpets, and household cleaning supplies.

**CAUTION:** If you are in doubt about the cause of a stain, do not experiment. Haphazard attempts at spot removal can be disastrous. Your best course is to call a professional cleaner.

There are, however, some general rules for successful spot removal.

- Blot up liquids quickly and completely with clean absorbent material. The longer a spill sets, the harder it is to remove.
- Before using any cleaner, be sure it is effective on the substance spilled and safe for the carpet.
- Start at the outer edge and work toward the center of the stained area as you use the cleaner.
- Use liquids sparingly, with clean cloths or sponges, and blot up excess moisture as you go along.
- Never rub or scrub. Violent rubbing is neither necessary nor desirable for good results.
- Brush the pile up and dry the area as quickly as possible. A fan is recommended. Place paper towels or other absorbent materials securely over the damp spot while it is drying. As the moisture evaporates, any dissolved soil remaining in the rug is transferred to the absorbent material rather than left on the surface of the rug. After the rug is dry, vacuum the area thoroughly.
- Drycleaning fluids do not remove spots from cotton rugs satisfactorily. On other fibers they should be applied carefully to avoid damage to the latex backing. Remember, these substances may be flammable or toxic and should always be used in a well-ventilated room.

*Professional cleaning* is the only treatment that can remove the accumulation of dirt and soil that becomes embedded in the carpet after a period of normal family use. Professional mothproofing, soil-retardant treatment, and cleaning of spots and stains every 1 to 3 years will protect your original investment in the rug and bring you renewed satisfaction in its appearance.

Plant cleaning is done with machines engineered to clean straight through to the backing, to rinse with jets of clear water, and to vacuum

nearly dry. The drying is completed in rooms with facilities for controlling temperature and air currents. Woven carpets generally shrink a little when they are cleaned in this way because backing yarns are not preshrunk before they are woven.

Plant cleaning is more satisfactory and efficient, but on-the-floor professional cleaning is recommended for wall-to-wall carpeting because of the expense and inconvenience of removing and replacing such a carpet. Powerful vacuum cleaners are used to remove all loose dirt. Detergent foam is applied and pressed into the pile with large revolving brushes; then, laden with dirt and soil, it is vacuumed into a tank. The carpet must be allowed to dry thoroughly before it can be used. There is no noticeable shrinkage from this method of cleaning because the backing never gets wet.

## FURNITURE

Upholstery fabrics look better and last longer if soil is not allowed to collect and become deeply embedded. Heavily soiled furniture is difficult, if not impossible, to clean satisfactorily.

Frequent light cleaning with a whisk broom or vacuum cleaner brush attachment gives better results than occasional, more intensive cleaning. Remove the cushions and dust the chair body carefully. Pay particular attention to the back, armrests, seams, and crevices. Cushions may be cleaned in the same way—unless they are stuffed with down. Down-filled cushions may be brushed or cloth-dusted safely, but should not be vacuumed unless they are lined with downproof ticking.

*Spot removal procedures.* Sticky fingermarks, oil stains from hair and skin, and spills of food and other substances are soils which may be found on upholstered furniture from time to time.

After the furniture has been dusted, any spots should be treated. Follow the directions in a stain removal booklet prepared by the U. S. Department of Agriculture, your furniture manufacturer, or another reliable source. In general, you might remember that

- absorbent powders remove fresh grease spots
- drycleaning fluids remove greasy soil
- detergent and water solution removes many food spills

Fresh grease spots can often be successfully treated with an absorbent powder such as cornstarch, talcum, fuller's earth, or French chalk. Powders are easy to use and safe on all fabrics.

Greasy soil may be removed with a commercial drycleaning fluid. **CAUTION:** Make a habit of using drycleaners in a well-ventilated room, and always observe other safety precautions mentioned on the label. Many of these products are combustible or toxic and must be used with care.

Before cleaning any upholstered piece, it is wise to test the fabric for colorfastness. **NEVER** use these drycleaners on furniture padded with foam rubber as they soften and destroy rubber.

Fresh spots from spilled foods and sticky fingers can often be removed with a homemade solution of one part light duty detergent and four parts warm water, or a commercial shampoo product. Apply the cleaner sparingly, using a clean section of cloth for each application and working from the outside of the stained area toward the center to avoid spreading it. Rinse carefully with a sponge or cloth wrung as dry as possible from clean warm water.

