

## HOME ENVIRONMENT SKILLS

## I. CLOTHES CARE

## 115.1 WASHING LAUNDRY: Introduction

- "Why do people wash their clothes?" (Look clean, keep clothes in good condition, smell nice . . . )
- "Do you wash your own clothes?":
- "Why is it not a good idea to wait too long before washing dirty clothes?" (Clothes may start to smell, grow mildew; stains will be harder to remove . . . ) ■ "How often do most people generally wash their clothes?" (Once a week . . . )
- "Where can you take your clothes to have them washed for you?" (Laundry . . . )
- "How can you wash your clothes yourself if you don't have a washing machine?" (Use a laundromat . . . )
- "Name four pieces of clothing that can be washed in a washing machine." (Answers appropriately)
- "What do people wash in a washing machine besides clothes?" (Sheets, towels, blankets, tablecloths . . . )
- "Name two kinds of clothing you should not wash in a washer." (Wool garments, dress suits, neckties, coats, dry cleaning . . . )
- "What is dry cleaning?" (Special cleaning process for certain types of clothing; clothes cleaned with chemical solvents instead of water . . . ) ■ "Name two pieces of clothing that require dry cleaning." (Coats, suits, woolens, neckties . . . ) ■ "What can happen if you wash your dry cleaning in a washing machine?" (It will shrink, get ruined, lose its nice appearance . . . ) ■ "Where do people take their clothes to be dry cleaned?" (Dry cleaners . . . )
- "Why are some clothes commonly washed by hand?" (They need special care; it's quicker and more convenient to wash them by hand; to keep delicate clothes from snagging . . . ) ■ "Name two pieces of clothing commonly washed by hand." (Wool clothes, panties, panty hose, clothes of lace or other fine fabric . . . )
- "Why are white clothes usually not washed with colored clothes?" (They can easily become stained from colored clothes . . . )
- "What can happen to light-colored clothes if you wash them with clothes of dark colors?" (Might become stained . . . )
- "What is bleach?" (Product you add to the wash to make your white clothes whiter . . . ) ■ "Why do you need to be careful when you use bleach?" (Prevent bleach from getting on colored clothes and staining them, prevent bleach from getting into your eyes and causing severe eye irritation . . . )
- "What can you do to remove spots from your clothes?" (Use spot remover . . . )

## 115.2 SORTING LAUNDRY

For each wording below that is selected for training, client is shown the wording and asked: "What does this say?"

- Machine wash ■ Dry clean ■ Wash by hand

For each wording below that is selected for training, client is shown the wording and asked: "How do you need to wash a garment if its label has these words?"

- Machine wash ■ Dry clean ■ Wash by hand

Client is given garments having labels that indicate cleaning instructions — two garments representing each wash category above — and is asked to determine how each garment should be cleaned. It is suggested to use different garments each training session in order to familiarize client with a variety of label formats and locations.

- Client explains how each garment is to be cleaned ■ Supports explanations, if asked to, by referring to labels on garments

The tasks below are intended for use either in the client's home using client's own laundry (preferable), or at the habilitation facility using clothes and other articles provided by the facility.

Client is asked to prepare the laundry for washing by collecting it (if client is at home) and by sorting it into appropriate cleaning categories.

- Client collects all laundry (e.g. clothes from hamper, towels from kitchen and bathroom, bedding)
- Client is shown a laundry basket and asked: "What is this?" (Laundry basket . . . ) ■ Client is shown several items including a laundry basket and asked: "Point to the laundry basket." ■ Client reasonably explains purpose of laundry basket
- Takes collected laundry in laundry basket to appropriate sorting area
- Sorts out *white laundry* to be washed in washing machine
- Sorts out *colored laundry* to be washed in washing machine
- Sorts colored laundry to be washed in washing machine into groups of *light and dark colors*
- Sorts out what to take to *laundry for bulk wash-and-fold service*
- Sorts out what to take to *laundry for wash-and-press service* (e.g. dress shirts, blouses, pants, tablecloth)
- Sorts out *dry cleaning*
- Sorts out *clothes to be washed by hand*

## 115.3 USE OF LAUNDRY AND DRY-CLEANING ESTABLISHMENTS

Client has one or more clothing items that require the service(s) of a laundry or dry-cleaning establishment and is asked to take the item(s) to the laundry or dry cleaners and have the necessary service(s) performed. Entries are provided below for instructor to indicate the type(s) of items client is to have serviced, the service(s) client is to be trained to use, and the name and location of laundry or dry-cleaning establishment client is to use.

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## USE OF LAUNDRY AND DRY-CLEANING ESTABLISHMENTS (Cont.)

