

# HOME MANAGEMENT



Learning Inventory of Skills Training  
Created by CRMHC OT staff and students

# BASIC: Must know 3 out of 5

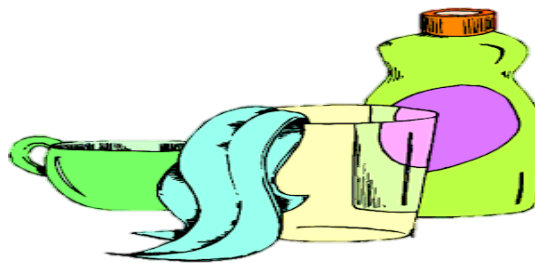
## 1. Knows how to wash dishes adequately using soap and hot water

### Importance of Washing Dishes:

- It helps avoid us getting sick
- It helps avoid us spreading germs or illness
- It's impossible to keep your dishes germ-free, but washing them frequently can help limit the transfer of bacteria, viruses and other microbes.



**\*Always wash your dishes when they are visibly dirty\***



### Steps to Wash Your Dishes:

#### **THE PRE-WASH**

1. Gather Materials.
  - a. Before we get started, you're going to need a few items: a sponge, a drying rack, and for best results, a concentrated dish liquid. Some people also prefer to wear dish gloves, but they are not essential.
2. Save Your Drain
  - a. To prevent a clogged drain and an expensive visit from the plumber, scrape off leftover food into the trash and transfer used cooking oils and grease into a separate container for disposal. Liquid grease hardens when it cools, blocking drains and pipes.



## THE WASH

1. Load The Sink.
  - a. Place items into the sink. Make sure they are wet before washing.
2. Prep the Sponge
  - b. Dampen your sponge with warm water, then wring it out and add a few drops of concentrated dish liquid directly onto the soft side of the sponge. Scrunch it a few times to disperse the soap throughout the sponge and to create suds.
3. Work Small To Big.
4. Scrub, rinse, and dry.
5. Soak off Baked on food
  - c. Use hot water and a concentrated dish liquid to soak baked-on messes. Most soils are loosened after soaking for 30 minutes, but for the toughest baked-on messes, you may need to soak them overnight.
6. The Post-Wash Wash.
  - d. Once all of your dishes have been cleaned and your sink is empty, rinse out the inside of the sink. If you have a strainer in the bottom of your sink, remove it and dispose of any food chunks into your garbage can.
7. Air dry or dry with a dish towel until dry

Information from: <https://dawn-dish.com/en-us/how-to-wash/hand-wash-dishes>

### **How to Get Grease / Burnt Food Off A Pan**

- Sprinkle baking soda in the pan.
- Spray with vinegar.
- Scrub with a sponge to remove burnt-on dirt (leave overnight for best results)
- Run under hot water
- SOAK in warm soapy water
- Use a Brillo or other scouring pad if steel (not with non-stick coated pan)



Information from: <https://www.cleanipedia.com/gb/kitchen-cleaning/how-to-remove-burnt-on-grease-from-ovens-and-pans>

## 2. Knows how to change a light bulb

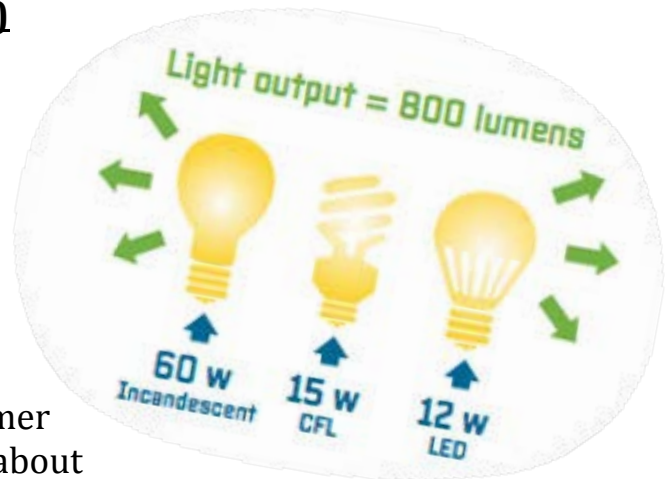
### CFL vs LED Lightbulb

- Compact Fluorescent (CFL) and Light Emitting Diode (LED) bulbs fit standard light sockets and are the most energy-efficient light bulb options.
- They produce the same amount of light as a standard light bulb, but use less energy.

