

HOUSEKEEPING GUIDE

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GUIDE TO CLEANING AGENTS

Here is a list of the basic chemicals and cleaning agents required to deal with most household marks and stains. They are available from supermarkets, chemists or hardware stores. Keep all of them well out of reach of children because many are highly dangerous and keep them away from a naked flame as some are inflammable. Keep bottles clearly marked, work in a well-ventilated room and never mix chemicals - they could react to produce toxic fumes.

ABRASIVE HOUSEHOLD CLEANERS

Commercial powders.

ABSORBANTS

White powders like cornflour, french chalk, Fuller's earth and talcum powder. They can be used to absorb grease or liquid stains without harming fabric and are more effective with grease stains if warmed first.

ACETONE

A very powerful, flammable solvent for grease, lacquers and varnishes. Test fabrics before use and do not use on acetates, rayons or acrylics. If in doubt use amyl acetate.

ALL-PURPOSE LIQUID CLEANERS

Popular commercial products.

AMMONIA

This is a mild alkali which is used to remove fruit juices, blood and perspiration stains and grease. Test in hidden area of the fabric first for colour fastness and always dilute one part ammonia with three parts water. Sponge or soak the article for three to four minutes. Never use strong solutions on silk, wool or related blends. Ammonia is poisonous.

AMYL ACETATE

A colourless liquid obtainable from chemists. It can be used to remove nail polish, adhesives and Tippex stains. Never use it on plastics but use it instead of acetone on synthetics. Non-oily nail polish remover can be used instead.

BENZINE

A clear fluid which is often used in dry cleaning. Benzene is available from supermarkets and is an excellent grease solvent but highly inflammable and toxic. Handle with care and do not inhale fumes.

BIOLOGICAL DETERGENTS

These washing powders contain enzymes which are effective in removing protein stains. Use them in cold or warm water. Enzymes are de-activated at temperatures exceeding 55°.

BORAX

A mild alkali sold in powder form and available from supermarkets. Mix the powder with water to make a paste and use to remove acid stains such as red wine, curry, coffee and tea. It is also useful for treating unknown stains. Use 30ml borax to 500ml water when soaking but first test colour fastness. See individual stains.

CAUSTIC SODA

Caustic soda is a strong alkali used for cleaning ovens and should not be confused with washing soda. It should be treated with great care because it is highly corrosive.

DRY CLEANER

A selection of dry-cleaning products are available from supermarkets and are useful for removing grease stains. Always follow instructions on the container.

EUCALYPTUS OIL

Available from chemists. Use the oil undiluted to loosen and lift tar, lipstick stains and marks from sticky labels.

GLYCERINE

Available from chemists and supermarkets. Dilute with an equal amount of warm water and use to remove or soften stains such as ink from felt-tipped pens, gentian violet and mercurochrome. You can also add it to rinsing water to soften blankets and towels. It is used a great deal by dry-cleaners as an excellent lubricant to facilitate the removal of stains. It is safe for most fibres and dyestuffs, but flush out thoroughly with water after use, as glycerine is insoluble in grease solvents and cannot be removed by dry cleaning.

HYDROGEN PEROXIDE

Available from chemists, this is usually sold as 10 percent and also 20 percent volume peroxide. It is a mild bleach and should always be diluted, usually one part peroxide to four parts water. Leave fabrics to soak for 15 minutes only. Never use on nylon or flame-resistant materials.

IRON CLEANERS

These are commercial products designed to clean the sole plate of irons. They are available from supermarkets and hardware stores. OR use method in section.

METHYLATED SPIRITS

An alcohol that removes grass, ball-point ink, wax, oil, grease and resin stains. It is also useful for cleaning windows and mirrors. Available from supermarkets and hardware stores. It is inflammable. Never use on acetates, rayons and acrylics.

OXALIC AND CRYSTALS

Available from chemists and used for removing rust stains. Oxalic acid and its associated salt – salts of lemon – should be stored with extreme care as they are highly dangerous.

PRE-WASH STAIN REMOVER

Products such as Preen and Biotex are available from supermarkets. They loosen grease and other stubborn stains if applied before washing. Follow instructions on packet.

SPIRITS OF SALTS

This is a hydrochloric acid and is used to remove soot and verdigris marks. Handle with care and do not let it come into contact with your skin. To prepare a solution use 1 part spirits of salts to 10 parts water and apply with an old dish mop or brush. Afterwards neutralise with washing soda solution – 5ml to 600ml warm water – and finally rinse thoroughly.

Do not mix with chlorine bleaches as a poisonous vapour will result.

TARTARIC ACID

This is twice the strength of cream of tartar and is used in the making of baking powder. It is also used by dry cleaners to remove tarnish from lamé fabrics. Rinse thoroughly after use.

TURPENTINE

A natural solvent that removes paint, enamel and varnish stains. It also removes marks from baths.

WASHING SODA

This is the crystalline form of sodium carbonate and is useful for softening hard water and cleaning greasy drains.

WHITE SPIRITS

This solvent is also sold as turpentine substitute. It is safe to use on most fabrics and removes oil, paint, enamel, varnish and grease stains.

WHITE VINEGAR

Use this to neutralise discolouration caused by mild alkalines such as ammonia. Never use it on acetates.

PEST CONTROL

- Keep your home clean.
- Avoid dampness.
- Clean up all food spills immediately.
- Keep dustbins clean and their lids tightly fitted.
- Avoid having compost or rubbish heaps close to the house.

ANTS (BLACK)

Mix equal quantities of borax, alum and sugar. Sprinkle along the ants' path. Alternatively, spray an aerosol insecticide along their path. **Or make a solution of 250ml water, 125ml sugar and 10ml powdered borax. Place in a saucepan on low heat and simmer 15-20 minutes until the mixture looks like syrup. Place in two saucers and leave where the ants trail is.**

Peppermint, spearmint and citronella essential oils help to deter ants. Place a few drops on a cotton ball and rub on ants' path. Renew the oil every two days to keep the scent strong.

BEDBUGS

These can enter your home in second-hand books and furniture, as well as beds. They are small, round, brown and flat and suck humans' blood at night, leaving large red patches and possible swelling on the body. Eggs are laid in cracks in the woodwork and behind wallpaper. Get rid of them with aerosol insecticide sprays or by expert fumigation.

BEEES

Instead of insect aerosols use hairspray. It will stiffen bees' wings and immobilise them. This is effective for all winged insects.

BEEETLES

To protect articles of furniture against borer beetles or woodworms paint them well with protective commercial products, paraffin or turpentine. Leave them to soak and dry and then repeat the process. Seek expert advice on antiques.

COCKROACHES

Mix 125ml plaster of Paris, 125ml oatmeal and 125ml sugar and sprinkle the mixture on shelves and in cracks and cupboards. Alternatively use equal quantities of icing sugar and borax.

FISHMOTHS

Mix equal quantities of Epsom salts, naphthalene flakes, alum and sugar to sprinkle on shelves.

Alternatively ask your chemist to make up the following:

18 drops oil of lavender

16 drops oil of cloves

16 drops oil of caraway

8 drops oil of camphor

375ml turpentine oil

Shake the mixture well and sprinkle on cotton wool and place in drawers and on shelves. Renew every one to two months. Wrapping paper from toilet soap also deters fishmoths.

FLEAS

To prevent your dog from becoming contaminated place fresh pine-needles in his kennel and under his bedding, or sprinkle salt in the crevices of his kennel and wash him periodically in salt water. Use flea collars and flea powders available from pet shops and supermarkets. Try adding a clove of garlic to his dinner.

Make a natural flea spray and spray on your dog or cat at least once a day. Be sure to keep the spray out of its eyes.

250ml witch hazel

2,5ml citronella essential oil

2,5ml eucalyptus essential oil

5ml lavender essential oil

Combine ingredients in a spray bottle and shake well

FLIES

- Keep dustbins clean and covered and make sure compost heaps are well away from the house. Use insect sprays or flypaper, which is ugly but chemical-free.
- Basil plants growing in the kitchen are thought to keep flies at bay.
- Grow a green top of a pineapple in a container of water.

Bowls of fresh orange and lemon peels mixed with dried cloves help keep flies away

MICE AND RATS

Contact experts for advice. If you choose commercial poison, push rags, saturated with carbolic acid, into the holes so the acid consumes the flesh and prevents the odour of decomposition.

MOLES

Moles can easily be eliminated the old-fashioned way – scrape open the molehill, push a clove of garlic into the hole, cover it with soil and pat it down firmly. Alternatively attach a hose to your car's exhaust pipe and push the other end down a mole hole. Block the other mole holes and start the engine. The carbon monoxide will kill the moles.

MOTHS (CARPET)

Take a damp towel, spread it out on the carpet and iron it dry with a hot iron, repeating this all over the carpet. The heat and steam will destroy both moths and eggs.

MOTHS (CLOTHES)

The grubs of clothes moths do the damage by attacking wool, fur, skin and feathers. They do not attack rubber, man-made or vegetable fibres such as cotton or linen. Clean the affected cupboards and drawers and hang woollen garments and furs in the open air, preferably in the sun. steam the articles if necessary. Store all woollens in newspaper made into bags with the edges well sealed – moths do not like newspaper. Naphthalene flakes, moth balls, sandalwood and lavender drives clothes moths away or you can try the fishmoth formula (see fishmoths). Rinse blankets in cold water to which a dissolved camphor block has been added.

Moths are attracted to wool, mohair, angora and other animal fibres plus food and perspiration stains. Before packing away winter woollies, wash well and add a few drops of cedar or eucalyptus oil to the final rinse water and allow them to soak for 30 minutes.

MOTHS (FLOUR)

Sometimes flour is found to be covered with a silken web. This is caused by the larvae of the flour moth which crawl through the flour, leaving a silken trail. The moth lays its eggs on top of the flour or on the containers. The infected flour should be burnt and the container thoroughly cleaned before using again.

MOTHS (FRUIT AND FRUIT FLY)

Dried fruit is often attacked by the small caterpillars of the codling moth or maggots of the fruit fly. The fruit should be washed and dried and then put into a hot oven for a few minutes. A fresh supply of fruit should be stored in clean tins with tightly fitting lids and not mixed with the remainder of an old supply.

TICKS

To remove ticks hold a lighted cigarette close to the tick's body or apply petroleum jelly (Vaseline), iodine, methylated spirits or alcohol. This should remove the head from flesh. If the head remains it may fester, so watch out for headaches and a high temperature. If this occurs visit a doctor.

WEEVILS

These attack cereals of all kinds. They will die if you heat the affected cereal in the oven, sieve it and store it in a thoroughly clean container. It is best to use metal rather than plastic containers. A bay leaf kept in the container helps keep weevils away. Freezing flour prevents the problem but it does weaken the gluten in the flour.

From the Wheat Board: If weevils get into wheat, put dry ice in the bottom of a metal container. Put wheat on top and wait for air to be drawn out. Test by lighting a match – it should not light. Seal and it will keep forever.

HOME PRODUCTION

Commercial cleaning agents are expensive. It is possible to make your own at home using your well-stocked household chemical cupboard. (See Guide to Cleaning Agents.)

ALL-PURPOSE CLEANER

20ml borax
750ml boiling water
30ml ammonia
30ml dishwashing liquid
Mix well, bottle and use as required.

ALL-PURPOSE FABRIC AND CARPET CLEANER

This is a very good home-made upholstery and carpet cleaner which is particularly good for Dralon. It is rather expensive to make but bear in mind it is concentrated and can be kept in a bottle and used as required.

250g grated Sunlight soap or Sunlight soap powder
250ml methylated spirits
250ml eucalyptus oil
400ml boiling water

Dissolve all ingredients in boiling water to make a concentrated solution. Mix 1 part of the solution to 4 parts cold water. Beat to a foam and apply to remove spots.

FURNITURE POLISH

250ml raw linseed oil

125ml turpentine

125ml vinegar

125ml methylated spirits

Mix together, pour into a bottle and cover tightly and use as required.

JEWELLERY CLEANER

Mix 15ml ammonia, 15ml hair shampoo and 250ml water and store in a jar. Soak the jewellery in the solution for a few minutes, then brush gently with a soft cloth or brush. Do not use to clean pearls.

BUILD-UP OF "ONE STEP" TYPE POLISHES

Half fill a small bucket with cold water and add 250ml ammonia and 250ml liquid household cleaner. Apply to floor, leave for 30 minutes and using a metal scraper, remove polish.

OVEN CLOTHS AND DUSTERS

This mixture is perfect for cleaning greasy oven gloves, cloths and household cleaning cloths.

2 litres water

30ml shredded soap

15ml washing soda

15ml paraffin

Bring the mixture to a boil, add the cloths and boil for at least 30 minutes. Drain and then wash cloths as usual.

SOAP SOLUTION FOR WASHING WOOLLENS

2 x 125g bars Sunlight soap, 300ml methylated spirits and 70ml eucalyptus oil and store in a jar. Add 15ml of this mixture to a basin of warm water and use for washing woollens.

WALLPAPER CLEANING COMPOUND

Mix 100ml flour with 45ml white spirit, then add 50ml warm water and knead thoroughly. Use the dough by spreading it over the wallpaper in a sweeping movement. Always make sure the clean surface of the dough is exposed. Store in a covered container or plastic bag and knead well before using again.

