

10. Household Cleaning

10.1 Meaning, importance and types of household cleaning

10.2 Equipments used in household cleaning

10.3 Cleaning Regents

Let's Discuss :

Home is an integral part of family's life. Any kind of house will require proper care and maintenance. Household cleaning is an important aspect of taking care of house. It is an important house hold activity, which requires a lot of time and efforts.

10.1 Definition and Meaning :

J. P. Sherry defines household cleaning as - 'Household cleaning is the easiest way of achieving beauty and hygiene.'

Cleaning is the process of removing unwanted things such as dust and dirt and using various cleaning methods and techniques to enhance the beauty and hygiene.

Sherry opines that household cleaning is the easiest way of achieving beauty and hygiene.

Further discussion will explain the importance of household cleaning.

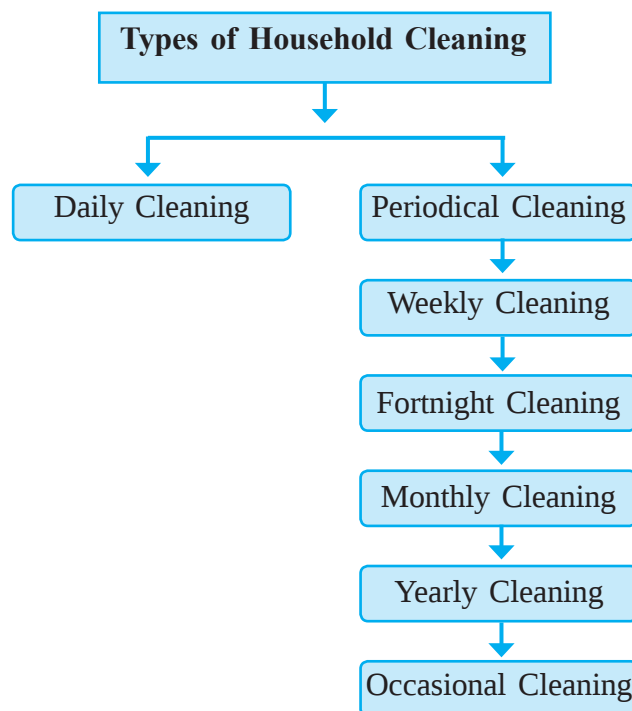
Always remember :

- Cleaning is closely related to hygiene. The diseases easily spread if there is dust and dirt. To control spread of infectious diseases, cleanliness of every room is very important.
- Cleaning adds to the aesthetic value of the house. Addition of costly items will not always enhance the beauty; on the other hand low priced but clean items if properly arranged can have more aesthetic value.
- Frequent cleanliness helps in maintenance of a house. Good maintenance makes increases the life of houses. It make the house feasible to stay in working condition become safe for use.

- Cleanliness leads to proper arrangement of things and helps to keep things in a tidy manner. Habits of cleanliness indirectly lead to convenient arrangement in the house.
- Effects of cleanliness are visible. Clean house creates a particular impression on viewers mind and that help to gain social standards.
- A home maker gets pleasure and satisfaction from keeping her house clean and beautiful.

Do you know?

Types of household cleaning



1) Daily Cleaning : Daily cleaning includes sweeping, mopping of floors, dusting of surface, tidying up of the objects in every room, cleaning of carpets with brush, shaking of curtains and making of beds. In kitchen cooking areas, sink should be cleaned daily. If the house is situated near main road or in dusty area, sweeping and dusting should be done twice a day.

2) Periodic Cleaning : Includes the following cleaning methods :

a) Weekly Cleaning : Cleaning done once in a week is called weekly cleaning. Sunday or off day once in a week is very suitable for weekly cleaning. It is more elaborate than daily cleaning. For example, cleaning of window and door panel, courtyard, kitchen, refrigerator, porch and garage can be performed weekly.

b) Fortnightly Cleaning : It means thorough cleaning done once in fifteen days. Fortnightly cleaning of the house is very needed to maintain a house in a good condition. This will include removal of cobwebs, dusting of furniture, wall cleaning and floor cleaning.

c) Monthly Cleaning : All the cleaning which cannot be done every day or every week can be done monthly. For example, cleaning of fan, tube lights, removing cobwebs, cleaning and rearranging all the shelves, racks, cleaning of refrigerator, rearranging of cupboards, washing of curtains or changing them can be done every month.

d) Yearly or Seasonal Cleaning : Yearly cleaning schedule should be followed to give new look to the home. This will include painting the house,

cleaning all the rooms by removing the furnishing and rearranging them. If required pest control is also carried out in this cleaning. Usually, yearly cleaning requires a week. If work is distributed among the members of the family the job can be simplified. In most of the families this is practiced during Diwali season.

e) Occasional Cleaning : Occasional cleaning is carried out by families prior to certain ceremonies, such as wedding, birthday party etc.

