

MONTANA STATE COLLEGE

THE MAKING OF A SCHEDULE OF DUTIES
AND CLEANING DIRECTIONS
FOR THE JANITRESSES
OF HERRICK HALL

UNDERGRADUATE THESIS SUBMITTED FOR
BACHELOR OF SCIENCE DEGREE

DEPARTMENT OF HOME ECONOMICS

EUNICE CAMPBELL

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TABLE OF CONTENTS

	Page
LIST OF TABLES	111
Part	
I. INTRODUCTION	1
II. PROBLEM	3
Review of Literature	4
III. THE STUDY	7
Time Studies and Proposed Schedules	7
Special Cleaning Duties During Vacation	17
Suggested Directions for Special Cleaning	18
Cleaning Equipment and Supplies Used in Herrick Hall .	21
IV. SUMMARY AND CONCLUSIONS	24
BIBLIOGRAPHY	25

LIST OF TABLES

Table.	Page
I. Cleaning Schedule of Janitress No. I, Working from Seven A.M. to One P.M.	7
II. Cleaning Schedule of Janitress No. II, Working from Twelve to Six P.M.	8
III. The Kind and Amount of Cleaning Necessary in Each Room to Keep the Building in Good Condition.	10
IV. Proposed Schedule of work for one Janitress and a boy Working One Hour Each Day.	13
V. Proposed Schedule of Work For Two Janitresses, One Working From Seven A.M. to One P.M.	15
VI. Proposed Schedule of Work For Two Janitresses, One Working from One P.M. to Six P.M.	16

PART I

INTRODUCTION

Herrick Hall, commonly known as the Woman's Building, at Montana State College in Bozeman, Montana was built in 1926. This is a class room building which houses the Applied Art and Home Economics Departments, also the Home Economics Experiment Station, and the office of the Dean of Women. The Fireplace Room in the Home Economics Department is used for many general campus social functions since there is no place provided on this campus for social life. Designed primarily for women, painted woodwork was used and this together with curtains and other furnishings used throughout, give quite a different atmosphere and effect from the ordinary class room building.

Herrick Hall is the newest and one of the finest buildings on the Montana State College campus, and special emphasis has been placed on keeping it attractive and in the best condition.

In past years, two women, each working six hours a day, have been employed to do the janitress work. A boy has been used for part time work, to shovel snow from the walks in the winter, to wash the outside of the windows, and to do other odd jobs, when the occasion arose.

The old working schedule, having undergone many changes, needed revision as inefficiency in use of time and energy was quite apparent. This thesis was undertaken to study the work of the two janitresses as they followed their regular programs. It was believed that reorganization of cleaning schedules would make it possible to have an hour a day in which to do some extra general cleaning, or take care of emergency work. The

need for curtailing expense on the college campus became urgent, and this study served to determine the possibility of reorganizing the schedule to use one woman as janitress working eight hours, instead of two women each working six hours a day.

In training of new employees for any work it is necessary to give them definite schedules and directions for performing their tasks. The person responsible for their training and supervision needs a basic set of such directions in order to make up the manual for the new worker. A part of this thesis attempted to make up such a manual of directions for the cleaning of Herrick Hall to be used by the administrator in charge of the employees.

PART II

THE PROBLEM

The problem of this thesis is:

1. To determine the time required for each cleaning duty by a time and motion study of the work done by the two janitresses, at the present time, at Herrick Hall.
2. To determine the kind and amount of cleaning necessary in each room to keep the building in good condition.
3. To devise two workable and efficient schedules of cleaning duties, one for one person on an eight hour working schedule and a boy working one hour a day, and the second for two people, each working six hours a day.
4. To make up a set of directions for the administrator of the building to use in training new employees.

Review of Literature

"Job analysis is the careful study of: (1) the various operations of a certain job and their relation to each other, (2) of the materials or equipment with which the job is performed, (3) of the conditions under which the job is carried on, (4) of the individual who performs the job, (5) the method or way in which the work is done, (6) the training or experience for the performance of the job, (7) the supervision or direction under which the job is done and, (8) the remuneration and promotional line the job offers." ¹

Various detailed studies have been made on the cleaning of homes and hotels.