WINDOW CLEANER

Mix equal quantities of paraffin, methylated spirits and water. Shake the mixture well then rub over glass, using a cloth. Allow it to dry then polish off. Remember, newspaper is perfect for cleaning windows as the newsprint helps give a good shine.

Another good cleaning tip for windows is to add a little Silvo to the water.

AN A-Z OF STAINS AND HOW TO REMOVE THEM

Save on dry cleaning bills and the cost of new clothes by treating stained garments yourself. Invest in the basic cleaning chemicals listed in Guide to Cleaning Agents and you will be able to remove all common stains.

STAIN REMOVAL RULES

Treat stains as quickly as possible – old stains are far more difficult to remove.

Always test the chemical you are using on an unseen area of the fabric first, such as the inside of the hem or collar or an inside seam. Leave for a while in case there is a delayed reaction.

If the fabric is washable try soaking it immediately in cold or warm water. Never use hot water as this will set the stain.

If the garment is not washable sponge the stained area carefully.

Treat the garment from the wrong side of the material, working from the outside of the stain inwards. Never rub the stain. Place a pad of cotton wool or white paper towel under the fabric and, using another pad soaked in a recommended cleaning agent, gently dab the stain working from the outside of the stain inwards. Blot dry after each application.

Always use repeated weak solutions rather than one strong one.

Never pour a cleaning agent directly on to the fabric unless instructions tell you to do so.

ACID

Treat immediately by neutralising the stain with a weak washing soda or borax solution (5ml to 250ml) water. Wash and rinse.

ADHESIVES

For latex adhesive, sponge fabrics with benzene (do not use on rubber-backed materials, plastic or waterproofed fabrics). For clear contact and epoxy resins use acetone or amyl acetate.

ALCOHOL

Soak in clear warm water and wash normally. If a brown stain remains on white cottons and linens, soak in bleach.

ALKALIS

(Ammonia/washing soda.) Sponge with cold water and neutralize with lemon juice or white vinegar.

BALLPOINT

Sponge generously with methylated spirits, or try a white toothpaste. Test methylated spirits on rayon and synthetic materials first. Loosen old stains with glycerine and detergent powder.

BEER

Sponge with 30ml borax dissolved in 300ml warm water, or try a white vinegar solution with equal parts of vinegar and water.

BEETROOT

Apply a paste of borax and water to the stain, leave for 15 minutes, then pour boiling water through the stain by stretching fabric over a container. Only suitable for some materials.

BIRD DROPPINGS

Soak the article, using bleach if necessary (not on synthetics), in biological detergent, or use a dry cleaner.

BLACKBOARD PAINT

This is an oil-based paint. Use a solvent such as turpentine or thinners but test it first on synthetic fabrics.

BLOOD

Sponge with cold salted water (never use hot water or you will set the stain). Or try lemon juice and salt. Alternatively, leave to soak in a biological detergent solution.

Remove old stains by soaking a solution of 15ml ammonia and 600ml water for up to 12 hours. Or make a paste of 60ml biological soap powder, 30ml ammonia and a little water – apply to stain, leave to dry then wash out in cold water.

Or make a paste of laundry starch and water and apply to stain, allow to dry and brush or vacuum off if stain is on a carpet.

BOSSTICK

Sponge with non-oily nail-polish remover, amyl acetate or acetone.

BUTTER

For material, remove surplus with an absorbent powder. Sponge with benzene or spray with pre-wash stain remover and launder immediately.

CANDLE WAX

On materials, scrape off as much as possible. Place the stain between two sheets of blotting paper and press lightly with a warm iron, changing the position of the paper often. Remove any colour traces with benzene.

On furniture, to avoid heat marks on polished surfaces, quickly drop cold water onto the hot wax. Scrape off the wax with a plastic scraper, sponge with warm vinegar, rub dry immediately and polish.

On wallpaper, scrape off the excess and wipe with a pre-wash aerosol stain-remover.

CARBON AND TRACING PAPER

Sponge with methylated or white spirits or with eucalyptus oil. Test first on synthetic fabrics.

CHEWING GUM

Harden the gum by chilling it with ice cubes in a plastic bag then scrape off as much as possible. Sponge with eucalyptus oil, or better still, rub on frothed egg white with your finger tips. Or spread peanut butter over the chewing gum, leave for half an hour, scrape gum from fabric. You will be left with a grease stain, which you should treat by combining 15ml soap powder, 7ml ammonia and enough cold tap water to make a paste. Spread over greasy area, leave to dry completely and then wash out.

CHOCOLATE

Wash in biological detergent or spray with a pre-wash stain-remover and then wash. If the stain remains, apply a paste of borax and water, leave overnight then wash off.

CIGARETTE BURNS

On carpets, make a paste of borax and water and rub it into the burn. Leave for five minutes and sponge with clear warm water. With most carpets with a synthetic content the burn will damage the fibres so that invisible or ordinary mending is necessary. Burn marks can sometimes be disguised by hard brushing to remove the singed pile followed by gentle circular rubbing with fine sandpaper or a wire suede brush.

COCOA

Wash in biological detergent or spray with a pre-wash stain-remover and then wash. If the stain remains apply a paste of borax and water, leave for 2 hours then wash off.

COFFEE

Make a paste of borax and water, spread it on the stain and leave for 2 hours. Wash as usual with biological washing powder. Repeat treatment if necessary. On carpets, blot up as much as possible with paper towels or a cloth. Next sponge lightly with clear warm water – do not soak the carpet. If the coffee contained milk, allow the water to dry thoroughly, then remove any grease remaining from the milk by mixing a mild detergent solution in warm water and dampening the stain with this drop by drop. Work well into the spot, leave for a few minutes, then sponge with a clean damp cloth.

COPYING INK

Rub oleic acid gently into the stain, leave for 15 minutes, then sponge with ammonia and water. Rinse and wash.

CRAYON WAX

Sponge with methylated spirits but for acetate fabrics, use benzene, working from the outside of the stain inwards. Wash before benzene dries to avoid a "tide" mark. For non-washables, sponge with wet cloth before benzene dries. On walls use a pre-wash stain-remover or liquid household detergent.

CREAM

Sponge non-washables with benzene, working from the outside of the stain inwards. Launder washables in very hot, soapy water.

CREOSOTE

Sponge with eucalyptus oil, benzene or a dry-cleaner and wash as usual. Lubricate old stains with glycerine or lard.

CURRY

Apply a paste of borax and water and leave to stand for 2 hours. Repeat if necessary. Wash in detergent. Soften old stains with glycerine.

DEODORANT

Soak in white vinegar or ammonia solution. Use methylated spirits on non-washable garments. Or make a paste of 60ml soap powder, 30ml ammonia and enough water to make a paste. Spread over both sides of stain, leave to dry and then wash out.

DUPLICATING INK

This is a penetrating dye and is very difficult to remove. Swamp the fabric immediately with benzene.

DYE

This too is difficult to remove. Try soaking articles overnight in 600ml cold water with 15ml Epsom salts added, or sponge with methylated spirits with a few drops of ammonia added. Test synthetics first. Commercial products are available from chemists for the removal of certain dyes.

EGG

Soak in cold salt water as soon as possible then wash in cold or warm water with an enzyme-active biological detergent. For non-washables use aerosol dry-cleaner after sponging with cold salt water.

FELT-TIP PEN

Rub in white toothpaste until colour loosens and wash in soapy water, rubbing the mark gently. For more severe stains on washable fabrics, sponge with glycerine until the colour loosens, then apply white spirits or gin. Use methylated spirits on non-washables. Sponge marks on floors and walls with Dettol, but be careful as it may bleach.

FLOWER STAINS

Sponge with methylated spirits or surgical spirits and wash before it dries.

FLY SPOTS

Sponge with methylated spirits and wash before it dries.

FRIARS BALSAM

Sponge with surgical spirits, but not after washing.

FRUIT STAINS

For colour-fast washables, sprinkle borax onto the fresh stain and pour boiling water over the article from a height. Otherwise soak in a solution of 5ml borax and 500ml water for 10 minutes. Or make a paste of borax and water and apply to stain, leave 2 hours and wash out. Lubricate old stains with glycerine, then wash in biological detergent. Sponge non-washables with cold water, then with glycerine solution. Leave for an hour, then sponge lightly with white vinegar or lemon juice and rinse well. If the stain still persists, try a solution of hydrogen peroxide with a few drops of ammonia added.

GENTIAN VIOLENT

On materials, rub with glycerine, then sponge with gin and or white spirits. On walls or floors sponge with neat Dettol but be careful as it may bleach. Light stains in washables can be washed in biological detergent.

For heavy stains, soak for an hour in 500ml cool water with 5ml ammonia and 30ml salt. Rinse and wash. If the stain remains, sponge with benzene. For non-washables use benzene working from the outside of the stain inwards.

GLUE

Sponge with eucalyptus oil, then sponge with benzene if a grease stain persists, working from outside of stain inwards. Alternatively, try amyl acetate, but test the fabric first. Wash before the amyl acetate dries on the fabric.

GRASS

Sponge with methylated spirits or surgical spirits and wash before the treatment dries.

GRAVY

Wash light stains in biological detergent. Soak heavy stains in 500ml cool water, 5ml ammonia and 30ml salt for an hour and then wash. If the stain remains or the material is non-washable, sponge with benzene working from the outside of the stain inwards. Sponge with a damp cloth before the benzene dries.

GREASE

Make a paste of soap powder, ammonia and water and apply to mark, leave for 1-2 hours then wash in lukewarm water. Or remove surplus with an absorbent powder. Sponge with benzene or spray with pre-wash stain-remover and launder immediately. Use a vinegar and water solution (500ml water, 30ml vinegar) to remove grease from wooden furniture and dry immediately. Sprinkle suede, carpets and fur trimmings with an absorbent (rub French chalk into light colours, fuller's earth into dark). Leave overnight then brush out.

HAIR DYE

Sponge with sal volatile and wash immediately.

HAIR SPRAY

Remove from materials with amyl acetate and from mirrors with methylated spirits.

INK

INDIAN INK

Act quickly, sponging the article with turpentine, then with glycerine. Wash as usual. Test first on unseen area.

MARKING INK

Sponge with a solution of 10ml hydrogen peroxide (10 percent volume), 3ml white vinegar and 30ml warm water, then with a solution of 5ml permanganate of potash and 1 litre warm water. Rinse well. Repeat the process if necessary.

WRITING INK

Soak in cold water. Make a paste of lemon juice and salt and rub it on to the fabric. For white cottons and linens, sprinkle with oxalic acid and pour boiling water through the stain, then rinse. For old stains, sponge with cold water, then cover with a paste of cream of tartar and lemon juice. Leave for an hour, then rinse.

IODINE

Wash immediately in warm, soapy water containing ammonia. Use alcohol on non-washables. If the stain has dried, sponge with a weak ammonia solution.

JAM

Wash immediately in warm soapy water. If the stain persists, soak for 30 minutes in 600ml warm water and 30ml of borax. Sponge heavy fabrics with soapy water containing ammonia (250ml water to 30ml ammonia).

LABEL MARKS

Sponge with eucalyptus oil. On glassware, spray with Windolene, leave for a few minutes then wipe off the label.

LIPSTICK

Sponge with eucalyptus oil, then dab on a few drops of ammonia. (Use benzine on non-washables.)

MAKE-UP

Sponge with benzine, but test synthetic fabrics first. Soak washables in an ammonia solution (5ml ammonia to 600ml water) for 10 minutes, then rinse and wash.

MASCARA

Launder as usual. If the stain persists, sponge with pure alcohol.

MAYONNAISE

Soak in cold biological detergent or in a solution of 15ml borax and 500ml water. Do not put into hot water as this will set the stain. Sponge non-washables with benzine.

MEAT JUICES

Sponge with cold salted water (never use hot water or you will set the stain) or try lemon juice and salt. Alternatively, leave to soak in a biological detergent solution. Remove all stains by soaking in a solution of 15ml ammonia and 600ml water for up to 12 hours.

MEDICINE

Sponge with soapy water to remove syrup-based medicine stains. Try methylated spirits on tar-based products, but rub first with petroleum jelly. For persistent stains, sponge with a solution of 15ml oxalic acid to 125ml hot water.

Note: oxalic acid is poisonous. Test synthetics first.

MERCUROCHROME

Rub with glycerine, then sponge with gin or any other pure alcohol.

METAL POLISH

Soak up excess polish, then sponge with benzine or white spirits. Test synthetics first. Work from outside of stain inwards.

MILDEW

Moisten with lemon juice and salt or rub with Sunlight soap, then dry in the sun. If necessary, soak white cotton and linens in a mild bleach or hydrogen peroxide solution (1 part peroxide to 15 parts water), then rinse immediately. This is particularly effective for shower curtains and bathroom walls.

MILK

Soak washables in biological washing powder solution. Sponge non-washables with benzine working from the outside of the stain inwards. For carpets, make a mixture of Biotex and water, beat to form a froth and apply the froth only. Sponge any remaining stain with benzine. To eliminate a milky smell, sponge with cold water containing a few drops of ammonia, then use 250ml warm water with 5ml vanilla. Leave for 30 minutes and rinse with clear warm water and vanilla essence.

MUD

Sponge wet stains with detergent. For dry stains, brush the mud off and, if possible, wash or use the foam from detergent or benzine, working from the outside of the stain inwards. Test fabrics first.

MULBERRY

Rub with a green mulberry, or make a paste of borax and water, rub on stain and leave overnight. Wash as usual.

