

and floors. If dirty or muddy clothes can be removed in an entrance hall or vestibule, much cleaning may be avoided.

Frequent brushing of outside window sills and the use of cloth-covered screens in windows that are open continually in pantries or halls help to keep out dirt. In some localities, covered screens may be used in windows at night to filter out both dirt and dampness.

**Removing dirt systematically** Even more important than measures for keeping dirt out of the house are plans for its systematic removal. The easiest way to manage house cleaning is to schedule all the cleaning on a year-round basis. Letting many things go until there is need for a semiannual upheaval is uncomfortable for the entire family, extremely fatiguing for the homemaker, and an outmoded way of keeping house.

While every woman has some sort of routine for her day's work, few have taken the time to write down the jobs to be done and made a plan for distributing them through each week and month. Planning a work schedule takes much less time in the end than trying to work without one. Like budgeting the family income, a perfect time budget for house cleaning cannot be developed all at once. It grows out of experience and practice. But just as no seed produces vegetation until it is planted, so no systematic work schedule grows out of thin air. It requires thought, planning, and readjustment to meet varying situations. Once it is launched, house cleaning becomes more interesting. A cleaning schedule is a guide to freedom, not a chain to drudgery.

While the work schedule is being devised, every member of the household who is at home all day, even the young children, may be invited to participate. It then becomes a game of family cooperation in which each may choose the part best suited to the individual's tastes and capacities. Children like promotions. They may be induced to take responsibility for small tasks every day, such as cleaning toilet basins after using them, hanging up their own clothes, making their beds, cleaning the bathroom, or sweeping the walks, if they know they may be promoted later to other things they may prefer to do. When children help with the work they are more likely to realize how keeping dirt out of the house lightens daily duties.

Where there is paid help in the home, a cleaning schedule helps the work to run more smoothly and induces harmony in the relationship between the homemaker and her assistants. Employees should be shown a schedule of what they are expected to do when they are hired, in order that there may be no later misunderstandings. If the employee knows what is expected of her each day or week, and if the more fatiguing work is distributed through the week or month, she is likely to work more efficiently and happily. It is well to remember that household employees are human, that perfection is more often an ideal than a fact, and that they cannot do good work if too much is expected of them during each day.

**Drawing up a work schedule** The first step in drawing up a work schedule is to list all the cleaning jobs that must be done about the house. These are then grouped under headings of work to be done daily, weekly, monthly, semiannually, and annually. The fundamental fact on which the schedule is based is that frequent light cleaning is the most economical of time, energy, cleaning supplies, and household surfaces.

Each homemaker's schedule must be adapted to her particular household and the dirt-producing conditions of her locality. In households where the laundry and cooking are done by the homemaker, her cleaning schedule must mesh with these daily and weekly tasks; for example, if Monday is washday, only light dusting of the home should be planned. In cities, where smoke and dirt accumu-

late on walls and wood trim more quickly than in the country, more frequent dusting and washing of surfaces is necessary. The following suggestions for a high standard of cleaning efficiency may serve as a point of departure in preparing a plan which suits the particular homemaker's general scheme of living. Some of the daily duties will be omitted where dirt-producing conditions are not extreme or where other duties require considerable time. Cleaning efficiency should endeavor to strike a happy medium between the expenditure of time and energy and the results obtained.

**Daily.**—Sweep walks and porches; dust furniture, wood floors; brush upholstered furniture; clean rugs; wash bathroom toilet fixtures and floor. Clean sinks and fittings, and stove surfaces after each use.

**Weekly.**—More thorough cleaning, moving of each piece of furniture that has not been moved during the daily dusting and cleaning behind it; dust radiators, baseboards, door and window woodwork, pictures, mirrors, lighting fixtures and bulbs, closets; brush outside window sills and venetian blinds; wash all the metal on bathroom fixtures; clean stove, burners, oven, refrigerator; polish silver and other metals.

**Monthly.**—There are two possible procedures that make semiannual house cleaning unnecessary and spread the work throughout the year. The first is to do one or more of the following in several rooms on the same day: Brush window shades or venetian blinds, or wipe blinds; brush curtains, draperies, walls and wood trim, or wash them if necessary; wipe pictures; wipe or wash windows; clean box springs and mattress; clean under side of rug and floor beneath it; clean closets and drawers; polish wood furniture; clean upholstered furniture where soiled. Use of the same tools and routines in several rooms at stated intervals will insure doing the same amount of cleaning in a year and may take less time than the second procedure.

The second procedure is to thoroughly clean one room at a time, including the basement and storeroom in the schedule, by adapting the things listed above to each room's requirements.

In addition, each month the carpet sweeper should be oiled. Other equipment should also be oiled if the manufacturer so directs. Where directions have been lost, ask the manufacturer or local dealer for them and write them into the schedule.

**Semiannually.**—Have household appliances checked and reconditioned where necessary; wash mattress covers; clean draperies.

**Annually.**—Furnace cleaned and reconditioned in early summer; if needed, have water heater drained and cleaned; catch basin cleaned; furniture washed and waxed; rugs washed.

One month during the year should be free of any special cleaning, so the homemaker may have a holiday from routine even if the family does not go away on an annual vacation.

**Household notebook** One of the easiest ways to record the work schedule is in an alphabetically arranged household notebook, where also may be kept the addresses and telephone numbers of those who supply goods and services, an inventory of things stored in boxes and trunks, and bits of information on management and methods gleaned from magazines and books. Additional information to be entered in the notebook may be jotted on small slips of paper and put in a pocket on the back cover until a convenient time for recording them is at hand.