"A clean house is a great joy, is a sanitary necessity, and reflects credit on the housekeeper, provided she has her work so organized that she does not spend her entire time and strength doing it. Time and effort are the real test. When the housekeeper makes a study of this department of her business, she finds labor-saving tools and many short cuts in method possible, which gives as good results, sometimes better than the old way, and accomplish the work in half the time. Labor-saving tools are not necessarily tools with much mechanism, or a motor to do the work, while the housekeeper reads or visits; they are often hand tools which are fitted to the task they are to perform. Let the housewife read, investigate, and be willing to try a new method until she proves that it is better or worse than her own. The cleaning of one room is not particularly different from another; it is therefore best to consider how to clean the different groups or types of furniture or furnishings. In that way the cleaning of the whole house

1. Industrial Magazine. Vol. 61:107 - 8 J. 1 '21

may be studied. The short cuts of experience are often the greatest time and labor savers, and are not evidence of slackness, but of efficiency. Often the shortest way is the best." ²

"The advent of many new types of surfaces, which complicates cleaning, has been followed by a trail of new cleaning compounds. One is besieged on all sides by products which claim to clean everything better than anything else does. In this wilderness of claims and names, it will help to hew to a simple trail marked by these signposts of quality:

Is it a good cleaner for the purpose?

Does it act quickly?

Is it economical?

Will it harm the surface over a period of time?

Is it difficult to use?

Is it poisonous or injurious to those who use it?

"Fortunately there are many reputable products which measure up to these requirements. It is largely a matter of personal preference as to which is finally selected.

"There is a marked tendency toward standardizing on a few good cleaning supplies in the large hotels and hospitals where buying problems are particularly complex. These are the advantages of standardization; decreased investments, less storage space, simplified inventory and purchasing, reduced opportunities for error on the part of untrained employees, reduction in time required to educate help and prevention of waste in use of supplies" ²³

1. Balderston's "Housewifery"

2. Dahl. Housekeeping Management in Hotels and Institutions.

A local interior decorator, employed for decorating Herrick Hall, was interviewed for suggestions on the best way of cleaning calsonimed walls.

PART III

THE STUDY

A. Time studies and proposed schedules.

The work of each of the two janitresses was observed throughout a period of a week and the time of each duty and the motions of the two women were noted and recorded. The schedules they were using seemed inadequate and inefficient as one person was not responsible for a certain department, and time and energy was wasted by running up and down stairs an unnecessary number of times. The old schedules are as follows:

TABLE I. --- CLEANING SCHEDULE OF JANITRESS NO. 1, WORKING FROM SEVEN A.M. TO ONE P.M.

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
Open Bldg.	Same	as	Monday		
Empty baskets					
garbage	"	"	"		
Unlock rooms:	"	"	"		
Wash black-					
boards	"	"	"		
117 sweep					
food lab.	"	"	"		
Sweep & mop					
toilets	"	"	"		
Sweep 1st	Sweep 2nd	Sweep 2nd	Sweep & mop	Sweep, mop 2:	Mop 2nd floor
hall	hall	& 1st hall	1st hall	hall&cloak r:	lav. & clean
Sweep 2nd	Sweep 1st	Seminar r.	Sweep 2nd	Clean 120	Sweep & dust
hall	hall		hall	& 114	foodstore r.
Mop 1st hall:	Mop 2nd hall:	Dust 120 &	Wash windows:		
Clean fire-	Sweep 120	Dust 114	Clean entran:	Clean base-	Sweep
place & din.:	Sweep 114		ce O'Cedar	ment lav.	
room	Clean 1 din.:		Wash mirrors:		
Mop & clean	Clean st.	Clean fire-	Radiators		Clean fire-
kitchen & butrest room		place suite	Wash bulletin		place suite
ler pantry			boards		Clean org. r.
			Clean thor.		
			1st floor		
		Mrs.	lav.		
Miss Clow's					
office	Rhyne	Bran.	Clow	Rhyne	Bran.
Dr. Rich -					
ardson	Harrison	Keller	Richardson	Harrison	Keller

TABLE II. -- CLEANING SCHEDULE OF JANITRESS NO. 2, WORKING FROM TWELVE TO SIX P.M.

Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
Sweep hall	Same	as	Monday		
Straighten	"	"	"		
class rooms	"	"	"		
Sweep & stra-	"	"	"		
ighten rest					
room & cloak-					
room					
Clean lava-	"	"	"		
tory & mop					
Sweep & dust:	"	"	"		
315					
Sweep stairs:	"	"	"		
& rat lab.					
Mop foods lab:	Dust 1 sew-	Dust other	Dust banis-	Clean 4 offi-	Sweep all
120 Wash	ing lab. thor:	sewing lab.:	ters	ces	rooms & hall
woodwork	:Clean Dr. R.:	& fitting r.:	Sweep & dust:	Rest room &	& dust
	:lab.		:307	:lav. thor.	
Clean & dust:	Clean Mrs. M:	Faculty rest:	Mop & dust		:Wash all
105 & 106	:office	:room. Clean	:craftsroom		:desks that
		:313 thor.	:Clean 314		:need it
	:Clean thor.	:Mop rat lab		:Dust 315-317:	:Wash wood-
	:3 offices	:Dust library:	Mop hall		:work
Sweep 2 sew-					
ing labs.	Same	as	Monday		
Sweep 5 art					
labs & dust	"	"	"		
Sweep lib-					
rary	"	"	"		
Lock build-					
ing	"	"	"		

The two janitresses have kept the building in good condition, and from their experience and an analysis of each job, the amount of time and cleaning necessary for each room was determined.

Due to the necessity of cutting expenses on the campus, it may be necessary to employ only one janitress working eight hours and a boy working one hour each day, instead of two janitresses each working six hours. The schedules of duties for two people have been combined into one schedule, with

a few changes as designated on the following table.

By the elimination of unnecessary running around, there will now be one efficient schedule instead of the two that were formerly used. The new schedules for two people allow considerable time for special cleaning.

TABLE III. — THE KIND AND AMOUNT OF CLEANING NECESSARY IN EACH ROOM TO KEEP THE BUILDING IN GOOD CONDITION.

1st Floor

Room		Time required		
		each duty	2 Women	1 Woman
105	Sweep and dust	15 min.	daily	2 times wk.
106	" " "	15 "	"	"
Dr. Richardson Dept.	" " "	1 hr.	2 - wk.	2 - wk.
114	" " "	20 min.	"	"
117	" " "	15 "	3 - wk.	2 - wk.
Pantry	Mop	25 "	1 - wk.	1 - wk.
Dining-room		20 "		
	Sweep and dust	25 "	4 - wk.	4 - wk.
120	Mop and wash wood work	1 hr.		
121	Vacuum and dust	15 min.	2 - wk.	2 - wk.
122	Dust and sweep	15 min.	1 - wk.	
1st lavatory & cloakroom	Clean bowls, lavatories,			
	sweep and dust	20 min.	daily	daily
	Mop & clean thoroughly	30 min.	1 - wk.	1 - wk.
	Mop	30	1 - wk.	1 - wk.
1st hall	Sweep & dust	15 min.	daily	daily
Stairs 1 -base.	Sweep	5 min.	1 - wk.	1 - wk.

* Change in the schedule of duties when work is done by one woman instead of two.

2nd Floor

Room		Time required each duty	2 Women	1 Woman
210 Clothing lab.	Dust and sweep		daily	daily
East Clo. lab.	" " "		"	"
Fitting room	" " "		"	"
Locker room	" " "		"	"
Faculty rest r.	" " "	60 min.	2 - wk.	1 - wk. *
Storage rooms	" " "		1 - wk.	1 - wk.
Miss Rhyme's office	" " "		2 - wk.	2 - wk.
Fireplace Suite:				
Fireplace room	Dust and dust mopped		3 - wk.	2 - wk. *
Dining room	Vacuumed		1 - wk.	1 - wk.
		2 hr.		
Pantry	Dusted and swept		3 - wk.	2 - wk. *
Kitchen	mopped		1 - wk.	1 - wk.
218	Dusted and swept	15 min.	3 - wk.	2 - wk. *
219 offices	Dusted, vacuumed-clean thoroughly	20 "	2 - wk.	2 - wk.
	Dusted, vacuumed - clean thoroughly	15 "		
222	Dusted, vacuumed - clean thoroughly			
226	thoroughly			
227	" " "	20 "		
228 Organization room	Dusted, vacuumed - clean thoroughly	20 "		
2nd floor lav- atory & cloak- room	Sweep, dust, clean bowls: & lavatories and mop Clean thoroughly	20 " 30 "	daily 1 - wk.	daily 1 - wk.
2nd hall & stairs 2-1	Sweep and dust mop	20 " 30 "	daily 1 - wk.	daily 1 - wk.
Front Entrance	Wash windows, mirror, dust, mop	1 hr.	1 - wk.	1 - wk.