MUSTARD

Loosen old stains with glycerine, leave overnight and launder as usual. Or make a paste of borax and water, apply to stain, leave 2 hours then wash out.

NAIL POLISH

Sponge with amyl acetate, but test synthetics first. Use methylated spirits to remove residual colour and wash immediately. Or try eucalyptus oil to remove from carpets, clothes, furniture (both wooden and glass) but test remedy first.

NEWSPRINT

Sponge with white spirits and wash immediately.

NICOTINE

Sponge with methylated or white spirits, eucalyptus oil, or use a pre-wash stain-remover (test fabrics first), then wash if possible. Bleach whites according to fabric, if necessary. Try using a cut of lemon to remove nicotine from fingertips.

OIL

For washable material make a paste of 60ml soap powder, 30ml ammonia and a little water and apply to mark, leave for 1-2 hours then wash in lukewarm water. Or remove surplus with an absorbent powder. Sponge with benzine or spray with pre-wash stain remover and launder immediately. Sprinkle suede and carpets with an absorbent powder, leave overnight then brush out.

PAINT

WATER-BASED

Wipe off surplus paint and sponge or soak immediately with cold water. For old or dry stains, sponge methylated or surgical spirits. Test fabric first.

ENAMEL (OIL-BASED)

Remove surplus paint with a cloth, then sponge with turpentine, thinners or white spirits. On hair, rub with Brasso or peanut butter, then wash.

PARAFFIN

For washable fabrics, wash in hot soapy water, rinse and rewash if necessary. Sponge non-washable fabrics with benzine working from outside of the stain inwards.

PENCIL (LEAD)

Use an eraser. Sponge with benzine if necessary, but test fabric first and work from outside of the stain inwards.

PERFUME

Wash fresh stains immediately. For non washables and old stains rub with glycerine, leave 10 minutes, then wash or sponge with warm water.

PERSPIRATION

For stains and odours, add 60ml ammonia to your washing water . Sponge severe stains with a fifty fifty solution of white vinegar and water. Use ammonia on whites, then wash as usual with biological detergent. For non washables, sponge with methylated spirits or well diluted vinegar.

PINE GUM

Sponge with methylated spirits or surgical spirits

PLASTICINE

Scrape off as much as possible and sponge with benzine, testing fabrics first. Launder if possible.

POLISH

Sponge furniture polish stains with paraffin, but test fabrics first. Remove stoep polish with a soap solution or sponge with benzine.

POLLEN

Sponge with surgical spirits or methylated spirits but test first on unseen area. Wash immediately.

RAIN SPOTS

Steam small articles over a boiling kettle and hang large articles over a steaming bath.

RESINS

Sponge with eucalyptus oil, benzine or a dry cleaner and wash as usual. Lubricate old stains with glycerine or lard.

RUST

For washables apply a paste of lemon juice and salt and dry in the sun. For persistent stains, sponge with 5ml oxalic acid added to 500ml boiling water, or 60ml cream of tartar added to 500ml water. Do not use bleach as this may fix the stain. Test fabrics first.

SCORCH MARKS

Apply a paste of borax and glycerine, rub in and leave for two hours then wash well.

SEALING WAX

First remove the excess wax by scraping off as much as possible. Place the stain between two sheets of blotting paper and press lightly with a warm iron, changing the position of the paper often. Sponge with methylated spirits, but test fabrics first.

SHINE

To remove shiny patches from materials, dip a cloth in a 50/50 solution of white vinegar and water, wring it out and place over the shiny patch and iron with a warm iron.

SHOE POLISH

Sponge with benzine or white spirits. For light stains, wash articles in soapy water with a few drops of ammonia, OR sponge with methylated spirits. Test fabrics first. Remove from furniture with liquid wax-polish or turpentine. To soften shoe polish which has hardened in the tin, add a few drops of paraffin, olive oil or turpentine.

STAMP PAD INK

Make a paste of abrasive powder and water, apply to stain, leave two hours then wash out.

SUN TAN OIL

Soak or sponge with pre-wash stain remover, then wash. Use benzine if necessary and wash immediately.

TAR

Scrape off as much as possible, then rub with eucalyptus oil and wash well. For non washable fabrics, lubricate with glycerine, then sponge on benzine or turpentine. For a tar mark on your car, rub with lard. Then wash with a small amount of detergent in water.

TEA

For fresh stains on linen and cotton, sprinkle with borax then pour boiling water from a height. For other washables, apply a paste of borax and water, leave for two hours then wash or sponge well.

TIPPEX

Sponge with amyl acetate, but test fabrics first

TOMATO

Apply a paste of borax and water, leave for two hours, then wash or sponge well.

TUPPERWARE

Soak stained Tupperware in a solution of soap powder and water overnight.

TYPEWRITER INK

Sponge with benzine, testing fabrics first

URINE

Sponge with 250ml warm water containing 15ml white vinegar and 10ml dishwashing liquid. Sponge old urine stains with 250ml cold water with 10ml ammonia. On carpets, wipe immediately with soda water. For old stains, use water with a few drops of ammonia added. Ammonia takes away the odour.

If the animal keeps returning to the same spot, try sprinkling the area with a little ammonia.

VARNISH

Sponge with methylated spirits or amyl acetate, testing fabrics first.

VASELINE

Remove old stains or excess Vaseline with turpentine and a little hot detergent solution.

VOMIT

Wash with cold water and a biological detergent, rinsing well with warm water and a few drops of ammonia. Sponge non washables with a weak solution, then pat dry with a clean cloth.

Dry bicarbonate of soda rubbed directly onto clothing can remove the smell of vomit or baby spit up.

WAX POLISH

Sponge with benzine, testing fabrics first

WINE

For red wine stains, sprinkle immediately with salt or other absorbent. Alternatively pour soda water or white wine over the article, or cover with a paste of borax and water and leave for two hours and then wash out. For non washables use absorbent powder. Use glycerine on dried stains, then sponge with detergent solution. Sponge white wine stains with soda water.

Baths

Make a paste of cream of tartar and hydrogen peroxide (10 percent volume). Spread this paste onto the mark and leave for 20 minutes. Wipe off and repeat if necessary. This should only be used on white baths.

Blue-green marks and light rust marks can be removed with vinegar. Soak or scrub the bath or basin with vinegar until the marks disappear.

Remove severe rust stains with salts of lemon or oxalic acid – remember, both of these are poisonous, so take great care to wear gloves. Mix 1,5ml of the crystals in 150ml water, drop onto the mark, leave for a few minutes, then rinse off.

A few applications may be necessary, but do not leave the solution on for too long, as the enamel may be damaged. Remove grease marks from acrylic baths with a warm washing soda solution and rub light scratches with silver metal polish.

Never use abrasives.

Beads

Wipe cheap beads with a damp cloth. Plastic and crystal beads which have been strung on nylon can be washed in warm soapy water. Rinse in warm water, dry with a soft cloth and hang in a well-ventilated place to dry.

Beds

Clean metal part of beds with paraffin, rub dry, then ventilate the room well to get rid of paraffin odor. To prevent rust and squeaking, brush the springs with a penetrating oil or petroleum jelly.

Bedspreads

Most bedspreads can be washed at home, following manufacturer's instructions. Add fabric softener or glycerin to the final rinsing water.

Blankets

Always choose a sunny, breezy day to wash blankets so they will dry quickly, shake the blanket to remove dust. Full the bath with warm, soapy water, place the blanket in the bath and press it under the water, kneading and squeezing it. Rinse well in warm water to prevent shrinking. Hang over two liners to prevent the blanket pulling out of shape. Shake the blanket often while drying to bring up the pile. Blankets may be dried in a tumble-drier, but only for short periods of about five minutes, resting for 15 minutes between sessions. Binding may be pressed. Make sure blankets are thoroughly dry before storing. Store blankets in plastic bags to prevent dampness. Protect them from moths. Shake blankets outside occasionally to keep them fluffy.

Blinds

Using cotton gloves, dust the slats of Venetian blinds with your hands, or clean them with warm, soapy water and a sponge. Dust roller blinds regularly, making sure the springs are kept free of fluff. Some blinds may be wiped with warm, soapy water and clear water. Canvas blinds and awnings may be scrubbed with soap and water.

Brass

Do not clean lacquered brass, just dust with a soft cloth. If lacquer is wearing thin, remove with acetone or a non-oily nail polish remover, then polish. A paste of lemon juice or vinegar and salt is good for cleaning brass. Clean varnished brass with a commercial metal polish or boil in a strong washing soda solution, or make a paste out of vinegar and equal quantities of flour and salt. Rub the paste onto brass or copper and leave to dry. Polish with a soft cloth.

Badly tarnished brass or brass with verdigris stains may be treated with spirits of salt, using one part spirits of salt to six parts water. Apply to the article, rinse under running water then wash in hot, soapy water. (Remember that spirits of salt is poisonous and dangerous, so work outside and apply the solution with a dish mop. Flush away any remaining solution and destroy the container in which it was mixed.)

Brass can be treated with lacquer (available from hardware stores) to prevent it from tarnishing. An easy way to retain shine at home is to use hair lacquer.

Bread boards and bins and wooden chopping boards

Do not soak bread boards in water, simply wipe them with a damp cloth. Dry thoroughly after use to prevent warping.

Whiten a bread board by rubbing it with the skin of a lemon and remove smells by rubbing it with half a lemon dipped in salt.

Metal bread bins should not be washed in water as this could cause rusting. Instead, wipe the tin out with a damp cloth. To freshen a bread bin or cake tin, wipe it with a little vanilla essence.

Wooden chopping boards: These should be scrubbed with salt and water when necessary.

Bronze

Dust bronze articles regularly. Wash them in hot, soapy water. Remove stubborn stains with paraffin or turpentine. Rub with a piece of lemon dipped in hot vinegar and salt; wash and rinse. Bronze can also be cleaned with a commercial brass polish.

Brushes and brooms

Remove hair from brushes with a comb. Clean the back of the brush according to kind and wash the bristles in warm, soapy water, adding 2,5ml ammonia to every 500ml water. Rinse in clear, warm water, then in salt water (10ml salt to every 500ml water). This helps to stiffen the bristles. Shake well and dry in a well ventilated place.

Toothbrushes may be disinfected occasionally by soaking them in 250ml water to which 7,5ml disinfectant has been added.

Remove all bits of fluff from household brooms and brushes. Wash in warm water with a little detergent, then rinse in warm water. Finally rinse in cold, salt water (10ml salt to 500ml water) to stiffen the bristles. This is not necessary for nylon brushes.

Hang brooms to dry with the bristles hanging down so water does not run on to the wood of the brush. Never stand brushes on the bristles as this flattens them.

Cake tins

Wash cake tin in soapy water. Rinse and dry very well then place in an oven still warm from baking, but switched off, to ensure that they are thoroughly dry before storing.

Candlesticks

If covered in wax, place candlesticks in the freezer for a few hours – the wax should then peel off easily.

Cane

Wash unvarnished cane with lukewarm, soapy salt water, then rinse with cold water. Remove marks with fine steel wool and a mild washing soda solution. Dry in a well-ventilated place.

To clean varnished cane, wipe with a damp cloth or use soapy water to which a little ammonia has been added.

To firm sagging cane seats, dip a cloth in a solution of washing soda and hot water, dab both sides of the seat with the solution, pushing the sag uppermost, and allow to dry.

Canvas

Clean canvas chairs with a lather of soapy water. Remove grease stains with a grease solvent such as benzene, then sponge with cold water before benzene dries.

Carpets

Brush new carpets lightly or use a carpet sweeper. Do not vacuum a new carpet for at least four weeks or until the fluffing has stopped. If a carpet has been flattened by furniture, dampen the area with water and vacuum with a suction nozzle to raise the pile. Alternatively, hold a steaming iron just above the area, then brush well.

Clean carpets with a shampoo only when necessary or use Angela Day's carpet cleaner (see section on Home Production). Vacuum the carpet before starting to remove any stains, first testing the colour on a small hidden patch. Follow manufacturer's instructions carefully and start at the point furthest away from the door. Replace the furniture only when carpet is completely dry. Rust marks on carpets: The quickest method of removing a rust stain is to add 5ml salts of lemon to 600ml warm water and sponge the stains with this. Leave for two minutes, then rinse off and

dry. Repeat if necessary but rinse quickly each time. Alternatively, use a mixture of lemon juice and salt and leave for an hour. Then rinse off and dry.

Cast iron pots and pans

To remove burnt-on food, fill with water and washing soda and bring to the boil.

Remove rust stains with steel wool and abrasives. To condition cast-iron pots, wash and rinse them well then heat oil in the pan until it smokes. Remove from heat and leave overnight. The next day wipe out the excess oil with paper towels. The pot is now ready for use. Dry well before storing. Always condition a new pot before use.

Ceilings

Plasterboard ceilings should be painted or papered. Wood-panelled ceilings should be sealed to prevent dust and dirt penetrating the surface. Dust ceiling occasionally with a feather duster.

Ceramic tiles

Clean ceramic tiles with hot, soapy water and a very mild abrasive, or use 125ml ammonia, 125ml vinegar and 50ml washing soda in 4 litres water. You can also use a paste of bleach and bicarbonate of soda. Clean unglazed tiles the same way and polish with a silicone cream or furniture polish. Clean grouting with bleach.

Chamois leather

Wash in lukewarm water with a little washing-up liquid and a few drops of oil. Rinse in warm water, then rinse again in warm water with 5ml cooking oil or olive oil. Rub gently while drying in a warm, well-ventilated place.