*Type(s) of items client is to have serviced:*

*Service(s) client is to be trained to use:*

*Name and location of laundry or dry-cleaning establishment client is to use:*

- Client, when asked, correctly states about how much money the particular laundry service(s) to be requested will cost
- Has money budgeted for the service(s) (i.e. will have enough money to pay for the service)
- Puts item(s) to be serviced in appropriate carrying receptacle (e.g. paper bag)
- Goes to laundry or dry cleaners independently (See **COMMUNITY SKILLS PROGRAM, Section V**, if formal mobility training is necessary) ■ En route, appropriately manages item(s) to be serviced ■ Arrives at laundry or dry cleaners during open hours

**Stating the service(s) desired**

- In laundry or dry cleaners, clearly communicates the service(s) desired: Bulk wash-and-fold service ■ Wash-and-press service ■ Dry-cleaning-only service ■ Dry-cleaning-and-pressing service ■ Alterations service (e.g. altering length, waist size) ■ Mending service (e.g. replacing buttons or zipper, mending tears)
- Requests spots be removed from any applicable items ■ And indicates spots on items
- If asked, states when would like item(s) serviced to be ready for pickup ■ Pickup date requested is reasonable
- Obtains receipt ■ Receipt indicates when item(s) will be ready for pickup ■ And the cost of the service
- Returns home independently

**Returning to laundry or dry cleaners for pickup**

- Returns to laundry or dry cleaners on appropriate day ■ And at appropriate time (i.e. not before items are ready)
- Presents receipt ■ Pays correct amount of money for serviced item(s) ■ Pays independently

## 116.1 WASHING LAUNDRY: Materials Recognition

**Client identifies, verbally or non-verbally, each material selected for training.**

- Washing machine ■ Wash temperature control ■ Rinse temperature control ■ Water level control ■ Wash cycle control
- Laundry detergent ■ Spot remover ■ Bleach

**Client reasonably explains purpose of each material selected for training.**

- Washing machine ■ Wash temperature control ■ Rinse temperature control ■ Water level control ■ Wash cycle control
- Laundry detergent ■ Spot remover ■ Bleach

## 116.2 WASHING COLORED LAUNDRY IN WASHING MACHINE

**This skill is intended for use either in client's home using client's own previously sorted laundry (preferable), or at the habilitation facility using previously sorted clothes and other articles provided by the facility.**

**Client is asked to wash a load of colored laundry.**

- Client checks pockets of clothes ■ And removes any objects found ■ Loads washer with appropriate amount of laundry
- Light and dark colors are not combined in same washload
- Checks laundry for removeable spots ■ And applies spot remover appropriately
- Laundry is loaded evenly ■ And untangled ■ Adds appropriate amount of laundry detergent ■ Without spilling
- Closes door of washer
- Selects appropriate *wash temperature* ■ Selects appropriate *rinse temperature* ■ Selects appropriate *water level* ■ Selects appropriate *wash cycle*
- Starts washer
- Returns to washer ■ Within reasonable time after machine has finished washing laundry
- Opens door of washer (To train on drying laundry, use skill **DRYING LAUNDRY IN CLOTHES DRYER** or **DRYING LAUNDRY ON CLOTHESLINE**)

## 116.3 WASHING WHITE LAUNDRY IN WASHING MACHINE

**This skill is intended for use either in client's home using client's own previously sorted laundry (preferable), or at the habilitation facility using previously sorted clothes and other articles provided by the facility.**

**Client is asked to wash a load of white laundry.**

- Client checks pockets of clothes ■ And removes any objects found ■ Loads washer with appropriate amount of laundry
- Checks laundry for removeable spots ■ And applies spot remover appropriately
- Laundry is loaded evenly ■ And untangled ■ Adds appropriate amount of laundry detergent ■ Without spilling
- Adds appropriate amount of bleach ■ Adds bleach appropriately (e.g. does not pour liquid bleach directly on laundry)
- Uses bleach safely (i.e. does not injure or risk injuring self or others by contamination) ■ Closes door of washer

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## WASHING WHITE LAUNDRY IN WASHING MACHINE (Cont.)

- Selects appropriate *wash temperature*    ■ Selects appropriate *rinse temperature*    ■ Selects appropriate *water level*    ■ Selects appropriate *wash cycle*
- Starts washer
- Returns to washer    ■ Within reasonable time after machine has finished washing laundry
- Opens door of washer (To train on drying laundry, use skill **DRYING LAUNDRY IN CLOTHES DRYER** or **DRYING LAUNDRY ON CLOTHESLINE**)

## 117.1 DRYING LAUNDRY IN CLOTHES DRYER

Client identifies, verbally or non-verbally, each material selected for training.

- Clothes dryer    ■ Lint trap    ■ Time control    ■ Temperature control    ■ Anti-static product

Client reasonably explains purpose of each material selected for training.

- Clothes dryer    ■ Lint trap    ■ Time control    ■ Temperature control    ■ Anti-static product

The tasks below are intended for use either in client's home using client's own previously washed laundry (preferable), or at the habilitation facility using previously washed clothes and other articles provided by the facility.

Client is asked to dry a load of laundry in clothes dryer.

- Client cleans dryer lint trap effectively and appropriately    ■ Opens door of dryer
- Puts laundry from washer into laundry basket or other similar container    ■ Takes laundry to dryer
- Washer is completely empty of laundry (i.e. client has removed all items)    ■ Door of washer is closed (i.e. completely or ajar)
- Puts washed laundry into dryer    ■ Carefully (i.e. does not drop articles)
- Separates and untangles laundry while putting it into dryer    ■ Uses anti-static product correctly    ■ Closes door of dryer
- Sets *temperature control*    ■ For appropriate drying temperature
- Sets *time control*    ■ For reasonable drying time
- Starts dryer
- Returns to dryer    ■ Within reasonable time after machine has stopped
- Checks laundry to determine if it is dry    ■ Checks appropriately for dryness
- If laundry is not dry
  - Re-sets temperature control    ■ For appropriate drying temperature
  - Re-sets time control    ■ For reasonable drying time
  - Starts dryer    ■ Returns to dryer within reasonable time after machine has stopped
  - Checks laundry again to determine if it is dry
- Laundry is dry    ■ Puts dried laundry into laundry basket
- Transfers laundry to folding area (Use skill **FOLDING CLEAN LAUNDRY** to train on folding laundry)    ■ Closes door of dryer

## 117.2 DRYING LAUNDRY ON CLOTHESLINE

Client identifies, verbally or non-verbally, each material selected for training.