* Change in the schedule of duties when work is done by one woman instead of two.

3rd Floor

Room		Time Required each duty	2 Women	1 Woman
308	Sweep and dust	15 min.	daily	daily
Craftsroom	Mop	15 min.	1 - wk.	1 - wk.
307	Sweep and dust	15 min.	daily	daily
lecture	" " "	"	"	"
313 room	" " "	20 min.	"	3 - wk. *
314	" " "	15 min.	"	daily
315	" " "	15 min.	"	"
317	" " "	15 min.	"	"
320	" " "	15 min.	"	"
311 office	" " " vacuum	20 min.	2 - wk.	2 - wk.
312 "	" " " "	10 min.	"	"
301 "	" " " "	20 min.	"	"
3rd floor lav- atory & cloak- room	Clean bowls, lavatories sweep, dust & mop clean thoroughly	35 min. 1 -	daily 1 - wk.	daily 1 - wk.
Rest room	Sweep and dust		daily	daily
3rd hall & stairs 3-2	Sweep and dust Mop & clean thoroughly	20 min. 30 min.	" 1 - wk.	" 1 - wk.

Basement

Men's Lav.	Clean thoroughly	15 min.	2 - wk.	2 - wk.
	Sweep & empty waste bas-			
2 rat labs	kets	20 min.	daily	daily
	Mop		1 - wk.	1 - wk.

* Change in the schedule of duties when work is done by one woman instead of two.

TABLE IV. --- PROPOSED SCHEDULE OF WORK FOR ONE JANITRESS AND A BOY WORKING ONE HOUR EACH DAY.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7 - 8	:307-sweep : & dust :308 :315 :317	:307 :308 :315 :317	:307 :308 :315 thor. :317	:307 :308 thor. :315 :317	:307 :308 :315 :317 thor.	:307 thor. :308 :315 :317
8 - 9	:314 :313 thor. :320	:314 :320 :120	:314 :313 :320	:314 :320 :	:314 :313 :320	:314 thor. :320 " :
12 - 1	:Offices : M. Bran. : M. Keller : M. Harri.	:Dr. Richar: :dson's :Dept. :	:M. Harri- :non's off. :Off. 311 :Off. 312	:M. Braneg. :M. Keller :M. Harri. : offices	:Dr. Richar: :dson's :Dept. :	:Mrs. Hannon's :office 311 :office 312 :
1 - 2	:Seminar r.: :sweep, dust :mop. Clean: :front entr: :thor.	:Fireplace :Suite	: M. Clow's: : office :Sweep,dust: :120 & 117	:Sweep,dust: :120 & 114 :Clean 1st : floor & re: :st room	:Clean : Fireplace	:M. Clow's off. :Sweep,dust, mop :wash woodwork : 120
2 - 3	:105 :106 :	:Same as :Mon. at : 3 - 4	:Same as :Tuesday :	:Clean 106 : " 105 :Seminar	: Suite :thoroughly: :Pantry	:Sweep, dust 117 :Dining room
3 - 4	:3rd floor :lav. cloak: :room & resthall & :room. 3rd :hall 3 -2 :stairs	:Mop 3rd :stairs	:Monday at :4 - 5 :	:Monday at : 3 - 4 :	:	:
4 - 5	:2nd floor :lav. 2nd :floor hall: :2 - 1 sta- :irs 1st :floor lav.:	:Same as :Monday	:Mop 2nd :hall & : stairs :	:Same as Monday :	:	:
5 - 6	:Clothing :Department: :t	:	:Same as :Monday	:	:	:

Schedule for a Boy

*

5 - 6	:Sweep 1st	:Same as	: Monday
	:hall sweep:	Mop rat	:Mop 1st hall:Sweep
	:1 -base	: labs.	: Stairs
	:stairs Cl.:	:	:Clean Men's
	:men's lav.:	:	:lav.
	:sweep rat	:Same as	:Monday
	:labs.Close:	" "	"
	:up	: " "	"

* Work done by a boy

This schedule was based upon the class schedule for spring quarter. A few changes might have to be made, for another quarter. This fact was kept in mind when the schedules were made and very few changes will be necessary. These changes can be taken care of by merely shifting the time for that particular duty on a certain day.

