



UNITED TRIBES
TECHNICAL COLLEGE
LAND GRANT EXTENSION

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UTTC Lifeskills Lessons – Managing Home and Self

Lesson 29: Cleaning, Organizing, and Storing

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Native Americans always used storytelling as a way to pass down and keep track of customs, history, traditions, and clan connection. As Native Americans lived in harmony with the land, storytelling was an important tool. It was used to pass down traditions related to child care and food gathering, how the land and homes were maintained, and how families were connected to their resources, past history, and four-legged relatives.

When other nationalities started to settle in their land, the Native Americans were often forcibly relocated. Story telling continue to keep the customs, language, and religion and kept their legacies alive. Educational experiences were heard from generation to generation through storytelling.

Today's families move – some occasionally and some more frequently. Today we have papers, photos, legal issues, private ownership, and electronic devices and many other things to keep track of, so we can share stories in the future. Therefore, how we clean, organize and store important information impacts life today and for the future.

RESOURCES

- Inventory of Important Papers - www.ag.ndsu.edu/pubs/yf/fammgmt/fe446.pdf
- Storing Important Papers - www.safewise.com/blog/keep-important-documents-safe-home
- <http://store.msuextension.org/publications/FamilyFinancialManagement/MT199611HR.pdf>

Cleaning and Organizing Your Home

Cleaning and organizing a home is on-going. It is not something you do when you move into a different home or once a year when the seasons change. Doing daily chores like making the bed, picking up clothing, putting dishes away and wiping off the table, and sweeping the floor we walk on, says something about us as caring individuals. Children should be trained to do those tasks in the same way they are trained to begin and end the day in a prayerful way.



The responsibility of cleaning might be daily, weekly or occasionally; depending on the jobs. Disorganization and a disheveled home can impact the mental health of the people living in that home. Mental health conditions such as depression, often improve, if the area we live in is clean and organized.

In many societies, home care was women's work. Today everyone in the home is expected to clean and maintain the home. In today's world it is every family member's responsibility. Keeping the personal area where each person sleeps and eats clean and organized is easier, and possible, if we plan and make it a habit. No matter gender or age, every family member must pay attention every day, every week, and as needed.

Organizing for Emergencies



Families sometimes have emergencies. It is good to have things ready to go with us if a situation arises. Having important papers in a file box is an important preparedness process.

Some professionals even say we should have a change of clothing for each family member, a few day's supply of medications, and a zipped bag of easy to share toiletries packed in a suitcase. Grabbing an organized file box with important stuff and a packed suitcase of basic needs is a great idea in case of fire, flood, or community evacuation! What do you think?

Storing Important Information and Papers

One of life's most important lessons is knowing the difference between what is trivial and what is important. While we're tempted to lump paper personal documents into life's petty details, their significance can be major. How quickly could we access our birth certificates, social security card, Tribal Enrollment Card, immunization records, wills, children's baby pictures, vehicle titles, or even three-month-old credit card statements? Did we file them away and, if so, where? How long would it take to find—or replace—them?

A plan for storing important papers can save hours of anxious searching. In case of loss, fire, flood, or theft, we can lay our fingers on essential documents without delay. Even on an everyday basis, organized records make it easier to pay bills on time and share chores. What's not to like about that? A simple file box that is easy to carry is a good idea. Make a folder for each family member or label the folders by the title of the important paper. Get a system that works for you!

Examples of Important Information and Papers

Important information and papers are your family history, financial, and legal papers that legitimize and protect you, your family, and your life even after death. These records provide identification, ownership, employment, education, and family history. Spend time to find your important documents and store them where you can access them quickly.



ITEM	WHERE IS IT NOW	ITEM	WHERE IS IT NOW
Adoption Papers		Marriage and divorce certificates and papers	
Baptism and confirmation records		Medical records and medication lists – health insurance, Medicaid/Medicare cards	
Birth Certificates		Memberships and subscriptions	
Business ownership records, patents		Military records and discharge papers	
Contact lists (family members in case of emergency, lawyers, insurance companies, etc.)		Momentous (treasures that tell the story about our life)	
Citizenship or Enrollment cards		Net worth statements	
Credit card numbers and contact information		Passports	
Death certificates		Password and code list – electronic devices, locks, etc.	
Debts owed and collection appears		Photos to track children's growth and fun times	
Driver's license copy		Power of Attorney	
Education or school records (report cards, transcripts, graduation certificates, credentialing cards)		Property ownership papers – home, land tenure, etc.	
Employment records and evaluations		Safety deposit box inventory and numbers	
Family tree or lineage record		Social security card (original) and numbers for all	
Funeral or burial wishes and records		Tax records – Tribal, State, Federal IRS (W2s & Expense Records)	
Household property inventory		Veterinary records	
		Warranties and Owner manuals for appliances and vehicles	
Insurance papers		Wills and trusts	
Investment and pension plan papers or contracts		Vehicle registration, license, and insurance	