- Clothesline    ■ Clothespin    ■ Clothespin bag    ■ Laundry basket

Client reasonably explains purpose of each material selected for training.

- Clothesline    ■ Clothespin    ■ Clothespin bag    ■ Laundry basket

The tasks below are intended for use either in client's home using client's own previously washed laundry (preferable), or at the habilitation facility using previously washed clothes and other articles provided by the facility.

Client is asked to dry a load of laundry on clothesline.

- Client puts laundry from washer into laundry basket or other similar container
- If client is to hang laundry outside: Adds clothespin bag (or clothespins loose) to laundry basket    ■ And something to clean clothesline
- Washer is completely empty of laundry (i.e. client has removed all items)    ■ Door of washer is closed (i.e. completely or ajar)
- Takes laundry to clothesline
- If uses outside clothesline, does so only if it is reasonably certain clothes will dry before it rains
- Manages laundry basket en route: Effectively (e.g. does not fall, bump into things, drop laundry items)    ■ And appropriately
- Opens umbrella-type or other folding-type clothesline    ■ Cleans whichever line(s) of clothesline will be used    ■ Hooks clothespin bag on line    ■ Keeps bag conveniently located throughout hanging of laundry

Hanging laundry

- Takes appropriate number of laundry items at a time    ■ Untangles items (e.g. shakes items)
- Takes appropriate number of clothespins for items    ■ Hangs items on line    ■ Hangs items correctly
- Maintains hold on items as necessary (i.e. items do not fall to or touch ground)    ■ Attaches clothespins to items

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## DRYING LAUNDRY ON CLOTHESLINE (Cont.)

- Attaches appropriate number of clothespins to each item    ■ Attaches clothespins in appropriate places on each item
- Items hang securely    ■ Hangs all laundry    ■ Hangs laundry in reasonable amount of time
- Checks laundry as necessary and without cue to determine when it is dry    ■ Checks appropriately for dryness
- Laundry is dry
  - Removing laundry from clothesline**
    - Removes clothespins from dried laundry items
    - Maintains hold on items as necessary (i.e. items do not fall to or touch ground)
    - Roughly folds appropriate items for convenience (e.g. sheets, pants)    ■ Puts items in laundry basket or other container used
    - Puts clothespins in clothespin bag or loose in laundry basket
    - Removes all laundry    ■ Removes laundry in reasonable amount of time
- Puts clothespin bag in laundry basket    ■ Transfers laundry to folding area (Use skill **FOLDING CLEAN LAUNDRY** to train on folding laundry)
- Manages laundry basket en route: Effectively (e.g. does not fall, bump into things, drop laundry items)    ■ And appropriately

## 118.1 USE OF LAUNDROMAT OR APARTMENT COMPLEX UTILITY ROOM

**The purpose of this skill is to train the client only on those aspects of doing the laundry that are specific to using a laundromat or apartment complex utility room — primarily taking laundry to and from these places and dealing with coin-operated equipment. For training on the non-coin operational aspects of using a washing machine or clothes dryer, use the skills developed on the preceding pages.**

**Client is asked to do a load of laundry.**

- Client collects: Laundry to be washed    ■ Laundry detergent    ■ Spot remover    ■ Bleach
- Containers with laundry detergent, spot remover, and/or bleach are securely closed to prevent spilling
- Puts laundry and laundry supplies in appropriate carrying container(s)    ■ Dresses appropriately for the weather, if going outside
- Leaves apartment or house with: Laundry    ■ Laundry supplies    ■ And appropriate ID
- Takes along sufficient money    ■ Leaves apartment or house safe and secured (e.g. appropriate doors and windows locked, appliances turned off)
- Travels independently to do laundry (See **COMMUNITY SKILLS PROGRAM, Section V**, for formal mobility training)
- Manages laundry and supplies en route, to and from destination: Effectively (e.g. does not fall, bump persons, drop laundry)
  - And appropriately
    - Use of change machine**
      - Locates change machine    ■ Inserts paper bill(s) correctly    ■ Inserts coin(s) correctly
      - Collects all money from change-return
    - Use of vending machine for laundry detergent and bleach**
      - Locates vending machine    ■ Selects correct coin(s)    ■ Inserts coin(s) correctly
      - Activates release-control    ■ Of intended selection(s) only
      - Buys sufficient amount of detergent and/or bleach for laundry needs
      - Collects selection(s)    ■ Opens selection(s) without assistance
    - Use of coin-operated washing machine**
      - Locates available washing machine    ■ Selects correct coin(s) for washer    ■ Inserts coin(s)    ■ At appropriate time
      - Starts washer
    - Use of coin-operated clothes dryer**
      - Locates available clothes dryer    ■ Selects correct coin(s) for dryer    ■ Inserts coin(s)    ■ At appropriate time
      - Starts dryer
- Informs management if any above-used machine malfunctions
- Waits in waiting area whenever appropriate    ■ Behaves appropriately at all times
- Returns home independently    ■ Taking all laundry, any unused supplies, and personal belongings (e.g. coat, wallet)