*Selecting a cleaner.* The kind of upholstery to be cleaned often determines the product to be used. Light duty detergents mixed with warm water are excellent for most fabrics. Many good commercial products are available, but make sure that whatever you buy is manufactured by a reputable company and recommended for the kind of upholstery you intend to clean.

**NEVER** use soap or soap jelly on any material. With the small amount of water that can be safely used in shampooing upholstered furniture, soap is harder to rinse away than detergent. Soap used with hard water forms a sticky film which attracts and holds dust and soil.

<b>Upholstery material</b>	<b>Recommended cleaning product</b>
Wool and silk	Light duty detergent (one advertised for hand dishwashing) or commercial cleaner made for these fibers
Synthetic (manmade) fibers and cotton	Detergent or commercial cleaner for general upholstery cleaning. All-purpose detergents are efficient soil removers, but may dull colors.
Leather	Saddle soap, paste wax, leather preservative. Do not use furniture polish as it may soften the surface of the leather.
Plastics	Detergent and water solution
Fabrics over foam rubber	Foamy or liquid cleaners. <b>NEVER</b> use spirit solvent cleaning fluids as they damage rubber padding.

**DIRECTIONS FOR SHAMPOOING** Upholstery fabrics may not be colorfast, or they may have a glued-on trim which would be removed by the moisture of the shampooing process. Occasionally shrinkage is also a problem. Test the fabric in an inconspicuous area first to reveal any of these tendencies. Seat cushions which shrink generally stretch back into shape with use.

Whatever shampoo you select, use as little moisture as possible to avoid wetting the furniture padding. Remember, you are cleaning only one side of the fabric. The whole operation should go rather quickly, so it is well to have everything you will need at hand when you start. See the directions for shampooing rugs and carpets on page 14.

When shampooing an upholstered chair or sofa, pay special attention to the back and armrests where greasy soil from hair and skin is apt to be concentrated. Such parts should be noted before you start so you can go over them twice if necessary. If you wash evenly, your furniture will be evenly clean. A little practice beforehand on a small piece of furniture, such as a footstool, will help you do a better job.

Furniture may feel damp for 12 to 15 hours after cleaning, depending on atmospheric conditions, but it should be dried as quickly as possible. To speed up the process, dry furniture out-of-doors in the shade, indoors with windows open, in the draft of an electric fan, or in a heated room.

Care of *wood furniture* includes dusting, cleaning, polishing, and waxing. Surfaces need to be dusted frequently with a soft cloth or vacuum cleaner tool. Regular cleaning includes dusting legs and bases, as well as surfaces, with a clean, dry dustcloth and buffing them a bit to make them glow. Dust with the grain to avoid streaking. Oiled and treated dusters should be used only where oil polish has been applied but not on waxed surfaces because oil softens wax finishes and makes them gummy. **CAUTION:** Dirty cloths may damage the wood and adjacent upholstery fabrics.

*The type of finish* on the wood, not the wood itself, is the best guide to furniture care. The finishes applied to contemporary furniture by manufacturers are as varied as those found on contemporary fabrics; often little is known about their performance and their care. Many contemporary wood finishes are difficult or impossible to identify and may be damaged by traditional cleaning methods and products. Therefore, if possible, get directions for the care of new furniture from the manufacturer or dealer. Otherwise, proceed with caution, first testing your polish or cleaner on an inconspicuous spot.

Some general suggestions for products to use and procedures to follow may be helpful.

#### **Wood finish**

High luster finishes

Low, dull luster finishes

Natural oil finishes

#### **Products and procedures**

Non-oil base furniture polish or paste wax, used according to directions

Non-abrasive, non-oil cream-type wax, used according to directions

**NEVER WAX.** Rub occasionally with boiled linseed oil or oil recommended by manufacturer.

*Bamboo, Cane, Reed, and Wicker Furniture.* Dust with a clean cloth, brush, or vacuum cleaner tool. This furniture can be washed with a cloth wrung out of a solution of soap or detergent and water. Rinse with clear water, and dry thoroughly. You may also wash this furniture outside with the garden hose; then let it dry in the shade.