Clean and Healthy Home Make a Plan

Cleaning and organizing a home is on-going. It is not something you do when you move into a different home or once a year when the seasons change. The responsibility of cleaning might be daily, weekly or occasionally; depending on the jobs. Disorganization and a disheveled living area can impact the mental health of the people living in that space. Mental health conditions such as depression, often improve, if the living area is organized and clean. In reality, everyone living in the home has responsibility in keeping the home clean and organized every day, every week, and every year.

Establish a pattern or habits to maintain a clean home. Involve everyone in the cleaning process, share the workload. This is the time for adults to do planning. Children should be assigned chores. Adults set a good example by doing jobs on the plan too.

1. Develop a plan or list of chores. Be specific, for example: fix a meal, set table, put food away, wash dishes, sweep floor, take out garbage, clean kitchen counter, clean bathroom counter, sweep the steps and sidewalk, pick-up and put things away in living room, bedrooms, kitchen, garage, yard, etc.
2. Decide which jobs must be done every day, once a week, every month or once a year.
3. Switch chores often so everyone learns all of the jobs and does not get bored or tired of their assignment.
4. Show each family member how to do a specific cleaning job, and the importance of doing it well. Each job has 3 parts; getting ready (planning and gathering supplies & tools); doing the job (cleaning); and putting away cleaning supplies & tools (cleaning and returning items to their proper storage area).
5. Plan a reward for a job well done. Play a game, read a book together, take a family walk.

Write the plan – share the plan.

- Do not become the family's cleaning person. Let everyone help with the chores.
- Set aside a special time for routine chores. An example is Thursday is cleaning night so the family can do other activities on Saturday.
- Set a goal to delegate 60% of your "chores".
- Putting off cleaning makes simple jobs complicated and more costly for repair and more irritating to family members.
- Post the plan on a wall, bulletin board, or refrigerator for everyone to see and read.
- Let family member's change or trade jobs now and then. (*Make a new plan*).



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HANDOUT

Weekly Family Home Care Plan

You may not need to list all of the jobs. List some. List enough to show everybody is working together. The plan must seem fair to each person.

Day	Job or Chore	Who will do it?	When to do it.
SAMPLE DAY Everyday jobs	Breakfast: set the table, clean up Pack lunch		
	Feed dog/cat		
	Supper - prepare food		
	Set table		
	Clear table		
	Wash dishes		
	Dry dishes & put away		
	Sweep floor		
Monday	Add one big job each day "Empty all waste baskets"		
Tuesday	Add: launder towels		
Wednesday	Add: launder bedding		
Thursday	Add: Teenagers launder their own clothing		
Friday	Add: Vacuum all carpets		
Saturday	Add: scrub all floors		
Sunday	Add: Play together/ tell stories		



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Cleaning, organizing, and storing is a process for the entire family and for every home. Some rooms are more visible and we want to clean and organize for our own comfort and mental health; as well as for others to see and be comfortable when they visit us. But, there are places, like attics and basements, where we do not enter as often making them more susceptible to problems of clutter, allergens, or even mold. The following chart lists several areas of the home and helps in creating a plan so we can pay attention without getting overwhelmed. Get everyone involved, children do well if they can be part of the plan – consider their age and abilities.

Family Home Cleaning and Organizing Schedule Room-by-Room Assessment and Care Plan

Here is a list of some jobs. Add things that are unique to your home and family. Think about the timing - daily, weekly, and occasionally. Develop a job list for each person. Place the chore list and the personal job lists where everyone can see and participate.