China

To prevent chipping, it is best to wash china in a plastic bowl or a basin lined with a cloth. Wash in hot soapy water, rinse and drain. Dry with a clean tea-towel. Tea stains can be removed using a damp cloth dipped in bicarbonate of soda or a mild bleach solution. Alternatively rub the stain with a little borax. Never use abrasives or strong bleach.

China plates should not be stored directly on top of one another, but with a pad of material in between to prevent scratching.

Repair broken china at home. If the broken edges are smooth they should be roughened with sandpaper. Use china cement or an epoxy resin and allow the article to stand for at least 24 hours before using.

Chopping boards (wooden)

These should be scrubbed with salt and water when necessary.

Chrome

Dust or wash chrome with hot, soapy water or methylated spirits. A cloth dampened with ammonia also cleans chrome well and leaves no streaks. Dry chrome thoroughly. Use a damp cloth and bicarbonate of soda to remove greasy stains. Never use abrasives.

Clocks

Make sure the door of the clock is always tightly shut to keep out dust. Mechanical clocks should be cleaned professionally every two to three years. Clean the outside of clocks according to the finish – wood, plastic, metal or glass.

Coffee filter machine

To prevent a build-up of calcium in the piping, run half vinegar, half water solution through the machine occasionally. Operate first with clear water before using.

Combs

Remove any hair from the comb. Wash in warm soapy water, with a little ammonia, using a nailbrush or pieces of thread to clean between the teeth, rinse and dry. Do not wash tortoise-shell combs, rather brush them with a soft toothbrush – kept specially for this job.

Coolbags

Wash with warm, soapy water then sponge with fresh water. If the bag is musty or smells, sprinkle with some vanilla essence or bicarbonate of soda and wipe it out. Dry completely before storing.

Copper

Keep copper cooking utensils completely free of verdigris stains and dry them thoroughly after use. Remove any verdigris stains with a paste of salt and vinegar.

Never allow food to stand in copper containers. Clean copper ornaments with a metal polish, or with lemon juice or vinegar and salt. The salt acts as a mild abrasive. Verdigris on copper ornaments may be removed by dissolving 15g citric acid in 500ml warm water. Stir well, brush on to the copper then wash in warm soapy water. Rinse and dry.

Protect polished copper with lacquer or a coating of hairspray – this keeps the copper shining for longer. Copper which has already been lacquered should not be polished with a metal polish. Rather dust it or rub with a cloth. Remove lacquer with acetone or nail-polish remover.

Cork

Wipe any marks off cork table-mats immediately after the meal.

When grubby, wipe with warm, soapy water. Alternatively, rub with a pumice stone or fine sandpaper.

Crystal

Wash in hot soapy water, then rinse in one part vinegar to three parts water. Wash crystal chandeliers in a solution of ammonia and washing-up liquid. Wear gloves, and gently rub the chandelier clean. Never put cut glass in a dishwasher.

Curtains

Curtains should be cleaned at least once a year.

Before removing curtain hooks, mark their positions with a dab of nail varnish.

It is best to clean curtains before they are really dirty – ingrained dirt is difficult to get rid of and very dirty curtains can rot. Net curtains should be hung while still damp.

Vacuum curtains occasionally if you have a suitable nozzle on your vacuum cleaner. Before washing, shake out as much dust as possible. Many curtains should only be dry-cleaned.

When making curtains, remember: measure the width of the window and allow 1 ½ to 2 times the measurement for the width of the curtains. The thinner the material, the fuller the curtain should be.

Do not use selvages of material as they can cause the curtain to pull up. If selvages are used, they should be snipped every 10cm.

Cushions

An occasional airing and shaking helps to keep cushions well puffed and fresh. If cushion covers are washable, remove and launder them. Non-washable covers should be cleaned with upholstery cleaner.

Cutlery

Always wash cutlery as soon as possible after the meal to prevent permanent staining. Never allow wooden, plastic or bone handles to soak in water as this can cause them to become loose. Dry cutlery as soon as it has been washed to prevent watermarks from forming. Keep good cutlery in a canteen or drawer, separated into compartments to prevent cutlery from becoming scratched. Treat cutlery according to type (stainless steel or silver).

Decanters

Wash in warm soapy water. Clean cut glass using a soft-bristled brush and rinse in hot water containing a few drops of cloudy ammonia – this gives the glass a shine. Dry well with a non-fluffy cloth. If the lid stopper of a decanter becomes stuck, place a few drops of cooking oil at the join then gently force the stopper off. Alternatively, try placing the decanter in hot water up to the stopper. The decanter will expand, allowing the stopper to come out easily.

Or mix a little glycerine, alcohol and salt and apply to the join. A mixture of cooking oil and methylated spirits may also help loosen the stopper.

To clean badly stained decanters, fill with 15ml salt and 150ml white vinegar and stand for a while, shaking occasionally. Alternatively, fill the decanter with a strong solution of biological washing powder or bleach and hot water, let it stand overnight, then rinse.

Dishcloths

Wash and bleach (if colour fast) regularly. Boil them to freshen and to get rid of stubborn stains.

Drains

Do not allow anything to be washed down the drain if it is not easily flushed away. This includes tea-leaves, coffee grounds, vegetable and food debris from pots and pans. Do not pour cooking fats down the drain as they could solidify.

After you finish washing up, run the hot tap for a few minutes. This will ensure that only clear water is left in the pipes under the sink. Disinfect drains once a week or as often as necessary. Allow the disinfectant to stand undisturbed for a few hours.

To clear a blocked drain, put 1 litre of boiling water and about one handful of washing soda down the drain. You can also try a handful each of salt and bicarbonate of soda followed by boiling water.

Bathroom drains should always be kept free of hair. Clean daily.

Drawers

Rub the runners of drawers with candlewax so they open and shut smoothly. Line kitchen drawers with waterproof shelving so they can be wiped clean. drawers holding make-up should be lined with paper which will absorb any spillages.

If a drawer smells musty, place a few drops of vanilla essence in the back of the drawer.

Dustbins

Line dustbins with plastic liners or newspaper – this makes removal of rubbish less messy and more hygienic. Wash out regularly with hot, soapy water and rinse with disinfectant. This applies also to outdoor dustbins. Wrap damp waste in newspaper before putting in the bin.

Duvets

When buying a duvet or eiderdown always check whether there is a label with instructions on how to wash. If no label, ask the assistant if the item is washable, as very few dry-cleaners will tackle the problem.

If you do wash your duvet or eiderdown, choose a sunny, breezy day. Wash gently by hand in warm, soapy water, kneading and squeezing. Do not wring or twist. Rinse very well in the same way. Squeeze out as much water as possible and dry over two lines, shaking every now and then to prevent the feathers from matting together in a ball. They can also be dried in a tumble drier. It is a good idea to put a clean tackie or tennis ball in the drier as this will knock the feathers and keep them separate.

Treat spills immediately by pushing the feathers away from the stained area then sponging with warm soapy water. Rinse and allow the casing to dry thoroughly before spreading feathers.

Air duvets outside on a regular basis.

Earthenware

Soak burnt food in water to loosen, but do not use soapy water. Do not place hot earthenware in cold water and vice versa.

Electric blankets

Never dry-clean an electric blanket as the dry-cleaning solvents can damage the electrical wires. Follow the manufacturer's instructions and dry very thoroughly before use. When storing an electric blanket do not fold as this could damage the wires.

Embroidery

Test embroidery for colour-fastness before washing. To do this, place a damp cloth over the design and press with a warm iron. If the colours are loose, some of the colour will come off on the cloth. To press embroidery, place the right side face down on a soft towel and press on the wrong side. This will make the embroidery cotton stand out from the fabric.

Enamelware

Do not use a coarse scourer or abrasive which could scratch the enamel. Soak badly burnt enamel pots overnight, adding 15ml bicarbonate of soda to the water. Bring to the boil, then clean with an all-purpose cleaner. Or soak overnight with 30ml laundry all-purpose cleaner or with 30ml laundry detergent added to warm water.

Discoloured enamel can be boiled with a solution of washing soda and water, or pour bleach into the pot to a depth of 4cm. leave to stand for several hours or overnight. Top up with cold tap water. Bring to the boil. Allow to cool completely, then wash. Particularly good for burnt pots.

Facecloths

Wash once a week in a washing machine or in hot soapy water. Boil slimy facecloths for 10 minutes in a vinegar and water solution.

Feathers

Feathers fresh from poultry should be cleaned to rid them of the animal smell and animal oil. To do this, steep them in a solution of lime. (Mix 500g lime with 5 litres of water, removing the lime residue.) Stir the feathers in the lime and allow to dry.

Used feathers which have already been treated can be washed in a pillowcase or fabric bag. Wash in warm soapy water, rinse well and allow to dry. Move the feathers around occasionally to prevent them from drying in a clump.

Wash ostrich feathers in warm soapy water and rinse well.

Fireplaces

For brick fireplaces, do not use soap, soap powder or soda as brick is absorbent and it will be very difficult to rinse off. Normal scrubbing with water and a scrubbing brush is sufficient. If the fireplace is badly stained, try rubbing it with neat vinegar.

A more drastic remedy is to use one part spirits of salt to six parts water. Remember that spirits of salt is very dangerous, so great care should be taken. Keep the room well ventilated and do not allow the solution to come into contact with your hands. The solution should be applied to the bricks only – it will cause cement to crumble. Rinse well.

For other materials, see Floors.

Floors

Concrete: Scrub with hot water and washing soda. Do not use soap as it tends to make the floor slippery. A special floor sealer can be used on concrete. Remove moss or mildew growing on concrete with household bleach.

Cork: Cork is porous and absorbs stains easily, so it should be treated with a sealer. Sweep regularly and polish unsealed cork with a wax polish. Remove polish build-up and dirty marks with white spirit and fine steel wool.

Linoleum: Clean with a cloth dipped in paraffin when necessary, then polish with a dry cloth.

Wash in warm soapy water, then rinse and dry. Do not use a strong soap, washing soda or abrasive as they make the floor more absorbent to dirt. Polish with furniture cream or floor polish.

Plain woods: Clean by scrubbing with soap and water. Always dry thoroughly and never use washing soda.

Painted floors: Dust and sponge with warm soapy water, then with clean water before being dried well. Stains can be removed with a mild abrasive.

Polished floors: A build-up of polish and grime can be cleaned with a 50-50 solution of hot water and vinegar. Dry thoroughly then repolish.

Varnished floors: sponge with cold water – hot water tends to make varnish sticky. Dry well.

Quarry tiles: Wash with hot, soapy water and rinse. It is best to seal quarry tiles. Polish with a wax polish containing a red pigment to preserve the colour. White patches of lime will appear on newly laid quarry tile but they will eventually disappear. To hasten the process, wipe them with a solution of 15ml vinegar to 2,25 litres of water. Do not seal the floor until all the lime patches have disappeared.

Slate: Mix equal quantities white spirit and boiled linseed oil, rub well into the slate, then polish. Seal the slate only when lime patches have disappeared (see quarry tiles).

Stone: There are many types of stone floors and manufacturer's instructions should be followed. Usually the same rules as for brick fireplaces apply.

Tiles: Clean ceramic tiles with hot, soapy water and a very mild abrasive, or use 125ml ammonia, 125ml vinegar and 50ml washing soda in 4 litres of water. You can also use a paste of bleach and bicarbonate of soda. Clean unglazed tiles the same way and polish with a silicone cream or furniture polish. Clean grouting with bleach.

Vinyl: Wash with warm, soapy water. Remove stains with a soft cloth dipped in white spirit. For a build-up of "one step" type polish, mix 2,5 litres cold water, 250ml ammonia and 250ml all-purpose cleaner. Apply to floor and leave for 30 minutes, then scrape off with metal scraper. It should lift like a skin.

Freezer

Freezers need to be defrosted regularly otherwise they consume more electricity than necessary. It is best to defrost your freezer when the ice is about 1cm thick and the freezer contains very little food.

Switch off the freezer and keep the food cold by wrapping it in newspaper or blankets. Place bowls of boiling water in the freezer and keep it closed for about 30 minutes. Loosen the ice and mop up the excess water. Clean out with warm, soapy water, then with clean water, containing bicarbonate of soda. If the freezer has a really bad smell due to an extended power cut, place unpeeled pineapple slices into a bowl of boiling water and stand in the closed freezer (switched off) for a few hours. Then wipe down with a strong solution of lemon essence and warm water. Dry the freezer well, switch on and replace food.

FRYING PANS

Always heat the frying pan before adding the fat – this will prevent food from sticking. To clean a really dirty frying pan, soak it in a biological detergent solution.

GLASSWARE

To give glassware a shine, wash in hot, soapy water and rinse in hot water to which a few drops of cloudy ammonia have been added. (See decanters and vases.)

GLOBES

Remove globes from their sockets to wash. Use methylated spirits to clean obstinate marks.

GOLD

Clean gold ornaments with specially impregnated cloth or polish with a chamois leather. Wash gold jewellery in hot, soapy water, using a soft brush to clean. Toothpaste, applied with an old toothbrush, will brighten gold jewellery.

HANDKERCHIEFS

Handkerchiefs should be pre-treated separately from the rest of the washing. Soak in a solution of 15-30ml salt to 1 litre of water. Disinfectant may be added. Wash and rinse in the usual way. Iron hems of handkerchiefs first, pulling it into shape.

