



# Cleaning

Using a little of your time each day to clean your home and keeping looking tidy, will mean that cleaning can be undertaken in small ways each day, instead of all at once on a weekend or in a rush for an inspection.

Spending just 10-20 minutes each day will help to keep an uncluttered and clean home that will help you feel better about being home, keep a clearer mindset to concentrate on other every living activities, and maintain you and your families well being.

## A basic cleaning kit includes:

To keep our homes clean there are some basic items that we can all use. This list will help you identify some of these items you can use to clean your home. These items can be purchased cheaply from a range of stores, are affordable and some are environmentally friendly. If you have a preference for the tools that you use to clean your homes, because you can use them well and clean in the ways you need them too, continue to use these things you are already having success with. This list will help you get started.

- Antibacterial spray
- Bicarbonate Soda (Bicarb soda)
- Broom
- Bucket and Mop
- Cloths
- Detergent
- Dustpan
- Rubber gloves
- Toilet cleaner and Toilet brush
- Vacuum cleaner
- Vinegar

Cleaning can occur in your home more easily than you might think. There are a number of time saving ideas that may help you to be able to get your whole family involved in maintaining your homes. Explore the downloads below to find out more.

## Downloads

## Cleaning 10-20 Minutes a day toolkit

Use this tool to develop quick cleaning habits.

[Cleaning-10-20-Minutes-a-day-toolkit.pdf](#) [281.00kb]

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## Cleaning Schedule Toolkit

Use this tool to develop quick cleaning habits.

[Cleaning-Schedule-Toolkit.pdf](#) [323.89kb]

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## Poisoning Factsheet

Courtesy of Kidsafe, use this tool for safe cleaning in your home.

[Poisoning-Factsheet.pdf](#) [1,156.62kb]

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## Links

- [Hoarding and Squalor SA](#) - A South Australian Service and Support Guide assists the general public and service professionals to navigate their way through local services and provides guidance and strategies to use when dealing with instances of hoarding and/or squalor.



# Cleaning

## Your Home - Cheap Cleaning Ideas

Our supermarket shelves are filled with household cleaners that are expensive. Some of them also contain very strong chemicals which can pollute the environment and pose a health risk to you and your family.

When using household cleaners it is important to read the label and follow the instructions for use. If these chemicals are used on surfaces they were not meant for, they can cause damage to these surfaces that you may not be able to repair.

If you are renting a home this could mean that you may have to pay to have the surface repaired, which may come out of your bond. There are safe, simple, and value-for-money alternatives.

Here is a list of inexpensive alternatives for safe home cleaning that are easily available at all supermarkets:

- Bicarbonate of soda (also known as sodium bicarbonate or baking soda).
- White Vinegar
- Soap or soap flakes
- Lemon Juice

### How Can I Use These Items

Bicarbonate of soda (or baking soda) - This can be used to clean, deodorise, soften water and as an abrasive (or scrub).

White Vinegar - This can be used to cut grease, remove mildew, control odors, remove some stains.

Soap or Soap flakes - Unscented soap in liquid form, flakes, powders or bars is environmentally friend, and biodegradable and will clean almost anything. Soaps that contain petroleum products should not be used for cleaning.

Lemon Juice - This is a food acid, and it is an effective household and antibacterial cleaner.

## Chemical Safety and Poisoning

It is important to keep cleaning products and chemicals in areas away from children, to keep your family safe. For more information about safe storage of chemicals and what to do if poisoning occurs, you can find more at Kidsafe.

*This information has come from the Kidsafe SA Information Sheet – Prevention of Childhood Poisoning – [www.kidsafesa.com.au](http://www.kidsafesa.com.au)*

## Downloads

### Cheap Cleaning Alternatives

Use this tool to use cheap cleaning alternatives.

[Cheap-Cleaning-Alternatives-.pdf](#) [274.01kb]

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### Poisoning Factsheet

Courtesy of Kidsafe, use this tool for safe cleaning in your home.

[Poisoning-Factsheet.pdf](#) [1,156.62kb]

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# Cleaning

## Cleaning the Kitchen

Keeping the kitchen clean, tidy and free of rubbish will ensure that food can be prepared for yourself and your family safely. Preparing food in a clean kitchen can be achieved by taking a few minutes each day before and after meal times.

Being organised and having food items labelled, stored and accessible can help make meal times easier to manage and fun as the whole family can become involved.