Amount of cleaning and directions for cleaning each room are given on page .

TABLE V. -- PROPOSED SCHEDULE OF WORK FOR ONE JANITRESS WORKING FROM SEVEN A.M. TO ONE P.M.

	: Monday	: Tuesday	: Wednesday	: Thursday	: Friday	: Saturday
7 - 8	: Open up	: Open up	: Open up	: Open up	: Open up	: Open up
	: 105	: 105	: 105	: 105	: 105	: 105
	: 106	: 106	: 106 thor.	: 106	: 106	: 106
	: M. Clow's	: 114	: 117	: M. Clow's		: 114 scrub
	: office			: office		
8 - 9	: 120 sweep &	: Rest Room	: Sweep & mop	: Sweep &	: 117 thor.	: Fireplace
	: dust butler	: 1st hall	: 1st hall	: dust mop	: Men's lav.	: Suite
	: pantry - din	: 2nd hall		: woodwork	: thor.	
	: ing room	: Stairs 2-1		: 120		
	: 117 sweep &					
	: dust					
9 - 10	: 1st hall	: Mop second	: Fireplace	: Butler's	: Organiza-	: Fireplace
	: Men's lav.	: hall front	: Suite	: pantry	: tion room	: Suite
		: entrance		: Dining		
		: clean thor		: room		
10 - 11	: Fireplace	: Seminar R.	: 2nd hall	: Rest room	: 2nd hall	: Seminar
	: Suite 2nd	: mop	: 2 - 1	: Seminar	: 2-1 stairs	: 2nd hall
	: hall sweep	: Organiza-	: stairs	: 2nd hall	: mop 2nd	: 2-1 stairs
	: Stairs 2-1	: room		: sweep	: hall	: 1st hall
				: 2-1 stairs		
				: 1st hall		: Mop 1st
				: sweep		: hall
12-1	: Dr. Richard-	: M. Harri@		: Dr. Richard	: M. Brane-	
	: son's lab.&	: son's, M.		: son's dept	: gan's, M.	
	: offices	: Branegan's			: Harrison's	
	: M. Mayfield	: M. Keller's			: M. Keller's	
	: office	: offices			: offices	

When two people are employed, each doing one-half of the work, their duties should be arranged so that each will be responsible for certain departments in the building. Their work should be divided according to floors as near as possible, to prevent unnecessary running up and down stairs.

Schedules of classes in each room should be given to the janitress at the beginning of each quarter by those in charge of the departments.

TABLE VI. -- PROPOSED SCHEDULE OF WORK FOR ONE JANITRESS WORKING FROM ONE P.M. TO SIX P.M.

	:	:	:	:	:	:
12-1	: Monday	: Tuesday	: Wednesday	: Thursday	: Friday	: Saturday
	: Clean & mop	: Clean 308	: Clean 308	: Same as	: 308	: 308
	: 308, M. Han-	: Offices 311	: Straighten	: Monday	: Straighten	: Art library
	: non's office	: & 312	: classrooms:		: classrooms:	
	: Straighten	: Straighten	: Clean lav.:		: Offices 311	
	: classrooms	: rooms	: etc.		: & 312	
	:	:	:		: Sweep hall:	
	:	:	:		: 3rd floor :	
	:	:	:		: sweep sta--	
	:	:	:		: irs	:
1 - 2	: Clean lav. :		: Sweep hall:		: 2nd floor :	: Clean lav.
	: Rest room & :		: " stairs:		: lav. 3rd :	: 3rd floor
	: cloakroom :		: lav. thor.:		: floor lav.:	: etc. sweep
	: Sweep 3rd :		:		: thor.	: 3rd hall
	: hall :		:		:	:
2 - 3	: Sweep stairs:		: Mop hall &:		: Clean 313 :	: Sweep stairs
	: 3-2 Clean 2 :		: stairs :		: Art library:	: & clean thor.
	: floor lav. :		:		: thor.	: 2nd floor lav.
	: Clean Art lib:		:		:	:
	: Clean 313 :		:		:	:
3 - 4	: Clean 307, :		: Clean 313, :		: Clean 307, :	: Clean rooms
	: 315, 317, 314:		: Art lib. :		: 315, 317, :	: 313, 307, 315,
	:		: 307, 315 :		: 314	: 317, 314,
	:		: 317, 314 :		:	: thor.
4 - 5	: Mop both rat:	: Sweep rat :	: 314	: Sweep rat	: Sweep rat	: Sweep rat
	: labs. empty :	: labs. etc.:	: Sweep rat	: labs.	: labs.	: labs.
	: waste baskets:	: Men's lav:	: labs.	:	:	: Men's lav.
	:	: Stairs 1--:	:	:	:	:
	:	: basement :	:	:	:	:
5 - 6	: Clean Cloth-	: Clothing :	: Clothing	: Clothing	: Clothing	: Clean Clothing
	: ing Dept.	: Dept. thor:	: Dept.	: Dept.	: Dept.	: Dept. Thor.
	:	: M. Rhyne's:	:	:	:	: M. Rhyne's
	:	: office :	:	:	:	: office Pac.
	:	: Faculty :	:	:	:	: Rest Room
	:	: Rest room:	:	:	:	:

B. Special cleaning duties during vacation.

During vacations when classes are not held, and regular cleaning is not necessary, some general cleaning as follows should be done:

Summer vacation cleaning duties.

Wash all windows inside and out.

Dust light fixtures.

Wax the following floors: 105, 106, Dr. Richardson's Department, 114, 121, 122, all floors in clothing department, fireplace room, dining room, 218, 219, 222, 226, 227, 228, 307, 313, 314, 315, 317, 320, 311, 312, 301 and 3rd floor rest room.

Wash all woodwork.

Clean rugs.

Polish furniture.

Sweep corridors in basement.

Sweep loom room.

Sweep janitors room.

Sweep all store rooms.

Christmas vacation cleaning duties.

Dust light fixtures

Wash woodwork

Wax floors that are designated above

Polish furniture

Sweep corridors in basement

Sweep loom-room

Sweep janitors room

Spring vacation cleaning duties

Wash windows on first floor inside and out, if weather permits.

Wash woodwork where it is necessary

Clean rugs thoroughly

Sweep corridor in basement

C: Suggested directions for special cleaning

The following suggestions are made to provide new workers, responsible for the care of the building, with directions for cleaning the various parts of the building.

Walls

Many of the ordinary surface smudges may be removed by merely rubbing them with a piece of stale, but not dry bread. If the spots are rubbed off as fast as they appear, it is not necessary to clean the entire surface nearly as often as when they are allowed to accumulate. Grease spots may be removed by placing a blotter over the spot, and then applying a warm iron.¹

Woodwork

Special care and attention must be taken in washing the woodwork. The different tones of eggshell color were applied by putting on many coats of paint and to keep the lovely effect of the different tones, it is necessary to preserve all of the coats and not remove the paint by incorrect washing.

Mopping floors

Powders which do not lather freely when dissolved in water are the most desirable, because they dry without streaking. Heavy suds are likely to have a film which causes streaks and cloudy surface. The soap

1. Dahl, Housekeeping Management in Hotels and Institutions
2. Balderston, A. M. "Housewifery"

chips secured at the college storeroom have proven very satisfactory. ¹

(It is very necessary to change the water often when mopping) All mopping throughout the building is done in the same way.

Windows

The best method to use in washing windows is to add one tablespoon of ammonia, vinegar or kerosene to one gallon of warm water and wash the window using a soft cloth or cheesecloth. Immediately dry the window with a chamois. (Change the water often or the window will be dull or streaked). Do not use whitening or bonami as it is difficult to remove from the corners of the window, and it leaves a fine white dust that is very apt to get on the floor or furniture. ²

Care of floor coverings

A carpet sweeper or long handled dustpan and a small broom may be used to brush up lint, dust, fluff, thread or crumbs. All rugs should be vacuumed the number of times each week as designated on the schedules. Too frequent vacuuming is apt to injure the rug. ¹

For special or thorough cleaning the rugs should be vacuumed well on one side, turned over and vacuumed on the other side, then turned back to original position and vacuumed thoroughly again.

Radiators

A small long handled brush may be used to clean radiators or a cloth may be folded on a flat stick and used as a substitute. When cleaning put a moistened paper under the radiator to catch the dust as it falls down. ³

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1. Dahl, Housekeeping Management in Hotels and Institutions
 2. Home Management Class Notebook
 3. Balderston, A. M. "Housewifery"

Waxing floors

To wax, remove every particle of dirt by mopping. Any spots may be removed with a soft woolen cloth or turpentine and if the spots are very persistent, use a little rattenstone well mixed with the turpentine. Wax by applying a very thin coating of "Johnson's Wax" at a time and then rub.¹

Polishing furniture

Remove every particle of dirt by wiping with a dampened cloth. Apply a very thin coating of O'Cedar Polish and rub well. This is done by dampening a piece of cheesecloth two foot square, or about that size, with O'Cedar Polish. Remove excess polish and shine by next rubbing the furniture with a dry piece of cheesecloth.¹

Curtains

Remove the curtains from their rods and shake (shaking lengthwise) until they are free from dust. Press, put them on their rods and rehang.

Blackboards

To wash blackboards use a soft cloth of cheesecloth and clear water. Change the water often, so that the blackboards will not be streaked.

Window shades

Spread the shades out on a flat clean surface. Use a dry clean cloth, and rub from side to side in straight parallel strokes, to remove the dust.¹
Re-roll and hang up.

Dust mopping

Use the size of mop that will be most convenient for a certain purpose. A small amount of O'Cedar may be used on the mop, but care should be taken

1. Balderstom, A. M. "Housewifery"

so that too much is not used or a film of oil will be left on the floor. Special precaution should be made in dust mopping a room with a rug, so that the oil will not get on the rug and make it dark and dirty around the edge. Whenever possible the rug should be turned back while dusting the floors.

Plumbing fixtures

Wash with soap and water daily. If this does not remove all spots,¹ a small amount of Dutch cleanser or bon ami may be used.

Flush closets

A daily washing can be done with a string mop. Soap and water is a good sterilizer for everyday work; but for special cleaning, saniflush dissolved soda or chlorate of lime may be used. Put any of them down the flush closet, let stand fifteen or twenty minutes and then flush thoroughly.

D. Cleaning equipment and supplies used in Herrick Hall

The cleaning equipment for the most part seems to be adequate, however, a short handled duster and a long handled dust pan would facilitate in the case of cleaning, and could be added to the list of equipment. The equipment is kept in a cleaning closet on each floor, which the janitress takes care of and keeps in order.

The cleaning of all buildings on the campus is under the direction of the Physical Plant, and all cleaning supplies may be obtained from the Service supply office.

1. Balderston, A. M. "Housewifery"

Following is a list of the cleaning equipment and supplies used in
Herrick Hall:

First Floor

<u>Equipment</u>	1 stool
	1 broom
	1 long handled floor brush
	1 long handled floor dust mop
	2 long handled small dust mops
	1 dust pan
	1 pail
	1 mop bucket
	1 radiator brush
	3 water mops (heavy, medium and small)
	1 screw driver
	1 lavatory brush
	1 scrub brush

<u>Supplies</u>	Glue
	O'Cedar Polish
	Cheesecloth
	Soapflakes
	Bon Ami (Powder)
	Sani flush
	1 small can Johnson Wax

Second Floor

<u>Equipment</u>	3 wide brushes (wide, medium, small)
	1 vacuum
	1 broom
	1 small dust mop
	1 wide dust mop
	2 water mops
	1 bucket
	1 mop bucket
	1 wash pan
	1 dust pan
	2 hand brushes
	1 lavatory brush
	1 pair scissors

<u>Supplies</u>	Cheesecloth
	O'Cedar
	Javelle water
	Paste
	Bon Ami
	Dutch Cleanser

Third Floor

<u>Equipment</u>	3 wide brushes (large, medium, small)
	1 broom
	1 small dust mop
	1 wash pan
	2 mops (large, small)
	1 dust pan
	1 hand brush
	1 mop bucket
	1 puncher
	1 short handled lavatory brush

<u>Supplies</u>	Cheesecloth
	Bon Ami
	Sani flush
	Chlorax
	O'Cedar

PART IV

SUMMARY AND CONCLUSIONS

A careful job analysis study of the cleaning problem of Herrick Hall was made, observing the workers, their motions, the time and amount of cleaning required for each duty, and the kind of cleaning equipment that was used. From the facts obtained in the study, two cleaning schedules for Herrick Hall, believed to be efficient and practical were made; one for two women each working six hours a day and the other for one woman working eight hours, with a boy helping one hour each day.

The worth of the proposed schedules will be determined when it is actually put into practice.

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