## PAINTED WALLS AND WOODWORK

Regular cleaning with a vacuum cleaner or dust cloth will pick up loose soil from window sills, baseboards and other woodwork. Dust and cobwebs on walls and ceilings can be removed by the wall brush tool of the vacuum cleaner or a broom covered with a clean cloth. Use a lifting motion because cobwebs are apt to be greasy and sticky and may streak walls if brushed downward.

Grease from hands, cooking, oil heating, traffic, and industry coats walls and woodwork with a sticky layer that holds other soils. The areas around doorknobs and light switches are particularly vulnerable to body oils and other soils from dirty hands. Occasional cleaning is needed to remove these soils. Fortunately, most painted surfaces can be washed easily and satisfactorily with a solution of soap or light duty detergent and water or a commercial household cleaner. The label on any commercial product should tell you whether or not it is safe for painted surfaces and also give you necessary directions for use. Even so, it is a good idea to test the cleaner on an inconspicuous place to be sure it is safe. Abrasives and hard rubbing should always be avoided since they quickly remove paint. To reduce the possibility of damage, it is best to rinse the surface after using any cleaner, even though the directions indicate that rinsing is not necessary.

### DIRECTIONS FOR WASHING WALLS AND WOODWORK

1. Assemble the tools you will need: two containers, one for the cleaning solution and one for rinse water, two cellulose sponges or soft cloths.
2. Wash painted walls from the bottom up to avoid streaking. The streaks formed when the cleaning solution runs down on a soiled surface are hard to remove if they are allowed to dry.
3. Apply the cleaning solution to a small area at a time using a cellulose sponge or cloth. Avoid unnecessary rubbing which may soften the paint.
4. Rinse with a damp sponge or cloth wrung out of clean water. Change the rinse water often.
5. Dry with a soft clean cloth.

## WALLPAPER

Regular cleaning of wallpaper involves the same procedures as those described above for walls and woodwork. However, greater care is needed

to clean heavily soiled surfaces. Whichever of the following methods you use, test the wallpaper carefully to be sure your cleaner will not roughen the surface, make the colors bleed, or loosen the paper from the wall.

Both washable and non-washable papers can be cleaned with wallpaper cleaners that look like a lump of dough. These products, which may be purchased from a hardware or wallpaper store, are stroked on the surface. Dust particles adhere to the dough and, when wiped away, carry with them greasy soil. Kneading the dough frequently keeps the cleaning surface from collecting soil which would then be spread back onto the paper at another spot.

Washable paper may be washed gently with a light duty detergent and cool water solution. Use as little water as possible to avoid soaking the paper off the wall. Apply with a soft sponge squeezed out of the suds and wash a small area at a time, proceeding with a very light touch. Rinse with a sponge wrung out of clean lukewarm water. Pat dry with a clean, soft cloth. **DO NOT RUB.**

*Spot removal procedures.* Stains are never easy to remove from wallpaper. However, immediate treatment of spots will be more successful than later efforts are likely to be, after the soil has had a chance to penetrate or become "set." The following suggestions may help you remove four of the types of soil which frequently are found on wallpaper.

### **GREASE**

Cover fresh grease spots immediately with 2 or 3 thicknesses of paper towel or facial tissue; then press with a warm iron. This will remove some of the grease. Make a paste of any drycleaning fluid and an absorbent powder such as fuller's earth, talcum powder, or cornstarch. (Avoid using carbon tetrachloride since it is toxic and may also cause colors to bleed.) Cover the spot with the paste and, after it has dried, brush away the powder. If the paper is washable, the spot may be gently washed after this treatment.

### **CRAYON**

Scrape off as much of the crayon as possible with a spatula. Sponge lightly with a cloth dampened in a drycleaning fluid. It may be necessary to repeat this treatment several times. If a ring remains after the crayon has been removed, make and apply a paste as for grease spots.

### **INK**

Blot up surplus ink quickly, but be careful not to smear it. Apply an

absorbent powder such as cornstarch or talcum powder. Brush off as fast as it takes up the ink, and repeat the application. A commercial ink eradicator may be used, several light applications being preferable to an extended one. It may remove color, however, and should be tested on an inconspicuous area.