### Quick tips

- Keep bench tops free of rubbish, papers and other items
- Wipe up spills immediately
- Do the dishes after every meal
- Put food away in the fridge and cupboards to store it safely
- Keep fridges clean and free from expired, old and rotten food
- Keep the oven, microwave and stove tops clean by wiping up spills as they happen

There are many other surfaces and areas of the kitchen that, when kept clean and tidy, will make it easier to prepare healthy meals and enjoy meal times with your family. Access the resources below to find out more.

### Task: How to Mop

 Download



**It's up 2 me**

[www.itsup2me.com.au](http://www.itsup2me.com.au)

BUDGET  
EMPLOYMENT  
COOKING  
YOUR TENANCY  
WELLBEING  
CLEANING

What you need:

- Mop (or an old towel)
- Water
- Bucket
- Cleaning detergent (specific to floors)

## Steps:

1. Place water in your bucket
  1. Use hot water for heavily soiled floors, or warm water for lighter soiled floors
  2. Make sure that the bucket is safe for you to carry hot water in around your home
2. Add in a small amount of cleaner that is appropriate for use on your floors' surfaces
3. Dip your mop in the bucket and then wring/squeeze out any excess water (the mop needs to be wet but not dripping)
  1. Use a mop that is clean and effective
  2. You could use an old towel if you don't have a mop
4. Starting in one corner of the room, move the mop around over the area you want cleaned with some pressure to pick up the dirt. When you have covered a small area (4-6 mops across the floor in a zig-zag pattern), or when the mop looks dirty, dip and wring the mop again and move on to the next area.
5. Try not to walk on the floor until it is dry
6. You can use an old towel (one that needs washing) to dry the floor to keep you and your family safe from slips.
7. Tip the dirty water down the drain.

## Task: How to Wash the Dishes

 Download



The image shows a dark grey banner with the 'It's up 2 me' logo on the left, which includes a yellow circle with the number '2'. To the right of the logo are six colorful icons on a dark background, each with a white icon and text below it: a green icon for 'BUDGET' (a wallet), a purple icon for 'EMPLOYMENT' (an 'OPEN' sign), an orange icon for 'COOKING' (a pot), a blue icon for 'YOUR TENANCY' (a key), a red icon for 'WELLBEING' (a heart with a pulse line), and a teal icon for 'CLEANING' (a mop and bucket).

[www.itsup2me.com.au](http://www.itsup2me.com.au)

## What you need:

- Scrubbing brush / sponge / cloth
- Sink/ large bowl
- Dishwashing soap
- Draining rack and/or drying towel

## Steps:

1. Clear the sink of all dry dishes
2. Stack everything that needs to be washed on one side of the sink
3. Put the plug in
4. Start to run the water, cold first then hot water.
5. Add dishwashing liquid/detergent
6. Shake your hand in the water to get the dish soap to foam. Be careful not to burn yourself
7. Fill the sink half way
8. Using a scrubber/cloth, carefully clean each item
9. It is best to wash the least greasy items first, e.g. glasses so that you water stays cleaner for longer
10. Rinse your clean items in fresh water and place on the sink / or a tea towel to be dried by hand later or to drip dry
11. Soak tough food stuffs stuck onto your plates / pots
12. Don't place sharp knives straight into your sink. You could cut yourself when you put your hands in the water. Instead simply hold your knife and wash
13. Put your dishes away as soon as they are dry

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## Cleaning Schedule Toolkit

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# Cleaning

## Cleaning the Bathroom

Cleaning the bathroom can take just 10 minutes every couple of days, which will keep on top of any mess and germs. A bathroom can be used by many people in a home, and it is important to keep this clean to ensure your family stays well and healthy.

Germs, like bacteria, and viruses can be easily passed from one family member to another in the bathroom if it is not kept clean. This can make your family very sick, which would mean they are away from school and work, missing out on their every day activities.

