



ILS Module 8: Basic Maintenance Skills

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Plan to have a planning meeting with the ILS team one month before the program.

Planning meeting location:		Planning meeting date:
Event location:		
Event date:	Event start time:	Event end time:
Grocery store where items will be purchased:		

Who	What	By When	Completed?
	Send out action plan and meeting notes to team		
	Create print Nametags and put braille on Nametags		
	Print agenda, task analysis, and homework pages		
	Contact braille production for braille copies for task analysis and homework		
	Grocery/online list for purchase		
	Email instructor about time and store address		
	Pick up groceries from store		

Agenda (Fillable)

Time	Activity
	Staff should arrive 1.5 hours before the event for setup
	Arrival, nametags, hand sanitizer, agenda, quick snack and introductions, and overview of evening. Then break into groups for stations.
	Station 1: Sweeping and Vacuuming (15 mins) Station 2: Cleaning the Toilet (15 mins) Station 3: Making a Hamburger on the Foreman Grill (30 mins) Station 4: Using Maintenance Tools (30 mins)
	Station rotation
	Station rotation
	Ask the expert
	Wrap up and end of program

Rotations (Fillable)

Group/Time	Group 1 (Preschool Boys)	Group 2 (Elementary Boys)	Group 3 (2 MS/HS Girls)
	Station 3	Station 4	Station 1 and 2
	Station 1 (15) and Station 2	Station 3	Station 4
	Station 4	Station 1 and 2	Station 3
	Full group	Full group	Full group

Groups (Fillable)

Group 1: Preschool	Group 2: Elementary	Group 3: Middle/High School

Staff Agenda Overview

Family Arrival and Snack

- Have families come in, apply hand sanitizer, eat small snack

Introduction and Overview of Events

(1 instructor)

Station 1: Sweeping and Vacuuming

(2 instructors, 15 minutes)

- Use an anchor location and sweep or vacuum in a fan pattern, pulling it toward you and pushing it away from you. Back up and continue the process. Sprinkle a small amount of sand or beads on the floor for sweeping practice.

Station 2: Cleaning the Toilet

(1 instructors, 15 minutes)

- Explore tools for cleaning (have completely clean set), show how to place toilet bowl cleaner under the rim to dispense, show how to clean with the brush. Show how to spray and wipe surfaces with a paper towel. Talk about wiping all surfaces (don't forget to wipe around the base).
- Preschool: Practice dusting a table and lifting and lowering objects to put them back in place (use grid pattern). Use a sock on one hand for the dusting cloth.

Station 3: Making a Hamburger on Foreman Grill

(1 instructor, 30 minutes)

- Explore an unheated Foreman grill. Have the student plug in and warm up the grill. While it is heating, using a plastic double spatula, have the student place a burger patty on the grill and close the lid. Be sure your drip container is in place to eliminate a mess. It should be cooked in about 5 minutes. Remove the burger using a clean double spatula. Some grills are designed so that you can set a plate nearby and just slide the burger from the grill to the plate. Place the burger on a bun and add condiments.
- See Easy Hamburgers Recipe.

Station 4: Using Maintenance Tools

(30 minutes)

- Use a hammer and nail, and a screwdriver. Screw in a lightbulb on a lamp. Let the students explore a hammer and the claw, a standard screwdriver and Phillips head screwdriver, and a lamp socket and the lightbulb. Have a student use the hammer on a pre-set nail on a board and screw in a pre-set screw with a screwdriver. Have the student put a lightbulb in the lamp socket. Have the student put batteries in a device that needs batteries (e.g., smoke detector).

Ask the Expert

- This is an opportunity for parents and students to ask an adult who is Blind or Visually Impaired questions regarding independent living skills.

Wrap-Up and Homework

- Maintenance Homework and go home.

Grocery store where items will be purchased:

Items to purchase at grocery store:

Snack:

- ☐ Meat and cheese tray
- ☐ Veggie tray
- ☐ Crackers
- ☐ Granola bars
- ☐ Water bottles

Cleaning:

- ☐ Toilet bowl cleaner
- ☐ Toilet cleaner spray
- ☐ Dust spray

Hamburgers:

- ☐ Ground beef
- ☐ Hamburger buns
- ☐ Ketchup
- ☐ Mustard
- ☐ Sliced pickles

Items instructor will bring (already have in ILS materials):

- ☐ Plates
- ☐ Paper towel or napkins
- ☐ Dish soap
- ☐ Hand sanitizer
- ☐ Sanitizing wipes
- ☐ Dish rags
- ☐ Trays (black APH tray, jelly roll pan, or cookie sheets)
- ☐ Foreman grill or waffle iron
- ☐ Double-sided spatula
- ☐ Silverware
- ☐ Marker (thick, black or dark blue)
- ☐ Sticker Nametags (large print and braille student names on tags for lunch bags, and remainder of tags for parents)
- ☐ Nametags
- ☐ Hammer
- ☐ Hammer with claw
- ☐ Nails (various sizes)
- ☐ Screwdriver (preferably with magnetic tip)
- ☐ Needle-nose pliers (or something to grip nail)
- ☐ Screws (various sizes)
- ☐ Small pieces of wood
- ☐ Chair with loose screws
- ☐ Vacuum
- ☐ Broom
- ☐ Dustpan
- ☐ Dust cloth or dusting sock
- ☐ Feather duster
- ☐ Bucket or large bowl
- ☐ Lamp
- ☐ Lightbulb
- ☐ Smoke detector (or device that needs batteries)
- ☐ Batteries (various sizes)

Cooking Tips

The document below contains a large number of important tips and resources for cooking as a person who is Blind or Visually Impaired.

