

<p>These cards are to replace the How-to-Do-It cards (in the original book) that use chemical-based (possibly toxic) cleansers. Cards for other tasks, not dependent upon specific cleansers, have not been listed here. In other words, this is not a complete replacement for the HTDI Card system in the book. (While I understand that water is actually a chemical, I am referring to cleansers and solutions.)</p> <p>To purchase the book, visit our site at <a href="http://www.everydayhomemaking.com">www.everydayhomemaking.com</a>. Available in print or e-book format.</p> <p>While I've tried to be slightly specific about how to use each Norwex product, the emphasis is on how to accomplish the task. It is up to the parent/mentor to instruct the child how to properly use the product. For example, I have not included instructions on how to extend the mop handle, what color the dusting mitt is (adult one is blue, child's is another color), which color Envirocloth to use, how to use a spray bottle, how to fold an Envirocloth or Window Cloth for use, how to rinse the cloths, etc. (Some products may change color in our catalog from year to year.) You may also use the ribbed kitchen cloth in place of the Enviro for many uses. NOTE: Norwex-specific cards are in a different font than the others.</p> <p>For specific instructions on using the actual products, visit our Norwex independent consultant page at <a href="http://www.vickibentley.norwex.biz">www.vickibentley.norwex.biz</a> or talk to your independent consultant.</p>	<p style="text-align: center;"><b>Basic Instructions for Norwex</b></p> <p>EnviroCloth – All-purpose cloth for cleaning. Use only water (or Norwex cleaning-boost products). To use: Get the cloth wet under very warm water, wring out to make it damp but not dripping, then fold cloth into fourths. Use one side, then when that's too dirty, turn over and use the other side. Next open and use one of the insides, etc. This gives you 8 sides to use. When it's all dirty, rinse in warm running water in the sink to clean, then wring to dry and let air dry (hanging tab attached).</p> <p>Same principle for other microfiber products: Use <b>only water</b> on the cloths, mops, etc. No cleaning products unless you are using Norwex cleaners. Then rinse out under warm water.</p> <p>After wet mop use, remove mop pad, rinse/wring, and hang to dry (do not leave wet on mop base or the glue can eventually loosen). Dry mop pad (yellow) can be brushed clean over trash bin with Rubber Brush. Debris can be swept into a dustpan or into a pile to be picked up with wet Envirocloth.</p> <p>(For more specific instructions on using other products, visit our Norwex independent consultant page at <a href="http://www.vickibentley.norwex.biz">www.vickibentley.norwex.biz</a>, or check the instructions that came with your product, or talk to your independent Norwex consultant.)</p>
<p style="text-align: center;"><b>Dust:</b></p> <p>With Dusting Mitt, dust the furniture, making sure to dust _____.</p> <p>Wipe off:</p> <ul style="list-style-type: none"> <li>window sills</li> <li>tops of pictures</li> <li>anything else that looks dusty</li> </ul> <p>Shake mitt outside or brush the dust into the trash can (with the Rubber Brush). Put mitt [and brush] away.</p>	<p style="text-align: center;"><b>Tidy bathrooms:</b></p> <p>Get Envirocloth or Bathroom Scrub Mitt wet, then wring out and wipe off:</p> <ul style="list-style-type: none"> <li>sink and counter,</li> <li>toilet tank lid, toilet seat, toilet lid, and under toilet seat, paying special attention to where the screws are behind the seat.</li> </ul> <p>Swish toilet, as needed [or use Sanira/toilet brush]</p> <p>Wipe mirror with EnviroCloth, then dry with Window Cloth.</p> <p>Empty the trash.</p> <p>Dry everything with Window Cloth.</p> <p>Straighten or replace the towels.</p> <p>Be sure there is an extra roll of toilet paper.</p>