Job List	Example Everyday	Example Weekly	Example As Needed	Who and When?
Kitchen: Clean counter tops	X			
Clean sink	X			
Scour/sanitize sink		X		
Clean range top	X			
Clean oven			X	
Empty trash cans	X			
Throw-out old/spoiled food	X			
Wipe out refrigerator		X		
Sweep or vacuum floor	X			
Clean cupboards – outside		X		
Clean cupboards – inside			X	
Mop the floor		X	X	
Wash windows			X	
Wash window coverings			X	
Bathroom: Clean counter tops	X			
Clean sink	X			
Scour/sanitize sink		X		
Hang up towels and washcloths	X			
Take dirty clothes to laundry	X			
Clean toilet		X		
Clean toilet bowl		X		
Clean shower curtain or door		X		
Clean/wash rugs, mats & curtains		X		
Clean mirrors and accessories		X		
Clean shelves, cabinets			X	
Mop the floor		X	X	

Job List	Example Everyday	Example Weekly	Example As Need	Who and When?
Laundry: pick up dirty clothes	X			
Sort and wash clothes		X		
Sort and wash bed linens		X		
Sort and wash towels		X		
Dry clothes as soon as wash is done	X	X		
Take clothes from dryer	X	X		
Fold clothes and sort	X	X		
Match and sort socks	X	X		
Bedrooms: pick-up clothes	X			
Make bed	X			
Launder sheets & pillow cases		X		
Launder blankets & spreads			X	
Dust furniture & light fixtures		X		
Sweep or vacuum floor		X		
Wash windows			X	
Wash window coverings			X	
Living room:				
Pick up toys, magazines, papers	X			
Discard old toys, magazines, papers		X	X	
Dust and polish furniture		X	X	
Vacuum, sweep or mop		X		
Upholstered furniture, vacuum			X	
Rugs & carpets clean or shampoo			X	
General Cleaning:				
Wash windows & coverings			X	
Clean light switches, doors, baseboards			X	
Clean window coverings			X	
Clean window screens			X	
Clean garage and/or basement			X	
Sweep outdoor steps and sidewalk		X		
Shovel snow	X			
Clean car inside			X	
Clean car outside			X	
Sweep the garage			X	
Change fire, radon and carbon monoxide alarm batteries			X	
Check caulk and seals around windows and doors – change screens and storm windows			X	
Check home's lower level and/or attic for dust, moisture leaks, or new holes or cracks where rodents or flies might enter			X	
Place and check rodent traps			X	
Change furnace filter			X	
Storage areas or boxes (photos, important papers, school memories, keepsakes, etc.)			X	



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OBJECTIVES:

1. To discuss systems for house cleaning and how a plan will benefit the process.
2. Introduce the idea of organizing an emergency kit (suitcase and papers) for a family.
3. To begin the process of identifying and locating important papers.
4. To develop a plan for cleaning and maintaining your home.

PROCEDURE:

1. Write objectives on the board.
2. Distribute Lesson 29 Talking Sheet: Cleaning, Organizing and Storing.
3. Ask for a volunteer to open the session with a prayer, offer a prayer asking the Creator to give us strength in showing respect for ourselves by being organized and caring for our life by tracking what is important, or begin the session with a minute of silence.
4. Have participants take turns reading aloud the information on Lesson 29 Talking Sheet. Ask for participant experiences.
5. Distribute Lesson 29 Handout Guide participants in developing their plan.
6. Review the back of the Lesson 29 Talking sheet. Facilitating discussion about the important papers listed. Ask participants where they might currently access each of the documents.
7. Share listed resources.
8. Distribute and collect the Evaluation.

RESOURCES FOR INSTRUCTION SUPPORT:

1. Inventory of Important Papers – NDSU Extension - www.ag.ndsu.edu/pubs/yf/fammgmt/fe446.pdf
2. Storing Important Papers - www.safewise.com/blog/keep-important-documents-safe-home
3. <http://store.msueextension.org/publications/FamilyFinancialManagement/MT199611HR.pdf>
4. Video – How I clean my House [//www.youtube.com/watch?v=7DQl8mxlWFw](https://www.youtube.com/watch?v=7DQl8mxlWFw) (14.5 minutes)
5. Video – Getting family involved in cleaning – Work then Play <https://www.youtube.com/watch?v=vl2xSCI0PJ8>
6. Flylady.net – videos and resources for cleaning and family
7. Video – Organize important papers - www.youtube.com/watch?v=smugNI2SU1w (4.5 minutes)

TIME:

50 Minutes



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EVALUATION

On a scale of 1 to 5, with 1 being least confident and 5 being most confident, please circle one per question.

Not Confident

Very Confident

Please rate how confident you are in preparing a plan to clean your home

1 2 3 4 5

Please rate how comfortable you are preparing an emergency plan including a packed suitcase and document storage system

1 2 3 4 5

Please rate if this session gave you confidence in identifying and locating important papers

1 2 3 4 5

Please rate how confident you are with your plan to clean and organize your papers in an established home system

1 2 3 4 5

New things I learned or understand better because of the lesson

Comments