- [MDE-LIO Cooking Tips Document](https://bit.ly/30f7oy2) (bit.ly/30f7oy2)

Tip Sheets

- [Tips and Techniques for Using a Hammer](https://bit.ly/2XuS4LE) (bit.ly/2XuS4LE)
- [Housekeeping Instruction](https://bit.ly/33sOkhE) (bit.ly/33sOkhE)
- [Changing Batteries](https://bit.ly/3i75AwV) (bit.ly/3i75AwV)
- [Gil's Guide to Home Repairs](https://bit.ly/3gwEWNy) (bit.ly/3gwEWNy)

Training Videos

- [Hadley Home Repair Series](https://hadley.edu/workshops/home-repair-series) (hadley.edu/workshops/home-repair-series)
- [Woodworking Hacks: Measuring](https://bit.ly/39UGDSA) (bit.ly/39UGDSA)
- [Woodworking Hacks: Marking Wood for Cutting](https://bit.ly/2XtyAXV) (bit.ly/2XtyAXV)

Resources

- *Foundations of Rehabilitation Teaching With Persons Who Are Blind or Visually Impaired*, P. E. Ponchillia, S. K. Vlahas Ponchillia, (1996). American Foundation for the Blind. 415 pp. Chapter 15: Home Maintenance contains many ideas for working with tools.

- Staff should arrive 1.5 hours ahead of families and set up all stations.
- Have one staff member pick up groceries from an order-ahead grocery store approximately 2 hours before the program start time.

Check-In Station

Nametags arranged in alphabetical order (all nametags with large print and braille). Have sticker nametags and thick black marker for parents to write their own (the parent who is attending often changes, whereas the child who is attending does not). Have hand sanitizer at the station.

Snack Station

Near the check-in station, set up a small station for families to grab a quick snack; most families are coming from work if you have it in the evening. Make sure you have snack plates, serving utensils, napkins, and water bottles available.

Discussion Area

Set up an area for families to sit prior to starting at the stations (several large tables in a U shape or rectangle shape works well). It is best to not have families sit at the stations prior to instruction; it will keep each station intact and help them focused on your discussion.

Station 1: Sweeping and Vacuuming

Need open floor and open carpeting:

- Broom
- Dustpan
- Sand or beads in a large bowl or bucket
- Vacuum

Station 2: Cleaning the Toilet

Set up in bathroom:

- 2 toilet brushes (one will stay clean, one for cleaning)
- Paper towel
- Toilet bowl cleaner
- Bathroom spray cleaner
- Garbage container

Station 3: Making a Hamburger on Foreman Grill

In kitchen area, on counter near outlet, place:

1. Tray with:
 - Foreman grill and grease catching container
 - 2 double spatulas (1 for raw and 1 for cooked meat)
2. Bowl for mixing burger
3. Plates
4. Salt and pepper
5. In refrigerator, place:
 - Ground beef
 - Condiments (ketchup, mustard, pickles)

Station 4: Using Maintenance Tools

On a table, place:

1. Tray 1:
 - Hammer
 - Nails (various sizes)
 - Board with some nails started
 - Needle-nose pliers
2. Tray 2:
 - Screwdriver
 - Screws (various sizes)
 - Nearby: Chair or small piece of furniture with loose screws
3. Tray 3:
 - Lamp
 - Lightbulb (various sizes)
4. Tray 4:
 - Device that uses batteries
 - Batteries (various sizes)

Creating Nametags

1. In Microsoft Word, in your top ribbon, go to the Mailings heading.
2. Select Labels from the Create section.
3. Select Options from the Envelope and Labels pop up box
4. Select the Label Vendor you are using.
5. Select the code for the correct product number for the label you are using.
 - Product numbers can be located on the packaging and often on the label page.
6. Create labels to fit in vinyl ID holder so you can use them again.
 - Use approximately 48-point font (Verdana, Arial, Calibri (anything that is sans serif)
 - Place clear braille sticker labels on each name badge holder so the child can find their own nametag.
 - Place the nametags for the children in alphabetical order on a table clipped to a piece of carboard so it is easy to transport in my binder and the badges aren't falling on the floor when the child looks for their name.

For the parent nametags, I typically bring disposable stickers, as the same parent does not always attend.

Ingredients

- 1 lb. lean ground beef
- 1 tsp. sea salt
- 1/2 tsp. freshly ground pepper
- 4 hamburger buns

Time

- Total time: 15 min.
- Prep time: 10 min.
- Cook time: 5 min.
- Serves: 4 people

Instructions

1. In a large bowl, combine the beef, salt, and pepper. Set the bowl aside while you preheat your Foreman grill.
2. Preheat the grill for approximately 5 minutes to high heat.
3. Divide the beef mixture into 4 equally sized balls. Roll the balls between your palms and press flat into 1/2" to 3/4" thick circular patties.
4. Remember to place the drip tray at the bottom of the grill. Grill the burgers for 5 minutes with the top closed.
5. Serve the hamburgers on hamburger buns with toppings of your choice.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Pick at least 3 days each week to complete one of the tasks below. Write the number of the activity you performed in the calendar in print or braille.

1. Clean a toilet.
2. Clean the counters in your bathroom.
3. Sweep the kitchen floor.
4. Vacuum the carpet.
5. Dust your bedroom.
6. Dust the furniture in your living room.
7. Change a lightbulb.
8. Change a battery.
9. Hang a picture with a hammer and nail.
10. Tighten a loose screw on a piece of furniture.