HANDBAGS

Empty and brush out handbags once a week. Remove grease and lipstick stains with a grease solvent such as benzene. Never overfill a bag as this causes it to lose its shape and weaken the handle and fastener.

Leather handbags can be cleaned with a rag moistened in methylated spirits. Dry thoroughly. Rub with lanolin or a good quality cream wax polish. Always check manufacturer's instructions and test cleaning remedies on an unseen area.

Suede handbags should be held occasionally in the steam of a kettle filled with boiling water to raise the pile. Remove spots and marks with a grease solvent and rub shiny patches with a fine sandpaper. If badly soiled, treat with suede cleaner, but follow the instructions given with the cleaner.

HINGES

Treat creaking hinges with oil or lead from a soft pencil – the graphite in the pencil is an excellent lubricant.

IRONWARE

Always keep clean and completely dry to prevent rust. Some iron pots are lacquered to prevent rust. Remove lacquer before using by boiling in salt water. Wash thoroughly, rinse and dry. Coat the saucepan with oil and place it in the oven for an hour at 130°C, or heat until smoking, then leave overnight. The next day wipe out the excess oil with paper towels. Always dry pans well before storing.

IRONS

Empty the water out of a steam iron before storing unless the manufacturer instructs otherwise. Many steam irons need distilled water. This can be bought at the chemist or you can make your own by scraping the frost off the inside of a freezer and allowing it to melt. If in a really hurry, use water that has been boiled.

To clean a dirty soleplate, use a commercial iron cleaner or make a paste of abrasive powder and glycerine. Spread on to the cold iron and heat. Wipe off with paper towels or a thick cloth. Do not use on chrome or non-stick soleplates. Wipe non-stick soleplates gently with a liquid household cleaner.

To unclog a steam iron, add equal quantities of white vinegar and water. Allow the iron to heat up and steam for a while. Switch off and cool. Empty the water compartment and flush it out with fresh water.

IVORY

Expose ivory to sunlight as much as possible to prevent it from yellowing. Clean discoloured ivory with methylated spirits, or apply lemon juice and salt, or with white toothpaste. Leave to dry and brush off. Antique ivory must never come into contact with water or chemicals.

PIANO KEYS: Methylated spirits, lemon juice, alcohol and metal polish will all whiten ivory piano keys to a certain extent.

JEWELLERY

Valuable jewellery should be cleaned professionally. Most jewellery – except for opals, pearls and turquoise – can be cleaned by soaking for a few minutes in methylated spirits or a special cleaning fluid. Brush lightly with a soft brush to clean crevices, then shake off excess fluid and rub gently with a soft cloth or brush to polish. Trim down an old soft toothbrush and use for ring-cleaning.

Jewellery can also be brushed with toothpaste to brighten it up. Wash jewellery with hard stones in hot water to which some ammonia has been added. Scrub well, then rinse in cold water. Make sure the stone is securely set as the water could dissolve glue used to position the stone. If glue is used, clean instead with methylated spirits.

CAMEO: Scrub gently with hot, soapy water, then rinse and dry.

DIAMONDS: Clean in hot water with a little detergent, using a soft brush. Dip in methylated spirits and dry well.

MARCASITE: Brush with an impregnated silver-cleaning cloth.

PEARLS: It is best to have pearls cleaned professionally. Real pearls can be washed in lukewarm soapy water but they should not be immersed for any time as wetting the thread sometimes weakens it. If there is any doubt about the thread, wring out a cloth in the suds and gently wipe each pearl.

Wear real pearls as much as possible as they gain colour and luster by absorbing the skin's natural oils.

Imitation pearls are more delicate and need to be cleaned carefully or the thin pearly coating may peel off. Remove dust and dirt by rubbing lightly with a damp cloth.

KETTLES

To descale a kettle, make up a solution of half water, half white vinegar. Bring to boil in the kettle and allow it to stand until cold. Empty and brush off the scale. To remove any acid taste, place fresh water in the kettle and bring it to the boil, then pour out.

A marble kept in the kettle will help prevent fur from forming inside.

Alternatively, try freezing the kettle while full of water – when water melts the scale should come away from the sides.

KITCHEN

If your kitchen smells of burnt or spoilt food, boil a diced, unpeeled pineapple in water for 30-45 minutes, making sure the windows and doors are closed.

Wipe down the stove, sink and all work surfaces and sweep the floor daily. Keep the kitchen windows open during the day. Wash the floor, clean the stove, windows, window sills and walls on a weekly basis to prevent the build-up of grease.

LAMPSHADES

Glass, porcelain and plastic lampshades should be sponged with warm, soapy water, rinsed and dried.

Silk lampshades or those made from similar soft materials may be washed by dipping into warm, soapy water. Rinse in clear water, shake well and dry. This should be done only if the fabric is stitched to the frame. If the shade is glued to the frame clean by using a soft cloth dipped in benzene. Sponge the lampshade all over with the solvent to prevent rings from forming.

There is also a chance the fabric will shrink slightly and cause puckering after washing.

Check the frame before washing as if it is not painted it could rust when put into water.

Paper lampshades should be dusted only.

Parchment lampshades can be cleaned with a soft cloth which has been well wrung out in warm soapy water. Use a soft-bristled brush to help remove the dirt. Sponge with a cloth wrung out in clear water, then leave to dry.

LEATHER

Remove stains from leather by rubbing with eucalyptus oil. Remove ballpoint ink stains from leather with white toothpaste or sweet spirits of nitre. This is a bleach and should be tested on a small, unseen part of the leather first. Chewing gum or bubblegum can be removed from leather with eucalyptus oil but test first on unseen area.

Leather furniture should be wiped with warm, soapy water, then with a clear water. Dry well. Very grubby leather may be treated with a solution of half water, half vinegar. Feed leather with a liquid silicone polish.

Leather shoes, handbags and coats can be cleaned with a rag moistened in methylated spirits. Dry thoroughly. Rub with lanolin or a good quality cream wax polish. Always check manufacturer's instructions and test cleaning remedies on an unseen area.

LINOLEUM

Clean with a cloth dipped in paraffin when necessary, then polish with a dry cloth. Wash in warm soapy water, then rinse and dry. Do not use a strong soap, washing soda or abrasive as they make the floor more absorbent to dirt. Polish with furniture cream or floor polish.

LOCKS

Lubricate stiff locks with powdered graphite rather than oil – oil tends to clog the mechanism. Soft pencils contain a lot of graphite and can be used if no powdered graphite is available. Clean rusty locks with paraffin, applied with a brush.

LUGGAGE

Brush, dust or vacuum inside luggage after use. Canvas luggage can be cleaned with a lather of soapy water.

Remove stains from linings with benzene or methylated spirits. Clean imitation leather the same way as leather. (See Leather.)

MARBLE

Clean marble with soapy water and soft-bristled brush. Test this remedy on coloured marble as it could affect the colour. Rinse well and dry with a chamois leather.

Greasy marble can be cleaned with petrol, turpentine, acetone or benzene.

Marble is very porous, so wipe off any spills immediately. Treat tea, coffee, cocoa, wine and fruit-juice stains with a solution of borax and water (5ml borax to 150ml water). Treat more persistent stains with lemon juice or vinegar, but don't leave in contact with the marble for more than a few seconds or the marble will become dull. Polish marble with a silicone cream.

MATTRESSES

All mattresses need regular cleaning. A stiff brush or the dusting attachment of a vacuum cleaner is ideal for the job, paying particular attention to seams.

BLOOD STAINS: Tip the mattress on its side and sponge with cold, salt water, or use foam from an upholstery cleaner. Sponge with cold water to rinse.

URINE STAINS: Sponge with washing-up liquid solution or upholstery shampoo. Rinse with cold water and disinfectant.

VOMIT: Remove the deposit, then tip the mattress on its side and sponge with a washing-up liquid solution. Rinse in warm water and disinfectant.

MICROWAVE OVENS

Mix 45ml bicarbonate of soda with 200ml water or a few slices of lemon and water in a heat proof bowl and boil in the microwave for a few minutes. The condensation from the steam will loosen the dirt and will ensure easy cleaning and freshen the oven and deodorise lingering smells. 50ml bicarbonate of soda in 1 litre warm water can be used to wipe down the inside of the oven. Store a box of bicarbonate of soda in the microwave in between uses to remove odours.

MINCERS

Always mince a slice of bread after mincing strong-smelling foods. Wash, rinse well and dry, then place in an oven that is still warm from baking. Leave the mincer until completely dry. Oil a mincing machine with glycerine as this does not flavour food.

MIRRORS

Clean mirrors with a soft, damp cloth wrung out in warm water. Rub with a cloth which does not give off fluff, or use newspaper. Make sure water does not run down behind the mirror as this could cause discolouration.

To prevent bathroom mirrors from steaming up, rub with a solution of equal parts of methylated spirits and glycerine. Polish well with a soft cloth. (Remember always run cold water into the bath before the hot – this will prevent the bathroom from steaming up.)

NET CURTAINS

Always wash net curtains before they look really dirty, otherwise they will not be easy to clean. Do not wash net curtains in the washing machine as they will crease. Wash gently by hand and drip-dry.

NON-STICK COOKING UTENSILS

These are usually easy to clean by simply wiping with a damp cloth. Never use harsh abrasives, metal or sharp kitchen implements which could damage the coating.

To clean discoloured non-stick pans, mix 65ml household bleach, 15ml bicarbonate of soda and 125ml water, then boil in the pans for a few minutes. Wash well in warm, soapy water, rinse and dry.

OIL PAINTINGS

Valuable paintings should be cleaned professionally.

OVENS

Sprinkle salt immediately over spills. When the oil is cool, brush off burnt food and wipe off with a damp cloth. Use aerosol oven cleaners, but follow instructions. An alternative is to place a saucerful of ammonia in the oven overnight. The next morning, open the oven to air for a while, then wash it out with warm soapy water.

PEWTER

Polish pewter simply by rubbing it frequently with a soft duster.

If pewter has been neglected for a short time only, then the tarnish can usually be removed by rubbing the metal with ordinary brass polish.

PIANOS

Methylated spirits, lemon juice, alcohol and metal polish will all whiten ivory piano keys to a certain extent.

Polish the woodwork occasionally. Interior cleaning should be done by an expert. Never place a vase of flowers on a piano in case water spills inside.

PICTURES

Dust pictures regularly. Clean glass with a soft cloth dipped in methylated spirits or a commercial window-cleaning agent. Wooden frames can be polished with furniture polish or according to kind.

PILLOWS

Pillows may be washed, but check manufacturer's instructions. They do tend to lose some of their resilience. Wash in warm, soapy water, knead gently, rinse very well and squeeze out as much water as possible, hang up to dry, shaking periodically. Pillows may be dried in a tumble drier (except for terylene-filled pillows). When quite dry, the filling will have to be puffed by hand. Pillows should be shaken regularly to prevent matting. Never use benzene on pillows containing foam rubber and do not dry-clean pillows filled with synthetic fibres.

PLAYING CARDS

Remove stains by rubbing with talcum powder or stale white breadcrumbs. Plastic-coated cards can be wiped with a damp cloth and dried well with a soft cloth.

QUARRY TILES

See Floors.

RAINWEAR

Always check the manufacturer's instructions before washing or dry-cleaning your raincoat. If incorrectly treated, your raincoat may lose its waterproof qualities. Allow mud stains to dry, then clean with a dry brush. Any remaining stain can be sponged off with warm soapy water, then clear water.

Silicone-treated cotton raincoats can usually be washed in soft soapy water or with a soapless detergent. Rinse well and hang up to dry. Touch up any creases gently with a steam iron. Spots or stains can be removed with methylated spirits or benzene – sponge lightly and try not to get the fabric too wet.

Rubberized raincoats: never use a grease solvent, rather use an absorbent such as French chalk, making it into a paste with water and spread on to the stain. Leave to dry then brush off. To clean, sponge or brush with the foam from pure soap and water. Sponge with clear water to rinse.

Plastic and nylon raincoats: these can be washed or sponged clean.

Imitation leather raincoats: sponge with warm, soapy water.

RECORDS

Long-playing records should be wiped with a very fine sponge lightly moistened with water or, better still, with an antistatic liquid or a specially impregnated cloth sold specially for this purpose. Do not use paraffin for cleaning as this may clog the fine grooves.

REFRIGERATORS

A refrigerator should be defrosted when the ice in the freezing compartment is about 1 cm deep. Switch off the refrigerator, remove the contents, and place bowls of boiling water in the freezing compartment. Shut the door and allow the ice to melt.

Clean the fridge out well by using water that contains bicarbonate of soda. Dry thoroughly and restart. If the fridge has a really bad smell due to an extended power cut, place unpeeled pineapple slices into a bowl of boiling water and stand in the closed fridge for a few hours, then wash down with a strong solution of lemon essence and water. Dry the fridge well and replace food.

RUBBER GLOVES

Wash regularly in warm water and hang up to dry. Sprinkle talcum powder in the gloves so they slip on easily. Place small balls of cottonwool in the fingertips to prevent fingernails from pushing through.

RUGS

Antique rugs of all descriptions should be cleaned professionally.

SEWING MACHINES

Read manufacturer's instructions carefully. Dust and oil the machine regularly, using a proper machine oil – any other type of oil may clog the sewing machine. Remove the footplate regularly and clean out any fluff. After oiling, run the sewing machine on a piece of paper toweling to remove excess oil.