## Quick Bathroom Tips

- Sweep or vacuum the floor before you start using water to clean other surfaces, this will remove dust and hair which can be caught up and is harder to remove when surfaces are wet.
- Remove rubbish such as clumps of hair, tissues, paper, empty body wash and shampoo bottles, old razors and toothbrushes before cleaning.
- Change all the towels and put them in the washing basket.
- Pick up any clothes that may be on the floor and put them in the washing.
- If there is room in the bathroom for a washing basket, put one into the bathroom and these items can go straight into the basket.
- Clean the sink with your preferred cleaning product (bicarbonate soda and vinegar or a commercial cleaning product).
- Clean the soap dispenser and/or holder as this has lots of contacts with your family's hands and needs cleaning too.
- Clean the nail brush, or replace it if it is very dirty and old.
- Keep toothbrushes away from where hands are washed.
- Wipe down other surfaces, like door handles, light switches, mirrors and other fixtures and fittings in the bathroom.
- Using differing cleaning cloths for the bathroom surfaces and the toilet is important.
- Mop the floors once all the surfaces have been cleaned, let your family know the floor is wet so they do not slip and fall.

## Task: How to Mop

 Download



## What you need:

- Mop (or an old towel)
- Water
- Bucket
- Cleaning detergent (specific to floors)

## Steps:

1. Place water in your bucket
  1. Use hot water for heavily soiled floors, or warm water for lighter soiled floors
  2. Make sure that the bucket is safe for you to carry hot water in around your home
2. Add in a small amount of cleaner that is appropriate for use on your floors' surfaces
3. Dip your mop in the bucket and then wring/squeeze out any excess water (the mop needs to be wet but not dripping)
  1. Use a mop that is clean and effective
  2. You could use an old towel if you don't have a mop
4. Starting in one corner of the room, move the mop around over the area you want cleaned with some pressure to pick up the dirt. When you have covered a small area (4-6 mops across the floor in a zig-zag pattern), or when the mop looks dirty, dip and wring the mop again and move on to the next area.
5. Try not to walk on the floor until it is dry
6. You can use an old towel (one that needs washing) to dry the floor to keep you and your family safe from slips.
7. Tip the dirty water down the drain.

## Downloads

## Cleaning 10-20 Minutes a day toolkit

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## Cleaning Schedule Toolkit

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[Cleaning-Schedule-Toolkit.pdf](#) [323.89kb]

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# Cleaning

## Cleaning the Laundry

Keeping clothes clean can be achieved with a little time each day. Having clean clothes helps keep a healthy home and family. Having clean clothes to wear improves confidence and well being.

## Quick Laundry Tips

- Washing clothes every couple of days will keep this manageable.
- Picking up washing and putting it in a basket, or in the laundry will help keep your home tidy.
- Use cold water which is just as effective as using hot water and will save on energy bills.
- Whites, colours, and dark clothing are best separated.
- Hand wash delicate materials.
- Wash school uniform items separately, as they will last longer.
- Check all pockets particularly for tissues and paper.
- Wash off or soak food and other stains and spills straight away.

## Task: How to Hang Up Clothes to Dry

 Download



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BUDGET  
EMPLOYMENT  
COOKING  
YOUR TENANCY  
WELLBEING  
CLEANING

### What you need:

- Your wet clothes/linen
- Pegs (if on an outside line)
- Washing basket

- Washing line / clothes airer

## Steps:

1. Remove clothes from the washing machine
2. Put them in a basket, making sure it is not too heavy for you to carry safely
3. Hang items on your line / airer so they have the ability to dry properly and effectively
4. Some clothing may not be suitable for being hung up outside in the sun (e.g. lycra) so hang these inside if possible
5. If outside, secure them with pegs so they do not blow away onto the ground
6. Take your clothes off the line once they are dry
7. If you don't have to iron, fold your clothes as you take them off the line – this way all you have to do is put them in your closet and they won't be wrinkled

## Task: How to Mop

 Download



## What you need:

- Mop (or an old towel)
- Water
- Bucket
- Cleaning detergent (specific to floors)

## Steps:

1. Place water in your bucket

1. Use hot water for heavily soiled floors, or warm water for lighter soiled floors
2. Make sure that the bucket is safe for you to carry hot water in around your home
2. Add in a small amount of cleaner that is appropriate for use on your floors' surfaces
3. Dip your mop in the bucket and then wring/squeeze out any excess water (the mop needs to be wet but not dripping)
  1. Use a mop that is clean and effective
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4. Starting in one corner of the room, move the mop around over the area you want cleaned with some pressure to pick up the dirt. When you have covered a small area (4-6 mops across the floor in a zig-zag pattern), or when the mop looks dirty, dip and wring the mop again and move on to the next area.
5. Try not to walk on the floor until it is dry
6. You can use an old towel (one that needs washing) to dry the floor to keep you and your family safe from slips.
7. Tip the dirty water down the drain.