## 118.2 FOLDING CLEAN LAUNDRY

**This skill is intended for use either in client's home using client's own previously dried laundry (preferable), or at the habilitation facility using previously dried clothes and other articles provided by the facility.**

**Client is asked to fold the laundry and prepare it for putting away.**

- Client is in an appropriate folding area (e.g. laundry room or other area convenient for folding)
- Separates items to be ironed from items that do not require ironing, as they appear during the folding process
- Folds on appropriate surface (e.g. clean, sufficiently level)
- Puts each item, after folded, in a group of similar items (e.g. towels with towels, socks with socks)



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## I. CLOTHES CARE

## FOLDING CLEAN LAUNDRY (Cont.)

- Folds *undershorts, panties, short pajama bottoms*, and other items that require generally the same folding pattern
- Folds *undershirts, T-shirts, short-sleeve pullover sweaters, short-sleeve pullover pajama tops*, and other items that require generally the same folding pattern
- Folds *pants, long pajama bottoms*, and other items that require generally the same folding pattern
- Matches each pair of pajamas
- Matches each pair of *socks* ■ And folds or otherwise appropriately joins it
- Folds *skirts* and other items that require generally the same folding pattern
- Folds *short-sleeve clothing with buttons* (e.g. shirts, pajama tops, blouses, cardigan sweaters)
- Folds *long-sleeve clothing with buttons* (e.g. shirts, pajama tops, blouses, cardigan sweaters)
- Folds *nightgowns* and other items that require generally the same folding pattern

The tasks below relate to folding *flat* items such as towels, sheets, pillowcases, blankets, handkerchiefs. For each task selected for training, instructor will need to write the names of the laundry items that are to be folded according to the type of fold indicated.

- Folds in *halves*: ■ Folds in *fourths*: ■ Folds in *sixths*: ■ Folds in *eighths*: ■ Folds in *tenths*: ■ Folds in *twelfths*:

## 119.1 PUTTING AWAY CLEAN LAUNDRY

This skill is intended for use either in client's home using client's own previously folded clean laundry (preferable), or at the habilitation facility using previously folded clothes and other articles provided by the facility.

Client is asked to put away the clean laundry, each article in its normal storage place.

Each article client puts away is put away in its normal storage place.

- |                            |                                    |                            |                  |
|----------------------------|------------------------------------|----------------------------|------------------|
| ■ Undershorts or panties   | males and females                  | ■ Pants hung in closet     | ■ Handkerchiefs  |
| ■ Undershirts              | ■ Sweaters in drawer               | ■ Skirts in drawer         | ■ Bath towels    |
| ■ Bras                     | ■ Sweaters hung in closet          | ■ Skirts hung in closet    | ■ Hand towels    |
| ■ Socks                    | ■ Shirts or blouses in drawer      | ■ Dresses                  | ■ Washcloths     |
| ■ Panty hose               | ■ Shirts or blouses hung in closet | ■ Jackets                  | ■ Kitchen towels |
| ■ Slips                    |                                    | ■ Sleepwear in drawer      | ■ Sheets         |
| ■ Casual pullover tops for | ■ Pants in drawer                  | ■ Sleepwear hung in closet | ■ Pillowcases    |
- Puts away all articles (i.e. does not omit putting away any article)
  - Transfers ironing to ironing area or other established storage area (Use skill series **IRONING** to train on ironing)
  - Puts away laundry basket ■ Puts away clothespin bag (if applicable from skill **DRYING LAUNDRY ON CLOTHESLINE**)

## 119.2 LAUNDERING HAND-WASHABLE CLOTHING

This skill is intended for use either in client's home using client's own previously sorted hand-washable laundry (preferable) (see skill **SORTING LAUNDRY**), or at the habilitation facility using previously sorted clothes provided by the facility.

Client is asked to launder the clothes by hand.

- Collects: Clothes ■ Soap ■ Drying towel(s)
- Takes above items to an appropriate sink for washing ■ Sink is clean
- Engages sink stopper ■ Adds appropriate amount of water to sink ■ Water is appropriate temperature
- Adds correct amount of soap to sink ■ At appropriate time (e.g. as soon as turns on water)
- Submerges appropriate number of clothes in water ■ If soaking is necessary, lets clothes soak for appropriate time
- Washes clothes: Effectively (i.e. gets clothes clean) ■ And appropriately
- Does not get unreasonable amount of water on counter or floor
- Is especially cautious if electrical outlet is within reach of water that may be splashed ■ Washes clothes safely (i.e. does not get or risk getting water on nearby electrical outlet or other electrical object)
- Squeezes wash water from clothes sufficiently ■ And sets clothes aside
- Drains sink ■ Rinses sink ■ Adds appropriate amount of rinse water to sink ■ Rinse water is appropriate temperature
- Gives clothes *first* rinse ■ Gives clothes *second* rinse ■ Gives clothes *third* rinse ■ Clothes are sufficiently rinsed
- Squeezes rinse water from clothes sufficiently ■ Sets clothes aside ■ Drains sink
- Rolls clothes into towel or otherwise uses towel to absorb excess water ■ Excess water from clothes is sufficiently absorbed by towel
- Hangs each article of clothing appropriately (e.g. on towel rack, hanger) ■ Clothes hang in appropriate drying place(s)
- Rinses sink ■ Wipes counter if necessary ■ Wipes floor if necessary
- Puts away soap in original storage place ■ Disposes of towel(s) appropriately
- Washes hand-washable clothing in reasonable amount of time