Replace the needle frequently and have the machine serviced by the manufacturer regularly.

SHEEPSKINS

To wash a sheepskin rug, choose a warm, sunny day. Remove any backing from the rug. Place 250ml soap flakes or grated soap, 600ml water and 75ml oil (cooking or olive oil) in a saucepan and boil for five minutes to emulsify the oil. Add 50 to 60ml glycerine, especially if the skin is hard. Place this mixture in a bath of warm water and wash the skin, kneading and squeezing. Rinse fairly well – it is good if a little of the soap remains in the sheepskin. Squeeze as much water out as possible and hang up to dry.

While drying, roll the skin occasionally to keep it soft. When nearly dry, rub the back of the skin with a mixture of half oatmeal, half flour. This should help restore the softness of the skin.

Replace the backing.

Alternatively, use a grease absorbent such as bran, French chalk or cornflour. Sprinkle it over the sheepskin, roll up and leave overnight. The next morning, shake well and hang up to air. This remedy is more effective if the grease absorbent is warmed in an oven before use.

SHOES

Remove mud from shoes as soon as possible. Do not use a sharp instrument to remove dry mud or you will scratch the leather. Rather use a soft, damp cloth to wipe the mud off. Use a wooden skewer to remove mud from awkward places.

Always store shoes on shoe-trees or stuff with newspaper. Do not dry wet shoes near direct heat; place in a warm, airy place. It is better to rotate your shoes rather than wear the same pair for a few days running.

CANVAS SHOES: Brush with a clothes brush and use benzene to remove dirty marks.

FABRIC SHOES: Brush with a stiff brush and clean dirty sports with a grease solvent, such as benzene. Clean the fabric with a lather made from soap and warm water, scrub gently, then wipe with a cloth that has been wrung out in clear water.

LEATHER SHOES: Brush dirt off with a stiff brush, apply shoe polish and buff with a soft cloth. Leather can also be polished with a colourless furniture cream. Give your leather shoes a new lease of life by removing all the old polish with benzene. Rub petroleum jelly into the leather and leave overnight. The following day, polish them as usual.

PATENT LEATHER: Dust and clean with a shoe cream or petroleum jelly. Store on shoe trees to prevent cracking and creasing.

PLASTIC OR IMITATION LEATHER: Clean with warm, soapy water, wipe off with a cloth dipped in clean water and dry well. Polish occasionally with a little shoe or furniture cream.

SUEDE: Mud marks should be allowed to dry then brushed off. Remove any remaining stains with a damp (not wet) cloth. Use a wire or rubber brush. Remove grease stains with an absorbent powder but for severe marks use benzene. Use a commercial suede cleaner occasionally to restore the colour. Shiny patches can be treated with fine sandpaper or a pumice stone.

REPTILE: Use a shoe cream.

KID: Use a cream of the correct colour.

RUBBER SHOES: Always store shoes absolutely clean. Oil and grease cause the rubber to deteriorate.

SHOE POLISH: To soften shoe polish which has become hard or lumpy in the tin, it can be softened with a few drops of paraffin, olive oil or turpentine. An alternative is to place the tin in a warm oven for 2 or 3 minutes.

SILVER

Always store silver cutlery in a canteen or drawer lined with felt or baize. Each kind of item should have its own compartment. When not in use keep silver in a bag in a dry place. Wash silver cutlery immediately after use in hot, soapy water. Rinse and dry at once while still hot. Polish with a silver dip or silver polish.

Cutlery which is seldom used will stay bright and shining if a little olive oil is rubbed on before it is packed away.

To clean tarnished silver, place a strip of aluminium foil (about 10 to 12cm wide) in the bottom of plastic or enamel bowl, add the silver and a handful of washing soda, then fill with hot water. Wait until the fizzing has stopped, then rinse and buff with a cloth.

Alternatively, place a 30cm long piece of aluminium foil in the bottom of a saucepan. Add 40ml bicarbonate of soda and 1,5 litres water, add the silver and bring to boil. Simmer for five minutes, remove the silver and wash in hot soapy water.

Remember that silver salt cellars should never be stored with salt in them as the salt corrodes the silver. Wash well after each use. Never use abrasives or bleach and never store silver in newspaper.

SINKS

FIBREGLASS: These sinks vary according to the manufacturers and the quality, but generally, the surface can be easily scratched or damaged with sharp knives. Avoid harsh cleansers and use hot detergent suds for cleaning.

STAINLESS STEEL: To protect a stainless steel sink or draining board, wash, rinse and wipe dry after each use. This should be sufficient to keep it gleaming. Avoid grease films collecting on the sink – wash off grease as soon as possible, using washing-up liquid.

Marks can also be removed from stainless steel sinks with a cleanser made especially for stainless steel, or with a cloth dipped in a mild paste abrasive.

Never use liquid silver cleaner near a stainless steel sink or draining board, and if silver has been cleaned in this way, give it a final wash in a separate bowl.

SOAPSTONE

Clean with a soft-bristled brush which has been dipped in warm, soapy water. The soapstone should not become wet. Wipe off with a clean, damp cloth, dry and polish sparingly with a little furniture polish or vegetable oil.

SPONGES

To clean slimy sponges and loofahs, rinse well then soak for two hours in 500ml water and 15ml vinegar. Rinse and dry outdoors.

Sponges should be washed every few days in hot, soapy water, rinsed well and dried. This prevents them from becoming slimy.

STAINLESS STEEL

Wash stainless steel as soon as possible after use and rub dry with a dishcloth while still damp to prevent watermarks from forming. Never use harsh abrasives or coarse scourers on stainless steel, nor silver cleaners, bleach metal polishes, disinfectants, acids or salt as they cause discolouration.

Polish stainless steel with a little cornflour and a little all-purpose household cleaner. Methylated spirits and turpentine wiped over stainless steel fittings will add a good shine.

Use methylated spirits or white vinegar to remove water marks, but rinse immediately.

STOVES

Wash stove tops with warm, soapy water while plates are still warm. Try not to use a harsh abrasive or scourer.

OVENS: Sprinkle salt immediately over spills. When the oven is cool, brush off burnt food and wipe off with a damp cloth.

Use aerosol oven cleaners, but avoid chrome fittings. An alternative is to place a saucerful of ammonia in the oven overnight. The next morning, open the oven to air for a while, then wash it out with warm soapy water.

SUEDE

To remove damp or grease marks, rub in Fuller's earth and leave for an hour before brushing out. Remove stubborn grease spots by sponging with a little benzene. Sponge in a circular motion from the outside of the stain towards the centre. Washable ties can be washed gently in warm, soapy water, rinsed and hung up to dry. Press if necessary.

To freshen suede, brush first, then sponge with a small quantity of benzene. Hold over a steaming kettle for a few seconds, then remove any shiny patches of suede with a pumice stone, fine sandpaper or a wire brush.

TAPESTRY

Have valuable tapestries cleaned professionally.

Rub warm bran into the tapestry with your fingertips, leave overnight, then brush out or vacuum the following morning. Use benzene to remove stains on a tapestry but test a tiny patch first.

TEAPOTS

Clean tannin stains from the inside of china teapots with a strong solution of bleach and hot water, or with bicarbonate of soda and hot water. To clean the inside of an aluminium teapot, place 10 to 15ml borax in the pot, fill with boiling water and allow to stand for a few hours. Clean stainless steel pots with 15ml washing soda and boiling water, leaving for an hour.

TIES

Quality ties must be cleaned professionally. To dry-clean non-washable ties at home, place them in a jar with some benzene, cover and shake for a few minutes. Remove the ties and keep the benzene in the jar to use again.

TOWELS

Wash towels in hot, soapy water and rinse well to make sure all soap is removed. Dry towels in a warm place. Badly rinsed towels become hard and scratchy. Rinse hardened towels in water containing glycerine – about 60ml to 5 litres of water. Towels that take too long to dry tend to smell musty. Soak badly smelling towels in a bucket of cold water with 15ml borax or 10ml ammonia.

TOYS

Wash plastic toys regularly with warm, soapy water, then rinse well. Soft toys, if not washable, can usually be cleaned with a lather of warm, soapy water or carpet cleaner. Wipe off with a cloth which has been wrung out in clear water. Leave in a warm place to dry, then gently brush the fur. Alternatively sprinkle with absorbent powder and leave for several hours, then brush well.

UMBRELLAS

Leave wet umbrellas open until completely dry.

UPHOLSTERY

Brush or vacuum frequently. If upholstery needs cleaning, use Angela Day's carpet and upholstery cleaner. Light grubbiness can be removed using a cloth which has been dampened with benzene. Wipe lightly over upholstery.

Remove grease marks with an absorbent powder such as Fuller's earth or French chalk. Rub into the stain, leave for a few hours, then brush off.

VACUUM FLASKS

Always make sure the flask is completely dry before storing. Never store with the lid in position. A bottle brush makes cleaning a vacuum flask easier. To remove smells, place 15ml bicarbonate of soda in the flask, fill with hot water and shake. Allow to stand for a few hours.

VASES

Rinse thoroughly after use, then wash in warm water containing washing-up liquid and a little ammonia. To remove white marks on glass vases place 15ml vinegar or lemon juice in the vase and fill with hot water. Allow to stand for a few hours. Rinse in clear warm water and leave to drain. Alternatively, fill the vase with a strong solution of biological washing powder or bleach and hot water, let it stand overnight, then rinse.

VELVET

Most velvet fabrics should be dry-cleaned only. To remove dust and fluff, dampen a clothes brush with a few drops of methylated spirits and brush the velvet immediately.

Washable velvet should be washed in the same way as woolens or silks. Press velvet with the pile side down on another piece of velvet, pile side up. Another way of pressing is to stand the hot iron on its heel, and run the velvet, pile side away, over the iron.

Remove creases from velvet by holding over a steaming bath or kettle.

WALLS

When washing a wall, always work from the bottom upwards to prevent streak marks from forming.

BRICK WALLS: Can be treated with a special sealer.

NON-WASHABLE WALL PAPER: Dust with a feather duster. Remove marks with a piece of white bread, or soft art rubber.

WALL PAPER: Sponge washable wall paper with a cloth wrung out in clear water.

WASHING MACHINES

Always dry thoroughly after use to prevent rusting and to prevent the rubber parts from perishing.

Rub these parts with glycerine occasionally to keep soft. A burst hose can flood your house.

Always turn off taps when you finish washing.

WASHING UP

Stack dishes neatly before beginning. Make sure all scraps of food have been removed. Always wash the cleanest things first – glassware, saucers, lids and so on. Next come the dirtier things such as plates and cutlery and finally the really greasy things such as pots and pans. Always wash in hot, soapy water and rinse in hot water – this is hygienic and means the dishes dry faster. Draining is more hygienic than drying, but stainless steel, silver and cutlery should be dried to prevent water marks from forming.

WINDOWS

Never wash windows on a sunny day as they will dry too quickly and leave streaks. Do not wash on a frosty day as the glass could crack.

Use warm water with a few drops of paraffin or methylated spirits added or use a commercial window cleaner. Never use soap – this smears the windows. Use one cloth to clean, one to dry and another to polish. Crumpled newspaper is very good for drying and polishing. Stains and stubborn marks can be removed with neat methylated spirit.

Borehole water stains: Apply clear de-rusting liquid (available from hardware stores) with a paint brush. Mixture will bubble. When it stops bubbling, wipe off with a cloth and re-apply once or twice if necessary.

To stop windows from frosting in winter, rub with a cloth moistened in a mixture of half glycerine, half methylated spirits. Dry one side of window with vertical strokes and the other with horizontal strokes. This helps to see which side the window is smudged.

WOOD

Kitchen utensils: never leave wood-handled knives, wooden chopping boards or salad bowls to soak in water or they will warp. To season salad bowls before use, smear with vegetable oil and leave overnight, then wipe with paper towels.

Furniture with a veneered or French polished finish needs very special care when treating stains and should be treated by experts.

Always have antique furniture treated by experts.

Blood stains: mop up, sprinkle with salt and wipe over. If the wood has been affected, rub gently with fine sandpaper and rub down with a solution of 1 part hydrogen peroxide (10 percent volume) and 6 parts water. Do not use this treatment on French-polished furniture.

Spirit stains: (alcohol, perfume and some medicines) should be treated immediately as they can dissolve surface finishes, especially French polish. Blot, then wipe up immediately what you have spilled with cold water, rubbing the wood with the palm of your hand as it dries, or rub with a little linseed oil.

Remove paper by soaking with salad oil for about an hour then scraping gently.

Wipe fresh oil-based paint stains with liquid furniture polish or turpentine. Wipe off fresh water-based paint stains with a soap solution, dry and polish.

SCRATCHES: Disguise scratches by rubbing with wax crayon, shoe polish or eye pencil. Alternatively, dab on linseed oil.

DENTS: To remove dents, cover with a damp cloth, then heat with the tip of an iron until steaming. Rewax or polish when dry.

BLACK HEAT MARKS: Brush on acid solution, leave for a second or two, then remove with a damp cloth. Alternatively rub the surface with fine steel-wool until fresh wood is reached, then recolour or stain the wood. Re-polish or oil.