## Task: How to Wash Clothes in a Washing Machine

 Download



### What you need:

- Dirty clothes/linen
- Washing machine
- Washing basket
- Washing powder/liquid

## Steps:

1. Sort your clothes into different piles
  - White or very light clothes
  - Coloured clothes
  - Dark clothes
  - Towels / linen
2. Be sure to check the pockets for rubbish, tissues etc and to do up any zips to keep them from getting damaged or catching on other clothes
3. Wash each pile in a separate load
4. Pour in the correct amount of washing powder / liquid(follow the directions on the container) into your washing machine drawer
5. Choose the washing cycle on the washing machine and press the 'Start' Button. Remember to use the most effective wash cycle for large and small loads
6. Where you can, use cold water to wash clothes. Generally cold water is just as effective as hot water, however some linen, sheets, towels and heavily soiled items should be washed in hot water
7. Hang up clothes soon after the cycle has finished, to prevent them from smelling

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### Cleaning Schedule Toolkit

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### How to Clean the Dryer

Use this tool to help you clean the clothes dryer.

[How-to-Clean-the-Dryer.pdf](#) [174.24kb]

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## How to Clean the Washing Machine

Use this tool to help clean the washing machine.

[How-to-Clean-the-Washing-Machine.pdf](#) [227.50kb]

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## Laundry Quick Tips

Use this tool to develop quick cleaning habits.

[Laundry-Quick-Tips.pdf](#) [174.52kb]

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## Laundry Sorting Your Clothes

Use this tool to develop quick cleaning habits.

[Laundry-Sorting-Your-Clothes.pdf](#) [174.60kb]

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# Cleaning

## Clearing Clutter

In our homes we have many belongings and it is important these items are organised. If they are organised, they have a home, which means we know where to keep them when they are not in use, or have been used and are out of place.

Being organised is key to keeping your home free from clutter. It can take only a few moments a day. Understanding the reasons why we organise our belongings, in the ways we choose, is an important step to actually managing our homes. You can do this by speaking to those people offering you support, they can help you.

- Identify where you may need help with managing your belongings in your home and how you would like this help to be provided
- Identify if there are days where you need more help managing your home, cleaning and organising, ask what you would like to do differently?
- Identify what you may need to do things differently, there is always support for you to be able to maintain your home, keeping it safe, free from rubbish and clutter and healthy for you and your family and friends to spend time together
- Identify where your belongings belong, and know where to put your items
- Maybe you would like to give some of the items you no longer want to charity shops or friends and family
- Go room by room and look at what is in the room, ask yourself is there too much in here? If there is, keep your home uncluttered by removing items, you could put them away in a special box and store them in a storage areas of your home like a shed, or storage cupboard
- Use items before buying others, like candles, decorative items, food, clothes, magazines
- Reuse other items, rather than buying new ones all the time

## Where do I keep my things?

Essential Items	These are items that you use regularly, these will have a special place. For example your toothbrush and toothpaste. Keep these items in their special place after use.
Favourite Items	These are items that may be displayed around your home like decorations, favourite framed photographs and other artwork, toys and papers. These will have a place that they are always kept and you can check they are always kept in this special place. Papers may be kept in a drawer or filing cabinet.
Other Items - Belongs to others	These are items that do not belong to you. Maybe these are items that belong to your children like their toys. They can help you by helping to keep their toys in special places, such as a

basket in the lounge room, or in their own rooms.

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Other Items - Things out of place      These are items that may not be in their special place, such as laundry, toys and dishes. Get your whole family involved in helping you to keep on top of these items being in their special places as you would like them to be, to keep your home clean and organised.

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Other Items - Unhygienic items      These are items that are better off in the bin, or the laundry basket. They could be dirty clothes, used tissues, rubbish and dirty nappies. It could be food that is out of date, old, rotten and mouldy. These things could be harmful to the health of you and your family if they are not organised.

## Downloads

### Cleaning Schedule Toolkit

Use this tool to develop quick cleaning habits.

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[Cleaning-Schedule-Toolkit.pdf](#) [323.89kb]

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### Clearing Clutter

Use this tool to help manage your personal belongings in your home.

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[Clearing-Clutter.pdf](#) [229.69kb]

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### Outside Spaces - Sheds

Use this tool to develop cleaning habits.

