The student manual has been designed primarily for beginning students in a high school level vocational program in building maintenance. A workbook for special needs students, the document does not cover all areas of custodial training but has been written for the purpose of refining the basic skills of reading comprehension, vocabulary building, spelling, word usage, and word recognition while relating these skills to some of the tasks a beginning student must know. Some of the building maintenance skills covered include dust-mopping and buffing floors, vacuuming, dusting, and lavatory cleaning. Lessons are intended to coincide with performing the actual activity in a shop situation. (Author/LJ)
BUILDING MAINTENANCE

READING AND LANGUAGE ACTIVITIES

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BERGEN COUNTY VOCATIONAL SCHOOL
S, NEW JERSEY
BUILDING MAINTENANCE
READING AND LANGUAGE ACTIVITIES

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TO THE TEACHER

This Building Maintenance — Reading and Language Activity Book has been designed primarily for beginning students in a vocational program in building maintenance. For the most part, the lessons do not have to be done sequentially. It is suggested that an appropriate lesson choice should complement and reinforce the actual shop activity on a given day. For example, if a student is currently learning how to wet-mop a floor, the reading lesson relating to that job skill would be the one of choice.

This workbook does not purport to be complete in the sense that all areas of custodial training are covered. It has been written for the purpose of refining the basic skills of reading comprehension, vocabulary building, spelling, word usage, and word recognition while relating these skills to some of the tasks a beginning student in a building maintenance program must know.
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A NEW SCHOOL

It was Robert Morgan's first day at the new Best County Vocational School. Bob felt nervous. He sat down with the other new students in homeroom 113. Bob had not been doing very well in school for the past several years. He had failed both English and Math. He had gone to many other schools. None of them met his needs. B.C.V. S. was the first vocational school he had ever attended. Bob hoped that this new school would help him more than the others had. Two of his friends from his old school had already spent one year at B.C.V.S. They told Bob it was the best school they had ever been to.

Mr. Simpson, the homeroom teacher, began to read the names of the students in the room. Bob Morgan called, "Here!" when he heard his name read. After this Mr. Simpson passed out the schedule cards to the students. All new students would spend one week in each of the school's shops. This would help the students decide which shop was the best for them. After 7 to 8 weeks they would be placed in one of the shops permanently.

Bob Morgan had done some building maintenance work at his old school. He hoped to get building maintenance as his permanent shop. Soon the bell rang. The students passed to their first period class. The students in homeroom 113 left their seats and filed out of the classroom.
I. Getting the Main Idea

Directions: Below are three sentences. One of them tells the main idea of what you just read. Put an X next to that statement.

1. Bob attended his first day at Best County Vocational School.
2. Bob hated school.
3. Bob wanted to quit school.

II. Getting the Meaning from the Context

Directions: Read each sentence carefully. Pay close attention to the words printed dark. After each sentence, there are three meanings. Put an X next to the best meaning for the dark word.

1. Bob Morgan was going to a vocational school to learn a trade.
   (a) having to do with a holiday
   (b) having to do with a vocation
   (c) having to do with a job

2. He had gone to several schools before.
   (a) more than three
   (b) old
   (c) new

3. Bob now attended B.C.V.S.
   (a) went to
   (b) hated
   (c) liked
4. Bob read his schedule card to find out what his first period class was.
   ____ (a) a listing of students' names
   ____ (b) a listing of classes
   ____ (c) a listing of telephone numbers

5. He hoped to be placed in the shop class permanently.
   ____ (a) for two weeks
   ____ (b) lasting a long time without changing
   ____ (c) for one month

6. In the building maintenance shop, Bob learned the work of cleaning and taking care of a building.
   ____ (a) building something
   ____ (b) office work
   ____ (c) keeping a building clean and safe

III. True or False

   Directions: Tell whether the following statements are true or false. Label each either T or F.

   ____ 1. Robert Morgan had gone to several other vocational schools before.
   ____ 2. He had done well in the other schools he had attended.
   ____ 3. Bob felt nervous in his new homeroom.
   ____ 4. The other schools that Bob had attended really seemed to help him a lot.
   ____ 5. Bob had two friends that liked B.C.V.S.
   ____ 6. Mr. Simpson was Bob's homeroom teacher.
   ____ 7. Bob wanted to take printing as his permanent shop.
   ____ 8. The new students would spend two weeks in each shop.
   ____ 9. Bob had done some building-maintenance work before coming to B.C.V.S.
   ____ 10. Mr. Simpson passed out schedule cards to his students.
IV. Sentences to Complete

Directions: Below are some sentences. Some words have been left out. Fill in each blank with the correct word from this list:

<table>
<thead>
<tr>
<th>Word List</th>
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<tbody>
<tr>
<td>attended</td>
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<tr>
<td>permanently</td>
</tr>
<tr>
<td>building maintenance</td>
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<td>schedule</td>
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<td>homeroom</td>
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<tr>
<td>several</td>
</tr>
<tr>
<td>nervous</td>
</tr>
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<td>vocational</td>
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1. Bob Morgan felt _________ as he took a seat in homeroom 113.
2. Bob Morgan had never _________ a vocational school before.
3. Bob had not been doing very well in school for the past _________ years.
4. This was the first _________ school he had ever gone to.
5. Mr. Simpson passed out the _________ cards to the students.
6. Bob had done some _________ _________ work at his old school.
7. Bob hoped that he would be in the building maintenance shop _________
8. Bob Morgan was in Mr. Simpson's _________

V. Find the Missing Letters

Directions: Below are the words we have been learning, but some of the letters are missing. You are to print the missing letters in the empty spaces.

1. n __ v __ s
2. vo __ a __ a __ al
3. p __ m __ n __ ly
4. att __ __ ed
5. s __ v __ r __
6. s __ __ dule
7. h __ m __ r __ m
8. b __ ild __ __ m __ __ ten __ __ __

12
VI. Word-Find Puzzle

*Directions:* Find the following words hidden in this puzzle. Draw a circle around each word. They may be going across, down, or on a slant. The first word has been found for you.

**Words To Find in Puzzle**

- attended
- building maintenance
- homeroom
- nervous
- permanently
- schedule
- several
- vocational

```
A  J  P  B  D  L  P  Q  U  V  A  B  C  D  E  F  G  H  I
V  L  E  N  Z  E  A  I  R  E  P  S  O  H  H  B  I  L  T
G  R  R  P  H  N  E  R  V  O  U  S  I  C  O  S  L  V  J
W  E  M  V  D  P  S  U  O  X  Y  A  P  B  M  P  E  R  T
W  N  A  E  F  L  D  S  C  H  E  D  U  L  E  U  R  D  O
L  A  N  S  T  N  I  G  A  H  T  I  H  A  R  D  A  W  O
N  D  E  E  R  F  U  L  L  T  T  D  R  E  A  O  M  T  H  E
M  A  N  R  C  E  L  L  I  S  T  I  N  T  O  H  E  S  T
I  L  T  T  L  O  F  N  I  O  G  H  E  T  S  M  T  U  D  E
I  N  T  L  N  O  T  C  E  N  F  R  A  N  C  K  L  Y  P  R
O  B  Y  S  E  V  E  R  A  L  L  E  M  D  A  T  I  C  A
V  P  Q  U  P  N  A  R  L  L  I  E  O  P  E  S  V  J  P
C  L  O  T  E  S  U  N  L  I  O  V  X  E  S  D  T  U  A
B  U  I  L  D  I  N  G  M  A  I  N  T  E  N  A  N  C  E
```
A NEW SHOP

Bob Morgan tried out all the shops at Best County Vocational School. He was placed in the Building Maintenance shop permanently. His teacher’s name was Mr. Fox. Bob was very happy to be in Mr. Fox’s shop class. He had hoped to be trained as a building custodian. There were seven other students in Bob’s shop class. The boys all met in one classroom at the beginning of the period. But the school building itself was actually their shop. Bob learned the techniques of building maintenance by working around the school building. It was as if he himself was a paid custodian. In fact, all of the students in his shop worked to keep their school building in tip-top shape.

One of the first things Bob learned in shop was floor buffing. The floors in the corridors were made of a hard material called terrazzo. Bob practiced with a floor-buffing machine on these floors. He kept them smooth and shiny. At first he had some trouble with the machine. It just didn’t seem to go where Bob wanted it to. This got Bob mad. But, after about a week of practicing, he was able to control the machine fairly well. Mr. Fox was pleased with Bob’s progress, and so was Bob.
I. Getting the Main Idea

Directions: Below are three statements. One of them tells the main idea of what you just read. Put an X next to that statement.

1. ____ Bob Morgan learned floor washing.
2. ____ Bob Morgan became a building maintenance student at B.C.V.S.
3. ____ Bob Morgan showed that he did not like his shop class.

II. Getting the Meaning from the Context

Directions: Read each sentence carefully. Pay close attention to the word printed dark. After each sentence there are three meanings. Put an X next to the best meaning for the dark word.

1. Bob was being trained in building maintenance.
   ____ (a) built
   ____ (b) taught certain skills as in a trade or occupation
   ____ (c) punished

2. Bob learned the techniques of his trade.
   ____ (a) tools
   ____ (b) equipment
   ____ (c) ways or methods of doing something

3. Floor buffing made the finish shine.
   ____ (a) making a floor shine, usually by using a buffing machine
   ____ (b) marking up a floor
   ____ (c) washing a floor

4. The terrazzo floor was very hard, like stone.
   ____ (a) a floor made of strips of wood
   ____ (b) a terrace
   ____ (c) a kind of floor made of small marble chips and cement
5. With practice he became better at floor buffing.
   (a) taking a test in something
   (b) doing something, as a skill, again and again to become better at it
   (c) hiring someone for a job

6. The floor in the corridor was dirty.
   (a) hallway
   (b) library
   (c) closet

7. He had hoped to become a building custodian.
   (a) a person who cleans and maintains a building
   (b) a person who builds houses
   (c) a person who writes books

III. True or False

Directions: Tell whether the following statements are true or false. Label each either T or F.

   1. Bob Morgan was placed in the Building Maintenance shop permanently.
   2. Bob was not very happy to be in Mr. Fox's class.
   3. Bob wanted to be trained for a building maintenance job.
   4. Bob used the school building to learn the techniques of building maintenance.
   5. Bob was paid for his work as a custodian.
   6. It took Bob one month to learn how to control the floor-buffing machine.
   7. Bob learned that with practice he could control the floor-buffing machine.
   8. The floors that Bob practiced on were terrazzo.
   9. The terrazzo floors in the corridors were soft.
  10. Bob became mad when he couldn't control the buffing machine at first.
IV. Sentences to Complete.

Directions: Below are some sentences. Some words have been left out. Fill in each blank with the correct word from the list.

Word List
building custodian    techniques
            corridors    terrazzo
floor buffing    trained
practice

1. After some __________ Bob Morgan could control the buffing machine.

2. The __________ in the school building had terrazzo floors.

3. One of the first things Bob learned was __________

4. Bob Morgan was being __________ as a __________ __________

5. The kind of floor that Bob practiced on was called __________

6. By working around the school building, Bob learned the __________ of building maintenance.

V. Find the Missing Letters

Directions: Using the words we have been learning, print the missing letters in the empty spaces.

1. tr ___ ed
2. fl ___ r    b ___ ing
3. pr ___ t ___ e
4. cor ___ d ___ s
5. t ____ chn ___ es
6. bu ___ dig    ___ st ___ ian
7. t ___ raz ___
VI. Word-Find Puzzle

Directions: Find the following words in the puzzle. Draw a circle around each. They may be going across, down, or on a slant.

Words To Find in Puzzle

attended  permanently  techniques
building custodian  practice  terrazzo
corridor  schedule  trained
floor buffing  several  vocational
shop

F W X E F R S J B U T S O L G N B
W L V V N C S H O P L E B C U D U
S C O S M N C I B R C H T U V L I
E D C O T I H P T G N S O Z R T L
V C A O R P E R M A N E N T L Y D
E N T F A B D U E T T C N P A L I
R U I N I U U A L N C A R S T U N
A E O S N S L F S T D I T E T Y G
L V N E E R E E F G I A C T E E C
E S A T D E P R E I S H O T N I U
T E L C R A S N C O N E R H D R S
H P R A C T I C E I U G R R E G T
D O S I M S A E Q E C A I S D A O
I T R N R O F U S E I T D I V I D
O T C E H T E R R A Z Z O M E N I
C Y L E R S A T U S N U R B A V A
A T T E C H N I Q U E S X E P S N
Bob Morgan learned the procedure of floor buffing. Proper floor maintenance included other procedures. Some of these were dry-mopping, scrubbing, sweeping, washing, stripping, waxing, damp-mopping, and polishing. Bob would learn one procedure at a time. Floor buffing was the first.

The terrazzo floor that Bob practiced on was fairly new. It didn't have very many scuff marks on it. Bob used a Tampico polishing brush on the floor-buffing machine. This brush was for buffing new or lightly scuffed floors. The pattern of the terrazzo floor in the school was squares. They were laid out in even rows, three squares to a row going across. This made the procedure of buffing fairly easy. Bob was taught to follow the floor pattern horizontally, square by square. Bob started at one end of the corridor. He moved the machine smoothly from left to right and back from right to left, and so on. He worked his way, row by row, back and forth down the corridor. Each time he began a new row, Bob would overlap the row that he had just finished. The path that Bob followed is pictured below:

Start

Finish

This technique let Bob buff the whole corridor floor without missing any spots. Bob kept part of the machine's thick electrical cord over his right shoulder. This let him move the machine more easily. Bob became better at floor buffing the more he practiced.
Let's shine it up!!
I. Getting the Main Idea

Directions: Below are three statements. One of them tells the main idea of this story. Put an X next to that statement.

1.  ____ Bob Morgan learned how to wash a floor.
2.  ____ Bob Morgan learned a quick way to count the squares in the corridor.
3.  ____ Bob Morgan learned the proper procedure for buffing a floor.

II. Getting the Meaning from the Context

Directions: Read each sentence carefully. Pay close attention to the dark word. There are three meanings after each sentence. Put an X next to the best meaning for the dark word.

1. Bob learned that floor buffing is just one procedure of good floor care.
   ___(a) danger
   ___(b) a way of doing something
   ___(c) a test

2. Bob learned floor maintenance in his shop.
   ___(a) laying in squares
   ___(b) scrubbing
   ___(c) keeping in good condition

3. He buffed the lightly scuffed floor.
   ___(a) shoe-marked
   ___(b) cemented
   ___(c) tiled

4. The floor pattern was in rows of squares
   ___(a) wax
   ___(b) mop
   ___(c) design
5. He followed the floor pattern horizontally from left to right.
   (a) going across
   (b) carefully
   (c) going up and down

6. Bob would overlap the row he had just finished.
   (a) cover the edge (of the row) again
   (b) miss the edge (of the row)
   (c) scuff the edge (of the row)

7. The electrical cord was held over Bob’s right shoulder.
   (a) having to do with plastic
   (b) having to do with electricity
   (c) having to do with rubber

III. True or False

   Directions: Tell whether the following statements are true or false. Label either T or F.

   1. Bob learned two procedures at a time.
   2. Floor-buffing was the first procedure that Bob learned.
   3. Bob Morgan practiced on an old terrazzo floor that was full of scuff marks.
   4. Bob used a steel-wool pad on the buffing machine.
   5. Bob moved his machine horizontally.
   6. Bob overlapped part of the row of squares he had just finished.
   7. Bob let the electrical cord drag in front of the machine.
   8. Bob became better at floor-buffing with practice.
IV. Sentences to Complete

Directions: Below are some sentences. Some words have been left out. Fill in each blank with the correct word from the list.

Word List
- electrical
- horizontally
- maintenance
- overlap
- pattern
- procedure
- scuffed
- Tampico polishing brush

1. Bob Morgan buffed the lightly _________ floors.
2. The _________ cord from the machine was kept out of the way.
3. Bob Morgan was taught to _________ the row of squares he had just buffed.
4. He placed a _________ _________ _________ on the buffing machine.
5. The floor _________ was made up of rows of squares.
6. Bob learned the correct _________ for floor buffing.
7. He moved the machine _________ back and forth, from left to right and from right to left.
8. Bob learned the techniques of good floor _________

V. Find the Missing Letters

Directions: Print in the missing letters in the following words from the story:

1. el ______ tr ______ al
2. hor ______ z ______ ally
3. s ______ ff ______
4. p ______ ______ dure
5. Tam ______ o p ______ ing b ______ sh
6. m ______ ______ ance
7. p ______ ern
8. ov ______ l ______ p
VI. Word Find Puzzle

Directions: Find the following words in the puzzle. Draw a circle around each. They may be going across, down, or on a slant.

Words To Find in Puzzle

- cord
- machine
- corridor
- maintenance
- electrical
- overlap
- horizontally
- pattern
- schedule
- scuffed
- Tampico polishing brush

T R T I D S M A C H I N E E P O N L C
X A C B U A X E P S V A B U N S T U O
C Y M A I N T E N A N C E L E R N E R
M W O P A T T E R N E Q U L P R N X R
T E C R I B E S O D K P C N I C C N I
D M R O E C A R R E N X N K H R O U D
I N F C O R O M E E L E C T R I C A L O
T V R E I N N P G I F I N A T E I A R
B O T D O S A E O L L P T L T C T B A
A E I U M T R V V L Z C A W S N J F B
E H J R T M O Q E U I P R S W K N I F
U Y A E C E O B R Z V S C U F F E D X
G I R B J P X R L C S D H E A W Q H F
T N E I S N T O A A B L N I A T R F H
M K S T I S S L P O E V P Z N O U N K
I F E A C E O P I O L V C N G K R I
H O R I Z O N T A L L Y K C O B D C H
R M O E O C L R O L I S E S M R I L F
E P N I E X O U I N S P E V S U D E X
U A C K V S C H E D U L E Y P S X R K
L P N O I K P O R T L M V O I H P N A
WASTE PAPER PICK-UP

Every room at B.C.V.S. had a wastebasket or other waste receptacle. Bob Morgan learned how to empty them properly. Part of the waste-paper pick-up job was emptying the pencil sharpeners. Bob also had to damp-wipe ash trays. Bob used a waste pick-up receptacle. A long damp cloth was attached to the bottom of it. Bob could wheel it easily from room to room. Mr. Fox taught Bob to do one section of the building at a time. He had to do the office, the teachers' room, the lavatories, the shops, and all the classrooms.

One day Bob was emptying a wastebasket in the school's main office. Waste paper, cigarette butts, and ashes were scattered on the floor around it. Bob got very angry when he saw this mess. It meant added work for him. He cleaned up the area,
but he was still mad. He told his shop teacher, Mr. Fox, about it. Mr. Fox had taught his students to report these matters to him. On a real building maintenance job, Bob would report to his supervisor.

Waste-paper pick-up had to be done daily. When Bob finished the job, he returned his equipment to the storage room.
I. Getting the Main Idea

Directions: Below are three sentences. One sentence tells the main idea of this story. Put an X next to that sentence.

1. ____ Bob Morgan got mad.
2. ____ Mr. Fox made Bob pick up the mess.
3. ____ Bob Morgan learned the job of waste-paper pick-up.

II. Getting the Meaning from the Context

Directions: Read each sentence carefully. Pay attention to the word printed dark. There are three meanings after each sentence. Put an X next to the best meaning for the dark word.

1. Bob Morgan emptied the wastebasket.
   ____ (a) ash tray
   ____ (b) pencil sharpener
   ____ (c) container for holding trash

2. Bob Morgan had to damp-wipe all ash trays.
   ____ (a) empty into a receptacle
   ____ (b) clean with a moist cloth
   ____ (c) clean with a dry cloth

3. The casters made it easy to move the receptacle.
   ____ (a) small wheels
   ____ (b) small runners
   ____ (c) brushes

4. Bob Morgan also emptied the waste receptacles in the lavatories.
   ____ (a) offices
   ____ (b) classrooms
   ____ (c) washrooms or bathrooms
5. There was a damp cloth attached to the waste pick-up receptacle.
   (a) a slightly wet cloth
   (b) a dry cloth
   (c) a soft cloth

6. Bob Morgan would have to tell his supervisor about messy conditions.
   (a) a fellow student
   (b) his boss
   (c) his mother

III. True or False

Directions: Are the following statements true or false? Label either T or F.

1. Some rooms at B.C.V.S. had no waste receptacles. T
2. Bob used a waste pick-up receptacle. T
3. Bob worked one section of the building at a time. T
4. The casters on the receptacle made it hard to move. T
5. Bob got mad when he saw the mess on the floor. T
6. He did not tell his teacher about the mess. F
7. Bob damp-wiped all ash trays. T
8. Bob emptied the pencil sharpeners. T
9. Waste-paper pick-up had to be done once a week. T
10. Bob returned the equipment to the storage room. T

IV. Sentences to Complete

Directions: Below are some sentences. Some words have been left out. Fill in each blank with the correct word from the list.

Word List

<table>
<thead>
<tr>
<th>casters</th>
<th>damp-wipe</th>
<th>waste pick-up receptacle</th>
</tr>
</thead>
<tbody>
<tr>
<td>damp cloth</td>
<td>lavatories</td>
<td>wastebasket</td>
</tr>
<tr>
<td>supervisor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

...
1. Bob used a ___________ ___________ ___________ for emptying the wastebaskets.
2. The ___________ made it easy to move the waste pick-up receptacle.
3. Every room at B.C.V.S. had a ________________
4. He had to ________ – ________ all ash trays.
5. He also had to empty the receptacles in the ________________
6. Bob Morgan used a __________ __________ for cleaning the ash trays.
7. On a real job Bob would report to his ________________

V. Find the Missing Letters

Directions: Print in the missing letters in the following words from the story.

1. wa __ __ __ b __ __ k __ __
2. l __ va __ __ __ ies
3. c __ __ t __ rs
4. d __ m __ - w __ __ e
5. d __ __ p __ c __ __ th
6. w __ s __ e p __ c __ -up re __ e __ t __ __ le
7. s __ p __ rvi __ or
VI. Crossword Puzzle

Across
1. It holds the trash and waste paper
2. Small wheels that turn easily
3. Washrooms or bathrooms
4. To clean with a damp cloth
5. It is attached to a waste pick-up receptacle
6. He's in charge on a real job
Another job that Bob Morgan learned was dusting. Dusting would usually be the second job in the custodian's daily schedule. The tools Bob needed for this job were a treated dust cloth, a treated hand duster, and a whiskbroom or a lint brush.

Bob practiced dusting in the offices and the classrooms. He learned that there are two kinds of dusting: horizontal and vertical. Horizontal dusting would be done on flat surfaces. The top of a desk, file cabinet, or table are examples. Vertical dusting would be done on the sides or legs of these things. Horizontal dusting would be done daily. Vertical dusting would be done weekly or as needed. More dust settles on horizontal surfaces than on vertical surfaces.

Bob learned the best use for each tool. He used the treated dust cloth for all flat surfaces. The treated hand duster came in handy for surfaces that weren't flat. The curved desk chairs are examples. The whiskbroom or lint brush was used for removing dust and specks of dirt from upholstered furniture.
The pattern that Bob used for dusting a room is pictured here:

Mr. Box said such a pattern wasted very little time and energy. When Bob finished a dusting job, he cleaned and returned all the tools to the storage room.
I. Getting the Main Idea

Directions: Below are three sentences. One of them tells the main idea of what you just read. Put an X next to that sentence.

1. ___ Bob Morgan learned vertical dusting.
2. ___ Why dusting is the second job of a custodian's daily schedule.
3. ___ Bob Morgan learned how to dust correctly.
II. Getting the Meaning from the Context

Directions: Read each sentence carefully. Pay close attention to the word printed dark. There are three meanings after each sentence. Put an X next to the best meaning for the dark word.

1. Horizontal dusting is done more often.
   ___(a) dusting the tops of flat surfaces like desks, file cabinets, bookcases, etc.
   ___(b) dusting high places
   ___(c) dusting the sides of cabinets and desks

2. Bob Morgan used a lint brush on the chair in the principal’s office.
   ___(a) a tool used for washing floors
   ___(b) a tool used for wiping blackboards
   ___(c) a tool used for getting dirt off upholstered furniture

3. Bob Morgan used a treated hand duster on the classroom furniture.
   ___(a) a mop-like hand tool used for dusting furniture legs and the like
   ___(b) a tool used for erasing
   ___(c) a tool used for scrubbing

4. Vertical dusting would have to be done every week or so.
   ___(a) dusting up and down surfaces like the sides of a desk or a wall
   ___(b) monthly dusting
   ___(c) table-top dusting

5. Bob used a whiskbroom on the chair in the principal’s office.
   (a) a small mop
   (b) a tool used for brushing upholstered furniture
   (c) a small tool used for cleaning up liquid spills
III. True or False

Directions: Tell whether the following statements are true or false. Label either T or F.

1. Dusting is usually the second job in a custodian's daily schedule.
2. Vertical dusting is done more often than horizontal dusting.
3. Bob Morgan practiced dusting at home but not in school.
4. Horizontal dusting was done daily.
5. The pattern that Bob used in dusting a room was a zig-zag one.
6. Bob used the treated dust cloth for dusting all flat surfaces.
7. Bob used the treated hand duster on surfaces that were not flat.
8. Bob learned that there were two kinds of dusting.
9. Bob practiced dusting in the offices and classrooms of B.C.V.S.
10. Bob put his tools back in the storage room when he finished dusting.

IV. Sentences to Complete

Directions: Below are some sentences. Some words have been left out. Fill in each blank with the correct word from the list.

Word List
- dusting
- treated dust cloth
- horizontal dusting
- treated hand duster
- lint brush
- vertical dusting
- whiskbroom

1. He used the _______ _______ _______ on the legs of the chair.
2. A ________ is a small hand broom used for brushing off dust and specks of dirt.
3. Bob used a ________ on the upholstered chair.
4. _______ _______ _______ is done every day.
5. _______ _______ _______ is done once a week or as needed.
6. _______ is usually the custodian's second job of the day.
7. Bob used a _______ _______ _______ on the tops of the desks.
V. Find the Missing Letters

Directions: Print in the missing letters in the following words from the story.

1. wh __ s __ br __ m
2. d __ __ ting
3. tr __ __ ted du __ t cl __ __
4. tr __ __ ted h __ __ d __ __ __ er
5. h __ r __ z __ nt __ d __ __ ting
6. v __ r __ ical __ __ __ ting
7. l __ __ t br __ __

VI. Word-Find Puzzle

Directions: Find the following words in the puzzle. Draw a circle around each word.
The words may be going across, down, or on a slant.

Words To Find in Puzzle
- dusting
- lint brush
- vertical dusting
- horizontal dusting
- treated dust cloth
- whiskbroom
- treated hand duster

T Q Z A O W B G L L I N T B R U S H
L R F J U Y E J R U X S F Z P M G R
U V E R T I C A L D U S T I N G V W
L I O A L B H O S E P U E W M F K S
S R T W T U M S U L A S R H E R S C
K A O D D E A P K I L L E I R E C I
T R E A T E D H A N D D U S T E R F
I E U R E T U D C S E B L K E D K R
T A A U M O S A U T D A A B C O N T
L P O N V T T L A S O U B R A H I U
G B S F A U I R R I T P E O E A A A
N O M K A Y N E A C C C L O E I N O
T E Y E B O G R G E I E L M A N D E
A D U N R R E J F X O E E O L C E H
D H O R I Z O N T A L D U S T I N G
T E N R X E P O V Y M K D Q L H C S
DUST-MOPPING FLOORS

Every day the terrazzo floors at B.C.V.S. gathered dust, litter, and soil. Bob Morgan learned that dust-mopping was best for removing those kinds of dirt from the floors. Dust mopping was always done after the furniture had been dusted. Then anything that fell on the floor would be picked up.

The equipment that Bob needed for dust-mopping was a floor dust mop, a putty knife, a dust pan, and a counter brush. Dust-mopping had to be done every day.
Mr. Fox taught Bob to dust-mop clear areas first. These would include the lobby and corridors. Next came obstructed areas. These would include areas where there was furniture and other equipment. Good dust-mopping procedure meant never lifting the mop up or moving it backward. When the mop became full of dust, Bob would shake it out. He kept the piles of dust small. For hard-to-reach areas Bob used a counter brush. Once in a while, he would find chewing gum stuck to the floor. The putty knife came in handy for removing gum.

Small piles of dust were left when Bob finished. He picked up these piles with the counter brush and dust pan. Then he cleaned all his tools and put them back in the storage room.
I. Getting the Main Idea

Directions: Here are three sentences. One sentence tells the main idea of this story. Put an X next to that sentence.

1. ____ Bob learned to use a dust pan and brush.
2. ____ Bob Morgan learned to dust-mop terrazzo floors.
3. ____ Bob learned to lift the mop while dusting.

II. Getting the Meaning from the Context

Directions: Read each sentence carefully. Pay close attention to the dark-printed word. There are three meanings after each sentence. Put an X next to the best meaning for the dark word.

1. Soil settled on the terrazzo floor daily.
   ____ (a) insects
   ____ (b) light dirt
   ____ (c) carpeting

2. The counter brush came in handy for hard-to-reach areas.
   ____ (a) a hand brush, often used with a dust pan
   ____ (b) a whiskbroom
   ____ (c) a mop for counters

3. Bob used a putty knife for scraping gum off the floor.
   ____ (a) a long knife with a wavy edge
   ____ (b) a short, flat tool with a squared-off end
   ____ (c) a put-pull knife

4. The floor in the cafeteria was obstructed by tables.
   ____ (a) dented
   ____ (b) soiled
   ____ (c) blocked
5. Bob Morgan used a dust mop on the terrazzo floors.
   (a) a mop used for washing floors
   (b) a mop used for waxing
   (c) a mop used for picking up light soil from a floor

6. He picked up the dust piles with a dustpan.
   (a) a shovel-like tool used for picking up dust and litter
   (b) a pan used in cooking
   (c) a dirty pan

7. Bob picked up the litter with the dustpan and brush.
   (a) new-born kittens or puppies
   (b) message sent through the mails
   (c) waste paper and trash scattered about

III True or False

Directions: Tell whether the following statements are true or false. Label each either T or F.

1. The dust mop should be lifted often while dusting.  
   T

2. Bob Morgan learned to dust-mop obstructed areas first.  
   T

3. He used a putty knife for removing gum from the floor.  
   F

4. He kept the piles of dust small.  
   T

5. Bob Morgan used a dust mop for picking up the piles of dust.  
   F

6. Bob mopped the clear areas first.  
   F

7. Bob shook the dust mop out when it got full of dust.  
   F

8. Bob used a dustpan for hard-to-reach areas.  
   T

9. Bob picked up the dust piles with a counter brush.  
   F

10. He left his tools in the lobby when he finished.  
    F
IV. Sentences to Complete

Directions: Below are some sentences. Some words have been left out. Fill in each blank with the correct word from the list.

Word List
- counter brush
- dust mop
- dustpan
- litter
- obstructed
- putty knife
- soil

1. Every day the terrazzo floors had _______ and _______ on them.
2. Bob Morgan used a _______ _______ to dust the floor.
3. Bob dust-mopped ___________ areas last.
4. He used a _______ _______ to remove gum from the floor.
5. A _______ was used with a _______ _______ to pick up the piles of dust.

V. Find the Missing Letters

Directions: Print in the missing letters in the following words from the story.

1. d ___ s ___ m ___ p
2. p ___ tt ___ kn ___ ___
3. d ___ s ___ p ___ n
4. cou ___ t ______ br ___ ___
5. s ___ l
6. l ___ tt ___
7. ob ___ ___ ct ___ ___
VI. Word-Find Puzzle

Directions: Find the following words in the puzzle. Draw a circle around each word. The words may be going across, down, or on a slant.

Words To Find in Puzzle

counter brush
litter
dust mop
obstructed
dustpan
putty knife
soil

C I A D T O T T E S H O N I I D N D
E O D E H D A D H D T N I S O T U M
E A U Y A I T O P U T T Y K N I F E
T E S N E R A S W S E O L E T A R H
O L T C T O S U I T O S R P T E L C
A E M S R E E S S P P I A E C R T W
Y O O D O S R R N A C N L G F N S A
T F P G L O C B O N V R E F R A U I
N U I P O B S T R U C T E D I R R T
N I L S O R N F R U E S A T T E P C
H D S F O A R O W T S I M R T U E T
T R Z O L Y X P B O S H W B Z T E A
W E V D W B C N I K R V I G H B K V
C L I R W R L L I T T E R O S E L O
A L S N G Z T E R Y E E A D A A T D

35
Mm! Mmm!
This tastes GOOD!!
VACUUMING CARPETS

Some of the classrooms at B.C.V.S. had wall-to-wall carpeting. Bob Morgan learned how to vacuum them properly. Vacuuming removed light soil from the rugs. The vacuum cleaner sucked up loose dirt and dust. It also laid the nap of the carpet. This gave a more even look to the carpet.

The equipment that Bob needed to vacuum a carpet was a vacuum cleaner, a hose, a wand, a rug-cleaning tool, and a crevice tool. The hose was connected directly to the machine. The wand was connected to the hose. The rug-cleaning tool was attached to the wand. The crevice tool was used in small places. It could also be attached to the wand like the rug cleaning tool. The crevice tool was just right for cleaning in the corners of the classrooms.

Bob learned how to hold the wand correctly. He placed one hand near the top. The other he placed around the middle. Mr. Fox showed Bob that push-pull strokes worked the best. When Bob finished the job, he returned all the equipment to the storage room.
I. Getting the Main Idea

Directions: Below are three statements. One statement tells the main idea of the story. Put an X next to that statement.

1. Vacuum-cleaning carpets was good exercise for Bob Morgan.
2. Bob Morgan learned how best to vacuum carpets.
3. Bob Morgan learned how to put his equipment away.

II. Getting the Meaning from the Context

Directions: Read each sentence carefully. Pay close attention to the word printed dark. There are three meanings after each sentence. Put an X next to the best meaning for the dark word.

1. Bob Morgan used equipment to do the job.
   (a) tools and materials
   (b) common sense
   (c) skill

2. The floor was covered with wall-to-wall carpeting.
   (a) dust and litter
   (b) a rug floor covering
   (c) wax

3. Vacuuming laid the nap of the rug.
   (a) soft, hairy surface of the rug
   (b) padding
   (c) short sleep

4. The vacuum cleaner removed light soil from the carpet.
   (a) hose
   (b) broom
   (c) electrical machine used for picking up dirt and lint.
5. The crevice tool came in handy for cleaning tight places.  
   (a) narrow piece that can be attached to a vacuum cleaner wand  
   (b) tool used in mountain-climbing  
   (c) scissors  

6. The wand was attached to the vacuum cleaner.  
   (a) hose  
   (b) long, pipe-like object which is connected to a vacuum cleaner hose  
   (c) a good job  

III. True or False

Directions: Tell whether the following statements are true or false. Label each either T or F.

   1. Bob Morgan learned how to vacuum a carpet.  
   2. Vacuuming removed stains from the carpet.  
   3. The crevice tool was used for cleaning in tight places.  
   4. The rug cleaning tool was connected directly to the hose.  
   5. Vacuuming removed light soil from the carpeting.  
   6. A dust cloth was used in vacuuming.  
   7. Vacuuming laid the nap of the carpet.  
   8. Bob learned to hold the wand correctly.  
  10. When Bob finished vacuuming, he left the equipment in a corner of the corridor.

IV. Sentences to complete

Directions: Below are some sentences. Some words have been left out. Fill in each blank with the correct word from the list.

Word List

<table>
<thead>
<tr>
<th>carpeting</th>
<th>hose</th>
<th>vacuum</th>
</tr>
</thead>
<tbody>
<tr>
<td>crevice tool</td>
<td>nap</td>
<td>vacuum cleaner</td>
</tr>
<tr>
<td>equipment</td>
<td>rug-cleaning tool</td>
<td>wand</td>
</tr>
</tbody>
</table>

39
1. Vacuuming laid the _____ of the rug.
2. Some classrooms had wall-to-wall __________
3. The _____ was connected directly to the vacuum cleaner.
4. The __________ __________ had to be plugged into the electrical outlet.
5. The __________ _____ was used in tight corners.
6. The __________ __________ _____ was for vacuuming most of the carpet.
7. Bob learned to hold the _______ correctly.
8. He put the _______________ back in the storage room.
9. Bob learned how to _________ the carpets correctly.

V. Find the Missing Letters

Directions: Print in the missing letters in the following words from the story.

1. vac ___ m
2. ca ___ p ___ t ___ g
3. cr ___ v ___ e t ___ l
4. w ___ d
5. n. ___
6. e ___ ip ___ nt
7. h ___ s ___
8. ___ ug cl ___ ing t ___ l
9. vac ___ cl ___ er
VI. Crossword Puzzle

Across
1. The part of the cleaner that slides on the rug (three words)
3. An electrical machine that sucks up dirt
6. This comes in hand for tight places (two words)
8. Another word for rug.

Down
2. Tools and materials
4. The soft surface of a carpet
5. It connects directly to a vacuum cleaner.
7. This part is connected to the hose.
WET-MOPPING FLOORS

The terrazzo floors at B.C.V.S. had to be wet-mopped regularly. Mr. Fox taught Bob how to do it properly. The equipment that Bob needed to do this job is listed below:

1. two buckets with wringers on a cart with casters.

2. two cotton wet mops

3. dust mop

4. dustpan and brush

5. putty knife

6. steel wool

7. liquid utility cleaner

8. "Wet Floor" sign
The first step was to prepare a mild cleaning solution. Second, Bob went to the work area with all his tools. Next he dust-mopped the area to pick up surface dirt. Then, with the first strokes of the wet mop, he cut in the section to be mopped. He also posted "Wet Floor" signs to prevent people from walking on the section of floor he was mopping.

One section of the floor was mopped at a time. Side-to-side strokes worked the best. Below is the pattern that Bob used in mopping.

He turned the mop over once in a while. This helped to apply the cleaning solution more evenly.

Mr. Fox explained to Bob that too much water would damage the floor. Rinsing was important too. It removed both the soil and the cleaning agent. If the floor was not rinsed well, the finish could be damaged.

After rinsing, the floor was dried. Bob used clean, dry rags for this job. Bob worked on one section of the floor at a time until it was all finished. Then he put all of his equipment back in the storage room.
BOY
Have I
been through the
WRINGER!!
Looks like I’ll be going through the wringer again!
I. Getting the Main Idea

Directions: Look at the three statements. One of them is the main idea of this story. Put an X next to that statement.

1. ____ Bob Morgan learned how to wet-mop a floor.
2. ____ Bob learned how to clean a carpet.
3. ____ Bob learned that rinsing was important.

II. Getting the Meaning from the Context

Directions: Read each sentence carefully. Pay close attention to the word printed dark. There are three meanings after each sentence. Put an X next to the best meaning for the dark word.

The wet mop was squeezed out by the wringer.

___ (a) something used to squeeze water out of a mop
___ (b) something used for washing mops
___ (c) something used for making rings

2. He poured the cleaning agent into the water.

___ (a) material used for cleaning
___ (b) someone who learns cleaning
___ (c) person in charge of a building

3. One bucket then held a cleaning solution.

___ (a) puzzle
___ (b) bad air or water
___ (c) a liquid mixture

4. Bob used a putty knife for scraping off the gum.

___ (a) paper toweling
___ (b) a receptacle
___ (c) a small, flat-ended knife
5. Bob used steel wool for removing the scuff marks.
   ___(a) a sheepskin
   ___(b) a pad made of fine steel threads
   ___(c) a woolen cloth

6. Poor rinsing may harm the finish of the floor.
   ___(a) glue
   ___(b) surface
   ___(c) soil

7. Bob used two buckets on a cart with casters.
   ___(a) pails
   ___(b) wheels
   ___(c) wringers

III. True or False

Directions: Tell whether the following statements are true or false. Label each either T or F.

1. The floors at B.C.V.S. had to be wet-mopped once in a great while.
2. Bob wet-mopped the whole floor at once.
3. He used steel wool to remove scuff marks.
4. He turned the mop over once in a while.
5. Plenty of water is very good for a floor.
6. Rinsing the floor is important.
7. Bob mopped the floor section by section.
8. Bob set up "Wet Floor" signs.
9. Bob dried the floor after it was rinsed.
10. Bob used the utility cleaner to make a cleaning solution for the floor.
IV. Sentences to Complete

**Directions:** Look at these sentences. Some words have been left out. Fill in each blank with the correct word from the list.

**Word List**

- bucket
- putty knife
- utility cleaner
- cleaning agent
- solution
- "Wet floor" signs
- finish
- steel wool
- wringer

1. Bob used a ___________ ___________ to remove gum from the floor.
2. Bob used a pad of ___________ ___________ to remove scuff marks.
3. Bob added a ___________ ___________ to the water before wet-mopping the floor. He made a mild cleaning ___________ with it.
4. Rinsing removed both the soil and the ___________ ___________
5. Poor rinsing could damage the ___________ of the floor.
6. Before mopping, Bob set up ___________ ___________ ___________
7. The wet mop was squeezed out by using the ___________ in the ___________

V. Pick the Right Spelling

**Directions:** In each group of three words listed below, only one word is spelled correctly. Put a circle around the correctly spelled word.

1. firnish
2. stiel wool
3. cleaning agent
4. putty nife
5. wringer
6. floar signs
7. utility cleaner
8. Sowlution
9. bukket
VI. Word-Find Puzzle

Directions: Find the following words in the puzzle. Draw a circle around each. They may be going across, down, or on a slant.

<table>
<thead>
<tr>
<th>Words To Find in Puzzle</th>
</tr>
</thead>
<tbody>
<tr>
<td>bucket</td>
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<tr>
<td>putty knife</td>
</tr>
<tr>
<td>cleaning agent</td>
</tr>
<tr>
<td>solution</td>
</tr>
<tr>
<td>utility cleaner</td>
</tr>
<tr>
<td>&quot;Wet Floor&quot; signs</td>
</tr>
<tr>
<td>finish</td>
</tr>
<tr>
<td>steel wool</td>
</tr>
<tr>
<td>wringer</td>
</tr>
</tbody>
</table>

U A D N I O M N A L T E N R V E L N
T A N P U T T Y K N I F E A T E I C
I I O N A A E E T N I N M G A N M L
L D W E T F L O O R S I G N S C U E
I A I N W B O R P Y H A I G I B O A
T F C I N R E H O L N N C T O U T N
Y G Y I P E I E H C G T R L S C S I
C N O L Y G L N O A N L A G O K L N
L H S C F A S D G S N A N I L E Y G
E U G O S I A E I E O C L C U T E A
A P T S U G N X E S R C E H T B T G
N B I G T T E I A D O R B T I D R E
E A N M N A E Y S T E E L W O O L N
R S I L U H R O A H M O B S N D E T

49
WHY CLEAN A LAVATORY?

Bob Morgan learned that cleaning lavatories well is important. Harmful germs are killed by the proper use of disinfectants. A clean washroom leaves a good impression on people. Employees and students take more pride in their building. They tend to be less messy if they see a clean and neat lavatory. Most important, really clean lavatories prevent the spread of disease.

At first Bob did not want to clean the lavatories at B.C.V.S. He thought of it as a dirty job. But Mr. Fox taught his students that it was an important job in building maintenance. He said a custodian should take pride in all his work when it is done well.

Bob could understand the importance of this job. He soon became willing to learn the procedure for cleaning a lavatory. Lavatory cleaning had to be done every day. Mr. Fox said that modern fixtures in lavatories are easy to clean fast.
I. Getting the Main Idea

Directions: Read the three sentences. One sentence tells the main idea of what you just read. Put an X next to that statement.

1. ____Bob Morgan learned that cleaning lavatories was an important job for a building custodian.
2. ____Bob Morgan learned that cleaning lavatories was a dirty job.
3. ____Bob Morgan learned that lavatory cleaning spreads disease.

II. Getting the Meaning from the Context

Directions: Read each sentence carefully. Pay close attention to the word printed dark. There are three meanings after each sentence. Put an X next to the best meaning for the dark word.

1. Bob Morgan learned how to clean a lavatory.
   ____ (a) washroom
   ____ (b) mop
   ____ (c) floor

2. The disinfectant kills germs in the lavatory.
   ____ (a) custodian
   ____ (b) sponge
   ____ (c) strong cleaning agent

3. A clean washroom leaves a good impression on people:
   ____ (a) feeling
   ____ (b) pressure
   ____ (c) cleanliness

4. Bob took pride in doing a job well.
   ____ (a) money
   ____ (b) self-respect: a feeling of being proud
   ____ (c) a friend
5. A clean lavatory prevents the spread of disease.
   ___(a) illness
   ___(b) discomfort
   ___(c) a germ killer

6. The fixtures in the lavatory were modern.
   ___(a) toilets, wash basins, and such things, permanently attached to floors and walls
   ___(b) cleaning materials
   ___(c) tile floors

III. True or False

Directions: Tell whether the following statements are true or false. Label each either T or F.

1. Clean lavatories prevent the spread of disease.
   ___

2. Bob Morgan could not wait to clean the lavatories.
   ___

3. A clean lavatory leaves a poor impression on people.
   ___

4. Bob understood the importance of lavatory cleaning.
   ___

5. Employees take more pride in their building when the lavatories are clean.
   ___

   ___

7. Mr. Fox taught his students to clean lavatories carelessly.
   ___

8. Modern fixtures make lavatory cleaning quick.
   ___

9. A custodian who does a good job should take pride in all his work.
   ___

10. Bob became willing to clean lavatories.
    ___

IV. Sentences to Complete

Directions: Look at these sentences. Some words have been left out. Fill in each blank with the correct word from the list.

Word List

<table>
<thead>
<tr>
<th>disease</th>
<th>impression</th>
</tr>
</thead>
<tbody>
<tr>
<td>disinfectant</td>
<td>lavatory</td>
</tr>
<tr>
<td>fixtures</td>
<td>pride</td>
</tr>
</tbody>
</table>
1. People get a good ___________ when they see a clean lavatory.
2. A custodian should take ___________ in a job well done.
3. Modern ___________ make washroom cleaning a fast job.
4. A good ___________ removes germs.
5. A clean ___________ prevents the spread of ___________

V. Find the Missing Letters

Directions: Print in the missing letters in the following words from the story.

1. l __ v __ t __ ry
2. dis __ __ f __ __ t __ nt
3. imp __ __ s __ ion
4. dis __ __ se
5. f __ x __ __ __ s
6. pr __ __ __
VI. Word-Find Puzzle

Directions: Find the following words in the puzzle. Draw a circle around each word.

The words may be going across, down, or on a slant.

Words To Find in Puzzle

cleaning fixtures modern
disease germs pride
disinfectant impression washroom
lavatory

WS O A D C R M D V A O E E I N W N
AL N C N R L A I T E N M O T O D A
SN E F E A S S R F U L T M O C A
H A P E D I S C I M P R E S S I O N
R I R N U S I G N C O T N N H I G T
O R I B T E V S F R E D P I L E E U I
O S D I S E A S E E G A E E C R Y L
M L E N B U E A C D M R V R L O D A
S M H S E N E S T E E S N T N I P E
S U F F C E I L A V A T O R Y I G G
T D E I O B W C N I S E M C G E E N
A E P M X L Z G T M U Y A E A R R S
L M N M I T H O R O L C D U M I M A
B N E E A U U L E L W E Q S R N S E
C F C I G I A R C N A L N U N K U H
G A A L I Y C L E A N I N G L U D R
F R T A C V R P I S H S E O Y D S I

C2

54
LAVATORY CLEANING

There were eight lavatories at B.C.V.S. Bob Morgan and the other shop students practiced cleaning them. Mr. Fox taught Bob a pattern for cleaning a lavatory. One complete job was done before another was started. For example, Bob would do all damp-wiping first. Second, he would wash all mirrors. Third, he would wash all bowls. Then he would rinse all washbowls. One job was finished after another until the whole lavatory was cleaned.

Bob needed several different kinds of tools and materials for cleaning a lavatory. They are listed below:

1. 10-quart pail
2. toilet-bowl brush
3. two cloths (of different colors) one damp and the other dry.
4. mop bucket and wringer on casters
5. wet mop
6. liquid utility cleaner (two ounces per gallon of water)
7. scouring powder
8. one quart of bowl cleaner

9. supply of toilet paper, sanitary napkins, and paper towels

10. one gallon container of liquid hand soap

11. putty knife

12. liquid disinfectant or germicide (one ounce per gallon of water)

13. sponge

Bob learned the procedures for cleaning a lavatory. First he swept the floor well. He picked up waste paper, and he removed any gum with the putty knife.

Second, he emptied all waste receptacles.

Third, he checked the dispensers for towels, toilet tissue, sanitary napkins, and soap.
Fourth, he spot-cleaned the walls, partitions, and doors with the germicide solution.

Fifth, Bob sponged off the tops of all partitions and doors with the disinfectant.

Sixth, he washed all the mirrors.

Seventh, he washed and rinsed the washbowls. He wiped them clean with a dry cloth. He also cleaned the fixtures on the bowls.

Eighth, he cleaned all hardware and pipes.

Ninth, he washed the toilet seats with a sponge. The sponge was dipped in the germicide solution. Then the seats were rinsed with a clean, damp cloth. He left the seats up for drying.
Tenth, Bob washed all the toilet bowls and urinals. He used a toilet bowl brush and cleaner for the job.

Then he wet-mopped around the toilets and urinals with the germicide solution.

He continued mopping the whole floor. He always mopped from the far end of the room toward the door, to prevent leaving tracks.

When finished he cleaned and returned all tools to the storage room.
I. Getting the Main Idea

Directions: Read the three statements. One of them tells the main idea of this story. Put an X next to that statement.

1. ____ Bob Morgan learned how to damp-wipe dusty surfaces.
2. ____ Bob Morgan learned how to clean washbowls.
3. ____ Bob Morgan practiced the procedures for cleaning lavatories.

II. Getting the Meaning from the Context

Directions: Read each sentence below carefully. Pay close attention to the word printed dark. There are three meanings after each sentence. Put an X next to the best meaning for the dark word.

1. He followed a pattern in cleaning the lavatory.
   ____ (a) instructions
   ____ (b) a plan
   ____ (c) a mop

2. After washing the washbowls, he had to rinse them.
   ____ (a) wash with clean water
   ____ (b) put soap on
   ____ (c) remove hair from

3. He refilled the soap dispensers in the lavatory.
   ____ (a) containers
   ____ (b) powder
   ____ (c) suds

4. Bob spot-cleaned the partitions in the lavatory.
   ____ (a) toilets
   ____ (b) tiles
   ____ (c) short walls that divide a place into small rooms
5. Bob prepared the cleaning solution.
   (a) bottle
   (b) a liquid mixture
   (c) cloths

6. Bob cleaned the hardware under the washbowls.
   (a) floor
   (b) tiles
   (c) pipes and faucet under a sink

7. The urinals and toilets were cleaned at the same time.
   (a) waste receptacles
   (b) upright wall fixtures for urinating
   (c) mirrors

8. He mopped the floor with a germicide solution.
   (a) germ-killing
   (b) weak
   (c) strong

III. True or False

Directions: Are the following statements true or false? Label each either T or F.

1. Bob Morgan did not follow a pattern in cleaning lavatories.
2. Bob needed only three or four tools for cleaning lavatories.
3. Bob finished one job before starting another.
4. Bob used a sponge to remove gum from the floors.
5. Bob emptied all waste receptacles.
6. Bob did not fill the dispensers until they were empty.
7. He dry-mopped around the toilets and urinals.
8. Bob worked toward the far end of the room when mopping the floor.
9. Bob left tracks on the cleanly mopped floor.
10. Bob returned all his equipment to the storage room when he finished.
IV. Sentence to Complete

Directions: Below are some sentences. Some words have been left out. Fill in each blank with the correct word from the list.

Word List

<table>
<thead>
<tr>
<th>dispensers</th>
<th>partitions</th>
<th>solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>germicide</td>
<td>pattern</td>
<td>sponge</td>
</tr>
<tr>
<td>hardware</td>
<td>rinse</td>
<td>urinals</td>
</tr>
</tbody>
</table>

1. Bob had to ______ the fixtures after washing them.
2. He spot-cleaned the ______ which separated the toilets.
3. He washed the toilets with a ______ ______. Sometimes he used a brush and sometimes he used a ______
4. The ______ under the washbowls also had to be cleaned.
5. The ______ were scrubbed with a toilet brush.
6. Bob followed a ______ while cleaning a lavatory.
7. Bob filled the ______ ______ with paper towels.

V. Scrambled Words

Directions: The vocabulary words listed in column A have been scrambled. In each blank space, write the letter from column B that belongs to the correct unscrambled word.

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td>nteptar</td>
<td>(a) dispenser</td>
</tr>
<tr>
<td>lsoniuto</td>
<td>(b) germicide</td>
</tr>
<tr>
<td>dimcegire</td>
<td>(c) hardware</td>
</tr>
<tr>
<td>snier</td>
<td>(d) partition</td>
</tr>
<tr>
<td>raluin</td>
<td>(e) pattern</td>
</tr>
<tr>
<td>presdiesn</td>
<td>(f) rinse</td>
</tr>
<tr>
<td>rwheraad</td>
<td>(g) solution</td>
</tr>
<tr>
<td>prttainoi</td>
<td>(h) urinal</td>
</tr>
</tbody>
</table>
VI. Word Find Puzzle

Directions: Find the following words in the puzzle. Draw a circle around each word.
The words may be going across, down, or on a slant.

Words To Find in Puzzle

dispensers
germicide
hardware

partitions
pattern
rinse

solution
sponge
urinals

IDONIAATTROSPDAAAREHWW
RINSERGERMICIDEELPS
NSIUPSARRAYNSRIGEL
CPMIDOOTUIMOSLPRAT
PENTNONIAUCUDXAAFOE
INFFOCPEGAPATTERNAC
SSNEDNHVEYATTOTICI
UEIHARDWAREOHTINDO
VREPANADCRHNSSTLEA
ESOLUTIONSDNHTIONH
AEOEDRAMEDNSOPHV
ENNFOLOWHRFKNATB
TONGTILNAMILWOSUYA
EASGNWNEAFRDOAHUVD
LERAOJPTJLSTIRJMEDU
BRHENYVNIASLSNPGUS