Chlorine bleach may be used on washable paper, but test it first in an inconspicuous spot since it may remove the color. If it is safe, pat the ink spot gently with a cloth dampened in the bleach. Rinse with clear water, but avoid rubbing.

#### PENCIL MARKS AND SMUDGES

A clean art gum or pencil eraser will remove many marks that appear on wallpaper. Rub gently so as not to roughen or tear the surface of the paper.

## SMOOTH, WETTABLE SURFACES OTHER THAN PAINT

### *Windows, Mirrors, and Lights*

Frequent dusting with a dry or damp cloth or vacuum cleaner tool helps to keep windows, mirrors, and lights clean, prevents the build-up of greasy film, and prolongs the intervals between necessary all-out washings. Occasional cleaning by wet-washing is required to remove the greasy film of soil which is deposited on all household surfaces.

Many commercial cleaners available today do an excellent job. Read the labels and use them according to directions.

Any one of the following solutions, which may be made at home, will also work well and be quite inexpensive:

- light duty detergent and water solution
- 1 tablespoon household ammonia in 1 quart warm water
- 1 tablespoon vinegar in 1 quart warm water
- ½ tablespoon kerosene in 1 quart warm water
- 3 tablespoons denatured alcohol in 1 quart warm water

Do not use soap for glass surfaces because it causes streaks. Also, windows washed in direct sunlight will dry too fast and are apt to streak.

**DIRECTIONS  
FOR WASHING  
WINDOWS AND  
MIRRORS**

1. Use a clean, soft cloth, sponge, or chamois for washing. Wring it as dry as possible of the cleaning solution and wash the soiled surface.
2. Wipe with a soft, dry, lint-free cloth, a clean, damp sponge or chamois, a crumpled newspaper, or a squeegee. When using a squeegee, stroke from top to bottom and wipe the squeegee after each stroke.
3. Wipe spilled cleaning solution off window sills, frames, or floor immediately since it may injure the finish.

Light bulbs, fluorescent tubes, and diffusers (devices used to spread or soften light) may also be cleaned with solutions you use on windows and mirrors, since the same greasy film which is found on other household surfaces will be found here. Dirty bulbs and diffusers can drastically reduce the amount of light in a room.

NEVER attempt to wash a light fixture while it is still connected to electricity. Unplug the cord or turn off the switch. Then remove the bulb, tube, or diffuser and wipe it with your window-washing solution. Rinse, dry, and replace.

Light bulbs which are blackened on the inside should be discarded and replaced. The dark film absorbs the light and reduces the lamp's efficiency.

*Sinks, Lavatories, Tubs, and Tiles*

All of these surfaces may be scratched rather easily if abrasives are used in cleaning them, and they all have similar soil problems. For the most part, they may be cleaned simply by washing their surfaces with a solution of detergent and warm water, rinsing with clear water and, if desired, wiping with a soft cloth to remove water spots. Usually this treatment will remove the soap scum which may have built up on these surfaces. If not, try using a solution of non-precipitating water softener such as Calgon and water. At first this solution will not be sudsy, but as it dissolves the soap scum you will discover that suds are forming in your container. You may have to use a stiff brush also to clean between the tiles around sink, tub, and lavatory.

You will ease the job of cleaning the bathtub by preventing formation of "bathtub ring." To accomplish this, you may add a non-precipitating water softener to your bath water, have your entire water supply softened, or use a bar of detergent such as Vel, Zest, or Dove for bathing.

If you are troubled by iron in your water supply, you may find it necessary to use other measures to remove brown stains which form around faucets. A mild acid solution such as vinegar or lemon juice in water should remove the stain without damaging the surface of the fixture. If stronger measures are needed, oxalic acid might be used; but remember,

it is a powerful poison and should NEVER be used or stored where children could reach it.

If your fixtures are new, you will find these cleaning procedures effective and safe. However, if you are living in an older house, perhaps someone else has scratched these surfaces by using abrasives in her cleaning. You will find it necessary to continue using such cleansers since nothing else will remove the soil from the crevices which have been formed by improper cleaning methods. Remember, too, that these surfaces may be chipped if they are struck sharply with a heavy object. Since there is no adequate way to repair scratches or chips in such finishes, it is wise to use every precaution to avoid the damage in the first place.