WHITE HEAT MARKS: Remove the finish with methylated spirits and recolour with stain, wax crayon or shoe polish. If the wood is oiled, remove the finish with methylated spirits then rub in

linseed oil polish. OR remove finish, apply a paste of cigarette ash and Vaseline – rub off immediately, apply a fresh paste – leave overnight and then rub off. Repeat if necessary.
WHITE WATER MARKS: Rub repeatedly with camphorated oil, metal polish or white petroleum jelly until the mark disappears. Otherwise apply a paste of mayonnaise or oil and cigarette ash, or salad oil and salt. Leave overnight then wipe off. Alternatively apply a mixture of equal parts linseed oil and turpentine, leave for two hours then wipe off with vinegar and re-polish or rub with a Brazil nut or walnut.

REMOVE A BUILD-UP OF POLISH: Remove build-up of polish and grime by wiping with a solution of half vinegar, half hot water. Wipe dry with a soft cloth then re-polish in the normal way.

CARE AND MAINTENANCE OF THE HOME

Care and maintenance of your home is largely a matter of common sense. If your house is kept really clean and in good repair it should function at maximum efficiency.

Daily routine:

Wash up any dirty dishes, make the beds, tidy the kitchen, bathroom, living rooms and bedrooms. If you are systematic, these jobs will take less time and regular cleaning is easier and quicker than an occasional “blitz”.

Housework:

How often to clean a room depends on how often it is used, but the kitchen, bathroom and toilet should always be cleaned daily.

Kitchen:

Wipe over work surfaces, top of stove and cupboard doors; always leave sink and draining boards clean after washing up, and mop up any food spills or splashes from the floor. The cooker and fridge should be wiped down daily and the fridge should be defrosted when necessary as an iced-up fridge will not work efficiently. Keep cupboards tidy and clean. Wipe walls when necessary to remove grease splashes, wash floor daily and wash windows at least once each week.

When wiping down the fridge pay particular attention to the rubber seal – clean with a wet cloth and dry thoroughly.

Bathroom:

Don't use an abrasive cleaner on the bath and wash-hand basin as it may scratch the surface, try a liquid cleaner or paste. This should be done daily. Clean the toilet daily. Lift the seat and pour down a bucket of hot water with a little disinfectant such as Dettol. Brush with a long-handled brush and wipe the outside of the toilet bowl and the seat with a cloth. The floor should be washed daily and walls and tiles at least once a week.

Living rooms and bedrooms:

These rooms should be dusted daily and carpets vacuumed when necessary. Upholstery should be brushed or vacuumed at least once a week. Windows should be washed when necessary. Bedroom walls and cupboards should be washed down once a week with a solution of warm water and disinfectant.

METRIC ABBREVIATIONS

C	=	Celsius
mm	=	millimetre
cm	=	centimetre
km	=	kilometre
ml	=	millilitre
cl	=	centilitre
dl	=	decilitre
l	=	litre
mg	=	milligram
g	=	gram
kg	=	kilogram
kg	=	kilojoule
1 kg	=	1 000 g
1 litre	=	1 000 ml
1 litre	=	100 cl
1 litre	=	10 dl
1 dl	=	100 ml
1 gill	=	150 ml
1 fl oz	=	30 ml
1 oz	=	30 g
1 quart	=	1,2 litres
4,2 kilojoules	=	1 calorie

LIQUID CAPACITY

Metric	Imperial
30 ml	1 fl oz
60 ml	2 fl oz
150 ml	5 fl oz (1 gill/ ¼ pint)
300 ml	½ pint
450 ml	¾ pint
600 ml	1 pint (20 fl oz)
900 ml	1 ½ pint
1,25 litres	2 pints/1 quart
4,6 litres	1 gallon

WEIGHTS

1 oz	=	30 g
2 oz	=	60 g
8 oz	=	250 g
1 lb	=	500 g
2,2 lb	=	1 kg

VOLUME AND LIQUID

1 ml	=	¼ teaspoon
2,5 ml	=	½ teaspoon
5 ml	=	1 teaspoon
10 ml	=	2 teaspoons
15 ml	=	3 teaspoons
15 ml	=	1 tablespoon
30 ml	=	2 tablespoons
45 ml	=	3 tablespoons
60 ml	=	4 tablespoons
60 ml	=	¼ cup
80 ml	=	1/3 cup
125 ml	=	½ cup
160 ml	=	2/3 cup
190 ml	=	¾ cup
250 ml	=	1 cup
375 ml	=	1 ½ cups
500 ml	=	2 cups
750 ml	=	3 cups
1 litre	=	4 cups

OVEN TEMPERATURES

°C	°F	Gas Mark	Temperature
130	250	½	very cool
140	275	1	very cool
150	300	2	cool
160	325	3	warm
180	350	4	moderate
190	375	5	fairly hot
200	400	6	fairly hot
220	425	7	hot
230	450	8	very hot
240	475	9	very hot
250	500	9	very hot

TO CONVERT CELSIUS TO FAHRENHEIT:

Multiply by 9, divide by 5 and add 32.

TO CONVERT FAHRENHEIT TO CELSIUS:

Subtract 32, multiply by 5 and divide by 9.

Read the following charts as these examples:

0 deg F = -18 deg C and 10 deg C = 32 deg F

10 km = 6,20 miles and 10 miles = 16,10 km

FAHRENHEIT - CELSIUS

32 deg F	0	-18 deg C
42 deg F	6	-14 deg C
54 deg F	12	-11 deg C
75 deg F	24	-4 deg C
90 deg F	32	0 deg C
97 deg F	36	2 deg C
118 deg F	48	9 deg C
140 deg F	60	16 deg C
162 deg F	72	22 deg C
183 deg F	84	29 deg C
205 deg F	96	36 deg C
212 deg F	100	38 deg C

YARDS - METRES

0,52	½	45,72cm
1,09	1	0,91
2,18	2	1,82
3,27	3	2,73
4,36	4	3,64
5,45	5	4,55
6,56	6	5,46

PINTS - LITRES

1,76	1	0,57
3,52	2	1,14
5,28	3	1,71
7,04	4	2,27
8,80	5	2,84
10,56	6	3,41
12,32	7	3,98
14,08	8	4,56
15,84	9	5,11
17,60	10	5,68

MILES - KILOMETRES

6,20 miles	10	16,10 km
12,40 miles	20	32,20 km
18,60 miles	30	48,30 km
24,80 miles	40	64,40 km
31,10 miles	50	80,50 km
37,30 miles	60	96,50 km
43,50 miles	70	112,60 km
49,70 miles	80	128,70 km
55,90 miles	90	144,80 km

SEWING

Dress patterns are based on body measurements expressed in metric units and the two widths allowed on dress patterns for seam allowances are now 15mm (5/8 inch) and 10mm (1/2 inch).

THE WIDTH OF MATERIAL:

90 cm replaces 36 inches
115 cm replaces 45 inches
135 cm replaces 54 inches
140 cm replaces 56 inches
150 cm replaces 60 inches
180 cm replaces 72 inches
230 cm replaces 90 inches

The length of material is expressed in metres and tenths of a metre.

A 10cm zip fastener replaces the 4 inch zip, and thereafter zip lengths will increase by 5cm up to 80cm, which replaces the 32 in zip.

DRESS SIZES

18 inch – 46 cm
19 inch – 49 cm
20 inch – 51 cm
21 inch – 54 cm
22 inch – 56 cm
23 inch – 59 cm
24 inch – 61 cm
25 inch – 64 cm
26 inch – 66 cm
27 inch – 69 cm
28 inch – 71 cm
29 inch – 74 cm
30 inch – 76 cm
31 inch – 79 cm
32 inch – 81 cm
33 inch – 84 cm
34 inch – 87 cm
35 inch – 89 cm
36 inch – 92 cm
37 inch – 94 cm
38 inch – 97 cm
39 inch – 99 cm
40 inch – 102 cm
41 inch – 104 cm
42 inch – 107 cm
43 inch – 109 cm
44 inch – 114 cm
46 inch – 117 cm

47 inch – 119 cm
48 inch – 122 cm
49 inch – 124 cm
5 inch – 127 cm

CROCHET HOOKS – STEEL

Old Sizes	Metric (mm)
6	0,60
5	0,75
4	1,00
3	1,25
2 ½	1,50
2	1,75

CROCHET HOOKS – ALUMINIUM

Old Sizes	Metric (mm)
2,00	14
2,50	12
3,00	11
3,50	9
4,00	8
4,50	7
5,00	6
5,50	5
6,00	4
7,00	2

KNITTING NEEDLES

Old Sizes	Metric (mm)
14 =	2 mm
13 =	2 ¼ mm
12 =	2 ¾ mm
11 =	3 mm
10 =	3 ¼ mm
9 =	3 ¾ mm
8 =	4 mm
7 =	4 ½ mm
6 =	5 mm
5 =	5 ½ mm
4 =	6 mm
3 =	6 ½ mm
2 =	7 mm
1 =	7 ½ mm
0 =	8 mm
00 =	9 mm
000 =	10 mm

SHOE SIZES (Comparative)

At present	Continental	American	Metric
Size 2	34 ½	35	210
2 ½	35	40	215
3	35 ½	45	220
3 ½	36	50	225
4	36 ½	55	230
4 ½	37	60	232
5	37 ½	65	235
5 ½	38	70	240
6	38 ½	75	245
6 ½	39	80	250
7	39 ½	85	255
7 ½	40	90	260
8	40 ½	95	262
8 ½	41	100	265
9	41 ½	105	270
9 ½	42 ½	110	275

TIMETABLE FOR THE COOKING OF MEATS AND POULTRY

- Ovens do vary in accuracy, so use the chart as a guideline, adjusting roasting times to your oven.
- Always rest roast meats for 15 minutes in the warming oven for juicier results and easier carving.
- When roasting, some cooks salt joints before roasting, while others say one should not do so since this draws out the juices.
- Roast meat with the fat side uppermost.
- Cover very lean meat such as veal or venison with strips of pork or similar fat during cooking to give a moister result.
- Always roast pork with the rind uppermost to produce crisp crackling. You may also rub pork rind with a little oil and salt before roasting, to ensure the crackling is crisp. Never baste the pork while roasting as this makes the skin soft.
- There are two schools of thought with roasting:
 1. High-heat roasting to start, reducing to moderate heat to complete.
 2. Slow-roasting.

Both methods are given in the chart.

BEEF:

		Oven Temperature (Preheated)
Sirloin	High-heat roasting:	200°C for the first 15 minutes,
reducing to		
Ribs	Rare to Medium:	180°C for the rest of the cooking
time		
Aitchbone	10 to 15 minutes per 500 g plus 15 minutes	
Topside	Well done:	as above
Rump	20 minutes per 500 g plus 20 minutes	
	Slow-roasting:	

Rare:	160°C
15 to 20 minutes per 500 g plus 15 minutes	
Medium:	160°C
20 to 25 minutes per 500 g plus 20 minutes	
Well done:	160°C
30 to 35 minutes per 500 g plus 30 minutes	

Fillet **Whole fillet:**
 In the case of fillet, choose a fillet of even thickness and roast at 200°C for 20-25 minutes for a rare results, for 25 to 35 minutes for a medium result and longer if you wish the fillet well-done.
 Note: The weight of the fillets does not affect the cooking time as fillet is of an even thickness.

Boiling: Unsalted: 20 minutes plus 20 minutes per 500g.
 Salt beef: 25 minutes plus 25 minutes per 500g.

Grilling or Frying:
 Steaks: 2,5cm thick
 Sear the steaks for 1 minute on each side at high heat, then cook for 2-3 minutes each side for rare, 3-4 minutes each side for medium, 5 minutes each side for well-done.

Sausages:
 Grilling: Very hot preheated grill: 10 minutes turning every few minutes. Time depends on the thickness of the sausage.
 Frying: Gentle heat, fry for 20 minutes, turning frequently. Time depends on the thickness of sausage.

PORK		Oven Temperature (Preheated)
Leg	High-heat roasting:	200°C for first 15 minutes then
reduce to		
Loin	20 minutes per 500g plus 20 minutes	180°C for remainder of cooking
time.		
Rib		

Slow-roasting: 160°C
 25 minutes per 500g, remove meat from oven and increase temperature to 200°C.
 Continue roasting meat for a further 30 minutes until the crackling is crisp and golden brown.

BOILED MEATS

Ham or Gammon:	30 minutes per 500g
Pickled Pork:	30 minutes per 500g
Pickles Ox Tongue:	4-5 hours depending on size
Oxtail:	3-4 hours
Salt Beef:	2kg piece of beef – cook gently 4-5 hours

VEAL Oven Temperature

(Preheated)

Roast Veal per 500g. Must be fully cooked but still juicy. 15 minutes at 190°C, then 25-30 minutes at 180°C

Boiled Veal 20 minutes plus 20 minutes per 500g.

Chops: Grilling or frying:
6-8 minutes each side, depending on thickness.

Schnitzels: 2-3 minutes each side.

Calf liver: 2-4 minutes each side.

LAMB: Oven Temperature (Preheated)

High-heat roasting:

Leg reduce	20 minutes per 500g plus 20 minutes	200°C for first 15 minutes then
Loin		to 190°C
Shoulder		
Rib		

Slow-roasting:
25 minutes per 500g plus 20 minutes 160°C

Chops Frying: Sear chops for 1 minute each side at high heat, then cook 2-3 minutes each side for 1cm thick chops, 5-7 minutes for 2,5cm thick.

Liver Grilling: As above – preheat grill.
Frying: 4-6 minutes each side.