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## I. CLOTHES CARE

## 120.1 IRONING: Introduction

- "Why do people iron their clothes?" (Look better, keep clothes in better condition . . . ) ■ "Do you iron your own clothes?":
- "If you don't know how to iron, where can you take your clothes to be ironed?" (Laundry . . . )
- "What can you do to reduce the need for ironing?" (Buy more drip-dry clothes, remove clothes promptly from dryer . . . )
- "Why do you need to be very careful when using an iron?" (You might burn yourself or someone else, start fire, ruin clothes . . . )
- "Why is it not a good idea to leave an iron on when you are not in the room?" (You might forget to return, fire might start . . . )
- "What do you need to be sure to do when you finish using an iron?" (Turn iron off and assure iron is safe)
- "In what position should you leave an iron when you are not ironing?" (Upright)
- "What is a good safety precaution to take after you turn off and unplug an iron?" (Put iron on stove, tell children and others the iron is hot and should not be touched . . . )
- "Give an example how a fire might start with an iron." (Client gives a specific and different example each training session)

## 120.2 IRONING: Materials Recognition

**Client identifies, verbally or non-verbally, each material selected for training.**

- Steam iron ■ Temperature selector ■ Fabric temperature dial ■ Water-fill hole ■ Steam-release control ■ Iron rest
- Distilled water ■ Spray bottle (with water) ■ Spray starch ■ Ironing board ■ Ironing board pad ■ Ironing board cover

**Client reasonably explains purpose of each material selected for training.**

- Steam iron ■ Temperature selector ■ Fabric temperature dial ■ Water-fill hole ■ Steam-release control ■ Iron rest
- Distilled water ■ Spray bottle (with water) ■ Spray starch ■ Ironing board ■ Ironing board pad ■ Ironing board cover

## 120.3 IRONING: Flat Articles

**This skill is intended for use either in client's home using client's own ironing (preferable), or at the habilitation facility using ironing provided by the facility.**

**Client is asked to iron the flat articles.**

- Client collects: Flat articles to iron ■ Iron ■ Ironing board ■ Iron rest ■ Hangers ■ Spray bottle ■ Spray starch ■ Distilled water
- Brings ironing and materials to appropriate ironing area (e.g. out-of-the-way area, near outlet)
- Sets up ironing board ■ Within sufficient proximity to outlet
  - Sorts flat ironing into fabric groups requiring similar temperatures**
    - Synthetics ■ Woolens ■ Cottons ■ Linens
  - Demonstrates setting temperature**
    - For synthetics ■ For woolens ■ For cottons ■ For linens
- Adds appropriate amount of water to iron (from tap or using distilled water, whichever is necessary) ■ Adds water appropriately
- Iron is in off position ■ Plugs in iron
- Sets temperature for first fabric group to be ironed (i.e. the group requiring the lowest temperature setting)
- Rests iron in upright position ■ Directly on ironing board or on iron rest
- Waits a reasonable time for iron to reach the temperature set ■ Iron is at temperature set
- Appropriately smooths out article on ironing board ■ Appropriately irons that part of article that has been smoothed out
- Slides article across ironing board as required (to iron entire surface) ■ Appropriately irons entire surface of article
- Folds article if necessary ■ Folds article appropriately ■ Irons fold(s) if necessary
- Irons all flat articles ■ Does not scorch articles
  - Use of steam**
    - Demonstrates releasing steam ■ Releases steam as necessary (i.e. knows when to release steam)
    - Demonstrates stopping steam ■ Stops steam as necessary (i.e. knows when to stop steam)
  - Use of spray bottle with water**
    - Uses spray bottle appropriately ■ Uses spray bottle as necessary ■ Sprays only appropriate amount of water on fabric
    - Re-fills bottle with water when empty ■ Re-fills bottle appropriately
- Irons in order of increasing fabric-temperature requirements (i.e. from synthetics to woolens to cottons to linens)
- Sets temperature correctly for each fabric group to be ironed
- Makes minor adjustments of temperature setting as necessary (e.g. warmer if wrinkles need more heat, cooler if fabric starts to pucker)
- Rests iron in upright position when not being handled ■ Appropriately hangs articles that require hanging
- Uses reasonable safety precautions throughout the ironing process

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## IRONING: Flat Articles (Cont.)

- Turns off iron when finished   ■ And disconnects iron   ■ Puts away ironed articles in their appropriate storage places
- Puts iron in safe place to cool   ■ Takes down ironing board completely
- Puts away iron when cool   ■ Puts away (cool) iron in its original storage place
- Puts away other materials used in their original storage places

## 121.1 IRONING: Pants

This skill is intended for use either in client's home using client's own pants (preferable), or at the habilitation facility using pants provided by the facility.

Client is asked to iron the pants.