Use your brain :

Observe the cleaning methods used in your homes and classify them.

Activities	Type of cleaning
	Daily cleaning
	Occasional cleaning

10.2 Equipments used in cleaning :

There are various equipments used for household cleaning. These are classified in two groups.

List them out in the following table.

Electrical	Non-Electrical



Fig. 10.2 : Cleaning Equipments

Non-Electrical equipments:

- 1) **Brooms** : This is the most commonly used equipment for cleaning. Brooms are available in different shapes, sizes and materials. They are usually made of dried branches, plastic wires or sticks, palm leaves etc. They are useful in sweeping dust from floors, courtyards, stairs etc. The stick brooms can be used for washing and cleaning bathrooms. Brooms come with short handles and long handles. The ones with long handles are better and easier to use.
- 2) **Brushes** : Brushes are available in different sizes, shapes and materials. They can be made of plastic, nylon, metal, coconut fiber or animal hair as bristles. They are useful in cleaning dry as well as wet dirt. There are separate brushes for washing floors, tiles etc. For cleaning toilet, specially shaped brushes with long handles are available. After cleaning, the dry brushes should be shaken and the wet brushes should be washed and kept clean. There should be proper arrangement for keeping these brushes.
- 3) **Dusters** : Dusters are made of strong cotton fabric and used for wiping or cleaning different surfaces. There should

be separate duster for each activity for example; furniture cleaning, dining table, kitchen platform, gas stove, utensils, polishing mirror and glass panels etc. For each type of cleaning separate duster should be used. Readymade dusters are available in all sizes and shapes. All types of dusters require washing and drying because unless they are clean themselves, they will not be able to clean any surface.

- 4) **Moppers** : Mop clothes are kinds of dusters used specifically for mopping of floors of different areas. These are made of thicker but loosely woven and absorbent fabric. Wet mopping of floor should be done by using clean water, changing the water after mopping each room. We can use cleaning liquids available in the market.

Now a days, readymade moppers, made of different materials and different handle sizes are available. They cover larger area, are more effective, easier to clean and last longer.

- 5) **Dust Pan** : These are made of variety of materials like plastic, steel, iron etc. Dust pans are useful in collecting dust from each room after sweeping. The front edge should touch the floor so that

all the dust can get collected easily and also it should not be sharp.

- 6) **Dust Bin** : This is required to collect the dirt and waste of entire household. An old box or bucket can be used for this purpose. But nowadays, plastic dustbins of all sizes, shapes and colors are available in market.

Dust bin can be placed in more than one place in the home. It is advisable to have at least two dust bins. One for dry dust and waste and other for wet waste. These should be kept clean after use.

Vacuum Cleaner :

Do you know?

How it Works :

Vacuum Cleaner works on the principle of creation of vacuum. The word vacuum means a totally empty space with not even air present in it. Vacuum has to be created. Air will always be attracted towards vacuum, because nature does not leave any vacuum. This is the basic of the working of vacuum cleaners.