<p style="text-align: center;"><b>Dust living room &amp; entry hall:</b></p> <p>With Dusting Mitt, dust all surfaces, including:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">TV</td> <td style="width: 50%;">stereo cabinet</td> </tr> <tr> <td>lamps</td> <td>speakers</td> </tr> <tr> <td>picture frames</td> <td>knick-knacks</td> </tr> <tr> <td>tables</td> <td>bookcases</td> </tr> </table> <p>Pay attention to anything that has a top surface that will catch dust. Shake mitt outside or brush the dust into the trash can (with the Rubber Brush). Put mitt (and brush) away.</p>	TV	stereo cabinet	lamps	speakers	picture frames	knick-knacks	tables	bookcases	<p style="text-align: center;"><b>Wash outside door(s):</b></p> <p>Wet an Envirocloth and wring out the extra water. Fold into fourths and use one side at a time.... Clean the <b>INSIDE</b> of the door, starting at the top and working down.</p> <p>Then go <b>OUTSIDE</b>, close the door, and scrub the outside of the door, especially around the doorknob, along the edge, and at the bottom.</p> <p>Rinse cloth and hang to dry. If door needs drying (glass or other shiny finish), use a Window cloth to dry.</p>
TV	stereo cabinet								
lamps	speakers								
picture frames	knick-knacks								
tables	bookcases								
<p style="text-align: center;"><b>Sweep the stairs</b></p> <p>Get Norwex mop and dry-mop pad from where they are stored. Put dry pad face down on floor so velcro side is up; tap the mop base (silver part) onto the Velcro on the floor so it sticks.</p> <p>Start at top of stairs, including the landing, and sweep the dirt and stuff down from step to step, making sure to get in the corners.</p> <p>When you get to the bottom, sweep it all into a dustpan (or pick up with an EnviroCloth) and put in trash can. Brush any dirt from pad into trash can with Rubber Brush.</p> <p>Put away the mop parts (and dustpan or brush).</p>	<p style="text-align: center;"><b>Sweep the kitchen:</b></p> <p>Get Norwex mop and dry-mop pad from where they are stored. Put dry pad face down on floor so blue side is up; tap the mop base (silver part) onto the Velcro on the floor so it sticks.</p> <p>With dry-Mop Pad, sweep all of the kitchen and _____. Pay special attention to edges and corners. Be sure to get under benches, tables, islands, etc.</p> <p>Use dustpan to pick up all debris and put it in the trash can (or sweep into a pile and pick up with EnviroCloth). Clean off pad in trash can. Put dry mop and brush/dustpan away.</p>								

<p style="text-align: center;"><b>Mop floors:</b></p> <p>Get Norwex mop and WET-MOP pad from where they are stored. Run the wet pad under the hot water faucet till the pad is all wet, then fold in half and squeeze till mostly dry – not dripping.</p> <p>Put wet-mop pad face down on floor so the fuzzy microfiber side is down and Velcro is up; tap the mop base (silver part) onto the Velcro on the floor so it sticks. [If you have tile or linoleum floors, you can use the tile mop with the zigzags or the wet-mop one. If you have wood floors, use only the wet-mop one.]</p> <p>Using damp mop, mop the floors—you can go back and forth or you can make a Figure 8. Be sure to go along edges. If something seems sticky, push your foot on the mop pad over the spot till it is clean. Mop yourself out of the room—don't keep walking on the places you mopped. It will dry quickly; then you can rinse the mop pad in sink under faucet, then wring out and hang the pad up to dry (someplace it won't drip where it shouldn't).</p>	<p style="text-align: center;"><b>Dust pantry:</b></p> <p>Remove pantry items one shelf at a time. <b>Pay attention to where things will need to go back.</b></p> <p>Using dry or damp Dusting Mitt or EnviroCloth, dust entire shelf.</p> <p>Wipe tops of items and replace on shelves.</p>
<p style="text-align: center;"><b>Clean under the sink:</b></p> <p>Remove everything from under sink cabinets.</p> <p>Throw away any stray trash/garbage.</p> <p>Clean walls, floor, doors with damp Envirocloth. Dry as needed with a Window Cloth.</p> <p>Empty trash and put in clean trash can liner.</p> <p>Tidy up under-sink supplies. Put stuff back.</p>	<p style="text-align: center;"><b>Clean top of refrigerator:</b></p> <p>Remove everything from top of fridge.</p> <p>Wipe off dust or grime from fridge top with damp EnviroCloth. Dry with Window Cloth.</p> <p>Replace necessities. Put junk away where it belongs.</p> <p>(If needed, use damp SperiSponge or Kitchen Scrub Cloth; a spritz of diluted Bathroom Cleaner can be used for stubborn gunk.)</p> <p>HINT: I line the top with paper towels or dishtowels so all I have to do to clean is to change towels.</p>

<p style="text-align: center;"><b>Dust your bedroom:</b></p> <p>With Dusting Mitt, dust all surfaces, including:</p> <table><tbody><tr><td>bed frame</td><td>tops of windows</td></tr><tr><td>doorframes</td><td>dressers</td></tr><tr><td>bookshelves</td><td>knick-knacks</td></tr></tbody></table> <p>Take down and shake out curtains (if needed—ask first!)</p> <p>Shake rugs. (Follow up by vacuuming, if possible.)</p>	bed frame	tops of windows	doorframes	dressers	bookshelves	knick-knacks	<p style="text-align: center;"><b>Clean out toaster:</b></p> <p>Unplug cooled-off toaster.</p> <p>Move toaster over trash can (or sink, if you have a disposal). Undo the latch on the bottom of toaster and shake out the crumbs. Close back up.</p> <p>Wipe outside of toaster with EnviroCloth; dry with Window Cloth.</p> <p>Clean crumbs off counter area and put toaster back. Clean up sink and run disposal, if necessary.</p>
bed frame	tops of windows						
doorframes	dressers						
bookshelves	knick-knacks						
<p style="text-align: center;"><b>Wash outside windows:</b></p> <p>Remove screens carefully (if there are screens). Use ladder if you cannot reach windows. Be careful!</p> <p>With very damp EnviroCloth, wash windows and frames. Be sure to clean corners well. Dry windows thoroughly with Window Cloth.</p> <p>Replace screens. Wipe with damp Envirocloth or Dusting Mitt to clean screens.</p> <p>Put supplies away.</p>	<p style="text-align: center;"><b>Clean woodwork —front of house:</b></p> <p>With slightly damp EnviroCloth or All-Purpose Kitchen Cloth, wipe to clean:</p> <ul style="list-style-type: none"><li>baseboards</li><li>doors and doorframes</li><li>window sills and frames</li></ul> <p>in the following rooms at the front of the house:</p> <hr/> <p>Dry as needed with Window Cloth.</p>						

### Clean woodwork –back of house:

With slightly damp EnviroCloth or All-Purpose Kitchen Cloth, wipe to clean:

- baseboards
- doors and doorframes
- window sills and frames

in the following rooms at the back of the house:

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Dry as needed with Window Cloth.

### Wash bathroom walls:

Using damp EnviroCloth, clean walls as high up as you can, starting at top and working to bottom. Be sure to get any splatters on walls near sink or toilet.

Rinse cloth, wring out, and hang to dry.

### Clean out the car(s):

Remove "extra" stuff that shouldn't be in the car. Put trash in trash bag. Put non-trash items away or give to persons to whom they belong.

Clean insides of windows with damp EnviroCloth [or Car Cloth]. Dry with Window Cloth.

Clean dashboard, vinyl covers, etc. with EnviroCloth [Or LeatherShine].

Vacuum floors (seats, too, if needed).

### Wash staircase walls:

Using damp EnviroCloth, clean walls as high up as you can, starting at the top and working to the bottom.

For stubborn stains: Hand pad or Cleaning Paste (depending on stain and wall finish—check with adult).

Rinse Cloth in hot water, wring out, and hang it up to dry.

<p style="text-align: center;"><b>Wash dining room walls:</b></p> <p>Using damp EnviroCloth, clean walls as high up as you can, starting at the top and working to the bottom.</p> <p>For stubborn stains: Use Hand pad or Cleaning Paste (depending on stain and wall finish—check with adult).</p> <p>Rinse Cloth in hot water, wring out, and hang it up to dry.</p>	<p style="text-align: center;"><b>Clean switch plates:</b></p> <p>Using damp EnviroCloth, clean plastic switch plate and wall around plate.</p> <p>For stubborn stains: Use Hand pad or Cleaning Paste (depending on stain and wall finish—check with adult).</p> <p>Repeat in each room.</p> <p>Rinse Cloth in hot water, wring out, and hang it up to dry.</p>
<p style="text-align: center;"><b>Clean oven:</b></p> <p>Remove racks from oven. <b>Follow directions on Oven + Grill Cleaner</b> (but <b>BARELY</b> heat oven—metal floor should feel slightly warm – NOT HOT) - open window/turn on fan as needed.</p> <p>Clean inside of oven with EnviroCloth or gray All-Purpose Kitchen Cloth. For extra oomph, use <b>WET</b> spirinett, or Cleaning Paste and wet spirinett.</p> <p>Rinse well with very damp cloth, and wipe dry. Turn to 200 for a few minutes to burn off any residue.</p> <p>Remove burners/burner pans. Clean top of stove with Cleaning Paste. Rinse with damp EnviroCloth, then wipe with Window Cloth. Wash knobs. Clean burner pans with O+G Cleaner and/or wet Spirinett (used very wet; immerse pans in water to clean).</p>	<p style="text-align: center;"><b>Clean refrigerator:</b></p> <p>Remove everything from inside the fridge. Remove shelves, drawers, door dividers. (<b>Notice what goes back where - you may want to do this in sections, one shelf at a time.</b>)</p> <p>Wipe everything with warm, wet EnviroCloth, including gaskets on doors. If scrubbing is needed, use SpiriSponge. Be sure to wipe outside of doors and handles.</p> <p>Dry everything off with Window Cloth.</p> <p>Replace shelves, drawers, and food.</p>

<p style="text-align: center;"><b>Clean cupboard doors:</b></p> <p>Use damp EnviroCloth or Kitchen Cloth to wash down outsides of upper and lower cabinets and drawers.</p> <p><b>BE CAREFUL</b> and try not to drip all over the floor. Clean up any spills. For stubborn marks, try Hand Pad or Spirisponge (check with adult in case the finish will get worn away).</p> <p>Rinse cloth with warm water, wring out, and hang cloth up to dry.</p>	<p style="text-align: center;"><b>Clean inside glass:</b></p> <p>With damp EnviroCloth, clean glass inside house, wiping dry with Window Cloth as you go :</p> <ul style="list-style-type: none"> <li>all windows you can reach</li> <li>dishwasher door</li> <li>oven door</li> <li>microwave door</li> <li>china cabinet doors</li> <li>mirrors</li> <li>pictures</li> </ul> <p>Also: refrigerator (especially handles) telephone(s)</p>
<p style="text-align: center;"><b>Clean bathroom:</b></p> <p>Remove all soaps, cloths, cups, etc. from tub/shower &amp; sink area.</p> <p>If there is a white film: Spray sink/vanity areas and tub/shower areas with DeScaler or Bathroom Cleaner spray, being sure to spray chrome and ALL of tub. Wait 5 minutes, then use damp Bathroom Scrub Mitt or EnviroCloth washcloth to wipe/scrub tub and sink areas. Be sure tub "ring" is gone. Rinse well. (If no white film, just skip to the scrub part, using the Mitt or Cloth.)</p> <p>Dry off metal (chrome) and edge of tub. Dry sink vanity and metal with Window Cloth.</p> <p>Clean mirror with EnviroCloth and Window Cloth. Put stuff back. Clean it off first, if needed. Rinse out or replace cups, refill soap, etc. (See part 2 of Card)</p>	<p style="text-align: center;"><i>(Clean bathroom, part 2)</i></p> <p>Using damp EnviroCloth or Rubber Brush, wipe around toilet and around edges/baseboard to get hair and lint from floor and woodwork.</p> <p>Using Sanira System [or Bathroom Cleaner], clean inside of toilet and around bowl.</p> <p>Clean toilet outside with EnviroCloth, making sure to get around screws, base (near floor) very well. Wipe dry. Be sure to get tank, etc. Flush. Rinse Cloths and Mitt and hang to dry.</p> <p>Empty trash. Hang clean towel(s). Replace toilet paper. Put dirty towels, washcloths, etc. in laundry room or _____.</p> <p>Tidy up and make sure it looks nice!</p>

<p style="text-align: center;"><b>Clean cupboard shelves:</b></p> <p>Remove all dishes, etc. from designated shelves, <b>PAYING ATTENTION</b> to where it all goes back. You may wish to do one shelf at a time to be sure it all goes back in the right place.</p> <p>When shelf is empty, wipe down shelf with damp EnviroCloth or Kitchen Cloth. Pay special attention to grungy corners. Dry out with a Window Cloth or EnviroTowel, then air dry.</p> <p>Be sure items that go back on shelves are clean and dust free.</p> <p>Return items to shelf. Rinse Cloths, wring, and hang them to dry.</p>	<p style="text-align: center;"><b>Empty wastebaskets:</b></p> <p>Carefully remove trash bag liner from kitchen trash can. Shake it down so the contents settle and don't spill out the top.</p> <p>Empty other household wastebaskets into the bag if there is room. Check the dining room, laundry room, your room, etc. for trash to include. Tie the bag shut.</p> <p>Put a new bag in the kitchen trash can (wipe out and/or spray the can with Odor Eliminator first if necessary).</p> <p>Put the full bag in the outside trash can or appropriate place.</p>
<p style="text-align: center;"><b>Clean ceiling fans:</b></p> <p>Do this before the room is swept or vacuumed!</p> <p>Turn off ceiling fan and attached lights. Bring in a step ladder, if needed. Using a dry EnviroCloth or Dusting Mitt, brush the dust from tops, bottoms, and edges of flat fan blades &amp; housing. If needed, follow up with a damp wipe with an EnviroCloth.</p> <p>Replace any burned-out bulbs (be sure they are cool first). Put the old bulbs in the kitchen or outside trash.</p> <p>Clean the floor area or furniture beneath the fan when done.</p> <p>Put ladder away. Brush Mitt or Cloth with Rubber Brush outside or over trash can, or rinse and hang to dry.</p>	<p style="text-align: center;"><b>Wash outside windows: (tilt windows)</b></p> <p>Activate tilt mechanism of window.</p> <p>Wipe screens (left in place) with damp EnviroCloth or damp Dusting Mitt to clean screens.</p> <p>With very damp EnviroCloth, wash windows and frames. Be sure to clean corners well.</p> <p>Dry windows thoroughly with Window Cloth.</p> <p>Put supplies away.</p>



**NOTES:**

At this printing, the dry-mop pad is yellow, green, or champagne.  
The wet-mop pad is blue OR rose quartz.  
The tile pad is blue with nylon zig-zags.

Colors can change with subsequent catalogs, so be sure your child knows the correct mop pad for the job.

The kitchen cloth may be substituted for the Envirocloth, and the kitchen towel may be substituted in most cases for the Window Cloth. You may also use the gray All-Purpose Kitchen Cloth (waffle weave) instead of the Envirocloth in most instances.

For more How To Do It cards and how to use them as a stand-alone system or in conjunction with another system, see *The Everyday Family Chore System* at [www.everydayhomemaking.com](http://www.everydayhomemaking.com).

For information about Norwex cleaning products, visit [www.vickibentley.norwex.biz](http://www.vickibentley.norwex.biz) or call your consultant.

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To clean your cloths: Rinse under hot running water in sink, rubbing cloth against itself to wash contaminants down the drain. Wring out and hang to dry. Between launderings, you can rinse cloths out with a pinch of Norwex laundry detergent or a bit of Norwex dish soap, as desired. While the BacLock™ will self-purify the cloth between launderings, you will still need to launder periodically in hot water; machine wash, tumble dry (no bleach, no fabric softener/sheets). For more information, please call your Norwex Independent Sales Consultant.