CFL	LED
Save up to 75% in annual energy costs (compared to a standard bulb)	Save up to 86% in annual energy costs (compared to a standard bulb)
Last up to 9 years	Last up to 20+ years
Contains a small amount of mercury	Does not contain mercury

### Standard light bulb (incandescent bulbs)

- Last on average for 1 year.
  - Incandescent bulbs do not contain mercury.
  - They can be used with a dimmer switch.
- Lumens - the amount of light emitted from a light bulb. More lumens equals brighter light, fewer lumens equals dimmer light. Standard 100-watt bulbs produce about 1600 lumens.
  - Watts (w) - the amount of energy a light bulb uses. The lower the watts, the lower the electric bill. CFLs and LEDs have a lower wattage than incandescent bulbs, but emit the same light output.



**\*CFL and LED light bulbs save money!!\***

Information from: <https://www.lowes.com/projects/decorate-and-entertain/Lightbulb-Buying-Guide/project>

## **Steps to Changing a Light Bulb:**

1. Turn Off The Power
  - a. Never attempt to change a light bulb with the power still connected. Remember, safety first!
2. Allow The Bulb To Cool
  - a. Remember that incandescent light bulbs run very hot, so give them a chance to cool down before you start touching anything.
  - b. Fortunately, you won't have this problem with LED light bulbs, as they produce very little or no heat.
3. Possibly Use A Ladder or stool
  - a. Generally speaking, light bulbs are found in hard-to-reach locations. This means it's probably a good idea to use a ladder or stool to replace them. Be careful and make sure the surface you are standing on is stable and able to support you safely.
4. Remove The Old Bulb
  - a. Be cautious when handling. Light bulbs are easily breakable.
5. Insert The Replacement Bulb
  - a. Gently but firmly push the bulb into the socket and turn clockwise until you feel it lock into place.
  - b. Make sure to check the appropriate wattage for the socket and match it up with the wattage of the light bulb. The light will not turn on if the wattage is not correct.
6. Switch On The Power
7. Dispose Of Your Old Bulb
  - a. Always dispose of old light bulbs responsibly. Make sure to wrap old light bulb in a different bag or paper towels before placing into garbage. This will ensure safety when taking out garbage in the future.



### 3. Knows why it is important to change bed linens and how often to do so

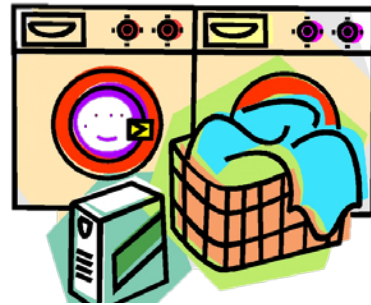
#### What's Hiding in Your Sheets?

- Dust Mites – Dust mites are microscopic bugs that feed on organic detritus (aka our dead skin cells). They inevitably invade our beds due to the fact that we shed close to a million skin cells daily. Dust mites become the dangerous culprits of asthma or even lowered immune systems.
- Sweat
- Body Fluids and Oils – Anything from saliva to urine and other bodily fluids can end up on your sheets. Those who are sexually active are more prone to have bodily fluids present.
- Food Particles – Let's face it: eating in bed is fun. We're all guilty of it at times, and unfortunately, any food will leave crumbs. Food attracts bugs.
- Animal Hair – Pet hair can accumulate in your sheets which can lead to allergies and unwanted coughing.



#### How Often Should You Wash?

- Ideally, one should wash their sheets and pillow cases **once a week** or every other week is recommended.



## **How to Wash Your Bedding:**

- **Sheets:** read the label and wash according to instructions.
- **Comforter:** Read the label and wash according to the instructions.
- **Mattresses:** People often forget the importance of maintaining their mattress. You should routinely turn your mattress for general damage-control. Also, vacuum your mattress monthly to remove mites and other unwanted particles. It's a good idea to strip your bed completely and let your mattress breathe if you happen to be gone for an extended period of time. Utilizing a mattress protector and making sure this is washed as well is important.





### 3. Know how to dispose of garbage

#### **Recycling:**

- Paper and Cardboard: You can usually recycle most items made of paper or cardboard: newspaper, phone books, cereal boxes, egg cartons, etc.
- Plastics: Always look for the triple-arrow recycle symbol! If there's no triple-arrow recycle symbol, then it goes into the trash.
- Glass: Any kind of bottle or jar can usually be cleaned and recycled. If the bottle or jar has a metal lid, make sure to take it off so that it gets properly sorted.
- Metal: Any metal can is recyclable—as long as it doesn't have food residue and it's empty (in the case of spray canisters). Aluminum foil, pie plates, and trays are also recyclable.
- Other Possible Recyclables: Electronics can be recycled! But they must be taken to a specific electronic waste-recycling center. Check online to see if there's one near you.