### *Toilet Bowls*

Special cleaners for toilet bowls—not the tanks, which should be treated as you would a sink or lavatory—substitute chemical action for the old-fashioned scrub techniques of soil removal. Follow carefully the directions printed on the container. The powerful compounds, which remove stains and act as disinfectants, may be used safely in toilet bowls since they are more acid resistant than other surfaces. Tubs and lavatories would be permanently disfigured by these cleaners, however; never set the containers down on them.

### *Refrigerators, Ranges, Washers and Dryers*

Many household appliances are finished in smooth surfaces which do not chip as readily as the materials found in sinks and bathtubs, but they are more easily scratched and less resistant to acid and alkaline substances. Regular cleaning with soap or detergent and water is recommended. Occasional polishing with a cream-type wax cleaner will protect the exterior surfaces and make dusting and regular care easier.

### *Ovens*

Regular cleaning of ovens consists of wiping out the inside with detergent and water to remove the greasy soil which collects there. If this is done after each use, just as you would wash a cooking utensil, grease or spills will not harden and burn on the next time the oven is heated. All-purpose detergents, especially those containing ammonia, will remove much of the burned-on soil and grease; a small amount of ammonia poured into a saucer and placed inside the oven with the door closed for several hours or overnight will help loosen baked-on oven soil. If it is necessary, use a commercial alkaline oven cleaner to dissolve a heavy accumulation of burned-on soil. Be sure to wear gloves to protect your hands, spread newspapers to protect the floor, and rinse the oven surfaces afterward with

vinegar and water to neutralize the alkali in these cleaners. Again, these chemical compounds, like toilet bowl cleaners, are extremely powerful. **READ THE LABEL** and follow the directions **EXACTLY**.

### *Plastics*

Hundreds of the plastic products on the market today, with more appearing all the time, are practical for use around the house. In your own home you will find some or all of these items made from plastic: counter tops, table tops, floor coverings, curtains and draperies, upholstery fabrics, lampshades, telephones, kitchenware, ice cube trays, handles or knobs on cooking utensils and electric appliances, tableware, and even wallpaper.

In order to clean and care for plastic articles, it is helpful to know their characteristics. All plastics fall into two groups, according to the effect of heat upon them.

Thermosetting plastics are set into a firm shape when they are manufactured. They may warp or crack, but they do not become soft and pliable as they become warmer. They can be used in hot water, and in general will withstand temperatures to about 300° F. They cannot be used in direct contact with heat. Handles of cooking utensils and many plastic dishes as well as counter tops are often made from these plastics.

Thermoplastics become soft when heated and stiffen when cooled. This change takes place as often as the process is repeated. Some kitchen utensils and tableware made from these plastics may be damaged in a dishwasher, though others will be able to tolerate the high temperatures. Other household articles in this group are floor coverings, curtains, draperies, and upholstery fabrics.

In both groups are many products that are resistant to breakage, scratching, staining, and chemical action. Unless the label gives other information, these precautions are important:

- Wash with soap or detergent, rinse, and dry at once. A damp cloth will often do the cleaning job.
- Avoid using abrasive powders; do not slide rough objects over surfaces.
- Wipe up spills of household cleaners promptly to avoid possible damage to surfaces.
- Handle rigid articles with care. They may break easily or warp if they become too hot.

## **METALS**

All metals may be cleaned regularly by washing the article in soap or detergent and water solution. To remove soft particles such as food, scrape with a wooden spoon, plastic scrubber, rubber spatula, wooden stick, or clothespin. Mild acids such as lemon juice, vinegar, or cream of tartar may

be used to clean metals and remove tarnish. An abrasive is necessary for polishing, but a rough abrasive suitable for one metal would scratch another surface, causing permanent damage. For that reason, you should know what metal you are trying to clean and use only the safe method as described below. Commercial products are also available for many metals and, used according to directions, will clean and polish satisfactorily.

Ornamental metal objects are sometimes lacquered to prevent tarnish. Regular dusting and occasional washing in lukewarm, mild suds are all the care they will require, as long as the lacquer remains intact. Hot water will loosen lacquer and cause it to peel.

### *Aluminum*

Wash in mild soap or detergent and water. If food is burned on, boil water in the utensil and remove softened food with wooden or plastic scraper. If necessary, use steel wool pads to complete the cleaning.

