

These cards were originally developed for use by children, so none of the instructions are intended to be condescending—just very explanatory.

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.)

For specific instructions on using the actual products, visit our Norwex independent consultant page at [www.vickibentley.norwex.biz](http://www.vickibentley.norwex.biz).

### Basic Instructions for Norwex

**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).

Same principle for other microfiber products: Use **only water** on the cloths, mops, etc. No cleaning products unless you are using Norwex cleaners. Then rinse out under warm water. 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.

(For more specific instructions on using other products, visit our Norwex independent consultant page at [www.vickibentley.norwex.biz](http://www.vickibentley.norwex.biz), or check the instructions that came with your product, or talk to your independent Norwex Consultant.)

### Dust:

With Dusting Mitt, dust the furniture, making sure to dust \_\_\_\_\_.

Wipe off:

- window sills
- tops of pictures
- anything else that looks dusty

Shake mitt outside or brush the dust into the trash can (with the Rubber Brush). Put mitt [and brush] away.

### Tidy bathrooms:

Get EnviroCloth or Bathroom Scrub Mitt wet, then wring out and wipe off:

- sink and counter,
- toilet tank lid, toilet seat, toilet lid, and under toilet seat, paying special attention to where the screws are behind the seat.

Swish toilet, as needed [or use Sanira/toilet brush]  
Wipe mirror with EnviroCloth, then dry with Window Cloth.

Empty the trash.

Dry everything with Window Cloth.

Straighten or replace the towels.

Be sure there is an extra roll of toilet paper.

<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. 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. Empty trash. Hang clean towel(s). Replace toilet paper. Put dirty towels, washcloths, etc. in laundry room or _____. Tidy up and make sure it looks nice!</p>
<p style="text-align: center;"><b>Clean top of refrigerator:</b></p> <p>Remove everything from top of fridge. 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 SpiroSponge 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>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>

### Mop floors:

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.

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.]

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).

### Clean out toaster:

Unplug cooled-off toaster.

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.

Wipe outside of toaster with EnviroCloth; dry with Window Cloth.

Clean crumbs off counter area and put toaster back.

Clean up sink and run disposal, if necessary.

### Clean under the sink:

Remove everything from under sink cabinets.

Throw away any stray trash/garbage.

Clean walls, floor, doors with damp Envirocloth. Dry as needed with a Window Cloth.

Empty trash and put in clean trash can liner.

Tidy up under-sink supplies. Put stuff back.

## How to Clean Using those Weird Norwex Cloths

(Or: Help! I Don't Know What to Do and  
I'm Afraid I'll Ruin Something!)

<p><b>NOTES:</b></p> <p>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.</p> <p>Colors can change with subsequent catalogs, so if in doubt, just ask.</p> <p>The Kitchen Cloth or Counter Cloth may be substituted for the EnviroCloth, and the Kitchen Towel may be substituted in most cases for the Window Cloth.</p>	<p>For more How To Do It cards and how to use them as a stand-alone system or in conjunction with another system, see <i>The Everyday Family Chore System</i> at <a href="http://www.everydayhomemaking.com">www.everydayhomemaking.com</a>.</p> <p>For information about Norwex cleaning products, visit <a href="http://www.vickibentley.norwex.biz">www.vickibentley.norwex.biz</a> or call your consultant.</p> <p>© Vicki Bentley / Family Resources 2005-2020</p>
<p style="text-align: center;"><b>Clean ceiling fans:</b></p> <p>Do this before the room is swept or vacuumed! 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><b>To clean your cloths:</b> Rinse under hot running water in sink, rubbing cloth against itself to wash contaminants down the drain. <b>Wring out and hang to dry.</b> Between launderings, you can rinse cloths out with a pinch of Norwex laundry detergent or a bit of Norwex dish soap, as desired.</p> <p>While the BacLock™ will self-purify the cloth between launderings, you will still need to <b>launder periodically</b> in hot water; machine wash, tumble dry (no bleach, no fabric softener/dryer sheets). We recommend our Norwex detergent, either powder or liquid.</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 BARELY 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 WET 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 SperiSponge. 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>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 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>

### Wash Dishes:

Use netted dish cloth: Get cloth wet and use wadded or folded as needed.

Use regular dish liquid to wash dishes by hand as usual.

Rinse dishes.

Dry (air/drip dry or dry with towel).

### Clean Up Kitchen:

Using damp and wrung-out kitchen cloth or counter cloth (or other designated cloth), wipe using just water:

Counters & backsplash

Cooled-off stove top

Oven door/insides (cool)

Appliances (dishwasher, fridge, microwave inside & out, etc.)

Table top and other eating surfaces

Any drips on cabinet doors, etc.

Inside of sink & around faucet area

Rinse cloth under hot, running water, then wring & hang dry.

Everyday  
Homemaking   
Practical Ideas for Busy Families

To add your own:  
Kristen ITC 11 bold