- Client collects: Pants   ■ Iron   ■ Ironing board   ■ Iron rest   ■ Hangers   ■ Spray bottle   ■ Distilled water
- Brings pants and materials to appropriate ironing area (e.g. out-of-the-way area, near outlet)
- Sets up ironing board   ■ Within sufficient proximity to outlet
  - Sorts pants into fabric groups requiring similar temperatures**
    - Synthetics   ■ Woolens   ■ Cottons
  - Demonstrates setting temperature**
    - For synthetics   ■ For woolens   ■ For cottons
- Adds appropriate amount of water to iron (from tap or using distilled water, whichever is necessary)   ■ Adds water appropriately
- Iron is in off position   ■ Plugs in iron
- Sets temperature for first fabric group to be ironed (i.e. the group requiring the lowest temperature setting)
- Rests iron in upright position   ■ Directly on ironing board or on iron rest
- Waits a reasonable time for iron to reach the temperature set   ■ Iron is at temperature set
- Puts top part of pants over end of ironing board   ■ Irons waistband
- Irons top-front of pants: Left front   ■ Right front   ■ Irons top-back of pants: Left back   ■ Right back
- Takes pants off ironing board
- Matches seams of one pant leg at hem   ■ Smooths pant leg over ironing board   ■ And irons pant leg
- Matches seams of *other* pant leg at hem   ■ Smooths pant leg over ironing board   ■ And irons pant leg
- Brings pant legs together   ■ And matches the four seams
  - Preparing pants for storage: method 1**
    - Folds pants in half (for storage in drawer)   ■ Pants are folded appropriately
  - Preparing pants for storage: method 2**
    - Folds pants over horizontal bar of triangular-type hanger   ■ Pants are folded appropriately   ■ Hangs hanger
  - Preparing pants for storage: method 3**
    - Hangs pants from clamp-type hanger   ■ Pants hang appropriately   ■ Hangs hanger
- Irons all pants   ■ Does not scorch pants   ■ Prepares all pants for storage
  - Use of steam**
    - Demonstrates releasing steam   ■ Releases steam as necessary (i.e. knows when to release steam)
    - Demonstrates stopping steam   ■ Stops steam as necessary (i.e. knows when to stop steam)
  - Use of spray bottle with water**
    - Uses spray bottle appropriately   ■ Uses spray bottle as necessary   ■ Sprays only appropriate amount of water on fabric
    - Re-fills bottle with water when empty   ■ Re-fills bottle appropriately
- Irons in order of increasing fabric-temperature requirements (i.e. from synthetics to woolens to cottons)
- Sets temperature correctly for each fabric group to be ironed   ■ Makes minor adjustments of temperature setting as necessary
- Rests iron in upright position when not being handled   ■ Uses reasonable safety precautions throughout the ironing process
- Turns off iron when finished   ■ And disconnects iron   ■ Puts away ironed pants in their appropriate storage places
- Puts iron in safe place to cool   ■ Takes down ironing board completely
- Puts away iron when cool   ■ Puts away (cool) iron in its original storage place
- Puts away other materials used in their original storage places

## 121.2 IRONING: Skirts

This skill is intended for use either in client's home using client's own skirts (preferable), or at the habilitation facility using skirts provided by the facility.

Client is asked to iron the skirts.

- Client collects: Skirts   ■ Iron   ■ Ironing board   ■ Iron rest   ■ Hangers   ■ Spray bottle   ■ Distilled water
- Brings skirts and materials to appropriate ironing area (e.g. out-of-the-way area, near outlet)

## HOME ENVIRONMENT SKILLS

## I. CLOTHES CARE

## IRONING: Skirts (Cont.)

- Sets up ironing board    ■ Within sufficient proximity to outlet
  - Sorts skirts into fabric groups requiring similar temperatures**
    - Synthetics    ■ Woolens    ■ Cottons
  - Demonstrates setting temperature**
    - For synthetics    ■ For woolens    ■ For cottons
- Adds appropriate amount of water to iron (from tap or using distilled water, whichever is necessary)    ■ Adds water appropriately
- Iron is in off position    ■ Plugs in iron
- Sets temperature for first fabric group to be ironed (i.e. the group requiring the lowest temperature setting)
- Rests iron in upright position    ■ Directly on ironing board or on iron rest
- Waits a reasonable time for iron to reach the temperature set    ■ Iron is at temperature set
- Slips top of skirt over end of ironing board    ■ Smooths waistband of skirt    ■ And irons waistband    ■ Appropriately
- Slips bottom of skirt over end of ironing board    ■ Inside out if appropriate    ■ Smooths that part of skirt which is on ironing board    ■ And irons the part    ■ Appropriately
- Revolves skirt around end of ironing board as required (to iron entire skirt)    ■ Irons entire skirt    ■ Appropriately
- Skirt is right side out    ■ Irons any pleats    ■ Appropriately
  - Preparing skirt for storage: method 1**
    - Folds skirt (for storage in drawer)    ■ Skirt is folded appropriately
  - Preparing skirt for storage: method 2**
    - Folds skirt over horizontal bar of triangular-type hanger    ■ Skirt is folded appropriately    ■ Hangs hanger
  - Preparing skirt for storage: method 3**
    - Hangs skirt from clamp-type hanger    ■ Skirt hangs appropriately    ■ Hangs hanger
- Irons all skirts    ■ Does not scorch skirts    ■ Prepares all skirts for storage
  - Use of steam**
    - Demonstrates releasing steam    ■ Releases steam as necessary (i.e. knows when to release steam)
    - Demonstrates stopping steam    ■ Stops steam as necessary (i.e. knows when to stop steam)
  - Use of spray bottle with water**
    - Uses spray bottle appropriately    ■ Uses spray bottle as necessary    ■ Sprays only appropriate amount of water on fabric
    - Re-fills bottle with water when empty    ■ Re-fills bottle appropriately
- Irons in order of increasing fabric-temperature requirements (i.e. from synthetics to woolens to cottons)
- Sets temperature correctly for each fabric group to be ironed    ■ Makes minor adjustments of temperature setting as necessary
- Rests iron in upright position when not being handled    ■ Uses reasonable safety precautions throughout the ironing process
- Turns off iron when finished    ■ And disconnects iron    ■ Puts away ironed skirts in their appropriate storage places
- Puts iron in safe place to cool    ■ Takes down ironing board completely
- Puts away iron when cool    ■ Puts away (cool) iron in its original storage place
- Puts away other materials used in their original storage places

## 122.1 IRONING: Shirts Or Blouses

This skill is intended for use either in client's home using client's own shirts or blouses (preferable), or at the habilitation facility using shirts or blouses provided by the facility.