- **Principle** : The vacuum cleaner works on the principle of creating vacuum artificially. The vacuum cleaner sucks air from the surface to be cleaned, trying to create vacuum and in the process, air being sucked at a fast speed. The dust and small wet particles get collected inside the vacuum cleaner.
- **Parts of Vacuum Cleaner** : Some basic parts are seen in all types of vacuum cleaners.
- **Body** : This is the total vacuum cleaner, inside which all the machinery and parts are present. It is made up of chromium and is lined with rubber. Usually, there are wheels at the lower side, so that it can easily be moved from one place to another.
- **Handle** : It helps in lifting and moving the vacuum cleaner. It is made up of metal and rubber. It helps in lifting and moving the vacuum cleaner from one place to another.
- **Switch** : The operator holds the nozzle bar by hand so it becomes difficult for to bend down every time to switch the machine on and off. So the switch is located in such a place that it can be conveniently operated by foot while using the vacuum cleaner.
- **Electric motor and fan** : The motor is needed to run the fan inside. This fan is situated at the back of the motor. It acts as an exhaust fan and sucks the air with force thus creating a vacuum.
- **Bag** : The air and dust sucked by the fan, comes into this bag, which is made of porous cloth. It retains the dust but lets out the sucked air. This bag is required to be emptied and cleaned from time to time. If it gets very solid it has to be replaced.
- **Nozzle** : This is the operative part of the machine. Different kinds and sizes of nozzles are provided with the vacuum cleaner to clean different kinds of surfaces. Nozzle comes directly in contact with the surface to be cleaned.
- **Hose Pipe** : This is a thick hollow pipe. Its one end is connected to the machine and the other one is attached to the nozzles. The air and dirt which is sucked, goes through this hose to the bag inside. Most of machines come with more than one hose having different lengths to make it convenient for user to clean nearby surfaces as well as for reaching surfaces that are far off.
- **Wire** : Insulated wire of convenient length is provided with the machine. It's

one end is attached to the machine and the other end is connected through a plug to the electric supply.

Method of use of a vacuum cleaner :

Remember this :

- Before starting the cleaning work select a suitable nozzle.
- The vacuum cleaner is then connected to electric supply.
- According to the type of cleaning, the speed of machine should be controlled by using a switch which is provided for particular function.
- The suction machine sucks the dust and dirt with the help of nozzle.
- In different cleaning machines, various attachments are given in such a way that air blows through the nozzle. So that some surface can be cleaned better.
- In recent trends, wet and dry vacuum cleaners are available in the market.
- The wet vacuum cleaner cleans the floor, tanks etc.
- When the surface gets cleaned the machine should be switched off.
- All the surfaces are cleaned in the same manner using appropriate nozzle and hoses.
- After cleaning, the electric supply should be disconnected.
- The nozzle and hoses should be separated out from the machine.
- The sack which is inside of vacuum cleaner is to be emptied.
- After disassembling all the parts of vacuum cleaner, keep it safe and in proper place by covering it with a cover.

Care of vacuum cleaner :

Observe and Discuss :

- Before using the machine, all instructions should be read and understood perfectly. The nozzle should be kept away from the body, hair or clothes, when the machine is being used.
- A person should not touch the vacuum cleaner with the wet hand.
- If there are cracks or disorders in the insulated wire, it should be replaced immediately.
- The electric supply should be switched off and machine should be disconnected when cleaning is completed.
- The sack bag should be cleaned when it is full of dust.
- If sharp objects like nail, pins etc. are sucked by the machine, it may tear the bag. Hence care needs to be taken.
- The machine should be kept out of reach of the children.

10.3 Cleaning Reagents :

Understand this :

Cleaning reagents are substances usually in the form of liquid, powders and spray which are used to remove dirt, including dust, stain, bad smell and clutter from the surface. Germicidal liquids are commonly used to remove micro-organisms.

Purpose of use of cleaning agents includes maintaining health and beauty, removing offensive odor and avoiding the spread of dust and dirt which spoil the environment.

Apart from different types of equipment, a number of reagents are required for the purpose of cleaning.

Can you tell ?**Apart from the reagents given below :**

The important reagents are as follows :

- **Water :** Water is naturally available in two forms soft water and hard water. Water is most commonly used as a basic element for cleaning. Wet cleaning is not possible without it. It is a universal solvent and hence can dissolve most of the dust and dirt in itself. It usually does not react with any surface and is quite safe to use.
- **Soaps :** Soaps are usually used to clean household utensils. These are of two types; liquid and bar. Now-a-day, they are added with some fragrance. Soaps are also used for cleaning clothes.
- **Detergents :** Detergents are mostly available in powder as well as in liquid form. They are commonly used for washing clothes. Fabric whitener is added in some percentage in detergents to make

white clothes more white. Detergents also are added with fragrance. Detergents are helpful for removal all types of stains for example oil, food, sweet, blood or any soiled cloths.

Different soap powders are available in market for various types of cleaning. Particular chemicals are usually added to these powders e.g. bleaching, foam stabilizer etc. While using these, instructions which are given on the packet, should be read carefully and followed strictly.

- **Germicide Liquid :** Keeping all family members free from disease is the main objective of every home maker. All germicidal and phenolic compounds help to kill the bacteria and microorganisms on all the surfaces in kitchen, bathroom and other room in the home. So from hygienic point of view germicide liquids play an important role in household cleaning.

Methods and reagents for cleaning some common materials :**Always remember :**

Sr. No.	Material/Article	Method/Reagent	
		Do's	Dont's
1.	Stainless Steel	Water and Soap	Abrasives
2.	Brass	Tamarind and Salt, Lemon or Vinegar, powder or liquid for polishing	Only water and soap
3.	Iron	Tamarind or Lemon with abrasives.	Allowing to remain wet
4.	Copper	Tamarind or lemon with salt, polishing powder	Only soap and water
5.	Aluminum	Hot water and soap Lemon or Vinegar, if stained	Brick Powder
6.	Earthen ware	Plain water	Abrasives
7.	Silver	Ritanuts, toothpaste silver for polishing	Abrasives
8.	China Clay	Hot water and soap	Ash, bricks powder

Sr. No.	Material/Article	Method/Reagent	
		Do's	Dont's
9.	Wooden items	Proper dusting	Allowing to remain wet polishing with varnish etc.
10.	Plastic items	Soap and Water. If sticky/wet it and rub salt or apply kerosene and keep in air.	Abrasives
11.	Glassware, oven and top of costly utensils	Soap, detergent and stain proof cleansing agents	Amonia and Baking soda.

Can You Recall?

- Household cleaning is an important part of daily life needed to keep air and environment clean and healthy.
- Cleanliness helps in removing dust and maintaining hygiene.
- Cleaning leads to nice arrangement and new look for the house. Due to this home makers has keep nice health.
- Cleaning is divided into two types :
 - a) Daily Cleaning b) Periodical Cleaning
- Equipments using for cleaning are classified into :
 - a) Electrical b) Non-Electrical
- Cleaning agents like water, soap, detergents, germicide liquids etc are useful in household cleaning.

Exercise

Objective questions :

1) Multiple choice questions.

- Type of cleaning which is done in every fifteen days is called _____.
 - a) Daily
 - b) Monthly
 - c) Fortnight
- The cleaning done for the function of marriage is called _____.
 - a) Periodically
 - b) Monthly
 - c) Occasional
- Effective cleaning of the fabric can be increased by using _____.
 - a) Soap
 - b) Detergent
 - c) Built Soap

2) State whether the following statements are true or false.

- Cleanliness and health are closely related to each other.
- Electrical cleaning equipments are costly.
- Weekly cleaning is more elaborate than daily cleaning.
- The kitchen and dining table dusters should be separate.
- Long handle brooms are better to use than small handle brooms.
- Changing the water after mopping each room helps in better cleaning.

Short Answer Questions :

1) Give reasons for the following :

- Cleaning adds to aesthetic value of the house.

2. Cleanliness is closely related to hygiene.
3. To give new look to the house can be an objective of yearly cleaning.
4. It is advisable to have at least two dust bins in a house.

2) Write down the difference between the following.

1. Soaps and Detergents.
2. Mops and Dusters.

• Long answer questions :

1. Write the meaning of household cleaning and explain the importance of daily cleaning in our life.
2. Write the definition of household cleaning and explain the types in detail.

Project :

1. Plan the work of household cleaning for your house. According to this plan calculate the time required for daily household cleaning.
2. Prepare the list of equipments used for cleaning purpose in rural and urban cities.
3. List out the type of cleaning agents used for various types of cleaning.
4. Prepare a cleaning agent at home and write a report of the contents and method.



Related Activities

Chapter - 2

Factors Motivating Management

1. a) Observe and identify your values by using self evaluation methods.
b) List the various values within you as an individual.
c) Note down the observed values as intrinsic and extrinsic values.
d) Conclude the activity by giving reasons, why these are your values.
2. a) Observe and identify your goals.
b) List the various goals within you as an individual.
c) Classify the observed and identified goals as individual goals, group goals and habitual goals.
d) Conclude the activity by giving reasons for identifying as an individual goal, group goal and habitual goal.
3. a) Observe and identify family standards.
b) List out the various standards.
c) Classify the observed and identified standards as conventional, flexible and individual standards.
d) Conclude the activity by giving reason for classifying under conventional, flexible and individuals standards.
4. a) Identify conventional / flexible / individual standards observed in society.
b) Classify them into various types of standards.
c) Find out the reasons why these standards are followed by the society.
d) Write down the reasons for change in the standards of the families.

Chapter - 3

Management Process

1. Use the management process for organizing a party for celebrating your friend's birthday:
 - a) **Planning :**
 - i) Decide the date, time and place for the party.
 - ii) Decide the friends to be invited.
 - iii) Take a decision about the gift to be given on behalf of the group.
 - b) **Controlling :**
 - i) Check whether the date, time and place are suitable for everyone.
 - ii) If not, make a change by discussing with all other members.
 - iii) Take a new decision regarding the date, time and place to suite everyone.
 - c) **Evaluation :**
 - i) Take a review of the successfulness of the party.
 - ii) Find out whether the new decision regarding he change in date, time and venue turned out to be good for everyone.
 - iii) If some similar event is to be planned for future, what things would you keep in mind?

Chapter - 4

Decision Making

1. a) Observe and write down habitual and intellectual decisions of family.
b) Observe and write down various family decisions classify into types of decisions.

c) Conclude the types of decisions by giving reasons, why some of these decisions are changed.

2. a) Observe and write down the individual decisions and group decisions of friends of your age
- b) List which of them are taken easily.
- c) Conclude which type of decisions are easy to take.

Chapter - 5

Family Resources

1. List out human and non-human resources available to your family.
 - a) Observe the resources available to family.

b) List out the observed resources.

c) Classify the listed out resources.

d) Identify the usefulness and interrelationship of resources.

e) Draw the conclusion.

2. Observe the various community services available at your city and analyze its usefulness to people.

a) Observe the various community services available to you and your family.

b) List out the community services.

c) Identify the usefulness and interrelationship of available services.

e) Draw the conclusion.

Chapter - 6

Family Housing

- Q. 1. Observe various houses in your locality, identify their types and write about the similarities and differences :

Home Number	Type	Similarities with the other houses	Points of differentiation
1.			
2.			
3.			
4.			
5.			
6.			

- Q. 2. Search for pictures of 'Eco Friendly Houses' on the internet. Download at least five of them and stick those in a register. Record the features observed in them using the following table :

Sr. No.	Item	Description
1.	Material used for construction	
2.	Plantation	
3.	Use of lighting system	
4.	Water supply system	

Sr. No.	Item	Description
5.	Drainage system	
6.	Waste disposal system	
7.	Any other	

Chapter - 7

Home Furniture

1. Collect pictures of new trends in furniture.
 - a) Paste all the pictures in a file according to various rooms.
 - b) Write the name of each furniture.
 - c) Write about the use and care of each furniture.
2. Collect pictures showing furniture arrangements in various rooms.
 - a) Write down in brief about the principles of furniture arrangement observed in the pictures.
3. Prepare homemade liquid and solid wooden polish.
4. Prepare another type of homemade polish.

Chapter - 8

Flower Arrangement and Decorations

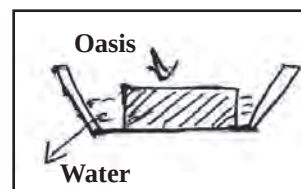
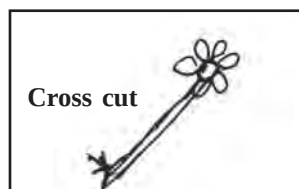
1. Preparing various types of flower arrangement :

Material : Various types of flowers, leaves, pots, oasis, scissor, rubber, pins, sticking tape etc.

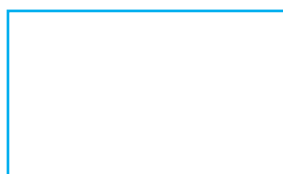
Activity :

- Select the required fresh, attractive half-bloomed flowers (for example : Jerbera, Rose, Rajanigandha, Gladiolia etc.)
- Select the leaves of various types and shapes. Shape the leaves as per flower arrangement.

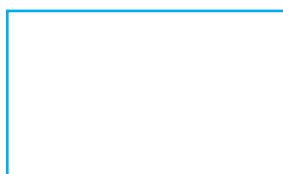
- Put the oasis in a pot and pour water in it until the oasis gets soaked completely.
- Select big dark coloured flowers and use them in the centre of the flower arrangement.
- Use flowers in odd numbers.
- Put leaves behind and around the flowers.
- If stems of flowers and leaves are not erect then straighten them by giving support of other stems using sticking tape.
- Use small leaves or grass to hide oasis.
- In order to keep flower arrangement fresh and long lasting, use any one of the substance like salt, sugar, borax, expired tablet, ice cubes, charcoal.
- When the flower arrangement is ready place a small mat under the flower pot. Accessories like a lamp, candle, coloured stones, sea shells, pearls can be used by the side of the flower arrangement.
- Give a suitable name to the flower arrangement.



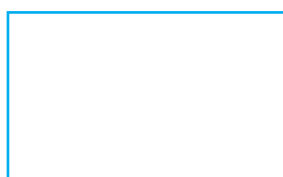
2. Collect the pictures of various flowers and leaves and make a scrapbook by sticking them in a notebook.
3. Prepare various types of flower arrangement click pictures and stick the photograph in the following blocks.



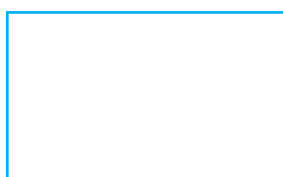
Traditional Flower Arrangement



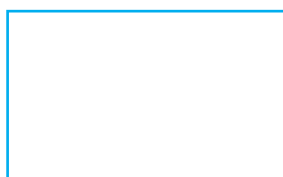
Japanese Flower Arrangement



Modern Flower Arrangement



Dry Flower Arrangement



Miniature Flower Arrangement

4. Prepare material for dry flower arrangement.

- **Dry flowers** : Dry the available flowers. Clean them. colour them or keep them as they are.
- **Leaves** : Clean and dry the cycas, palm or other leaves. Give shape of your choice, colour them or keep them as they are. Golden, silver or other colours can be used.
- **Other dry plants** : Whole sugarcane flowers (dried), cotton, pots, cones of Jawar and millet, tree trunks.

- **Other material** : Stones of various shapes, sea shells, paper flowers, cloth flowers, plastic flowers etc.

Chapter - 9

Introduction to Landscaping

a) Prepare a scrapbook of landscaping and kitchen garden.

- i) Collect the pictures of landscaping/ kitchen garden.
- ii) Label the pictures for appropriate identification.
- iii) Describe or explain each picture to pinpoint the uniqueness or speciality.

b) Make a little kitchen garden as a group project/Activity in your college/school :

- i) Can sow the seeds of coriander in small pots.
- ii) Can sow onion, potato, ginger in small pots which are easy to sow and to take care.

(For sowing seeds and potatoes plastic tray measuring 18 inch by 12 inch, with 6 inch depth can be used. These are easy to carry and for display.)

- iii) Make a chart of different types of seeds used in group Activity. Can put them in small transparent packets. With seed's names below. Stick the packets on chart.

c) Visit a nearby plant nursery or kitchen garden and observe variety of plants for indoor and outdoor gardens.

- i) Make a list of indoor and outdoor plants seen in the nursery.
- ii) Write in short what you learnt about taking care of these plants.

Chapter - 10

Household cleaning

Preparation of Liquid Detergent

Note : Ratio of ingredients is for 5 litre of water.

Sr. No.	Ingredient	Quantity
1.	Water	5 Litre
2.	Urea	100 gm
3.	Costic Soda	100 gm
4.	T.S.P. (Trisodium Phosphate)	80 gm
5.	Acid Slury	500 gm
6.	Perfume, colour according to necessity liking.	

Note :

- All ingredients should be stired with wooden spoon.
- Avoid stiring the sodium by hand.

Procedure :

- 1) Take 3 litres of water in a bowl. Add acid slury and stire it well with wooden spoon.
- 2) Mix costic soda in 2 litres of water.
- 3) Solution becomes hot due to costic soda. So let the solution cool down for some time.
- 4) Now mix both the above solution and stir it slowly.
- 5) To make it more dense add some glauber's salt.
- 6) When this solution becomes transparent add some colour and perfume.
- 7) Fill this solution in suitable bottles and store carefully.

Dish wash liquid

Note : Ratio of ingredients is for 250 gm/ml of liquid dish wash

Sr. No.	Ingredients	Quantity
1.	Alpha	50 gm
2.	Scrubbing powder	2 gm

Sr. No.	Ingredients	Quantity
3.	Water	200 (gm) ml
4.	Colour	according to need
5.	Thickner	2 to 3 gm
6.	Perfume	according to liking

Procedure :

- 1) Take 50 gm alpha foam in a bowl.
- 2) Add 2 gm of scrubbing powder.
- 3) Add some drops of orange perfume.
- 4) Add some water.
- 5) Stir this mixture till the ingredients are properly mixed.
- 6) Stir this mixture till it become transparent.
- 7) Add some colour according to your choice.
- 8) Add some thickner if you want to increase density of liquid.
- 9) Now jel of dish wash liquid is ready.

Tiles Cleaner

Sr. No.	Ingredients	Quantity
1.	Gilaxical Paste	100 gm
2.	Water	1100 ml
3.	Perfume	According to need
4.	Colour	According to need

Procedure :

- 1) Take water in a bowl.
- 2) Add glaxical paste.
- 3) Stir the solution slowly.
- 4) Add some colour and perfume and stir it.
- 5) Use lemon perfume so that germs in tiles and bathroom will be killed.
- 6) Pack solution in a bottle with broad mouth.

□□□

Glossary

1. **Apartment** : A building having number of flats is referred to as an apartment building in India.
2. **Bungalow** : Bungalow is generally a small, square, single storied housing unit with open space on all four sides. In the urban areas bungalows with two stories may be observed.
3. **Controlling** : It is the second step of management process. It means putting the plan into action and adjusting the same where necessary.
4. **Cottage** : The term is used to indicate old-fashioned, modest, cosy house generally found in rural or semi rural areas. Now a days this term indicates a small vacation house.
5. **Decision Making** : Selection of a suitable alternative out of the many available, for solving the conflict or to deal with a situation.
6. **Home Management** : Home management is planning, organizing, controlling and evaluating the use of resources available to the family for the purpose of attainment of family goals.
7. **Household Cleaning** : Cleaning is the easiest way of achieving beauty and hygiene.
8. **Human Resources** : The resources which originate internally and constitute the personal characteristics and attributes are known as Human resources.
9. **Eco-friendly House** : Eco-friendly houses are the houses that are constructed by using sustainable technologies in construction, in order to reduce impacts on environment.
10. **Energizing** : It is the first phase of controlling step. It means initiating and sustaining the action.
11. **Evaluation** : It is the third step in management process. It means taking a review of the completed action and getting guidelines for future plans.
12. **Flat** : A flat is a self-contained housing unit that occupies only part of a building.
13. **Flowers Arrangement** : The art of organising flowers, other plants materials and receptacles into compositions having harmony of form, texture and colour. It's purpose is to add cheer, life and beauty to surroundings.
14. **Furniture** : The movable objects used to make a room or building suitable for living or working in.
15. **General Evaluation** : The evaluation that is very casual and subjective.
16. **Goals** : Tangible things, objectives or aim sets out to accomplish.

17. **Kitchen garden** : Garden where vegetables, fruits are grown at backyard (Home).
18. **Landscaping** : Designing of outdoor space for a garden.
19. **Management** : Using what you have to achieve what you want.
20. **Planning** : It is the first step of management process.
21. **Penthouse** : Penthouse is a separate smaller 'house' constructed on the roof of an apartment building.
22. **Row House** : These are single family housing units that are attached to each other by common walls. They may be single storied or multi storied in nature and may be found in twin or multiple units.
23. **Resources** : Resources are means which are available and recognized for their potential in meeting needs.
24. **Specific Evaluation** : The evaluation that is done in detail and takes in to consideration all different aspects of management is called specific evaluation.
25. **Standards** : Accepted measure of comparison of quantitative or qualitative value.
26. **Studio Apartment** : It is a tiny flat consisting of various sections in the same room having no barrier of walls or divisions. The same room could be used by an individual for carrying out various activities.
27. **Upholstering** : Generally, because of hardness wooden and other material furniture may not be found comfortable to use and hence it is finished with cushioned surface. This is called upholstering.
28. **Value** : A belief or conviction held very strongly by a person.

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