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[Outside-Spaces---Sheds.pdf](#) [174.62kb]

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- [City of Charles Sturt](#)
- [City of Norwood Payneham & St Peters](#)
- [City of Onkaparinga](#)
- [City of Playford](#)
- [City of Port Adelaide Enfield](#)
- [City of Tea Tree Gully](#)
- [Hoarding and Squalor SA](#) - A South Australian Service and Support Guide assists the general public and service professionals to navigate their way through local services and provides guidance and strategies to use when dealing with instances of hoarding and/or squalor.



# Cleaning

## Cleaning Outside Space

Maintaining your home also includes the space that is outside. Keeping the outside space free from clutter, rubbish and disposable items provides a safe area for you and your family and friends to spent time with each other.

## A quick note on rental properties

When you are renting a house from a private landlord or through a real estate company as the 'Tenant' you are responsible for keeping all areas of your home clean. Your landlord will help you understand how to do this, and you will be helped to manage this as they will inspect your property regularly, and provide feedback about what you can do to keep your home clean.

## General Tips

- Front entrances are the first thing that people see when they arrive to visit you. Keep them clear of clutter, free from rubbish, dirt and dust.
- Clear any spider webs outside your front door, including around light fittings with a broom. To remove the cobwebs from the broom, wear rubber or disposable gloves and rub and/or pull away the webs.
- Shake your door mat and sweep the veranda with a good straw yard broom.
- Brush/ wipe over any furniture on your veranda with a damp cloth.
- Store any outdoor furniture under cover to extend its life – if it's not possible stack or fold chairs and cover furniture when not in use.

## Downloads

### Outside Spaces - Gardens

Use this tool to develop cleaning habits.

[Outside-Spaces---Gardens.pdf](#) [229.53kb]

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### Outside Spaces - Lawns

Use this tool to develop cleaning habits.

 [Outside-Spaces---Lawns.pdf](#) [174.43kb]

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## Outside Spaces - Quick Tips

Use this tool to develop cleaning habits.

 [Outside-Spaces---Quick-Tips.pdf](#) [230.92kb]

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## Outside Spaces - Sheds

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 [Outside-Spaces---Sheds.pdf](#) [174.62kb]

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# Cleaning

## Clearing Rubbish

Using a little of your time each day to clean your home and keeping it looking tidy, will mean that cleaning can be undertaken in small ways each day, instead of all at once on a weekend or in a rush for an inspection.

Spending just 10-20 minutes each day will help to keep an uncluttered and clean home that will help you feel better about being home, keep a clearer mindset to concentrate on other everyday living activities, and maintain you and your families well-being. Here are some helpful tips to keep your home tidy and free from rubbish.

## Rubbish Quick Tips

- Put rubbish in the bins, and remember to take out your rubbish from your home to your street bins
- Put any rubbish from children's rooms into bins, check other areas of the house where rubbish might be kept and remove it
- Clean up after pets, including kitty litter boxes and backyards to keep your family safe from bacteria that are found in animal faeces
- Put your street bins out on the kerb when your council collects your rubbish
- Your street rubbish bins (Red, Yellow and Green Bins) take more than you think they can, be familiar with what goes in them and you might find you get rid of more rubbish than you expected
- Contact your local council for more assistance with disposing of rubbish. Councils offer all kinds of cheap or free rubbish removal for mattresses, fridges and e-waste (computers, computer screens, printers), it doesn't need to be kept in your shed, home, street or yard

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Red Lid Rubbish Bin	All general waste (not the items listed for the Yellow Lid Rubbish Bin and the Green Rubbish Bin)
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Yellow Lid Rubbish Bin	Paper, envelopes, newspapers, magazines, catalogues and junk mail, cardboard boxes and egg cartons, shredded paper (which is inside a paper bag or box) milk cartons, juice and stock cartons, pizza boxes without food scraps, cans and tins, empty and dry paint tins, empty aerosol cans, glass bottles and jars, plastic bottles and containers, yoghurt and butter containers
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Green Rubbish Bin Compostable materials, cooking scraps, yard clippings from lawns, pruning and leaves, kitty litter, sawdust, compostable plates, cups, utensils, small amounts of meat products

## Downloads

### Rubbish Quick Tips

Use this tool to develop quick cleaning habits.

 [Rubbish-Quick-Tips.pdf](#) [176.76kb]

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