Client is asked to iron the shirts or blouses.

- Client collects: Shirts or blouses    ■ Iron    ■ Ironing board    ■ Iron rest    ■ Hangers    ■ Spray bottle    ■ Spray starch    ■ Distilled water
- Brings garments and materials to appropriate ironing area (e.g. out-of-the-way area, near outlet)
- Sets up ironing board    ■ Within sufficient proximity to outlet
  - Sorts shirts or blouses into fabric groups requiring similar temperatures**
    - Synthetics    ■ Woolens    ■ Cottons
  - Demonstrates setting temperature**
    - For synthetics    ■ For woolens    ■ For cottons
- Adds appropriate amount of water to iron (from tap or using distilled water, whichever is necessary)    ■ Adds water appropriately
- Iron is in off position    ■ Plugs in iron
- Sets temperature for first fabric group to be ironed (i.e. the group requiring the lowest temperature setting)
- Rests iron in upright position    ■ Directly on ironing board or on iron rest
- Waits a reasonable time for iron to reach the temperature set    ■ Iron is at temperature set
- Irons underside of collar    ■ Appropriately    ■ And top side of collar    ■ Appropriately
- Irons shoulder parts of garment    ■ Appropriately    ■ Irons cuffs of long-sleeve garment    ■ Appropriately

## HOME ENVIRONMENT SKILLS

## I. CLOTHES CARE

## IRONING: Shirts Or Blouses (Cont.)

- Smooths *one sleeve* on ironing board ■ And irons it ■ Appropriately
- Smooths *other sleeve* on ironing board ■ And irons it ■ Appropriately
- Slips bottom of shirt over end of ironing board
- Smooths *left-front of garment* ■ And irons it ■ Appropriately
- Smooths *back of garment* ■ And irons it ■ Appropriately
- Smooths *right-front of garment* ■ And irons it ■ Appropriately
- Tucks in lining on underside of front buttons of garment ■ And irons *around front buttons* ■ Appropriately
- Irons any *ruffles* ■ Appropriately
- Uses spray starch: Effectively ■ And appropriately
  - Preparing shirt or blouse for storage: *method 1*
    - Folds garment (for storage in drawer) ■ Garment is folded appropriately
  - Preparing shirt or blouse for storage: *method 2*
    - Hangs garment on hanger ■ Hangs hanger ■ Buttons top button ■ Garment hangs appropriately
- Irons all shirts or blouses ■ Does not scorch garments ■ Prepares all shirts or blouses for storage
  - Use of steam
    - Demonstrates releasing steam ■ Releases steam as necessary (i.e. knows when to release steam)
    - Demonstrates stopping steam ■ Stops steam as necessary (i.e. knows when to stop steam)
  - Use of spray bottle with water
    - Uses spray bottle appropriately ■ Uses spray bottle as necessary ■ Sprays only appropriate amount of water on fabric
    - Re-fills bottle with water when empty ■ Re-fills bottle appropriately
- Irons in order of increasing fabric-temperature requirements (i.e. from synthetics to wools to cottons)
- Sets temperature correctly for each fabric group to be ironed ■ Makes minor adjustments of temperature setting as necessary
- Rests iron in upright position when not being handled ■ Uses reasonable safety precautions throughout the ironing process
- Turns off iron when finished ■ And disconnects iron ■ Puts away ironed shirts or blouses in their appropriate storage places
- Puts iron in safe place to cool ■ Takes down ironing board completely
- Puts away iron when cool ■ Puts away (cool) iron in its original storage place
- Puts away other materials used in their original storage places

## 123.1 AWARENESS OF CLOTHES MENDING AND ALTERATIONS

- "What does it mean to mend clothes?" (Make minor repairs, fix them . . . )
- "Give an example of mending." (Sewing on buttons that have fallen off, sewing a fallen hem or pant cuff, patching tears . . . )
- "What does it mean to *alter* clothes?" (Have them adjusted for better fit, change the way they look . . . )
- "Give an example of an alteration." (Change length of pants or skirt, change waist size . . . )
- "Why do people mend and alter their clothes?" (Look better, save money, keep clothes in good condition . . . )
- "If you want to have your clothes mended or altered, where can you take them?" (Dry cleaners . . . ) (See skill **USE OF LAUNDRY AND DRY-CLEANING ESTABLISHMENTS** for formal training on use of mending and alteration services)
- "How can you reduce the need for mending and alterations?" (Treat clothes carefully, buy good quality clothes, control weight . . . )

## 123.2 SEWING BUTTONS: Materials Recognition

Client is shown the materials selected for training, and asked for each: "What is this?"

- Needle ■ Thread ■ Scissors ■ Thimble ■ Button

Client is shown several items including the materials selected for training, and asked for each: "Point to \_\_\_\_\_."

- Needle ■ Thread ■ Scissors ■ Thimble ■ Button

Client reasonably explains purpose of each material selected for training.

