

BASIC HOME, HOUSEKEEPING AND HYGIENE ORIENTATION CHECKLIST

HOME and HOUSEKEEPING

KITCHEN:

- Stove – how to turn burners and oven on and make sure the burners are off when done
- Refrigerator – which foods should be refrigerated and which frozen
- Cupboards – which foods should be stored here
- Sink – only water can go down the drain
- Store all food in the kitchen and eat only in the kitchen or dining area
- Show proper cleaning supplies and demonstrate proper use of cleaners and cleaning tools
- Dishes and Cookware – clean with dish soap after each meal, dry
- Counters – clean after each use so as not to attract bugs or rodents
- Cleaning sinks and drains
- Cleaning stove, microwave, other appliances
- Floor – sweep daily; vacuuming/sweeping and mopping
- Cleaning tables and chairs
- Cleaning cupboards and other storage areas
- Refrigerator (inside, outside and underneath)
- Cleaning windows
- Proper disposal of garbage and recyclables

Other Items/Comments: _____

LIVING AREA(S):

- During warm weather, open windows during the day to air out the home; close and lock 1st floor windows when not at home and at night
- All clothing, toys and other articles must be cleaned up off the floor at the end of the day
- Demonstrate proper use of cleaning supplies and tools
- Dusting
- Sweep or vacuum floors on a weekly basis or as needed
- Vacuuming, sweeping furnishings as needed
- Cleaning of windows
- Cleaning stains on floor, walls or furnishings

Other Items/Comments: _____

BEDROOMS:

- General neatness and cleanliness
- Changing the sheets and making bed
- Vacuuming, sweeping
- Dusting

Other Items/Comments: _____

BATHROOMS:

- Sink – do not put anything down the sink other than water; do not leave water running
- Toilet – must be flushed after each use; do not fill with excessive toilet paper; use a plunger if the water does not run down
- Bathtub/Shower – make sure shower curtain is inside the tub or shower stall to avoid water on the floor; any water that gets on the floor must be mopped up immediately
- Bathroom must be kept clean on a daily basis
- Demonstrate proper use of cleaners and cleaning tools
- Cleaning toilet and proper use of toilet
- Cleaning bathtub/shower, sink, walls, mirror, tile, floor

Other Items/Comments: _____

LAUNDRY:

- Demonstrate proper use of detergent, washer and dryer
- Clean lint trap regularly

Other Items/Comments: _____

GARBAGE REMOVAL:

- Use plastic bag liners for garbage containers
- Remove garbage bags on a regular basis or when nearly full; tie securely and put in garbage receptacles outside of the home
- Put garbage receptacles at the curb for city pick-up on the appointed days

Other Items/Comments: _____

OTHER ISSUES:

- Alert Anchor Relative or Volunteers or regular staff to ANY housing problems such as faulty appliances, water problems, loss of heat or broken windows

Other Items/Comments: _____

HYGIENE ISSUES

- Explain contents and use of items in personal hygiene kit
- Use of deodorant and at least daily bathing with soap
- Wash hands with soap frequently, especially if preparing food and after use of toilet
- Dental care

Other Items/Comments: _____

SAFETY ISSUES

- Demonstrate the testing and changing of batteries in smoke alarms
- Demonstrate changing lightbulbs
- Reporting broken windows, inoperable locks & other hazardous situations
- Child care issues: walk together; stay close to home; properly clothed, shoed and cleaned; medical care; quiet after hours, etc.
- Call Anchor Relative or Volunteers or Case Manager if you need assistance.
- Case Manager's telephone number
- Call 911 for an emergency: this means in case of a fire or if you need immediate medical assistance or the police

Other Items/Comments: _____