#### **Compost:**

- Items to compose:
  - a plant or part of a plant (vegetable scraps, fruit peels, grains, tea leaves, coffee grounds)
  - made from plants (for example, bread or anything made from flour.
  - an egg shell
- Don't compost anything that came from an animal, or anything that's greasy. (That means **no meat and no dairy!**)



#### **Trash:**

- Everything else is garbage!!
- Remember that Styrofoam is never recyclable or compostable. CDs and batteries are not either.





### **Remember:**

- If it came from a plant, you can **compost** it.
- If it is clean paper or plastic or glass or metal, you can probably **recycle** it. (Look for the recycling symbol.)
- If it came from an animal or it's Styrofoam or anything else that doesn't fit in the first two categories, **trash** it.

More information: <http://theunderenlightened.com/2013/03/04/compost-vs-recycle-vs-trash/>

### **How to Dispose of Garbage:**

1. Sort your garbage into a few different bins: trash, recycling, and/or compost. This can be done quickly by setting up a multi-storage bin in your kitchen so items can be sorted as they are disposed.
2. Remove the full bag of trash from the can. Make sure to collect any trash that may have been at the bottom of the can.
3. Clean the inside of the container if needed
4. Put a new bag into the garbage can
5. Dispose of the trash into the proper receptacle

### **How Often Should I Empty the Garbage?**

At least **twice** a week OR whenever it gets **full!!**

More Information: <https://www.hunker.com/13420945/how-to-dispose-of-garbage-properly>

## 4. Knows how to use a plunger to unstop a toilet or sink

**Plunger:** a tool used to clear blockages in drains and pipes

- **Two Types:**

- The flange plunger has an extra flap attached to the inside of the cup that makes it ideal for toilets.
- A plain cup plunger doesn't have this extra rubber flap, and is best for creating seals with drain openings in:
  - Sinks
  - Bathtubs
  - Showers



**When to Use Plunger:** whenever the toilet or sink is clogged

**How to Use Plunger:**

1. Cover the floors with some paper towels or newspapers before starting incase water spills
2. Use gloves to keep hands clean (optional)
3. Add some water to the sink or tub basin if needed.
4. Put the plunger in the water
5. Position the plunger over the drain opening ensuring that you form a proper seal when you start to plunge
6. Plunge using an up and down action.
7. Continue plunging like this for about 20 seconds. As you pull up and down on the handle, the suction will push pressure in and out of the drain and dislodge the clog.
8. The toilet should flush normally, and the sink should drain properly
9. Clean and dry the plunger.



### **If you do not have a plunger:**

#### **Dish Soap and Hot Water Method**

1. Flush only once, make sure to protect the floor, and wear rubber gloves.
2. Add a little dish soap and place a few squirts into the toilet
3. Pour a pot or half a bucket of tap hot water from about waist level into bowl
4. Let the water and dish soap soak for a few minutes

#### **Wire Hanger Method**

1. Unravel the wire coat hanger
2. Wrap one end of wire with rag to not damage the toilet
3. Stick the wrap end of the wire into the drain
4. Twist it, push it, and maneuver it in a circular motion to clear the drain

#### **Baking Soda and Vinegar Method**

1. Pour one box of baking soda into bowl of the toilet
2. Pour slowly begin to pour medium size of vinegar (any kind) into the bowl of toilet. Beware of fizzing!
3. Let it sit for a few minutes
4. Add a gallon of hot tap water into the toilet bowl to clear the drain

#### **Chemical Method**

1. Purchase drain cleaning chemical at grocery or hardware stores
2. Follow manufacturer's instructions
3. If you suspect that there is hard obstruction, then don't use a chemical solution - call plumber

**If water flow is not stopping, turn off water valve to prevent water damage. (Valve located at base of toilet.)**



More Information: <https://www.wikihow.com/Use-a-Plunger>

# **INTERMEDIATE: Must know 4 out of 6**

## **1. Knows how to use vacuum cleaner properly and change bags/empty canister**

**Vacuum Cleaner:** a household appliance for cleaning floors, carpets, upholstery, etc. by suction

### **How to Use Vacuum Cleaner:**

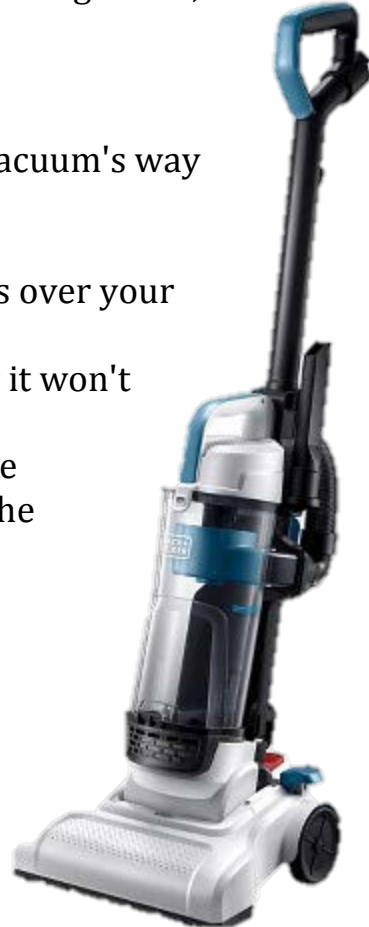
1. Move all of the smaller items out of the vacuum's way that could be on the floor or furniture
2. Turn the vacuum on
3. Push the vacuum forward and backwards over your carpet, in slow, even strokes.
  - a. If you move the vacuum too quickly it won't pick up dirt as well.
4. Use the vacuum's attachments such as the simple hose to clean corners and under the edges of furniture.
5. Turn vacuum off and unplug it

### **If Something Gets Stuck While Vacuuming:**

- Turn off the vacuum and unplug it
- Remove anything that may have gotten stuck—check wheels
- Turn the vacuum back on and see if it is working properly
  - If not, ask for help or take it to be repaired

### **When To Empty Vacuum Cleaner:**

- If the bag / canister is full or about 1/3 full
- If the vacuum seems to not be working properly
  - Not picking up objects
  - Making any noises



More Information: <https://www.hunker.com/13419611/how-to-use-a-vacuum-cleaner>

## How to Empty the Vacuum Canister:

1. Press the release button to open the unit where the canister is
2. Open the canister
3. Pour the dirt slowly into a trash can to empty the canister fully.
  - a. Hold for at least 10 seconds to ensure all the dirt has left
4. Close canister and unit where canister is held



**\*Bagless Vacuums are more cost effective\***

## How to Change Reusable / Disposable Vacuum Bag

1. **Set out a sheet or newspaper.** Laying out some newspaper or an old sheet will help trap any dirt that might burst from the bag during the removal process. Be sure to open bag over an area that is can be swept up easily (not over carpet). This is a useful step for older vacuums, and vacuums whose bags are extremely full.
  - a. You may also want to keep your trash can close by to avoid dragging dirt or other debris through the house.
2. **Re-zip the vacuum body or replace the vacuum lid.** Close up the body of your vacuum, and you are ready to once again get cleaning. If, after replacing the bag, the vacuum makes an odd noise or does not suck as it should, reopen the chamber and make sure you have replaced the bag properly.



## 2. Knows how to prevent sinks and toilets from clogging

### Preventing Clogs

- Don't put food down the drain.
- Grease will cool and coat the walls of your pipes, narrowing the passage and causing clogs.
  - Instead of pouring grease down the drain, transfer it to an old can or milk carton that can be disposed.



- Don't flush garbage or waste. Never flush:
  - Cat litter
  - Paper towels
  - Feminine hygiene products
  - ANYTHING OTHER THAN TOILET PAPER



- Use a drain protector in your tub/shower and remove hair that can accumulate.





### **3. Knows how to clean floors (sweep/mop) using appropriate cleaning products**

#### **Broom and Dustpan**

**Mop and Waterbucket**  
**and All purpose**  
**cleaner. If cleaning**  
**hard wood floors mix**  
**one cup of vinegar and**  
**one gallon of water as**  
**a cleaning solution.**



#### **How to Sweep:**

1. Clear the area of furnisher, throw rugs, and other obstacles.
2. Sweep in arm's length gentle strokes, covering one small area at a time.
3. Sweep to one area or toward the door.
4. Using a dust pan, collect the dirt
  - a. Make sure to collect all the dirt! It will most likely take multiple attempts to do so.
5. Dispose of dirt into the trash.



## **How to Mop:**

1. **Mix warm water and a standard cleaning product.**
2. **Dip your mop into the cleaning solution.** Place your mop in the bucket and let it soak up the cleaning solution. If your mop is particularly stiff, it may need to soak for a few minutes to loosen up.
3. **Lift the mop and let excess water drip off.** Once you've given it plenty of time to soak, lift your mop and hold it above the bucket. Mops often absorb way more water than they need, so hold your mop up for 2 to 3 seconds to let excess liquid fall back into the bucket.<sup>[5]</sup>
  - a. If you'd prefer, you can wring your mop out to remove the excess water.
4. **Mop your floor in small sections. Work your way toward a door.** This will ensure that you're not stepping on parts of the floor you've already cleaned.
5. **Wring the mop out when you're done cleaning.**
6. **Run your mop over the floor to wipe up dirty water.**
7. **Clean after mop use. Wring out into bucket and dispose dirty water outside.**



#### **4. Knows how to clean surfaces (tables, furniture, counters) using appropriate cleaning products**

##### **Appropriate Cleaning Products:**

- **Paper Towels, Sponge, or Rag**
- **All Purpose-Cleaner, Disinfecting Wipes**
- **Gloves**
  
- **For hardwood:**
  - **Microfiber cloths**
  - **A little water**
  - If you find sticky spots, dampen a microfiber cloth and apply light pressure until the residue has been removed. Note: It's key here to make sure your cloth is damp and not wet so that you don't ruin the finish or damage the wood.



##### **How to Clean**

##### **Tables / Counters:**

1. Clear table and counter top of any food or other items that might get in the way of cleaning
2. Applying all-purpose cleaner to table/counters or use
  - Soap and water with a sponge
  - disinfecting wipes
3. After table or counter is wiped down floor can be swept to make sure any of the dirt or crumbs from the tables/counters that may have fallen are cleaned as well.



## **How to Clean Furniture:**

1. Determine the type of surface to be cleaned and use cleaning solution appropriate to the type of furniture being cleaned. (Fabric cleaner for couch or fabric chair, Wood cleaner or microfiber cloth for wooden table or end tables, etc.)
2. If in doubt a little soap and water can often be used to at least be a first line cleaning approach.
3. Dust from high items to low items. Dust from back to front and dust items on shelf or area to be dusted first, then dust shelf or surface area. . Move items as needed to do a more complete job.



**Products will change depending on the surface being cleaned**

More information: <https://www.bhg.com/homekeeping/house-cleaning/tips/how-to-clean-countertops/>

## **5. Knows how to clean the bathroom (toilet, tub, sink) using appropriate cleaning products**

1. It's a good idea to wear rubber gloves while you're scrubbing, to keep your hands from drying out if you're using harsh products.
2. **Open window to ventilate the air.** Be sure to dilute bleach before using and use the appropriate ratio of bleach and water ( 1 part bleach to 10 parts water).
3. **Clean the shower / tub.**
  - a. Spray cleaning product on the shower walls, and the showerhead and let it rest for a couple of minutes. Spray cleansers made especially for getting rid of soap scum work very well on tubs that haven't been cleaned in a while. Using a scrub brush clean from top to bottom, rinse intermittently to be sure you are removing dirt and cleaning the areas thoroughly.
  - b. Don't forget the shower curtain; it is also prone to mildew.
    - i. Be sure to pull the curtain across to dry after showering.
4. **Clean the sink and counter area.**
  - a. Clean and remove items from sink area. Using an appropriate cleaning solution, or wipes wipe down sink area. Replace items to sink area.
5. **Clean the toilet.**
  - a. Wipe the outside, starting with the flush handle so as not to re-contaminate it, with a cloth soaked in disinfectant cleaner.
  - b. Apply cleaning solution to the toilet and let sit for about 10 minutes. While this is soaking, one can wash with rag or paper towels the entire toilet, not neglecting base and around outside of bowl, the top and underside of the seat and lid, and the hinges and their mounting area with a cloth and detergent or similar cleaner. After all of this is cleaned one can take the toilet brush and clean the inside of the toilet including under the rim of the bowl.
  - c. Don't forget to use a cloth specially assigned for cleaning the toilet, or a paper towel (throw it away, don't flush it).



## **6. Knows how to clean a stove/oven**

### **\*\*DIRTY BURNER PANS = RISK OF FIRE\*\***

**After every stove top use, make sure no debris or food particles are caught in burner pans. These can catch fire due to the heat and cause a odor, smoke or fire.**

### **BE SURE TO CHECK FOR SELF-CLEANER SETTING FOR OVEN. If this is available.**

Remove everything from on top of your oven and inside of your oven—racks, baking sheets, thermometer, etc. and remove any food or foil debris. Be sure to open a window for ventilation. According to oven instructions use self-cleaning mode. Oven should lock. Do not attempt to open oven during self-cleaning mode.

### **How to Clean Your Oven With Store-Bought Cleaning Products**

1. Be sure the oven is cooled down before cleaning.
2. Remove everything from on top of your oven and in your oven—racks, baking sheets, thermometer, etc. and remove any food or foil debris from on top as well as in your oven.
3. Be sure to open a window before working with cleaning products for ventilation
4. Read the directions on the cleaning solution and follow them closely. Be sure to take safety precautions. Put on your gloves and safety glasses. Spray the oven cleaner around the inside of your oven, covering the back, sides, bottom, top, door, corners and crevices.
  - If you have an electric oven, don't spray on the heating elements; instead, simply lift them up and spray underneath.





- If you have a gas oven, don't spray where the gas comes through. Close the oven when you're done.
- Follow the instructions and at appropriate time wipe out oven. Be sure to protect the floor with newspapers or cloth if you anticipate flaky debris that may come up while wiping down.

Cleaning a **ceramic top** oven requires specific cleaning products. Soap and water can be used for general cleaning . For burned on spills, use baking soda and water and a scouring pad to remove caked on debris.

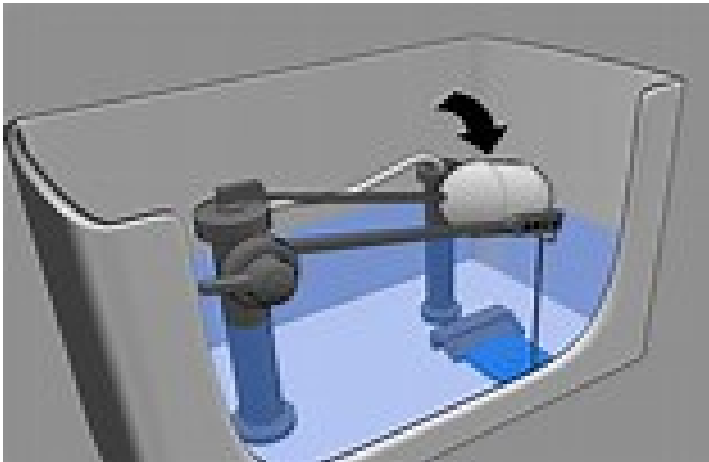
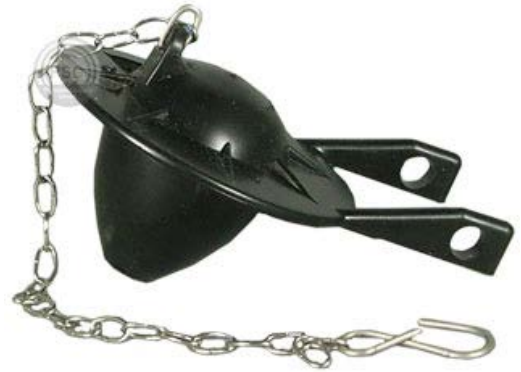




## **ADVANCED: Must know 3 out of 5**

### **1. Knows how to stop toilet from running**

1. Jiggle the handle of the toilet. It could just be stuck.
2. Disconnected flushing mechanism in the toilet tank: Is the chain still attached? Is the flapper or mechanism damaged?
  - **Tank Flapper** is the rubber flapper at the bottom of the toilet tank.
  - If this is disconnected or damaged it can lead to water seeping out around it, causing the toilet to continue to run.



**If doing these steps do not fix your running toilet, call your landlord, or a plumber to assess or repair.**

Information found at: <https://www.todayshomeowner.com/video/repairing-a-running-toilet/>

## **2. Can identify chores that should be done on a regular basis but don't need to be done every day**

### **What is a chore?**

The regular or daily light work of a household

<b>Everyday</b>	<b>Occasionally</b>
Make bed	Take out the garage
Put Things in Their Place	Dust / Sweep
Clean Up Spills, Dirt, and Other Messes (As Needed)	Vacuum / Mop
Dishes: wipe down kitchen after cooking.	Wipe down appliances
Deal with Your Mail	Laundry
Do a Quick Wipe-Down of Kitchen / Bathroom Surfaces	Clean the bathroom
Pet Care	Change ben liners
Basic Meal Prep	Clean out the fridge
	Cooking: meal prep.

## Chores Checklist

DAILY HOUSEHOLD CHORES							
Chores	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Pick-up clutter							
Pick up toys							
Put things away							
Put dirty dishes in sink							
Dirty clothes in Hamper							
Clear and wipe table							
Throw trash away							
Sweep (Daily)							
Do Dishes (Daily)							
Wipe stove, frig, counter							
Make beds							
Do some laundry							
Fold & Put away laundry							
Wipe toilet, sink, tub							
Cook meals							
Feed & water the pet							

### **3. Knows how and when to reset a circuit breaker**

#### **What is a circuit breaker?**

A circuit breaker switch automatically interrupts electrical flow in a circuit in case of an overload or short, helping to prevent electrical fires

#### **When to reset a circuit breaker:**

- When the power goes out unexpectedly
- When you blow a fuse
- When your neighbors have power and you don't

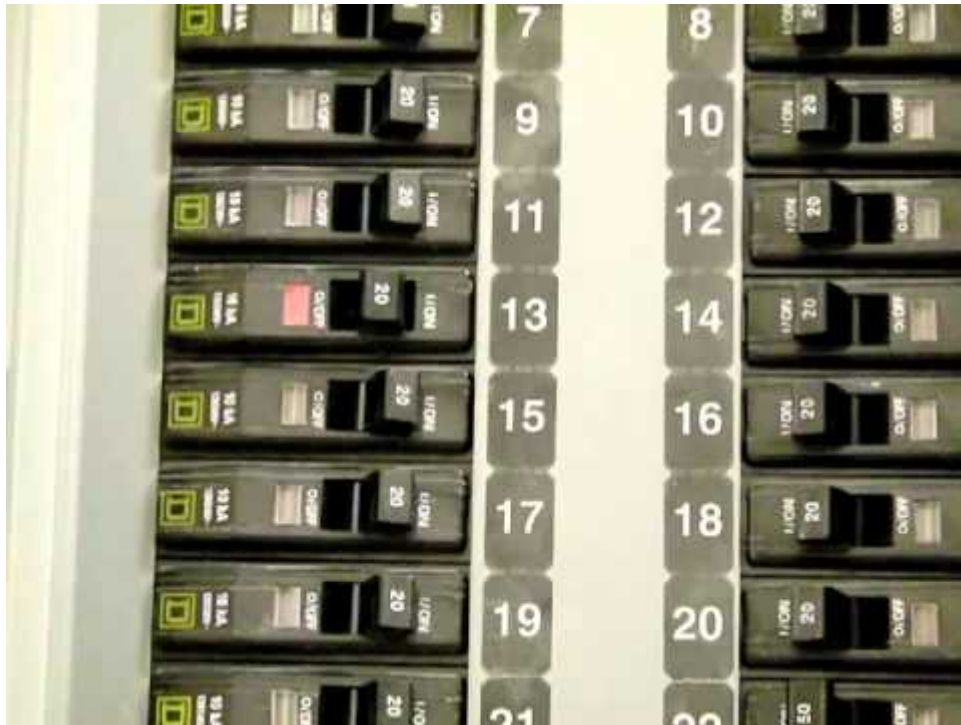
#### **How to reset a circuit breaker:**

1. Turn off all lights and unplug a few appliances in the room or rooms that have lost power. If you recently added a new appliance to the room, like a vacuum, make sure you unplug it. This is important because if you leave everything on and you've overloaded the circuit, it's possible to blow your fuse or breaker all over again once you restore power!
2. Locate and open your electrical panel. It's usually found in the basement or in a utility room / closet.
3. Always use caution. Electricity can be dangerous, so make sure your hands are dry and you're standing on a dry surface at all times when working on your electrical panel. If you're not familiar with your electrical panel, or don't feel comfortable at any time, contact your landlord or an experienced professional to help you.
4. For circuit breakers: Look for a breaker that has moved from the "on" position to the "off" position, or is halfway between the two. First, move the breaker to the full "off" position, and then move it to the full "on" position. This will restore power to that circuit.
5. Plug in one or two electrical appliances and turn them on to test your new fuse or reset breaker.



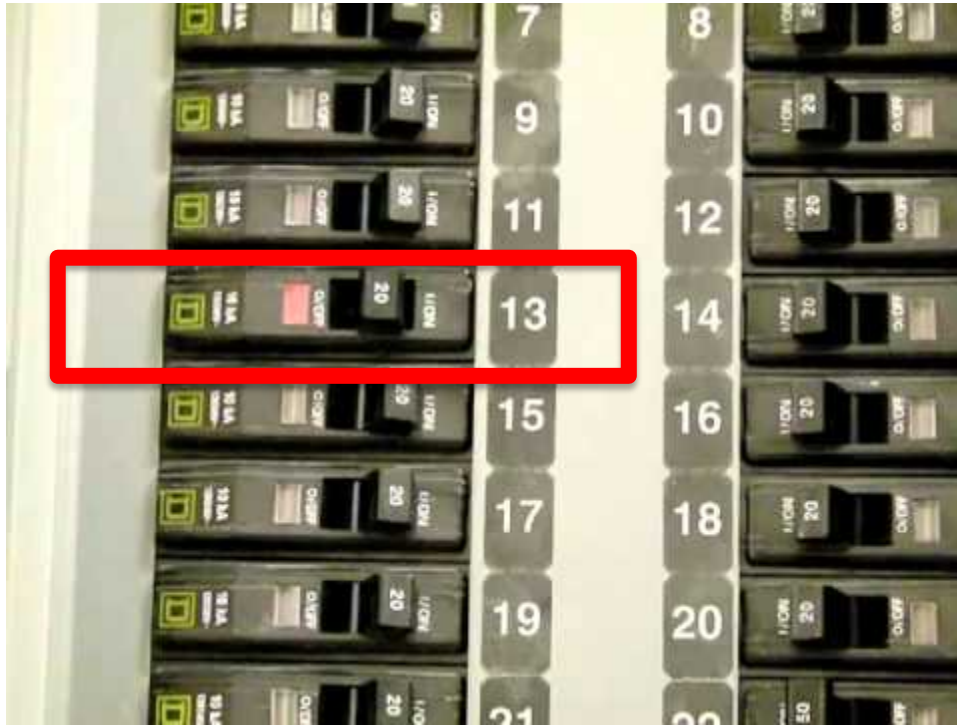
Practice Worksheet:

Select which circuit you will need to flip to get power back



Answer Worksheet:

Select which circuit you will need to flip to get power back



## 4. Knows how to conserve energy and water

Low-income households may qualify for assistance programs to help pay utility bills. Contact the PUCO at (800) 686-PUCO (7826) for more information about the available assistance and the income guidelines to qualify.

### **Electricity Tips:**

- Turn off lights, computer and appliances when not in use. When leaving a room make sure everything is turned off.
- Use appliances that produce heat during the night: oven, dishwasher, and dryer.
- Use energy efficient light bulbs.

### **Summer cooling**

- During the day, block the heat from the sun by closing windows, doors and curtains.
- Install a programmable thermostat.
- To save money on cooling costs turn the thermostat to 80 degrees or higher when you are sleeping or away from home. Raising the temperature by 5 degrees for eight hours can reduce your cooling costs.
- Check your air conditioning system. Your air conditioning can be extremely inefficient if it is not working properly. Change your filter monthly. A dirty AC filter can make it harder for your AC to pump air, increasing energy costs.
- Properly seal windows, doors and cracks.

### **Winter heating**

- Keep the thermostat set to 68 degrees, and set it back even more when you are sleeping or away from your home.
- Properly seal windows, doors and cracks.



**6 tips to save electricity**

1	• Replace standard lightbulbs with CFLs	4	• Use power strips to switch off more items together and don't leave them in standby
2	• Sleep your computer when you are not using it	5	• Use task lighting over desks or tool benches without illuminating entire rooms
3	• Turn off lights when you are not using them, even for just a few minutes	6	• Put lamps in the corner of the room so that light is reflected on two walls



## Water Tips:

- Take short showers instead of baths. Baths use 5-15 more gallons of water than showers.
- Save water by installing a low-flow showerhead and limiting your shower time to five minutes.
- Turn off the water while brushing your teeth, and use only a partially filled sink to rinse your razor while shaving.
- Use a bucket instead of running water to mop the floor. Also, a sponge mop will use less water than a string mop.
- Repair leaky faucets and toilets to avoid wasting hundreds of gallons of water each week.

More information: <https://www.puco.ohio.gov/be-informed/consumer-topics/energy-and-water-conservation-tips/>

# Play your part, be water smart!

## Wise Water Use



**Save it, or do without it!**

## 5. Knows how to get rid of and avoid roaches, ants, mice, etc.

Pests and rodents aren't simply an annoyance- they can severely affect your health and the health of your family. This is why bug and insect prevention is critical in protecting homes, businesses, schools and any other place where human beings live, work or play from a pest infestation.

Here are some general tips to prevent household pests and rodents from entering your home:

- Seal cracks and holes on the outside of the home including entry points for utilities, pipes and cabinets.
- Clean regularly and properly store food items. Clean dirty dishes and properly storing all your food. Crumbs and sticky surfaces can draw pests, so it is important to clean off the surfaces in your kitchen. Invest in airtight food containers or bags to that seal for any leftovers or pantry staples like flour or sugar. Store fruit in the refrigerator to keep pest's away as well.

Regular sweeping and mopping can be helpful in eliminating food sources for pests.

- Bugs are attracted to environments with lots of water, so it's important to keep your apartment as dry as you possibly can. Check for any standing water in your bathtub or sink, and look under your faucets for any signs of dripping or leakage.
- Use appropriate store bought traps and disposal techniques for the identified pest. Consider safety of yourself and children and seek professional assistance for infestations.
- Call a qualified pest professional for additional advice and treatment if necessary.