Household cleaners such as ammonia and baking soda and some foods contain alkali, which darkens aluminum. Remove these dark stains by boiling a solution of 2 teaspoons of cream of tartar to 1 quart of water. Or, cook acid foods such as tomatoes, rhubarb, or apples. Stains caused by alkali will not be harmful to foods cooked in the same utensil. Aluminum will become pitted if food or water is allowed to stand in it. However, food is not poisoned by this procedure.

### *Brass and Copper*

To remove tarnish from brass or copper, sprinkle on salt and a little vinegar or lemon juice; rub, rinse, and dry. If a soft luster is desired, use a thin paste made from rottenstone and cooking or salad oil. Wipe off excess oil and polish with a clean cloth.

### *Chromium*

Plumbing fixtures and electric appliances are frequently coated with chromium plating, which may be easily scratched by abrasive household cleaners and metal polishes.

Wiping with a damp cloth and drying with a soft, dry one is usually the only cleaning necessary. Sticky chromium may be washed with detergent and water. A liquid household cleaner or baking soda on a cloth should remove any gummy buildup of soil.

### *Enamelware*

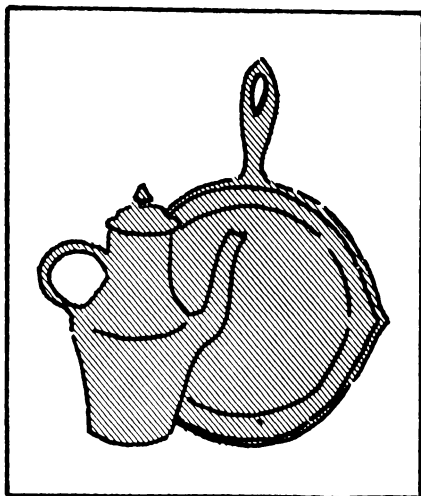
Handle and wash enamelware as you would any glass tableware. Do not use metal pot scrapers or abrasive powders. Burned-on food should be removed by soaking the utensil in water or a solution of detergent and

water, or boiling a solution of 2 teaspoons of baking soda in 1 quart of water. Avoid high heat, rapid cooling, chipping, and scratching.

### *Iron*

Because iron will rust very quickly if the least bit of moisture remains on it, you must be especially careful to dry iron utensils thoroughly after washing them in hot water which contains soap. Detergent solutions used regularly on iron will remove the seasoning that is necessary to prevent rusting and to keep foods from sticking on.

To season iron, coat the inside and lid generously with unsalted fat, heat in a low oven or over a low burner on a stove for 30 minutes or more. If rust does occur, remove it with steel wool; wash, rinse, and reseason. When food burns on, boil a solution of 2 teaspoons of baking soda and 1 quart of water in the utensil; remove the softened foods, scrub, rinse, and dry.



### *Pewter*

Clean pewter with whiting in de-natured alcohol for a bright finish. Allow the paste to dry on the metal, then wash, rinse and dry. For a dull finish, use rottenstone and oil, or oil alone. Corrosion can be removed with fine steel wool dipped in oil to prevent scratching. If the pewter is very black, send it to a jeweler or professional metal cleaner who will restore the finish.

### *Silver*

Sterling silver *should* be used daily, if possible, to give it the deep mellow tone of antique ware. Silver-plated articles may not withstand such constant use since the silver used in plating is softer than that found in sterling silver. Both types require essentially the same treatment, however, though less vigorous rubbing is recommended for silver plate. Rotate the pieces of flatware in use so that all will maintain a similar finish. For regular cleaning, wash in hot sudsy water with a soft cloth, rinse and dry immediately.

Tarnish will quickly appear on ornamental pieces of silver left out on shelves or buffets. Unless they are lacquered, they will require frequent washing and polishing to maintain luster. Those pieces of silver which you store when not in use can be sealed in plastic bags closed with metal tapes

or string. Never use rubber bands, for rubber in any form will quickly tarnish silver.

Hand rubbing is probably the safest way to remove tarnish from any silver. Wash the pieces in hot soapsuds and then apply a commercial silver polish, following the manufacturer's directions. Avoid using polishes which are suitable for all metals since they are usually too abrasive for silver. Follow the polishing with another hot sudsy wash, rinse and dry immediately. A silver brush, made especially for this purpose, will help you clean the crevices and edgings and also remove the polish from those places when you do the final washing.