POULTRY: Oven Temperature (Preheated)

Chicken: High-heat roasting:
1,5kg chicken, roast at 200°C for 1 hour.
Over 1,5kg reduce temperature to 180°C after 1 hour and continue roasting until done, perhaps 15-20 minutes longer, according to size.

Slow-roasting:
25 minutes per 500g at 160°C. Chicken is done when juices run clear if a skewer is inserted in the thickest part of thigh near body.

Turkey: An unstuffed turkey takes 20-30 minutes per 500g less overall to cook than a stuffed one. The times given here are for stuffed turkeys. Roast at 160°C.

Ready-to-cook weight	Cooking time
3-4kg	3 – 3 ½ hours
4-6kg	3 ½ - 4 hours
6-8kg	4-6 hours

To test if the turkey is cooked, pierce the thickest part of the thigh with a fork or fine skewer, if the juice that runs out is clear, the turkey is cooked. If the juice has a pink tinge, further cooking is required.

DUCK: High-heat roasting:
15 minutes per 500g plus 15 minutes 200°C

Slow-roasting:
30 minutes per 500g

160°C

CAKES

Cake tin sizes:

5 inches – 12,5cm

6 inches – 15cm

7 inches – 17,5cm

8 inches – 20cm

9 inches – 22,5cm

10 inches – 25cm

11 inches – 27,5cm

12 inches – 30cm

SIZING UP CAKE TINS

Many recipes are vague about the size of baking tins required. Use the guide to ensure you are using the correct-sized tin.

Measure the diameter of the tin in centimeters and the capacity in milliliters then mark these sizes on the tin with nailpolish. That way you will never get confused.

SPONGE CAKES

Allow one egg and 50g each of butter, flour and sugar for each 500ml water the tin will hold.

FRUIT CAKES

Allow 1 ½ eggs, 75g each butter, sugar and flour plus 250g mixed dried fruit and nuts for every 500ml water the tin will hold.

Note: Always sift dry ingredients three times for a fruit cake to avoid uneven rising.

BAKING FAILURES

Bumps or cracks on top:	Too much flour. Flour not sifted properly. Oven temperature too high.
Dry texture:	Too much flour or baking powder. Not enough shortening or sugar. Overbeating egg whites. Baking for too long a time.
Heavy compact texture:	too much shortening or sugar. Oven temperature too low. Overbeating.
Coarse texture:	Insufficient creaming or baking. Too much baking powder. Not enough liquid.
Moist sticky crust:	Too much sugar.
Skimpy layers:	Too large a cake tin. Not enough baking powder or bicarbonate of soda. Oven temperature too high.
Tough crust:	Too much flour.

	Overbaking.
	Oven temperature too high.
	Not enough sugar or shortening.
Soggy layers or streaks:	Under mixing of batter.
	Too much baking powder.
	Too much sugar.
	Flour too damp.
Batter running over tin:	Too small a cake tin.
	Oven temperature too low.
	Too much sugar, shortening or leavening.
Cake falling:	Overbeating.
	Too much sugar, shortening or leavening.
	Oven temperature too low.
	Insufficient baking.
	Jarring cake or oven while baking.
	Batter too thin.
Tunnels or large holes running through cake:	Too much flour.
	Too little liquid.
	Oven temperature too high.
	Overbeating.
	Not scraping bowl or beater of electric mixer thoroughly.
Dry cake:	Egg whites beaten too much.
	Too little sugar.
	Too much leavening.
	Too much flour.
Uneven rising:	Batter not being smoothed level in tins.
	Stove, or oven shelf not level.
	Dented tin.
	Uneven distribution of heat in oven due to failure in part of element.

ALTITUDE BAKING

When using recipes at a high altitude that have been tested at sea level or low altitudes, they need:

1. Less baking powder: Reduce by 1-2ml per 5ml called for.
2. Less sugar: Decrease by 15-30ml per 250ml called for.
3. More liquid: Add 15-30ml per 250ml called for.
4. More flour: Add 15ml per 250ml called for.
5. Higher baking temperature: Increase by 10°C.

Note: Reverse instructions if using a recipe at sea level that has been tested at high altitude.

USEFUL INFORMATION

Baking powder:

To test if baking powder is active, place 2,5ml in 125ml water and if it is active it will fizz.

To make 15ml baking powder: Mix 10ml cream of tartar with 5ml bicarbonate of soda.

Biscuits:

To keep biscuits crisp, keep two sugar lumps in the biscuit tin. The sugar absorbs the moisture.

Butter:

In American recipes 1 stick of butter = 125g.

Calories:

1 calorie is equal to 4,2 kilojoules.

Copha:

An oil obtained from the coconut palm – not available in South Africa. Substitute with a hard white margarine, Holsum or Parava.

Crisp Roast Potatoes:

Roast potatoes will be crispier if you dredge them with a little flour halfway through their roasting time.

Curry Too Hot:

Stir in a little natural yoghurt just before serving. Don't let the mixture boil.

Eggs:

- Turn eggs over into the water while they are boiling, this will keep the yolks in place in the middle of the whites.

- If an egg floats in water its bad and should be thrown away. If it goes to the bottom of the bowl of water, then it is fresh.

- An average sized egg = 2 fl oz = 60ml

1 egg white = 30ml

1 egg yolk = 30ml

Scramblers: Not available in South Africa. It is a yolk-free substitute. 100g sachet = 2 eggs.

Flour:

To make self-raising flour, add 5ml baking powder to every 250ml flour called for in the recipe.

Fruitcakes:

Add a slice of apple to the tin when storing fruit cake. It will keep it moist.

Gelatine:

1 packet of gelatine is equal to 15ml.

15ml of gelatine will set 500ml liquid.

1 leaf of gelatine is equal to 2ml.

25ml gelatine is equal to 15g.

Ice Cream:

1 litre of ice cream for 10 people (allowing a scoop per person).

Ice Cubes:

Spray ice cubes with a little soda water before storing them in plastic bags. The soda water stops them from sticking together.

Old Packaging:

1 packet of Citric Acid = 15g = 20ml.

1 packet of Bicarbonate of Soda = 15g = 20ml.

1 packet of Borax = 15g = 20ml.

Pectin:

To set jam:

Powdered pectin: 10-15ml powdered pectin to every 500g jam. Mix pectin with a little cold water and add to boiling jam. Mix well.

Liquid pectin: Add 60ml liquid pectin to every 500g jam. Bring the jam slowly to the boil and add liquid pectin, mixing well.

Rice:

1g of raw rice = 2,5g when cooked; 250ml of rice = 200g. When catering allow 50g uncooked weighed per person.

Salty Soup:

Too salty soup can sometimes be improved if you add a little sugar or add a few raw potatoes – they will absorb the salt.

Sour Cream:

To sour cream add 15ml lemon juice to each 250ml of fresh cream.

Sour Milk:

To sour milk, add 15ml vinegar to every 300ml fresh milk.

Vanilla Sugar:

Make your own vanilla-flavoured sugar by storing castor sugar in a jar with a vanilla pod.

Yeast:

Instant dry yeast is available in 10g sachets. Unopened, it has a shelf life of at least 18 months, and can be stored at room temperature. Once opened, it must be used immediately.

It is not necessary to rehydrate instant yeast.

One sachet instant dry yeast (10g) = 15ml.

Fresh cube yeast is available in 25g cubes. These cubes should be kept in an airtight container in the refrigerator. Fresh cube yeast can only be kept for 2-3 weeks. Do not freeze cube yeast.

Active dried yeast is available in 10g and 20g sachets, and 125g tins. Yeast is a living organism and should be used fairly quickly to prevent deterioration. Once the seal on the tins has been broken, ensure that the plastic lid is replaced properly and the yeast stored in the refrigerator.

10g Instant Dry Yeast = 25g Fresh Cube Yeast = 10g Active Dried Yeast.

Weight and Measures of Food

Food	Weight	Approximate measure
Allspice	11g	25ml
Almonds, blanched	150g	250ml
Apples, unpeeled	1 kg	7 medium
Apples, pie, canned	230g	250ml
Apricots, fresh	1 kg	30-33 apricots
Apricots, dried, halves	150g	250ml
Avocados	1 kg	4-5 medium 2 large
Bacon	500g	15 rashers
Baking powder	200g	250ml
Bananas	1 kg	9-11 medium
Barley	200g	250ml
Beans, dried, raw	180g	250ml
Beetroot, without tops	1 kg	8 medium
Bicarbonate of soda	20g	25ml
Biscuit crumbs	100g	250ml
Bread, standard, white	900g	28-30 thin slices
Bread, standard, brown	900g	26-28 thin slices
Bread, standard, whole-wheat	900g	18-20 thin slices

Bread crumbs, dried	120g	250ml
Bread crumbs, soft	60g	250ml
Butter/margarine	250g	250ml
Cabbage, as purchased	1,5 kg	1 medium head
Carrots, without tops	1 kg	8 medium
Cauliflower, as purchased	750g	1 medium head
Cheese, cottage	250g	250ml
Cheese, grated: Cheddar and sweetmilk	100g	250ml
Cinnamon, ground	9g	25ml
Cloves, ground	12g	25ml
Cloves, whole	10g	25ml
Cocoa	100g	250ml
Coconut	80g	250ml
Coffee, ground	9g	25ml
Coffee, instant	8g	25ml
Cornflour	120g	250ml
Cream of tartar	16g	25g
Currants	150g	250ml
Curry powder	13g	25ml
Cucumbers	200g	1 ± 15cm long
Custard powder	130g	250ml
Dates, cut up	150g	250ml
Flour, cake	120g	250ml
Flour, white bread	120g	250ml
Flour, brown bread	120g	250ml
Flour, whole-wheat	120g	250ml
Gelatine	150g	250ml
Ginger, ground	8g	25ml
Grain sorghum meal	180g	250ml
Jam, apricot	330g	250ml
Jelly	210g	250ml
Lemon	4-6 lemons	250ml juice
Lettuce, as purchased	500g	1 medium head
Macaroni	110g	250ml
Maize meal, sifted	150g	250ml
Maize meal, straight-run	130g	250ml
Maize rice	170g	250ml
Meat, minced, raw	1 kg	850ml
Milk, condensed	397g	300ml
Milk, powder, skim	25g	250ml water for mixing
Mustard, dry	8g	25ml
Noodles: raw, small	145g	250ml
Nutmeg, ground	12g	25ml
Onions, as purchased	1 kg	10-11 medium
Oranges	2-4 oranges	250ml juice
Paprika	12g	25ml
Peaches, fresh	1 kg	9-11 medium
Peaches, canned, drained	1,7 kg	30-32 medium
Peaches, dried	150g	250ml

Peanuts, shelled	150g	250ml
Peanut butter	250g	250ml
Pearl wheat	200g	250ml
Pears, fresh	1 kg	8 medium
Peas, as purchased	1 kg	500ml, shelled
Peas, canned, drained	500g	800ml
Peas, dried, split	210g	250ml
Pepper	12g	25ml
Peppers, sweet	1 kg	8-10 medium
Pineapple, fresh, as purchased	750g	1 medium
Potatoes, as purchased	1 kg	8-9 medium
Prunes, stoned	150g	250ml
Raisins, seedless or seeded	150g	250ml
Rice, raw	200g	250ml
Rolled oats	90g	250ml
Sage, dried	4g	25ml
Sago	180g	250ml
Salt	28g	25ml
Samp	200g	250ml
Spaghetti, raw	100g	250ml
Squash, hubbard, as purchased	1,8 kg	1 medium
Sugar, brown	200g	250ml
Sugar, castor	210g	250ml
Sugar, white	200g	250ml
Sugar, icing	130g	250ml
Syrup	340g	250ml
Tapioca	170g	250ml
Tea	8g	25ml
Tomatoes, fresh	1 kg	7-8 medium
Walnuts, shelled	100g	250ml

ANNIVERSARY LIST – BIRTHSTONES AND FLOWERS

Traditional

1 st	Paper
2 nd	Cotton or Calico
3 rd	Leather or Muslin
4 th	Silk
5 th	Wood
6 th	Iron
7 th	Copper or Wool
8 th	Electrical
9 th	Pottery
10 th	Tin or Aluminium
11 th	Steel
12 th	Linen
13 th	Lace
14 th	Ivory

Modern

1 st	Clocks
2 nd	Cotton or Calico
3 rd	Crystal glass
4 th	Electrical appliances
5 th	Silverware
6 th	Wood
7 th	Desk sets, pens, pencils
8 th	Linens, laces
9 th	Leather
10 th	Diamond jewellery
11 th	Fashion jewellery
12 th	Pearls, coloured gems
13 th	Textiles, furs
14 th	Golden jewellery

15 th	Crystal		15 th	Watches
20 th	China		20 th	Platinum
25 th	Silver		25 th	Sterling silver
30 th	Pearl		30 th	Diamond
40 th	Sapphire	40 th	Ruby	
50 th	Gold		50 th	Golden Jubilee
55 th	Emerald			
60 th	Diamond		60 th	Diamond Jubilee
75 th	Platinum		75 th	Diamond Jubilee (same as 60 th)

January	Garnet	Carnation
February	Amethyst	Violet
March	Bloodstone	Jonquil
April	Diamond	Sweet pea
May	Emerald	Lily of the valley
June	Pearl	Rose
July	Ruby	Larkspur
August	Peridot	Gladiolus
September	Sapphire Aster	
October	Opal	Calendula
November	Topaz	Chrysanthemum
December	Turquoise	Narcissus