

Program Topic: Housing

Title: Housekeeping

(Original plan developed by August 2010 Community Orientation Skills Development Workshop participants in Portland, OR, and further developed by the Cultural Orientation Resource Center)

Priority topics to address	<ul style="list-style-type: none">• Appropriate cleaning needs and techniques common to U.S. apartment living• How to wash clothes and linens (sheets, towels, blankets, etc.)• How to appropriately air condition, heat, and air out rooms• How to clean from top to bottom• How and where to dust• How to keep and dispose of garbage• Consequences of not having a clean home
Target audience	<ul style="list-style-type: none">• Participants unfamiliar with common appropriate apartment cleaning practices in the United States
Number of attendees	15-18
Length of orientation	One-hour sessions per week for three weeks
Needs assessment	<p>Ongoing observations through home visits and previous experience with similar populations</p> <p>Conduct follow-up home visits upon completion of the program to identify additional housing orientations needed and for the purpose of evaluation.</p>
Addressing the topics	<p><u>Week 1</u></p> <ul style="list-style-type: none">• Meet at a model apartment, such as an empty apartment within a complex, an apartment that is being prepared for an incoming case, or at the apartment of a willing participant in the program.• Conduct an icebreaker for participants to get to know one another and share their goals for the program. (For ideas: http://www.cal.org/co/domestic/toolkit/tools/icebreakers.html.)• Introduce participants to the model apartment. Go through each room and discuss appropriate cleaning methods and how often things should be cleaned. For example:<ul style="list-style-type: none">○ Kitchens should be cleaned daily; bathrooms should be cleaned every 2-3 days; bedrooms or living rooms should be cleaned every week or two○ Dishes should be collected from other rooms and washed daily○ Refrigerators should be cleaned (check expiration dates, clean spills, discuss mold and bad smells, etc.)○ Garbage should be disposed of in proper receptacles every 1-3 days, or more often in the kitchen○ Apartment care is important, especially with regard to cooking, food storage, cleaning, appropriate cleaners, etc.○ Floors should be cleaned last to pick up extra dirt, etc.

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Resources required

Refer to the Rochester Catholic Family Center checklist listed under the Required Resources section of this program plan to ensure all key points are addressed.

- Discuss the consequences of not having a clean home: risk of eviction, unhealthy living, challenges interacting with others and community integration, etc.
- Participants should be given the opportunity to handle the cleaning supplies, discuss how they are accustomed to cleaning their home, and practice cleaning actions.
- Homework: All participants clean their home in the ways they were taught during the day's lesson before the next session.

Week 2

- Meet at the model apartment (which may be a new model apartment depending on circumstances).
- Ask participants to share their cleaning experiences with a partner. Bring the large group together and ask for highlights from the discussion.
- Go through the apartment and ask about, then review needed cleaning tasks.
- Divide into smaller groups and assign a room each to each group.
- Take 5-10 minutes at the end of the session to go through the apartment as a large group and identify what was done, how the cleaning took place, more effective ways to clean, and what else should be done.
- Homework: All participants clean their home in the ways they were taught during the day's lesson before the next session.

Week 3

- Meet at the model apartment (which may be a new model apartment depending on circumstances).
- Ask participants to share their cleaning experiences with a partner. Bring the large group together and ask for highlights from the discussion.
- Go through the same steps as the previous session, reminding participants of the things that needed work from the previous week.
- Leave 10-15 minutes at the end of the session to answer any question about cleaning before the end of the unit.

- Cleaning supplies (sponges, rags, buckets, cleaners, bleach, dishwashing soap, dusters, mops, vacuum cleaners, toilet cleaners, trash bags, etc.)
- Apartments to be cleaned
- The Catholic Family Center in Rochester, NY, has a Basic Home, Housekeeping and Hygiene Orientation Checklist (http://www.cal.org/co/domestic/toolkit/housing/Rochester_Basic_HHH_Checklist.doc) and an Expanded Home, Housekeeping and Hygiene Orientation Checklist (http://www.cal.org/co/domestic/toolkit/housing/Rochester_Expanded_HHH_Checklist.doc). Utilize one of these based on the needs of participants.

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Outside assistance

- Donated cleaning supplies
- Volunteers to assist with one-on-one assistance and monitoring when needed

Other issues to consider

Family structure and background (appropriate cleaning days and times, who does the cleaning, etc.).

Instead of using a model apartment, participants can volunteer their apartments to be cleaned by the group. By week 2 or 3, participants could clean an apartment that is being prepared for an incoming refugee family.

Participants can make cleaning supplies with basic materials. Some websites for ideas are:

- http://eartheasy.com/live_nontoxic_solutions.htm
- <http://www.aboutmyplanet.com/daily-green-tips/cleaning-products/>

An additional session could focus on the concept “reduce, reuse, recycle”. Some ideas are found on this website: <http://www.wikihow.com/Recycle>. If participants find this topic of particular interest, consider having participants learn more about it (ideas available here: <http://www.realsimple.com/home-organizing/organizing/tips-techniques/recycle-anything-0000000006117/index.html>) and then do outreach with the community and/or other refugees to raise awareness and/or start programs in the community.

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