The electrolytic method of removing tarnish is quick and easy, but will remove all dark decorations (oxidation) and leave the silver with a dull, white luster. The cement in flatware with hollow handles will also be removed or softened by this treatment.

To clean silver by the electrolytic method, spread a piece of aluminum foil over the bottom of the inside of a cooking utensil (not aluminum) and add enough water to completely cover the silver. To each quart of water add 1 teaspoon of salt and 1 teaspoon of baking soda; bring the solution to a boil. Add the silver and boil two or three minutes until the tarnish has disappeared. Remove the silver with tongs, wash in hot sudsy water, and rinse carefully before drying. This method of cleaning will save you time, and the amount of silver lost is less than that lost by rubbing with silver polish. You will have to decide which appearance you prefer for your own silverware.

### *Stainless Steel*

Stainless steel is rustproof, but may be pitted by salt and food acids which are left in long contact with it. Generally, washing in soap or detergent and water is sufficient to keep stainless shiny. If foods are burned on, fine steel wool may be used to remove them; or you may want to buy a commercial cleaner which is especially designed for copper-bottom stainless pans. Discolorations which occur because of over-heating are almost impossible to remove.

Never use steel wool to clean stainless blades on flatware.

### *Tin*

Tin kitchenware heats better if it is somewhat darkened and not kept shiny and bright. Simply wash it in hot sudsy water, rinse, and dry carefully. Remove burned-on foods by boiling them in 2 teaspoons of baking soda and 1 quart of water for no more than 5 minutes. Abrasives of any kind are harmful, but if you need to remove rust from tin, use a very mild abrasive or fine steel wool dipped in oil.

## *Zinc*

Regular washing with hot soapsuds will keep zinc clean. Tarnish may be removed by a fine scouring powder, or by vinegar or lemon juice left standing on the surface for several minutes and then rinsed off.

## MISCELLANEOUS ITEMS

### *Cookware and Dishes*

Rinse cookware or put it to soak as you prepare to serve each meal. Food which has hardened is much more difficult to remove. After soaking, use a vegetable brush or plastic scrubber to remove cooked-on food. Burned-on foods may be loosened by soaking with detergent and water; boil the solution if necessary. Further information about caring for specific metal cookware is given on pages 24 to 28. Consult this guide before you use harsher methods to clean stubborn stains.

Your dishwasher will remain cleaner if you scrape your dinnerware with a rubber spatula or paper towel before putting the pieces in the water. Silverware and glasses washed in soapsuds may retain a film if they are left in the rack to air dry, but detergent and hot water will make hand drying unnecessary.

When using a dishwasher, always follow the manufacturer's directions exactly as they are given in the Use and Care booklet.

### *Drains*

To keep a kitchen drain from clogging, flush scalding water down it daily. Be careful about what is put down the drain. When a kitchen drain becomes sluggish because of an accumulation of grease, dissolve 1 pound of washing soda in 3 gallons of boiling water and pour it down the drain.

Bathroom drains frequently become clogged with hair, lint, and miscellaneous small objects. A strainer that may be removed and cleaned occasionally will prevent some of these objects from getting down the pipe into the drain.

Commercial drain cleaners, which contain lye, are helpful but should be used very seldom. Take special precautions with lye, since it can cause permanent damage to porcelain and other materials, not to mention the burns you may receive if you are not careful.

Unless you have a good amateur plumber in the family, it is wise to call a professional at any sign of trouble.

### *Lampshades*

Dust lampshades with a clean soft cloth or a vacuum cleaner attachment. Plastic and other washable shades may be wiped with a damp cloth.

Washable shades may also be dipped up and down in a lukewarm detergent and water solution until clean, then rinsed in clear water the same way. Dry them away from direct sunlight.

Non-washable shades—linen, chinz, handpainted, and those with glued-on trim—may be drycleaned with a wallpaper cleaner (see page 20).

### *Mildew*

Mildew flourishes in damp, warm, poorly aired, poorly lighted spaces of a house—even newly built homes where moisture in building materials promotes growth of the mold. To prevent mildew, be sure that clothing, books, shoes, or other items are thoroughly dry before you store them. Ventilate closed areas frequently; and, especially in warm humid weather, keep the air in closets, basements, and bookcases as dry as possible. It may be necessary to leave a small light bulb on or to use chemical moisture absorbers in closets or bookcases where moisture is a real problem.

For more detailed instructions about protection against mildew and the steps to take in removing it, consult your Extension home economist.

### *Moths and Carpet Beetles*

Cleanliness is the best insurance against insect damage to clothing and furnishings. Regular vacuuming of out-of-the-way places is recommended since the larvae of clothes moths and carpet beetles are generally found in warm, humid, dark areas. Your Extension home economist can give you more detailed information about protection against insect damage.

### *Refrigerators (Interior)*

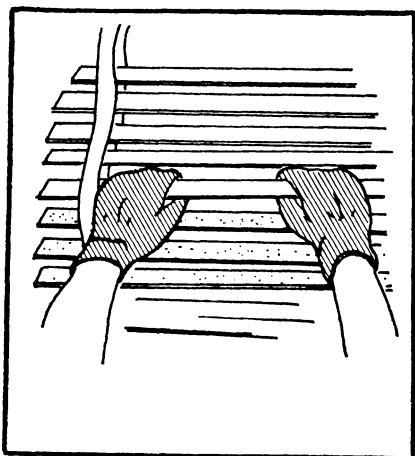
The Use and Care booklet, which the manufacturer supplies with each refrigerator he makes, gives detailed directions for correct defrosting and cleaning. If you no longer have your booklet, or cannot secure one from the manufacturer or local dealer, the following general suggestions will be helpful.

Regular care requires wiping out the interior about once every ten days or two weeks. A solution of 2 tablespoons of baking soda dissolved in 1 quart of warm water is safe for the interior finish. Never use harsh cleaners, wax, or oily polishes on the inside. Vegetable trays and other accessories may be removed and washed in mild detergent or soap and warm water in the sink. Hot water may remove a coating which has been put on some ice cube trays at the factory, with the result that cubes will be more difficult to remove.

Wipe up spills immediately. Not only are they more difficult to remove if left to harden, but some foods will damage the finish on the interior or shelves of the refrigerator.

### *Venetian Blinds*

Frequent dusting of venetian blinds greatly reduces the need for special cleaning. A vacuum cleaner attachment, dusting mitts (one on each hand), or soft cloths are satisfactory tools. Once or twice a year, more thorough



cleaning is usually necessary. Blind slats may be washed, either in sets by putting them in the bathtub or individually by removing them from the tapes and washing them in the sink. A more satisfactory way, however, is to use a cleaner-wax which will be easy to apply and will leave a finish that will not soil quickly. Be sure to select a wax that is suitable for the material in your blinds—wood or metal. Use a pair of mitts, one on each hand, to apply the wax, and follow the directions on the container for the next steps.

When plastic tapes on blinds become soiled, wipe them with a cloth wrung out of sudsy water and rinse. Fabric tapes may be cleaned by using a drycleaning fluid, if they are not too soiled. It is also possible to remove the tapes and wash them in hot sudsy water. If they are too badly soiled, they may have to be replaced.

### *Window shades*

Pull shades all the way down and dust them occasionally with a soft cloth or vacuum cleaner tool. Shampoo washable shades by laying them unrolled on a flat surface. Clean with a soft cloth or sponge wrung out of warm sudsy water. Rinse with a clean cloth or sponge wrung as dry as possible from clean rinse water. Wash both sides and dry thoroughly before rolling them up again.

Frequent cleaning of non-washable shades is recommended since heavy soil will be difficult, if not impossible, to remove. Use an art gum eraser or a dough-type cleaner (see page 20). For even results, make light, overlapping strokes.

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Trade and brand names are used only for the purpose of information and the Virginia Cooperative Extension Service does not guarantee nor warrant the standard of the product, nor does it imply approval of the product to the exclusion of others which may also be suitable.

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## CAUTION

**Read all labels carefully before using any chemical. An increasing number of cleaners contain a variety of chemicals, many of which are dangerous if improperly used.**

**Keep all cleaners tightly covered in the original containers, out of reach of children. Never mix chemicals not specifically recommended for use together. Some cleaners are flammable.**