- Needle ■ Thread ■ Scissors ■ Thimble

## 123.3 SEWING BUTTONS: Two-Hole Type

Client is given a garment with missing button, a two-hole button to sew on garment, several spools of different color thread, needle, scissors, thimble, and is asked to sew on the button. It is suggested to use a garment requiring a different color thread each training session.

- Client selects appropriate color of thread ■ Unrolls thread from spool ■ Unrolls appropriate length of thread ■ Cuts thread
- Threads needle ■ Joins ends of thread ■ Ties knot for double threading
- Pulls knot and needle in opposite directions until thread is taut ■ Puts thimble on appropriate finger
- Positions button appropriately ■ And maintains button in place while needed

## HOME ENVIRONMENT SKILLS

*I. CLOTHES CARE*

## SEWING BUTTONS: Two-Hole Type (Cont.)

**First cycle**

- Inserts needle into underside of garment ■ In the area below button ■ And inserts needle into either buttonhole
- Pushes tip of needle through buttonhole
- Pulls needle through fabric ■ And continues pulling until knot meets fabric on underside
- Thread is smooth on underside
- Inserts needle into topside of other buttonhole ■ And pushes tip of needle through fabric
- Pulls needle away from underside of fabric ■ Until thread is taut ■ And button is appropriately secured in place

**Second cycle**

- Inserts tip of needle into appropriate buttonhole from underside of garment
- Pulls needle away from buttonhole ■ Until thread is taut
- Inserts needle into topside of other buttonhole ■ And pushes tip of needle through fabric
- Pulls needle away from underside of fabric ■ Until thread is taut

- Repeats second cycle appropriate number of times:
- When finished, needle and all unused thread are on underside of garment ■ Cuts thread appropriate length for tying
- Ties knot: Effectively ■ And appropriately
- Cuts thread just above knot ■ Sews on two-hole button in reasonable amount of time:

## 124.1 SEWING BUTTONS: Four-Hole Type

**Client is given a garment with missing button, a four-hole button to sew on garment, several spools of different color thread, needle, scissors, thimble, and is asked to sew on the button. It is suggested to use a garment requiring a different color thread each training session.**

- Client selects appropriate color of thread ■ Unrolls thread from spool ■ Unrolls appropriate length of thread ■ Cuts thread
- Threads needle ■ Joins ends of thread ■ Ties knot for double threading
- Pulls knot and needle in opposite directions until thread is taut ■ Puts thimble on appropriate finger
- Positions button appropriately ■ And maintains button in place while needed

**One cycle**

- Inserts needle into underside of garment ■ In the area below button ■ And inserts needle into any one of the four buttonholes (*Hole 1*) ■ Pushes needle through *Hole 1*
- Pulls needle through fabric ■ And continues pulling until knot meets fabric on underside
- Thread is smooth on underside
- Inserts needle into topside of another buttonhole (*Hole 2*) ■ And pushes tip of needle through fabric
- Pulls needle away from underside of fabric ■ Until thread is taut ■ And button is appropriately secured in place
- Inserts needle into an empty buttonhole (*Hole 3*) from underside of garment ■ And pushes needle through *Hole 3*
- Pulls needle away from *Hole 3* ■ Until thread is taut
- Inserts needle into topside of remaining empty buttonhole (*Hole 4*) ■ And pushes tip of needle through fabric
- Pulls needle away from underside of fabric ■ Until thread is taut

- Repeats cycle appropriate number of times:
- When finished, needle and all unused thread are on underside of garment ■ Cuts thread appropriate length for tying
- Ties knot: Effectively ■ And appropriately
- Cuts thread just above knot ■ Sews on four-hole button in reasonable amount of time:

## 124.2 SEWING BUTTONS: Shank Type

**Client is given a garment with missing button, a shank button to sew on garment, several spools of different color thread, needle, scissors, thimble, and is asked to sew on the button. It is suggested to use a garment requiring a different color thread each training session.**

- Client selects appropriate color of thread ■ Unrolls thread from spool ■ Unrolls appropriate length of thread ■ Cuts thread
- Threads needle ■ Joins ends of thread ■ Ties knot for double threading
- Pulls knot and needle in opposite directions until thread is taut ■ Puts thimble on appropriate finger
- Positions button appropriately ■ And maintains button in place while needed

**One cycle**

- Pushes tip of needle through underside of garment ■ Appropriately close to shank of button
- Pulls needle through fabric ■ And continues pulling until knot meets fabric on underside
- Thread is smooth on underside

**Shank with hole at base**

- Puts tip of needle into hole at base of shank ■ And pushes needle completely through hole

## HOME ENVIRONMENT SKILLS

*I. CLOTHES CARE*

## SEWING BUTTONS: Shank Type (Cont.)

**Shank with loop**

- Puts tip of needle into loop of shank    ■ And pulls needle completely through loop
- Pulls needle away until thread is taut
- Appropriately positions base of button shank on fabric    ■ And inserts tip of needle into topside of fabric    ■ At base of shank
- Pushes needle through fabric    ■ Pulls needle away from underside of fabric    ■ Until thread is taut
- Repeats cycle appropriate number of times:
- When finished, needle and all unused thread are on underside of garment    ■ Cuts thread appropriate length for tying
- Ties knot: Effectively    ■ And appropriately
- Cuts thread just above knot    ■ Sews on shank-type button in reasonable amount of time:



