TVET CERTIFICATE III in GRAPHIC ART

Module Title: ENVIRONMENT DECORATION

GRAED301 Decorate different environments

Competence

Credits: 12

Learning hours: 120

Sector: ART AND CRAFT

Sub-sector: Graphic art

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Purpose statement

This module is covered first in all qualifications. It allows the learner to get to know the other participants to the training program and to understand himself/herself as part of a team. Also, the trainee will develop a comprehensive and clear vision of the occupation and the training program. The module will allow the participant to avoid mistakes of career guidance and confirm or deny his/her choice from the start. The training and learning methods are presented to the learner. This approach encourages greater motivation and, subsequently, a better integration of various learning.

Learning unit 1: Clean the environment

1.1. Assess the environment condition or state

- **Introduction to environments**

The sum total of all surroundings of a living organism, including natural forces and other living things, which provide conditions for development and growth as well as of danger and damage.

- **Environment classifications**

To divide **environments**' sorts we can mention **3 kinds of environments** Natural, industrial, and social **environment**. Natural **environment**: Include water, light, land, air and all organisms that live in nature.

- **Natural environment:**

Include water, light, land, air and all organisms that live in nature.

Industrial environment:

Include cities, villages, factories and all humans' synthesis.

- **Social environments:**

Include authorities, universities, schools, companies and other establishments along with their output legal and their communication ways.

Simply
Natural environment is made by God
Artificial environments is man made

1.2. Identify cleaning materials required

- **Cleaning materials and their application**

➢ **Broom:** a cleaning implement for seeing made of bundle of straws or twigs attached to a long handle

➢ **Dustpan:** a cleaning tool commonly used to scoop the dirt and wastes on the floor

- **Vacuum cleaner:** a device that uses an air pump to create a partial vacuum to suck up dust and dirt
- **Water Hoses:** Hollow tubes designed to carry fluids from one location to another
- **Bucket:** a watertight, vertical cylinder or truncated cone, with an open top and a flat bottom
- **Cobwebber:** used for reaching and sweeping of floor without a stool
- **Sponge:** characterized by readily absorbing water and becoming soft when wet while retaining toughness
- **Dishcloth:** used in the kitchen to dry dishes and other surfaces
- **Cleaning cloth:** used to wipe the cleaning tools and equipment
- **Floor buffer:** electrical appliance that is used to clean and maintain non-carpeted floors
- **Cleaning detergent:** surfactant or a mixture of surfactants with "cleaning properties in diluted solutions that is also used in cleaning purposes
- **Liquid detergent:** detergent in liquid form used for cleaning tools and equipment
- **Scrubbing foam:** used to remove the contaminants of any tool and equipment
- **Paper towel:** Absorbent textile made from paper instead of cloth used in drying hands, wiping windows, dusting and cleaning up soils
- **Water:** liquid used for cleaning most if the tools and equipment. UNIVERSAL SOLVENT

- **Cleaning processes**

Cleaning and disinfecting

To maximize the effectiveness of cleaning and disinfecting, focus on these four steps:

1. Cleaning. The first step is to remove all organic material. This is best achieved using a broom, shovel or scraper. Remove as much solids as possible to minimize the use of water in the next step.

In a farrowing house, this step is easy to do (except for emptying the sow feeders). On the other hand, when cleaning a semi trailer, the removal of wood chips or other bedding material takes significant time. Time spent properly doing this step will decrease the overall time of the process.

2. Washing. This step is the most time-consuming of the entire process, but it is also the most important. When done correctly, washing will remove 99.99% of the microorganisms in the environment.

Besides having a good power washer, there are several other steps to facilitate this washing process.

- **Soaking**: soaking surfaces before washing will cut down on the amount of time needed to do a more complete job. Soaking can be achieved by placing a sprinkler system in the rooms to be washed. When soaking a trailer, you may want to just wet the entire trailer first with a moderate amount of water, and then start thorough washing at one end while other surfaces have more time to soak.

- **Detergents**: another excellent way to maximize cleaning and minimize time spent on the chore is to use special detergents to help break down manure and other organic matter. This is the equivalent of using soap to wash your hands. You can wash your hands with plain water, but it is much quicker to use soap.

  Detergents are products used to reduce surface tension and suspend particles to facilitate cleaning. They can be acidic (good for protein removal) or alkaline (good for fats). Some commercial products contain both types.

  Many operations forget the value of detergents, mainly because of the added expense. In reality, most products are worth the investment not only because they cut down on labor, but also because they maximize the cleaning process and can break down bacterial biofilms (slime), which can harbor bacteria.

- **Hot water**: hot water can also speed up the washing process. The one disadvantage of hot water is that it can produce steam and hamper visibility, particularly in winter. The goal is to have the water hot enough to facilitate cleaning without putting employees at risk. You will not be able to have the water hot enough to kill bacteria or viruses, as these high temperatures would cause skin burns. Studies have shown that the money used to heat the water will be saved in reduced labor.

3. Disinfecting: this is a critical step in the cleaning process that requires some use of science. Unless surfaces are completely cleaned, (none-to-minimal organic matter), disinfection will not be effective.

Disinfectants are defined as chemicals used to control, prevent or destroy microbes on inanimate objects or surfaces. Most disinfectants are inactivated when they come in contact with organic material. There is no disinfectant that will work for all situations.

Traditionally, disinfectants are selected based on preferences or price rather than on specific objectives. All disinfectants used in the United States must be approved by the Environmental Protection Agency. So it is very important to read the labels.

Disinfectant class characteristics

The following will summarize the general characteristics of each of the different classes of disinfectants.

Acids (acetic acid, citric acid) — Acids are used to precipitate proteins. They can be caustic and toxic if they reach high concentrations in the air. Their activity is dependent on the pH of the substances they come in contact with. They have limited use in most swine cleaning and disinfecting programs.

Alcohols (ethanol, is opropanol) — Alcohols denature (break down) proteins and are non-corrosive. They are highly flammable and need to be in concentrations of 70-90% to be effective.

Aldehydes (formaldehyde, glutaraldehyde). These chemicals are non-corrosive and denature proteins. Formaldehyde is carcinogenic, but glutaraldehyde is considered much safer for humans and animals. Glutaraldehyde can be slightly effective in the presence of some organic material.

Alkalis (lye, ammonium hydroxide). Alkalis saponify (make into soap) fats in enveloped organisms. Activity increases with temperature. They are very corrosive.

Biguanides (chlorhexidine). Biguanides alter cell membrane permeability. They are easily inactivated by detergents and hard or alkaline water. They are toxic to fish, but relatively nonirritating to tissues.

Halogens (chlorine or iodine compounds). Halogens denature proteins but loose potency with time, organic matter, sunlight and some metals. Bleach (sodium hypochlorite) is probably one of the cheapest and most common disinfectants used. Iodine compounds can be irritating to skin at higher concentrations. Both iodine and chlorine are readily inactivated by organic material.

Oxidizing agents (hydrogen peroxide, peracitic acid). Oxidizing agents denature proteins and lipids, are moderately corrosive and can be irritating at higher concentrations.

Phenols: phenols denature proteins and change cell membrane permeability. They have a milky or cloudy appearance when added to water. They are usually not effective against non-enveloped viruses, but are effective in the presence of organic matter, and are therefore good options for foot baths; they have residual activity.

Quaternary ammonium compounds (quats): quats also denature proteins and change cell membrane permeability. They are usually not effective against non-enveloped viruses, are toxic to fish and inactivated by organic matter, detergents and hard water.

These general characteristic are helpful in understanding the differences between products. Product labels should always be read to better understand the specific characteristics or effectiveness of a particular product, which may be different than the general characteristics we have described here.

4. Drying time. One of the challenges with most cleaning and disinfection programs is allowing ample time for extended drying. The purpose of this downtime/drying time is so that all moisture can evaporate from the building and all its surfaces.

Water is critical for the survival of all living organisms, including viruses and bacteria. Research in the poultry industry has shown that a 48-hour downtime can dramatically reduce the clostridial environmental contamination compared to 24 hours.

Ideally, downtime in the farrowing room would be 48 to 72 hours after cleaning and disinfection. Often, that's impossible due to pig flow and limited space. To maximize drying time, consider these options:

- Allow farrowing rooms to dry overnight before moving sows into the room. Turn on the room heaters to maximize drying.

- If overnight is not possible, then try to use scrapers to remove all puddles of water as a means to speed up the drying process before moving sows into the room.

- Two or three times a year, plan enough time for the rooms to completely dry in order to break disease cycles before moving animals in. This is especially helpful when dealing with significant health problems in the farrowing house.

- **Dry cleaning**

Dry cleaning is any cleaning process for clothing and textiles using a chemical solvent other than water.

- **Wet cleaning**

Wet cleaning is a process of cleaning using water.

- **Cleaning products and their use**

Cleaning is the process of removing unwanted substances, such as dirt, infectious agents, and other impurities, from an object or environment.

Types of Household Cleaning Products

Cleaning house means cleaning surfaces like floors, walls, windows, rugs and appliances. Except for rugs and upholstery, most household surfaces are “hard.” Technically, household cleaning is “hard surface cleaning.”

No single product can provide optimum performance on all surfaces and all soils. Thus, it is not surprising that many different household cleaners are available in the marketplace. They are formulated to clean efficiently and conveniently in the many different situations found in the home. Some are designed for more general use, such as all-purpose cleaners, while others are designed to work best on specific surfaces and/or soils.

Click on the links below to learn more about the following types of household cleaning products:

- All-purpose Cleaners

- Abrasive Cleaners
  - Powders
  - Liquids
  - Scouring Pads
- Non-abrasive Cleaners
  - Powders
  - Liquids
  - Sprays

Specialty Cleaners

- Kitchen, Bathroom, Glass and Metal Cleaners
  - Bleaches
  - Disinfectants and Disinfectant Cleaners
  - Drain Openers
  - Glass Cleaners
  - Glass and Multi-surface Cleaners
  - Hard Water Mineral Removers
  - Metal Cleaners and Polishes
  - Oven Cleaners
  - Shower Cleaners – Daily
  - Toilet Bowl Cleaners
  - Tub, Tile and Sink Cleaners
- Floor and Furniture Cleaners
  - Carpet and Rug Cleaners
  - Dusting Products
  - Floor Care Products
  - Furniture Cleaners and Polishes
  - Upholstery Cleaners

Other Cleaning Aids

- Ammonia
- Baking Soda

ALL-PURPOSE CLEANERS

ABRASIVE CLEANERS

Abrasive cleaners are designed to remove relatively heavy amounts of soil often found in small areas. They come in powder and liquid form and contain a kind of built-in elbow grease, which helps cut down on the hard rubbing required to remove soil. Scouring pads are also included in this category.

The abrasive action is provided by a variety of ingredients: small particles of minerals or a network of fine steel wool, copper, nylon or metal particles imbedded in a matrix of solid plastic.

The degree of abrasiveness of products varies. Over an extended period of time, the overuse of some abrasive cleaners can remove the glaze or coating from some surfaces. Always read and follow the surface manufacturer's instructions before using a product.

Some cleaners disinfect surfaces. They include an antimicrobial agent to reduce the bacterial population that lives on soiled surfaces. Such agents can include pine oil, quaternary ammonium compounds or sodium hypochlorite. Such products will be labelled "disinfectant" or "kills germs." In order to use this labelling, these products are regulated and approved by Health Canada.

Powdered cleaners have a long established place among household cleaners. Their cleaning and polishing action is provided by fine particles of minerals, such as calcite, feldspar, quartz and silica. In addition, powdered cleaners contain small amounts of surfactants for removing oily soils, such as the greasy film often found in sinks after dishwashing. Where removal of food, beverage, or mould and mildew stains is required, a bleaching agent is usually present. Where removal of rust stains is a performance feature of the product, oxalic acid or sodium hydrosulphite may be present.

Liquid cleaners are a suspension of solid abrasive particles in a thickened liquid matrix. They contain more surfactant and softer abrasives than are found in some powdered cleaners. As a result, their abrasive action is usually gentler than powders.

Scouring pads, like powdered cleaners, are products with a long history of use. In the most widely used types, a ball of fine steel wire provides the scouring action. For chemical cleaning and as a polishing aid, the steel wool pad may be filled with a cleaning mixture whose principal ingredient is soap.

Particularly on metal surfaces, the soap and metal pad can provide effective cleaning and a pleasing shine. On continued use, the cleaning mixture is used up and the pad begins to corrode.

Some scouring pads are made of non-corroding materials, such as a mesh of copper, stainless steel wire or nylon, while others are a plastic material imbedded with small particles of abrasives. These pads are not impregnated with a cleaning mixture and rely on mechanical action alone.

Other scouring pads consist of a cellulose sponge with a polyurethane backing. These pads significantly reduce the scratching of surfaces.

NON-ABRASIVE CLEANERS

Non-abrasive, all-purpose cleaners are marketed in different forms. They are offered as powders that can be dissolved to the proper strength and as liquids that can be diluted or used full strength. The newest powders and liquids are concentrated products. Liquids are also available as trigger sprays, in aerosol cans or in pump-actuated bottles.

Non-abrasive cleaners can also contain antimicrobial agents to disinfect. Such products will specify on the label that they “kill germs” or “disinfect” and are regulated and approved by Health Canada.

Powdered or liquid cleaners mixed with water are most often used on fairly large washable surfaces like floors, painted walls, countertops and woodwork, where accumulations of soil are relatively uniform. For heavy soiling, more concentrated solutions can be prepared. Liquids may also be used full strength.

The major ingredients in non-abrasive cleaners are surfactants and builders. A surfactant’s presence is noticeable by the appearance of foam, particularly in diluted water solutions. All-purpose cleaners are generally formulated to produce only a moderate amount of foam, which makes rinsing easier.

Since most all-purpose cleaners work best in alkaline conditions, they often contain an alkaline buffer salt, such as sodium carbonate. Sodium carbonate can also function as a builder.

These cleaners can also contain other ingredients, such as ammonia, pine oil and organic solvents like ethanol or isopropanol.

Spray cleaners are designed for use on smaller washable areas. Soiled walls around switch plates, chrome fixtures, appliances and cooktops are examples. Like the dilutable products, sprays are formulated with surfactants and low levels of builders; most contain an organic solvent. The combination of surfactant and solvent makes such products particularly effective on greasy soils.

SPECIALTY CLEANERS

Specialty cleaning products have a narrower spectrum of uses than all-purpose products. They are designed for specific surfaces, such as glass, bathroom surfaces, ovens, drains, metal, floors, carpets, furniture and upholstery, and the soils that usually collect on these surfaces. By concentrating on specific conditions, specialty products can deliver optimum performance and convenience.

KITCHEN, BATHROOM, GLASS AND METAL CLEANERS

Bleaches	Use of liquid household bleach (sodium hypochlorite) for removing stains on fabrics

	is well known. Sodium hypochlorite is similarly effective on stains found on hard surfaces. In addition, it can be used as a disinfectant to kill bacteria, viruses and fungi, including moulds and mildew.
Disinfectants and Disinfectant Cleaners	Disinfectants contain antimicrobial agents, such as pine oil, sodium hypochlorite, quaternary ammonium compounds or phenols, which kill bacteria and viruses on surfaces. A surface should be free of heavy soil for effective disinfection.Disinfectant cleaners contain surfactants and builders to remove soil in addition to antimicrobial agents to kill germs. Therefore, they are effective at cleaning surfaces as well as killing germs. Label instructions must be followed to assure the surface is disinfected.
Drain Openers	Today, drain opening products fall into two categories. The newer category includes maintenance products or “build-up removers”; the second category includes traditional drain openers.Build-up removers are liquids formulated to prevent the grease and soap scum build-up which causes clogged drains. They contain enzymes or a culture of bacteria which produces enzymes. The enzymes break down and digest organic materials, such as grease, that accumulate in pipes. Build-up removers can be used on an ongoing basis to keep drains free flowing.For opening clogged drains, a traditional drain opener may be required. Drain openers are chemically strong liquid or crystal products formulated for this demanding job. Clogged kitchen drains are often caused by plugs of solid grease which may have all types of materials imbedded in them, obstructing the free flow of water. Sodium hydroxide is often used to generate heat to melt fat and break it down to simpler substances that can be rinsed away. Some products also contain agents to produce gas which provides agitation in the drain, a further help in opening drains.Clogged bathroom drains are often caused by hair, soap particles, toothpaste or combinations of these materials. On these problems, liquid drain openers containing sodium hypochlorite and sodium hydroxide can work well.
Glass Cleaners	Glass cleaners are designed to clean glass surfaces without streaking or leaving any residual soil or product. Liquid glass cleaners are available in bottles with trigger sprays or in aerosol containers.The products contain surfactants to loosen soil, solvents to dissolve oily soils, and water as the medium to carry surfactants and solvents. Builders are included to remove heavier soils, especially oily soils. Alkaline builders, such as ammonia, are more effective on acidic soils like body oils or cooking grease. Acetic acid (vinegar) provides better performance on alkaline soils like mineral salts.The spraying arrangement, a pump or a pressurized aerosol

	container, helps in applying the product across the surface to be cleaned, assures uniform distribution and minimizes product waste.Opaque creamy glass cleaners contain surfactants and solvents. They also contain colloidal clays and silica, which absorb soil and dry after spreading. Any remaining dried solid shows areas that need to be wiped.
Glass and Multi-surface Cleaners	These function as effective cleaners on a variety of kitchen surfaces and have the additional feature of being non-streaking on glass. The unique combination of surfactants, solvents, mild alkalis and builders provides the non-streaking characteristic.
Hard Water Mineral Removers	Water hardness is caused by the presence of dissolved mineral salts, such as those of calcium, magnesium, iron and manganese. When hard water evaporates, a mineral deposit is left behind which can build up over time. Hard water mineral removers are formulated to remove such deposits.These products come as powders or as liquids with push-pull tops or trigger sprays. They contain acids, such as citric, oxalic, sulphamic or hydroxyacetic acid, to dissolve minerals, limescale and rust. Some include surfactants to aid in cleaning and organic solvents to help remove soap scum.Mineral removers are effective where mineral deposits are visible around faucets, shower doors, and in tea kettles, humidifiers and toilet bowls. Their regular use helps prevent mineral deposit build-up.
Metal Cleaners and Polishes	Metal presents a special cleaning problem, tarnish (the oxidation of metal), which is the principal soil to be removed. Metal cleaning products are sold as pastes, thick opaque liquids or clear liquids which may hold a fine abrasive in suspension.Surface impurities on most metals are removed more easily in an acidic medium. Metal cleaning products, therefore, usually contain organic acids, such as oxalic, sulphuric or citric. To aid in mechanical removal of tarnish and soil and contribute to metallic luster, a very mild abrasive is present as a polishing/buffering agent. Clay-like materials, such as kaopolite or finely divided hydrous silica, are common mild abrasives used.Metal cleaning formulations may also contain surfactants for ease of spreading the product as well as an aid in soil removal. Some products also contain an antioxidant, which protects the clean metal against rapid retarnishing.
Oven Cleaners	These generally are liquids that are packaged in aerosol containers. Charred grease and other food components make up the soils deposited on oven walls. For most oven cleaners designed to work in a cold oven, strong ingredients are necessary to remove burned-on soils. A strong alkali, like sodium hydroxide (lye), is the principal

	agent in such oven cleaning products. During use, the alkali converts the grease to soap,Another product type uses a combination of less alkaline salts plus oven heat to aid soil removal. Surfactant is also present to help penetrate soil and wet the surface.Oven cleaners are formulated to be as thick as possible to allow the product to cling to the soiled, greasy, vertical oven surfaces.
Shower Cleaners	Daily shower cleaners are formulated to prevent build up of soap scum, mildew stains and hard water deposits without rinsing, wiping or scrubbing, and without leaving a dull residue or streaks.Daily shower cleaners are available as liquids in trigger spray bottles. The products contain surfactants to help clean and prevent soap scum and hard water deposits and to aid water in sheeting off shower surfaces. Some products contain builders or chelates, and alcohol or solvents to assist in the continual cleaning process. Some also contain antimicrobial agents to kill germs, including mould and mildew. All the daily shower cleaners contain fragrance.Daily shower cleaners are safe to use on many shower and tub surfaces. However, some products may not be suitable for marble, some plastics or other surfaces; read the product label for specific information. Mist shower surfaces right after showering while the walls are wet and warm. No further scrubbing, wiping or rinsing is required, so simply spray and walk away. For best results, start with a clean shower. If the shower is soiled, it will take two to four weeks to remove pre-existing shower deposits.
Toilet Bowl Cleaners	This category comprises many product forms. Whatever the form, the products are designed to maintain a clean and pleasant smelling toilet bowl. Some products also disinfect.Included in this category are thickened liquids that cling to the sides of the toilet bowl, fresheners that keep the bowl smelling fresh, and various forms of in-tank cleaners that release active ingredients into the bowl with each flush of the toilet.Surfactants plus oxidants or acids are the primary ingredients for soil removal. The presence of acids or sequestrants facilitates removal of stains caused by hard water deposits and iron. Specific organic stains are cleaned by oxidizing agents present in some products. Toilet bowl cleaners with disinfecting action contain antimicrobial agents, such as quaternary ammonium salts.To dissolve stubborn rust and hard water stains, some products may contain strong acids, such as hydrochloric acid. Products containing sodium hypochlorite as the oxidizing agent also include alkalis, such as sodium hydroxide, sodium metasilicate or sodium carbonate. Most toilet bowl cleaners contain a pleasing fragrance. Because of the incompatible nature of these products, manufacturers often warn

	the consumer not to mix them with other cleaning products.
Tub, Tile and Sink Cleaners	These specialty products are formulated to remove not only the normal soils found on bathroom and kitchen surfaces, but also hard water deposits, soap scum, rust stains and discolourations due to mould growth, which are common to these areas.Tub, tile and sink cleaners are usually liquids. They are marketed as dilutable liquids, trigger sprays and aerosols. Because many soiled surfaces are vertical, some sprays are dispensed as foams to prevent excessively fast run-off of the cleaning product.Almost universally, such cleaners contain surfactants to penetrate and loosen soil. In addition, they may contain special sequestering agents and specific solvents to dissolve and keep calcium (hardness) deposits, soap scum and metal discolourations in solution.Products designed to remove mildew stains may also contain an oxidant, such as sodium hypochlorite, antimicrobial agents to attack mould and mildew, and alkaline ingredients, such as sodium carbonate, sodium silicate and sodium hydroxide. Depending on the soil, both acidic and alkaline conditions promote cleaning. Tub, tile and sink cleaners which target soap scum and water hardness deposits may contain acids, such as hydroxyacetic or sulphamic acids, in addition to the ingredients mentioned above.

FLOOR AND FURNITURE CLEANERS

Carpet and Rug Cleaners	Carpet and rug shampoos are sold as concentrated or ready-to-use liquids, trigger sprays, powders and aerosols. They are formulated to wet the pile of the carpet and take up oily and greasy soils. Such products provide a system that traps soil in suspension and dries to a brittle solid residue. The brittle residue containing the soil particles is then removed by vacuuming. Carpet and rug cleaners actually clean a surface and should not be confused with carpet fresheners which are formulated to reduce malodours that may be found in carpets and rugs.As with many cleaning products, a surfactant is the essential ingredient. A polymer, which helps in making the dried foam brittle, is usually present in carpet/rug cleaners. In addition, shampoos may contain colour brighteners, deodorizers to counteract malodours, and soil retardants to keep carpets cleaner longer.Carpet cleaning can also be achieved by the use of wet, free-flowing powders. These powders contain water, solvents and surfactants to emulsify soil. The emulsified soil is absorbed onto the powders. Once dry, the powder can be easily removed by vacuuming.Besides products to be used directly on carpets or rugs, there are liquid cleaning formulations which are marketed for use with carpet/rug shampooing equipment.

	The ingredients are essentially identical for both products. Steam cleaning equipment requires special formulations, as foam interferes with the steam cleaning process. If there is residue from previous shampooings, a defoamer (silicone emulsion) may be used.
Dusting Products	Dusting products are usually marketed as trigger sprays or aerosols that dispense the ingredients in a fine spray onto surfaces or a dusting cloth. Such products can be used on furniture to attract, pick up and retain light dust and soil on cleaning cloths. They are not appropriate for use on floors as they may make the surface slippery.These products function by picking up and holding dust on the applicator rather than simply spreading and redistributing the dust over furniture or in the area. Some products also contain additives for helping remove oil-based and water-based stains from furniture.Ingredients may include a light hydrocarbon oil used for dust pick-up. An organic solvent is the active ingredient for removal of oil-based stains; water may be present to pick up water-based soils.

Floor Care Products	In this group of liquid and paste products, it's necessary to formulate specialties within specialties because flooring materials come in many types: hard flooring such as stone, masonry and wood; and resilient flooring such as vinyl, asphalt, rubber, linoleum and cork. Each requires a specially formulated product for maximum effectiveness in removing soil, polishing the surface and leaving it with a shine and a protective coat. No-rinse products offer added convenience and easy application. Dusting aids are often used to help remove light particulate soil.Most floor care products contain water as the carrier for small particles of wax such as polyethylene, and polymers such as polyacrylate. When dry, they leave a shine and a light, clear protective layer on the surface.In products for wood or cork flooring, a solvent acts as the carrier for wax particles, such as those of natural carnauba wax which is especially effective in providing a pleasing shine and a hard finish.Floor care products that only clean are closely related in composition to the all-purpose cleaners. In products formulated for resilient flooring, special emphasis is on clear drying without leaving a cloudy or sticky residue. Most resilient floor cleaner products also contain a low level of surfactant to loosen and suspend soil. With continued use, most floor polishes build up a layer of residue that eventually needs to be stripped off with specially formulated strippers or a mixture of ammonia, all-purpose cleaner and water. True one-step products are designed to be self-stripping. They are formulated so that a new application of product dissolves the old polish and re-applies a fresh coat which dries to the original shine. The sponge mop or cloth is rinsed after each section is done and most of the dirt ends up in the rinse water. Also marketed are products which do not clean but are used solely for imparting a gloss to floors. Such products are clear emulsions of acrylic polymers, which dry to a hard shiny finish. Some products may also contain wax particles. In products for wood flooring, liquid or paste wax is still the principal gloss-producing ingredient. Many products require buffing to increase shine. To help prevent slippery conditions, apply the product according to label directions and buff thoroughly.

Furniture Cleaners and Polishes	Furniture cleaners and polishes are marketed as liquids, pastes or aerosols. The dispensing arrangement of aerosols contributes to uniform deposition of the cleaning product.Furniture cleaners/polishes are designed to remove dust and stains from wood surfaces, produce shine and provide protection against water spots. They are formulated to reduce wax build-up with continued use. The principal ingredients contribute to natural wood shine and provide water repellency to furniture cleaners/polishes, They include silicone fluids and a wax, often a so-called microcrystalline wax. Lemon oil non-drying oil) and tong oil (a drying oil) are also used for this purpose. Both are used in products without water. Tung oil may lead to an antique, matte finish which is preferred by some consumers. In addition to contributing to shine, silicone fluids also provide easy application and reduce smearing during application. Silicone helps deliver a uniform surface. A hydrocarbon solvent helps remove oily stains and some wax builds up. Furniture cleaners/polishes can be formulated as water-in-oil or oil-in-water emulsions. An emulsion stabilizer is present in both to prevent the product from separating into two layers. Fragrance and colour round out the product formulation.
Upholstery Cleaners	Upholstery cleaners are very similar to carpet and rug cleaners. They are marketed as concentrated or ready-to-use liquids, trigger sprays, aerosols and even as powders. Surfactants and materials such as anti-soil agents are the essential components in upholstery cleaning products.

OTHER CLEANING AIDS

The following are several home chemicals which can be used for light cleaning tasks. In a fully formulated product, manufacturers have the opportunity of providing multiple functions, like cleaning with the assistance of a surfactant. In general, a formulated product may provide more advantages in performance and convenience than a single-ingredient product can.

As with formulated cleaning products, you should not mix home chemicals unless you can confirm that the mixture is safe and effective.

Ammonia and baking soda are weak alkalis. Because some soils are acidic in nature, these alkaline materials can be helpful in their removal.

Ammonia is a volatile alkali and hence leaves no solid residue as it dries, making it easy to rinse off completely. The combination of volatility and mild alkalinity is the reason why low levels of ammonia are frequently found in formulated glass cleaners. Ammonia can also be used to strip wax.

The scratchless abrasive action of dry baking soda helps in removing light soils because the baking soda crystal is harder than soil, but softer than sensitive surfaces such as fibreglass.

Baking soda can also be used to deodorize refrigerators and freezers, where it destroys and also absorbs food odours.

INGREDIENTS IN HOUSEHOLD CLEANERS

In household cleaning formulations, the surfactant (surface active agent) is often the most important single component. One or more surfactants are present in most all-purpose and specialty products. Other ingredients soften water, provide alkalinity, bleach, destroy microorganisms, and provide a wide variety of specific cleaning and aesthetic functions.
Surfactants are organic compounds whose molecules consist of two parts: a water-hating (hydrophobic) part and a water-loving (hydrophilic) part. When a surfactant molecule is introduced into water, the water-hating part tries to escape by attaching itself to any available surface other than water. At the same time, the water-loving part tries to remain in water. As a result, surfactants tend to strongly “absorb” or cling to many surfaces, such as fabric, soil, glass, and where the water and air meet (the water/air interface).
When they absorb to a surface, surfactants can loosen and remove the soils from the surface. When they absorb to soil, surfactants hold soil particles in suspension and help prevent them from redepositing onto the surface from which they have been removed. When they are absorbed at the water/air interface, they reduce the surface tension of water and allow the water to spread out. Without the use of a surfactant, water tends to “bead up” in droplets. This beading slows down the wetting of the surface and inhibits the cleaning process. Surfactants make water “wetter.”
Surfactants are classified by their ionic (electrical) charge.
Anionic surfactants have a negative charge. Anionic surfactants are effective in removing particulate (dirt, dust, etc.) and oily soils. In hard water, they react with positively charged water hardness minerals, such as calcium and magnesium. Soap is the original anionic surfactant. In hard water, it combines with calcium and magnesium salts to form an insoluble soap film or scum. In general, anionic surfactants tend to generate higher suds levels than other classes of surfactants. Cationic surfactants have a positive charge. In hard surface cleaners, they can be used as effective antimicrobial agents. non-ionic surfactants do not have an electrical charge. Because of this, they tend to be less seriously affected by water hardness. In general, they are low foaming and are especially useful in products which are designed to require little rinsing.
The major surfactants in cleaning products are biodegradable. This means that in sewage treatment facilities they are broken down by bacteria, first to smaller molecules and ultimately to carbon dioxide, water and minerals.

Builders follow surfactants in importance as ingredients in household cleaners, particularly in all-purpose cleaners. The most basic function of builders is to soften water by tying up the hardness minerals in water so they do not interfere with the cleaning action of the surfactants. Some builders also aid in keeping soil particles in suspension, thus assuring that cleaned surfaces remain clean.
There are three types of builders.

1. A sequestering builder is, in many ways, the most effective type. Sometimes also referred to as a chelating agent (from the Greek word for crab's claw), this type of builder forms a tightly bound, water-soluble complex with calcium or magnesium ions. These water hardness ions are then removed in the rinsing operation. Some builders also tie up the ions of heavy metals, such as iron and manganese. Heavy metal ions can form coloured products when oxidized by air, oxygen or bleaches. Their inactivation thus contributes to good cleaning results. Complex phosphates, ethylene diamine tetraacetic acid (EDTA) and sodium citrate are common sequestering builders.
2. Precipitating builders also remove hardness ions. They do so by forming insoluble calcium compounds. In the cleaning process, this precipitate needs to be removed along with the other soils on the surfaces being cleaned. Sodium carbonate and sodium silicate are examples of precipitating builders.
3. Ion exchange builders function by trading electrically charged particles. Sodium aluminosilicate (zeolite) is an ion exchange builder.

Other ingredients are present in household cleaners to varying degrees, depending on the job the product is formulated to perform.

- Abrasives contribute to the mechanical effectiveness of scouring cleaners. In general, abrasives consist of small particles of minerals. Among other properties, they are distinguished by their hardness, a property that is measured on the Moh scale. This scale ranks substances by their relative ability to produce a scratch. Diamond, with a value of 10 on the Moh scale, can scratch almost anything. Glass, on this scale, has a value of 7. The following are among the minerals used in scouring cleaners in order of decreasing hardness: silica (7), feldspar (6) and calcite (3).
- Acids can dissolve calcium and metal salts and find use in tub, tile, sink and toilet bowl cleaners. Phosphoric acid is a common ingredient in such formulations. Hydrochloric acid is a strong acid used in some toilet bowl cleaners. As an organic acid, hydroxyacetic acid is milder than hydrochloric or phosphoric, but one which provides a measure of sequestering effectiveness. Vinegar (acetic acid) is the weakest acid in this series.

- Alkalis ensure that pH is maintained at a desirably high level during cleaning. Sodium hydroxide and sodium metasilicate are strong alkalis which not only maintain a high pH, but also play a primary role in removing solid grease. Sodium carbonate, in addition to providing a moderately high pH, provides buffering to maintain pH levels when a product is diluted. It can also precipitate out water hardness ions and, thereby, provide some building function.
- Sodium bicarbonate (baking soda) provides alkalinity at a somewhat lower pH. It is useful for buffering formulations which will contact the skin and for other uses where mildness is important.
- Silicates perform additional useful functions. They provide corrosion protection, particularly on “white” metals like aluminum. They are also helpful in suspending fine particles and reducing the redeposition of soil that has been removed from surfaces. Ammonia is a particularly useful alkali in floor wax removers.
- Antimicrobial agents can destroy bacteria and viruses by interfering with their metabolism or destroying their cell walls. Different chemical structures can serve this purpose, including alcohol, sodium hypochlorite, iodine, pine oil, phenolic and quaternary ammonium compounds. Such molecules act as disinfectants in household cleaning product formulations.
- Bleaching agents act as soil and stain removers. They attack soil chemically, breaking it down to smaller units. Coloured soils and stains are oxidized to a colourless, more easily removable form. The most commonly used bleaching agent is sodium hypochlorite, which is prepared from chlorine gas and a solution of sodium hydroxide. Sodium hypochlorite is an effective, relatively indiscriminate oxidizing agent. Not only does it attack soil, but it is also a disinfectant capable of attacking and destroying bacteria, viruses and mould. It is an important component in many tile and grout cleaners.
- Colourants are present in most products. They provide a product with an individual characteristic and an appealing appearance. Often, they also act as tracers. In certain toilet bowl cleaners, for example, the disappearance of colour indicates the product is exhausted. In other products, the tracer indicates the location of product and helps assure uniform product application, as in certain floor cleaners.
- Enzymes break down soils into simpler forms that can easily be removed by the cleaner. They are proteins that are classified by the type of soil they break down: amylase works on starch soils, lipase on fatty and oily soils and protease on protein soils.

- Fragrances cover the base odour of the chemicals used in cleaning products. They may also counteract any malodour inherent in soil itself and leave a pleasing scent after cleaning.
- Polymers are compounds whose molecules are very large, compared to most of the other materials found in household cleaners. The molecules are made up of many (up to millions) smaller molecules, which may be identical or which may be of two, and sometimes three, kinds. Linking the smaller molecules to each other is a process referred to as polymerization. When polymers dry, they form films, much in the same manner in which paint dries to a thin film. This is particularly helpful in floor care products where the film protects the surface and may provide a shine as well.Polymers can also be used as builders and can assist as thickening agents.
- Processing aids are added to keep the product homogeneous under varying storage conditions, and to provide desirable dispensing characteristics. Such aids include clays, polymers, sodium silicate and sodium sulphate.
- Preservatives protect the product against the natural effects that occur when a product ages, like decay, discolouration, oxidation and bacterial attack. Preservatives include ingredients such as butylated hydroxy toluene, ethylene diamine tetraacetic acid and glutaraldehyde.
- Solvents (organic) have a specific place in products where grease removal and cleaning without leaving a residue is important: window cleaners and products for removing finger marks on walls, for example. Since such products are generally liquids with water as the main ingredient, useful solvents must not only be able to dissolve grease, but must also be compatible with water. Organic compounds make up the solvents of choice in these products.

1.3. Choose the type of cleaning to apply

- **Cleaning materials and their application**

Different cleaning agents are used depending on the item to be cleaned, the cleaning method and the type of soiling found on the item. There are four main types of cleaning agents used in commercial kitchens:

1. Detergents
2. Degreasers

3. Abrasives
4. Acids

Detergents

Detergents are the most common type of cleaning agent and are used in home and commercial kitchens. They work by breaking up dirt or soil, making it easy to wash it away.

The detergents used in commercial kitchens are usually synthetic detergents made from petroleum products and may be in the form of powder, liquid, gel or crystals.

Degreasers

Degreasers are sometimes known as solvent cleaners and are used to remove grease from surfaces such as oven tops, counters and grill backsplashes.

Methylated spirits or white spirit was commonly used as degreasers in the past. Most food businesses now try to use non-toxic, non-fuming degreasers in their operations to prevent chemical contamination.

Abrasives

Abrasives are substances or chemicals that depend on rubbing or scrubbing action to clean dirt from hard surfaces. In commercial kitchens, abrasives are usually used to clean floors, pots and pans.

Abrasives should be used with care as they may scratch certain types of materials used for kitchen equipment such as plastic or stainless steel.

Acids

Acid cleaners are the most powerful type of cleaning agent and should be used with care. If they are not diluted correctly, acid cleaners can be very poisonous and corrosive.

Acid cleaners are generally used to remove mineral deposits and are useful for descaling dishwashers or removing rust from restroom facilities.

Always follow cleaning with sanitizing

Cleaning is only the first step to a germ-free kitchen. Cleaning is done using detergent, but it doesn’t kill bacteria or other microorganisms that can cause food poisoning. To kill bacteria and ensure a clean workplace, you must follow cleaning with sanitizing.

Effective cleaning and sanitizing also helps to:

- prevent pests from entering your business
- prevent cross-contamination
- prevent allergic reactions caused by cross-contamination

Make sure everyone who handles food in your business knows how to clean and sanitize properly and why it's important. Enrolling your staff in a food handling course can help to ensure that your business stays compliant with food safety laws and regulations, passes health inspections and protects customers from health risks like allergic reactions and food poisoning.

- **Cleaning processes**

When you need your company to have a new website or if you venture on updating your old webpage with a new look and functionality, the choices are versatile. Assuming that you will go the easy way and choose a theme for your Word, Press website, the overall number of characteristics that you will need to keep in mind narrows down significantly.

Cleaning and Disinfection

Cleaning needs to be carried out in two **stages**. **First** use a **cleaning** product to remove visible dirt from surfaces and equipment, and rinse. Then disinfect them using the correct dilution and contact time for the disinfectant, after rinse with fresh **clean** water if required.

During inspections of food businesses, the cleanliness of the structure of food rooms, equipment and utensils is taken into account in assessing hygiene.

To help ensure the safety of your food, it is essential that surfaces and equipment are:

Visually clean, and free from high levels of harmful germs.

Cleaning: this is the removal of visible food debris and grease. It is usually done with hot water and detergent.

Disinfection: this is the reduction of germs to a safe level and is usually done by the use of special chemicals intended for food use, or by heat (hot water at around 82°C in a dishwasher or second sink).

Detergent: a chemical used in cleaning to remove food debris and grease.

Cleaning and disinfection generally consists of six steps:

1. Pre-clean – remove excess food waste by sweeping, wiping or pre-rinsing
2. Main clean – loosens surface waste and grease using a detergent.
3. Rinse – remove loose food waste, grease and detergent.

4. Disinfection – kill the bacteria with disinfectant or heat.
5. Final rinse – remove the disinfectant.
6. Drying – remove all moisture.

- **Dry cleaning**

Dry cleaning is any cleaning process for clothing and textiles using a chemical solvent other than water.

- **Wet cleaning**
  Wet cleaning is a process of cleaning using water.
- **Cleaning products and their use**

4 Types of Cleaning products and When to Use Them

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1.4. Clean the environment

- **Steps to effective cleaning**

Effective cleaning and sanitising

Step 1 – Preparation. Remove loose dirt and food particles. ...

Step 2 – Cleaning. Wash with hot water (60 °C) and detergent. ...

Step 3 – Sanitizing (bacteria killing stage) Treat with very hot, clean, potable water (75 °C) for at least 2 minutes. ...

Step 4 – Air drying.

- **Visual inspection of colour arrangement**

In graphic design, there are principles of design that should be considered. These principles are what typically separate good design from bad design. All these principles have a relationship between each other and appear in every well designed piece of work you see.

A good grasp of design theory will mean there is always substance behind your work.

The key principles of design are: contrast, hierarchy, alignment, balance, proximity, repetition, simplicity and function.

Whatever work you produce be it for a magazine, poster, website or advertisement, the principles of design should be considered.

A good designer will keep these principles and guidelines in their toolkit and will consciously use them to develop their ideas.

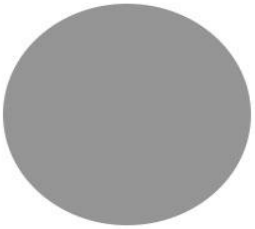
Lets have a closer look at the contrast design principle:

Contrast

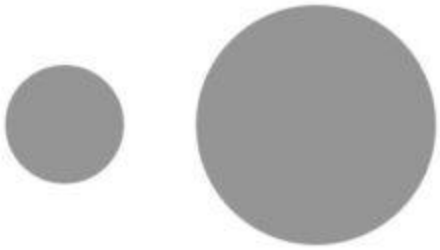
Contrast occurs when two or more visual elements in a composition are different.

In design we use contrast to generate impact, highlight importance, create exciting graphics and create visual interest and dynamics.

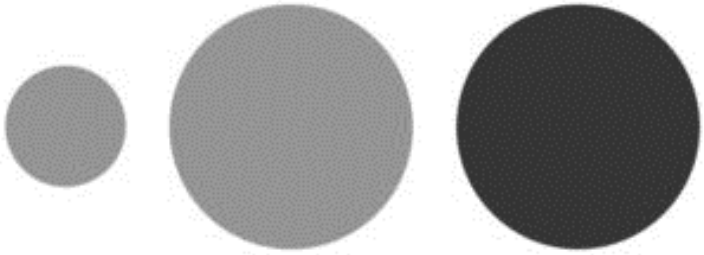
Context is integral to contrast. We may think that the chosen visual object in a composition says something about itself but it is more often the visual elements **around it** that give it **it's meaning**.



For example: Here is a simple circle. What is it saying about itself? Well, all it says here is that it's a circle but does it say how big or small it is? or how far away from us it is?



To suggest that, we need another visual element. So here is a smaller circle and by placing this new visual object next to the original circle we now create contrast by context. By contrast, the above image is now saying that the original circle is bigger.



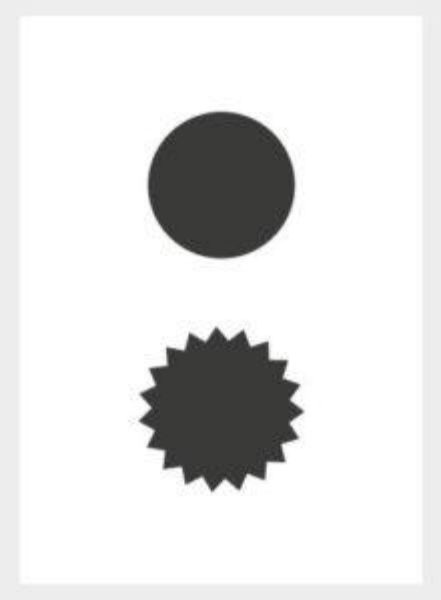
But what if we bring in another circle the same size as the original but this time it's darker. Well this may suggest that this circle is perhaps closer to us or more important and it certainly grabs our attention more.

Contrast creates interesting relationships between the visual elements. It can push elements away, connect them or complement them. Without contrast, visual elements can be meaningless.

Contrast provokes our visual senses. Our eyes like contrast because it grabs our attention and makes it easier to digest and make sense of what we are seeing which is why it can be a strong method to communicate visually without the presence of type.

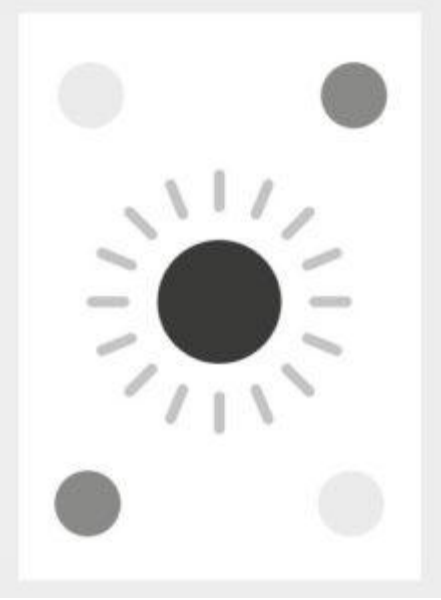
Below are a few examples of how contrast can be used in design:

Contrast in Shape



Here we have two shapes almost identical in scale but they both vary in characteristic. One has a smooth surface and the other has a pointed surface. Now, what shape is your eye drawn to? In this case it may be the shape with the smooth surface is so simple it makes us want to look at the other shape more because it's more complex.

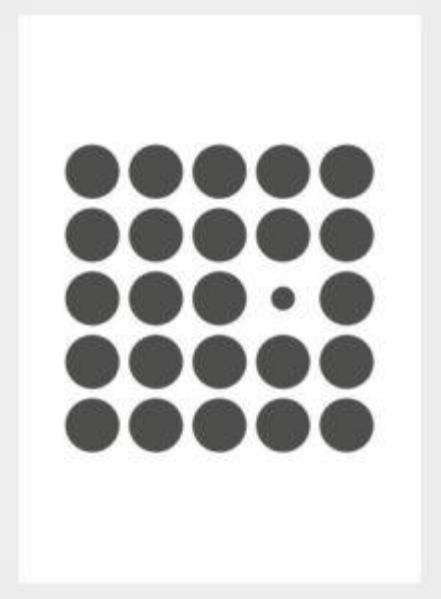
Contrast in Colour



The next example demonstrates contrast in colour and as well as shape. Even though we have a mixture of shapes, they appear in various degrees of colour. Regardless of contrast between

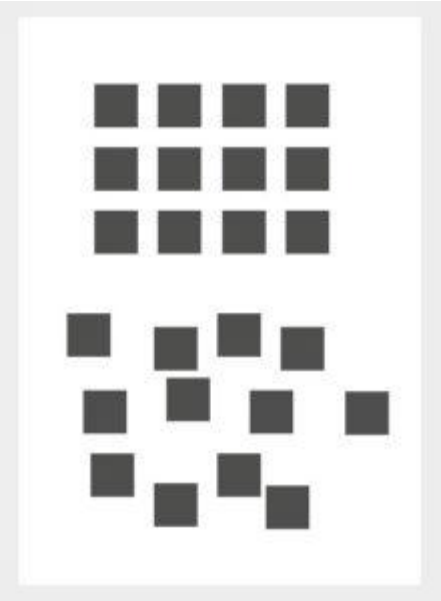
shapes here, there is a clear contrast of colour or tone. The darker the shape, the more attention it commands.

Contrast in Scale



Here we have eight strokes but in different stroke sizes and a grid of circles. Again, we can see how context is integral to contrast here. It's the visual elements around each other that give meaning to one another.

Contrast in Layout



Next we have contrast in layout. The top composition appears regimented and structured. The lower layout seems more free and random.

Contrast in Type

In type, contrast is commonly used to create hierarchy and structure. There are many methods for creating contrast in typography: alignment, typeface, type size, colour and weight can be all considered.

Contrast in Type and Colour

In this next example we can see a word pop out from a block of type by simply being of a darker shade.

Contrast in Type and Alignment

Here we can see contrast in type in a more dramatic way. We have type in various sizes, weights and alignments. The type is mostly dark but but there is some white cutting through the dark solid bar and we have type cutting off and onto the page from top to bottom.

Contrast in Type and Colour

Next we have some similar type contrast but also contrasting with other visual elements. The main focus is on the title word which creates it's own dynamic as it crosses over from a light space into a dark space which our eye is mostly drawn to.

Contrast in Shapes and Colour

Contrast is such a strong method of communication that it is used on some of the most important visual communication like road signs.
Some of the most iconic logos are some of the most simple and contrasting. Just like how contrast plays it's role in road signs to communicate bold important messages, contrast is used in logos for the same purpose to be remembered.

- **Handle wastes properly**

How to Manage Waste Properly

Many people don't give a second thought to waste or the materials they discard. But there are many implications of waste, ranging from the inefficient use of raw materials to faulty products and wasted labour to the unnecessary use of energy.

Proper waste management involves the use of garbage as a valuable resource, usually by recycling items that don't need to end up in a landfill yet. It is a process that involves not only garbage removal companies, but also households and businesses through the disposal of products they no longer have use for in a safe and efficient manner. Here are some ways to manage waste properly.

1. **Source Reduction and Reuse**
   This is the strategy most commonly used by governments and local authorities. Reducing waste at the source is achieved by expanding recycling efforts through creating recycling networks and providing on-site food waste treatment facilities at residential and commercial properties. The objective is to reduce the heavy reliance on raw materials that are continuously getting depleted, in an effort to conserve the environment.

2. **Recovery and Recycling**
   Recovery involves the use of discarded items for other meaningful uses. The discarded items usually have to go through a bit of processing to extract or recover resources, or to transform them into usable forms of energy such as fuel, electricity, or heat.

   Recycling, on the other hand, involves converting trash into new products to reduce the production of fresh materials and conserve energy. Recycling is tied to the first point of source reduction, and is the third component of the waste management hierarchy: Reduce, Reuse, Recycle. In addition to reducing the creation of new materials, recycling decreases energy usage, reduces air and water pollution, reduces the volume of trash sent to landfills, and reduces greenhouse gas emissions.

3. **Landfills**

   This is the most common waste disposal method today. It involves burying trash in the land while taking measures to eliminate both odours and the risk of toxic substances seeping into the ground and contaminating water sources. With the strong presence of landfill gases such as methane, and land scarcity, many garbage removal companies are considering other options.

4. **Combustion/Incineration**

   Municipal solid wastes that cannot be recycled are burned at high temperatures to reduce its volume by up to 80 percent. This means that the residue occupies 20 to 30 percent of the landfill space that would have been occupied by the solid waste, reducing the stress on landfills. Also referred to as thermal treatment, this method can also be used to generate heat, gas, and steam for power.

5. **Composting**

   This is a natural bio-degradation process of organic wastes (kitchen waste and plant remains) that converts them into nutrient-filled food for plants. This is a common technique in organic farming, where the organic materials sit in one place for months to allow for decomposition.

Final note

Proper waste management is important to avoid contamination, especially when the waste is hazardous. But more importantly, households and businesses should exercise waste minimization or waste avoidance, which involves recycling old items, repairing broken items, donating items no longer in use, avoiding the use of disposable items, etc., to reduce the amount of waste that will end up in landfills.

Solutions for pollution:

1. We can use the solar energy instead of energy generated because a solar energy is free from pollution and it can save the environment from it.
2. We must to reduce from forest fires it can help us to keep our environment from pollution.
3. We should to build the factories out of city and away from people.
4. It`s not allowed to throw the waste in the sea specially the waste oil it`s very bad and harmful for view of the sea.
5. Good way to reduce from pollution is to grow a lot of trees in the city .They can get fresh air and moves us away from pollution.

6. Put filters in our cars to reduce from pollution.
7. we should also to reduce from use the plastic it`s very bad and it can make pollution in environment.

Learning unit 2: Choose the decoration style

2.1. Describe different decoration styles

- **Differentiate different decoration styles**

1. **MODERN**

Modern is a broad design term that typically refers to a home with clean, crisp lines, a simple colour palette and the use of materials that can include metal, glass and steel. Modern design employs a sense of simplicity in every element, including furniture. A word that's commonly used to describe modern style is sleek, and there is not a lot of clutter or accessories involved with a modern style.

2. **CONTEMPORARY**

Modern and contemporary are two styles frequently used interchangeably. Contemporary is different from modern because it describes design based on the here and now.

The primary difference separating modern and contemporary design style is that modern is a strict interpretation of design that started in the 20th century. Contemporary on the other hand, is more fluid and can represent a sense of currency with less adherence to one particular style. For example, contemporary style may include curving lines, whereas modern design does not. You can refer to modern vs contemporary article for more information.

3. **MINIMALIST**

The minimalist concept is one that's popular here in Australia. It takes notions of modern design and simplifies them further. Colour palettes are neutral and airy; furnishings are simple and streamlined, and nothing is excessive or flamboyant in accessories or décor. Minimalism is ultimately defined by a sense of functionality and ultra-clean lines.

4. **INDUSTRIAL**

Industrial style as the name implies, draws inspiration from a warehouse or an urban loft.

There's a sense of unfinished rawness in many of the elements, and it's not uncommon to see exposed brick, ductwork and wood. An iconic home with an industrial design theme would be a renovated loft from a former industrial building.

Think high ceilings, old timber and dangling metal light fixtures with sparse functional furniture. There may possibly be one or two pieces of abstract art or photography to add a dash of colour to an otherwise neutral colour scheme derived from the primary materials of wood and metals.

5. MID-CENTURY MODERN

Mid-century modern is a throwback to the design style of the mid-1900s—primarily the 1950s and 60s. There's a retro nostalgia present in Mid-Century Modern Design, and also some elements of minimalism. Functionality or "fussy-free" was the main theme for Mid-century design. It emphasis on pared-down forms, natural or organic shapes such as "egg-shaped" chair, easy-to-use contemporary designs and simple fabrications. It easily complements any interior and also helps with seamless transition from interior to exterior.

6. SCANDINAVIAN

Scandanavian design pays homage to the simplicity of life demonstrated in Nordic countries. Scandinavian furniture design often feels like a work of art, although it is simple and understated. There's functionality in the furniture along with some interesting lines, many of which have a sculptural influence.

Other common characteristics include all-white colour palettes and the incorporation of natural elements like form-pressed wood, bright plastics, and enameled aluminum, steel and wide plank flooring. If there are pops of colour it often comes from the use of art, natural fibre throws or furs, or a single piece of furniture.

Spacious, natural lighting, less accessories and functional furniture characterizes Scandinavian designs.

7. TRADITIONAL

Traditional design style offers classic details, sumptuous furnishings, and an abundance of accessories. It is rooted in European sensibilities. Traditional homes often feature dark, finished wood, rich colour palettes, and a variety of textures and curved lines. Furnishings have elaborate and ornate details and fabrics, like velvet, silk and brocade, which may include a variety of patterns and textures. There's depth, layering and dimensionality within most traditional designs.

8. TRANSITIONAL

Transitional is a very popular style because it borrows from both traditional and modern design to facilitate a space that's not "too much," in terms of one style or another. There's a sense of balance that's appealing and unexpected.

A transitional design may incorporate modern materials, such as steel and glass, and then unite them with plush furnishings. Transitional design also includes relatively neutral colour palettes, creating a calming and relaxed space that manages to feel both stylish and sleek, as well as warm and inviting.

9. FRENCH COUNTRY

Warm, earthy colours are indicative of a French Country design style, as are worn and ornamental wooden furnishing. The style has an overarching farmhouse inspiration. French Country design may include soft and warm tones of red, yellow or gold and natural materials like stone and brick. French Country design can include collections of ornate porcelain dishes and heavy linens and bed coverings.

10. BOHEMIAN

Bohemian is a popular style for home design and fashion. It reflects a carefree lifestyle with little rules, except to follow your heart's desire. Bohemian homes may include vintage furniture and light fixtures, globally inspired textiles and rugs, displays of collections, and items found in widely varied sources including flea markets and during one's travels. It's not uncommon to spot floor pillows and comfortable seating spaces when incorporating the bohemian style. This eclectic style can incorporate an ultra-glam chandelier paired with a well-worn rug and a mid-century chair. Within the Bohemian style, there's a laissez-faire attitude where anything goes as long as you love it.

11. RUSTIC

Rustic design is drawn from natural inspiration, using raw and often unfinished elements including wood and stone. Rustic design may incorporate accessories from the outdoors with warmth emulating from the design and architectural details that may include features like vaulted ceilings adorned with wood beams or reclaimed wood floors. Many designs now integrate rustic design with more modern furnishings and accessories.

12. SHABBY CHIC

Shabby chic is vintage-inspired style, but compared to Bohemian and other styles, tends to be more feminine, soft and delicate.

Shabby chic furnishings are often either distressed or appear that way; paint tends to have antique-style finishes. The Shabby Chic colour palettes include white, cream and pastels. Light light fixture and wall hangings may be ornate and continue the feminine vibe of shabby chic design.

13. HOLLYWOOD GLAM

Also referred to as Hollywood Regency, Hollywood Glam is a design style that tends to be luxurious, over-the-top and opulent. It's a dramatic design style, perfect for a homeowner who enjoys making a statement.

This design style can incorporate some features of Victorian design, including plush, velvet furnishings, tufting and antiques. The colour palettes are particularly bold—think purples, reds and turquoise.

14. COASTAL/HAMPTONS

Coastal style also dubbed Hamptons style, hails from the iconic U.S. beachside area. Common features include light, airy colour palettes with cool neutral shades paired with blues and greens. Furnishings are often white or beige. The room can contain elements of wood and accessories are often inspired by the sea. Blue and white striped patterns for pillows, large windows, white plush sofas, and painted white wood are also common fixtures of the classic Coastal/Hampton style. The intention is to create a relaxed and comfortable environment that is inspired by the beach and ocean.

- **Decoration styles**

- ✓ Diyas.
- ✓ Candles.
- ✓ Colorful lamps.
- ✓ Colourful drapes.
- ✓ Rangoli.
- ✓ Flowers.
- ✓ Contemporary style.

- **Contemporary styles**

Contemporary style encompasses a range of styles developed in the latter half of the 20th century. Pieces feature softened and rounded lines as opposed to the stark lines seen in modern design. Contemporary design features state-of-the-art materials, glass and metals

- **Traditional styles**

The traditional style offers a combination of comfortable furniture, classic designs and casual décor. It is a term that includes several design elements, including warm colors and symmetrical lines and. The traditional style is one of the most popular styles used to decorate homes.

- **Indian styles**

Traditional **Indian** interior **design style** is exotic, sophisticated and full of royal and tempting look. When I think about it, two words come in my mind; symmetry and balance. It gives a feeling of warmth and comfort through furniture, colors and furniture placements.

2.2. Collect decoration materials

- **Differentiate different decoration styles**
- **1.MODERN**
- Modern is a broad design term that typically refers to a home with clean, crisp lines, a simple colour palette and the use of materials that can include metal, glass and steel. Modern design employs a sense of simplicity in every element, including furniture. A word that's commonly used to describe modern style is sleek, and there is not a lot of clutter or accessories involved with a modern style.

- **2. CONTEMPORARY**

- Modern and contemporary are two styles frequently used interchangeably. Contemporary is different from modern because it describes design based on the here and now.
- The primary difference separating modern and contemporary design style is that modern is a strict interpretation of design that started in the 20th century. Contemporary on the other hand, is more fluid and can represent a sense of currency with fewer adherences to one particular style. For example, contemporary style may include curving lines, whereas modern design does not. You can refer to modern vs contemporary article for more information.

- **3.MINIMALIST**

- The minimalist concept is one that's popular here in Australia. It takes notions of modern design and simplifies them further. Colour palettes are neutral and airy; furnishings are simple and streamlined, and nothing is excessive or flamboyant in accessories or décor. Minimalism is ultimately defined by a sense of functionality and ultra-clean lines.

- **4.INDUSTRIAL**

- Industrial style as the name implies, draws inspiration from a warehouse or an urban loft.
- There's a sense of unfinished rawness in many of the elements, and it's not uncommon to see exposed brick, ductwork and wood. An iconic home with an industrial design theme would be a renovated loft from a former industrial building.
- Think high ceilings, old timber and dangling metal light fixtures with sparse functional furniture. There may possibly be one or two pieces of abstract art or photography to add a dash of colour to an otherwise neutral colour scheme derived from the primary materials of wood and metals.
- **5. MID-CENTURY MODERN**
-
- Mid-century modern is a throwback to the design style of the mid-1900s—primarily the 1950s and 60s. There's a retro nostalgia present in Mid-Century Modern Design, and also some elements of minimalism. Functionality or "fussy-free" was the main theme for Mid-century design. It emphasis on pared-down forms, natural or organic shapes such as "egg-shaped" chair, easy-to-use contemporary designs and simple fabrications. It easily complements any interior and also helps with seamless transition from interior to exterior.

6. SCANDINAVIAN

- Scandanavian design pays homage to the simplicity of life demonstrated in Nordic countries. Scandinavian furniture design often feels like a work of art, although it is simple and understated. There's functionality in the furniture along with some interesting lines, many of which have a sculptural influence.
- Other common characteristics include all-white colour palettes and the incorporation of natural elements like form-pressed wood, bright plastics, and enameled aluminum, steel and wide plank flooring. If there are pops of colour it often comes from the use of art, natural fibre throws or furs, or a single piece of furniture.

- Spacious, natural lighting, less accessories and functional furniture characterizes Scandinavian designs.

7. TRADITIONAL

- Traditional design style offers classic details, sumptuous furnishings, and an abundance of accessories. It is rooted in European sensibilities. Traditional homes often feature dark, finished wood, rich colour palettes, and a variety of textures and curved lines. Furnishings have elaborate and ornate details and fabrics, like velvet, silk and brocade, which may include a variety of patterns and textures. There's depth, layering and dimensionality within most traditional designs.

8. TRANSITIONAL

- Transitional is a very popular style because it borrows from both traditional and modern design to facilitate a space that's not "too much," in terms of one style or another. There's a sense of balance that's appealing and unexpected.
- A transitional design may incorporate modern materials, such as steel and glass, and then unite them with plush furnishings. Transitional design also includes relatively neutral colour palettes, creating a calming and relaxed space that manages to feel both stylish and sleek, as well as warm and inviting.

9. FRENCH COUNTRY

- Warm, earthy colours are indicative of a French Country design style, as are worn and ornamental wooden furnishing. The style has an overarching farmhouse inspiration. French Country design may include soft and warm tones of red, yellow or gold and natural materials like stone and brick. French Country design can include collections of ornate porcelain dishes and heavy linens and bed coverings.

10. BOHEMIAN

- Bohemian is a popular style for home design and fashion. It reflects a carefree lifestyle with little rules, except to follow your heart's desire. Bohemian homes may include vintage furniture and light fixtures, globally inspired textiles and rugs, displays of collections, and items found in widely varied sources including flea markets and during one's travels. It's not uncommon to spot floor pillows and comfortable seating spaces when incorporating the bohemian style. This eclectic style can incorporate an ultra-glam chandelier paired with a well-worn rug and a mid-century chair. Within the Bohemian style, there's a laissez-faire attitude where anything goes as long as you love it.

11. RUSTIC

- Rustic design is drawn from natural inspiration, using raw and often unfinished elements including wood and stone. Rustic design may incorporate accessories from the outdoors with warmth emulating from the design and architectural details that may include features like vaulted ceilings adorned with wood beams or reclaimed wood floors. Many designs now integrate rustic design with more modern furnishings and accessories.

12. SHABBY CHIC

- Shabby chic is vintage-inspired style, but compared to Bohemian and other styles, tends to be more feminine, soft and delicate.
- Shabby chic furnishings are often either distressed or appear that way; paint tends to have antique-style finishes. The Shabby Chic colour palettes include white, cream and pastels. Light light fixture and wall hangings may be ornate and continue the feminine vibe of shabby chic design.

13. HOLLYWOOD GLAM

- Also referred to as Hollywood Regency, Hollywood Glam is a design style that tends to be luxurious, over-the-top and opulent. It's a dramatic design style, perfect for a homeowner who enjoys making a statement.
- This design style can incorporate some features of Victorian design, including plush, velvet furnishings, tufting and antiques. The colour palettes are particularly bold—think purples, reds and turquoise.

14. COASTAL/HAMPTONS

- Coastal style also dubbed Hamptons style, hails from the iconic U.S. beachside area. Common features include light, airy colour palettes with cool neutral shades paired with blues and greens. Furnishings are often white or beige. The room can contain elements of wood and accessories are often inspired by the sea. Blue and white striped patterns for pillows, large windows, white plush sofas, and painted white wood are also common fixtures of the classic Coastal/Hampton style. The intention is to create a relaxed and comfortable environment that is inspired by the beach and ocean.

- **Decoration styles**

Every gathering has the potential to be a special or great event! Our decorations provide color, excitement and energy to transform the event space. Whether elegant, sophisticated, playful or festive, we offer more than 30 years experience of helping our

clients "set the stage" for their special events. Our reputations for professional service and creative designs are features that keep our clients coming back year after year!
From small birthday celebrations to larger corporate events, we offer a wide variety of decorating options. We will help you with the process of decorating your event. Enjoy exploring the possibilities!


Arches


Centerpieces


Centerpiece Bases


Columns


Dance Floors


Drops & PoPs


Fabric Draping


Flowers

Names & Numbers


Rental Props


Sculptures

Signs & Sign-Ins

- **Contemporary style**

Contemporary style encompasses a range of styles developed in the latter half of the 20th century. Pieces feature softened and rounded lines as opposed to the stark lines seen in modern design. Contemporary design features state-of-the-art materials, glass and metals

- **Traditional style**

The traditional style offers a combination of comfortable furniture, classic designs and casual décor. It is a term that includes several design elements, including warm colors and symmetrical lines and. The traditional style is one of the most popular styles used to decorate homes.

- **Indian style**

Traditional **Indian** interior **design style** is exotic, sophisticated and full of royal and tempting look. When I think about it, two words come in my mind; symmetry and balance. It gives a feeling of warmth and comfort through furniture, colors and furniture placements.

- **Landscaping**

Landscaping refers to any activity that modifies the visible features of an area of land, including:

1. Living elements, such as flora or fauna; or what is commonly called gardening, the art and craft of growing plants with a goal of creating a beauty within the landscape.
2. Natural elements such as landforms, terrain shape and elevation, or bodies of water; and
3. Abstract elements such as the weather and lighting conditions.

Landscaping requires expertise in horticulture and artistic design.

- **Decoration materials**

Paints, papers, fabrics, strange objects, flowers, ribbons, decorative papers, decoration balloons, floral mesh, Pearls,String, raffia, spices, and/or grains, cardboard or plywood…

Decoration tools

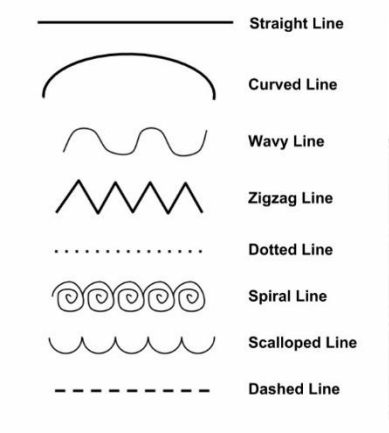
Clear tapes, scissor, brushes, pins,

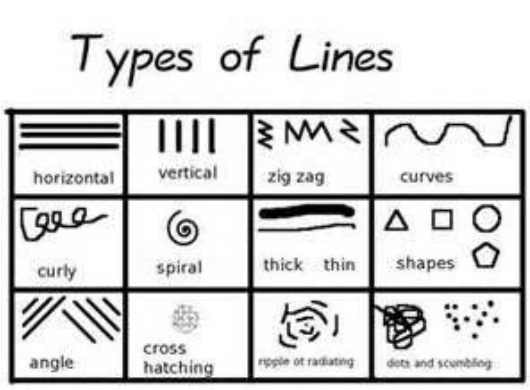
Elements of drawing

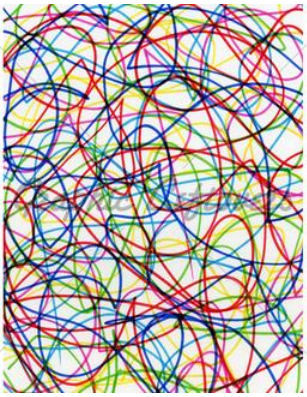
The elements of drawing are elements used to make a drawing like space, line, shape, tone/value, form, texture and color. You will see those elements in any artwork or in any drawing. And you will also use them. It is not obligatory to use all of them at the same time, because they are seven, you can use two, three… it will depend on what you are going to realize.

Space is the size and placement of your lines and shapes, the area occupied by objects in the composition is called the positive space. The empty area around the objects is what we call negative space.

Line is an element of **art** defined by a point moving in space. Lines can be vertical, horizontal, diagonal, or curved. Line is very important element because line creates shape, creates form, texture and tone, even in coloring we use lines, we combine them to make something.







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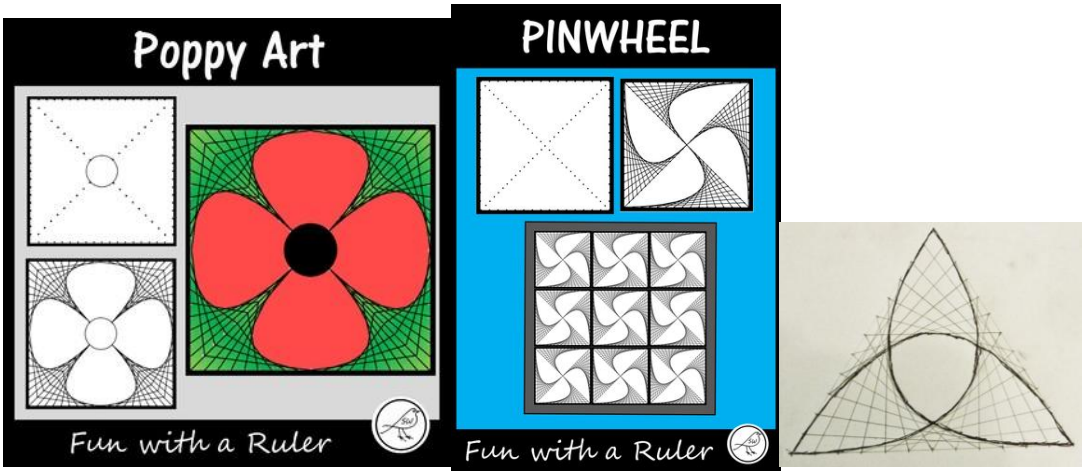
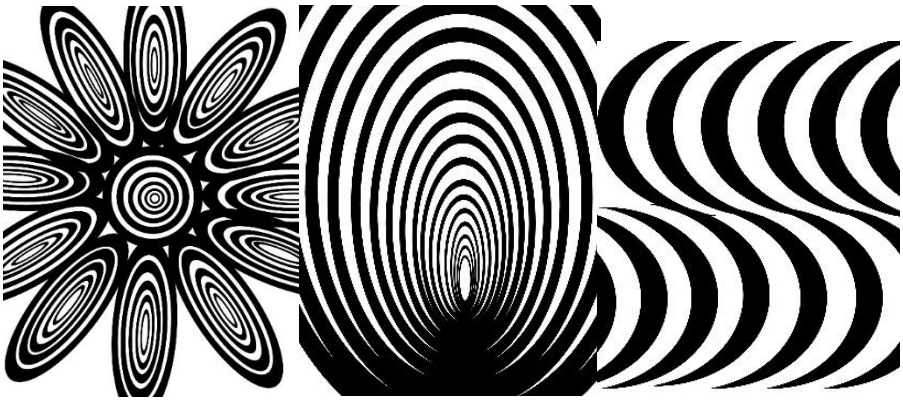


DRAW CURVES WITH A RULER

IMIGONGO



Decorative patterns

Shape is external boundary of something, its outline, or its external surface.

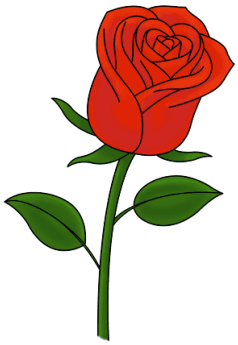
Form is the roundness of an object. Here you see the base and the height in the drawing.

Tone/value refers to the variation from light to dark on the surface of an object as light falls on it.

Texture is the surface quality of an artwork - the roughness or smoothness of the material from which it is made.

Color is visual perception that enables one to differentiate otherwise identical objects. Color makes a drawing attractive and create the illusion of realism of things, as you know the nature is composed by colors not black and white.

Some types of popular flowers




Rose Hibiscus tulip calla lily



Dhalia/chrisathemum daisy sunflower


Anthurium lily periwinkle

2.3. Choose the style matching the context (event)

- **Art and psychology**

The Relationship between Art and Psychology

Art is one of important means to develop creativity and establishment of inner innovative forces if reinforced appropriately many mental problems of human beings could be resolved. Psychology is the science studies human behaviors such as fear, motivation to depression,

mental and psychological disorders. However, art works to give sense and value to concepts humans touch them and feel them. Therefore, art can be regarded as an efficient tool either for increasing children's and teenagers' self-esteem or as a means for treatment of psychological problems. The interceding relationship between psychologies an art is in perception and sense it gives to every day's happenings and phenomena. This giving meaning in art is observable through creation of art masterpieces and in psychology could be evident unconsciously in individual's personality. The Islamic education systems emphasizes on man's nature, self-purification and its original content regards art as one of the most crucial and stable training styles and achieve salvation. Thus, the mission of art and psychology principally is objective explanation, growth and perfectness for human communities and consequently education and smoothing their soul in dealing with nature and human creations like the individual himself. (K Nader, Javdan Moosa
• Published 2012).

- **Colours and applicationlight and shading**

Meaning of some colors

1. **Red**

Red is the color of fire and blood, so it is associated with energy, war, danger, strength, power, determination as well as passion, desire, and love.

Red is a very emotionally intense color. It enhances human metabolism, increases respiration rate, and raises blood pressure. It has very high visibility, which is why stop signs, stoplights, and fire equipment are usually painted red. In heraldry, red is used to indicate courage. It is a color found in many national flags.

Red brings text and images to the foreground. Use it as an accent color to stimulate people to make quick decisions; it is a perfect color for 'Buy Now' or 'Click Here' buttons on Internet banners and websites. In advertising, red is often used to evoke erotic feelings (red lips, red nails, red-light districts, 'Lady in Red', etc). Red is widely used to indicate danger (high voltage signs, traffic lights). This color is also commonly associated with energy, so you can use it when promoting energy drinks, games, cars, and items related to sports and high physical activity.

Light red represents joy, sexuality, passion, sensitivity, and love. **Pink** signifies romance, love, and friendship. It denotes feminine qualities and passiveness.

Dark red is associated with vigor, willpower, rage, anger, leadership, courage, longing, malice, and wrath.
Brown suggests stability and denotes masculine qualities.
Reddish-brown is associated with harvest and fall.

2. Orange

Orange combines the energy of red and the happiness of yellow. It is associated with joy, sunshine, and the tropics. Orange represents enthusiasm, fascination, happiness, creativity, determination, attraction, success, encouragement, and stimulation.

To the human eye, orange is a very hot color, so it gives the sensation of heat. Nevertheless, orange is not as aggressive as red. Orange increases oxygen supply to the brain, produces an invigorating effect, and stimulates mental activity. It is highly accepted among young people. As a citrus color, orange is associated with healthy food and stimulates appetite. Orange is the color of fall and harvest. In heraldry, orange is symbolic of strength and endurance.

Orange has very high visibility, so you can use it to catch attention and highlight the most important elements of your design. Orange is very effective for promoting food products and toys.

Dark orange can mean deceit and distrust.
Red-orange corresponds to desire, sexual passion, pleasure, domination, aggression, and thirst for action.
Gold evokes the feeling of prestige. The meaning of gold is illumination, wisdom, and wealth. Gold often symbolizes high quality.

3. Yellow

Yellow is the color of sunshine. It's associated with joy, happiness, intellect, and energy.

Yellow produces a warming effect, arouses cheerfulness, stimulates mental activity, and generates muscle energy. Yellow is often associated with food. Bright, pure yellow is an attention getter, which is the reason taxicabs are painted this color. When overused, yellow

may have a disturbing effect; it is known that babies cry more in yellow rooms. Yellow is seen before other colors when placed against black; this combination is often used to issue a warning. In heraldry, yellow indicates honor and loyalty. Later the meaning of yellow was connected with cowardice.

Use yellow to evoke pleasant, cheerful feelings. You can choose yellow to promote children's products and items related to leisure. Yellow is very effective for attracting attention, so use it to highlight the most important elements of your design. Men usually perceive yellow as a very lighthearted, 'childish' color, so it is not recommended to use yellow when selling prestigious, expensive products to men – nobody will buy a yellow business suit or a yellow Mercedes. Yellow is an unstable and spontaneous color, so avoid using yellow if you want to suggest stability and safety. Light yellow tends to disappear into white, so it usually needs a dark color to highlight it. Shades of yellow are visually unappealing because they loose cheerfulness and become dingy.

Dull (dingy) yellow represents caution, decay, sickness, and jealousy. **Light yellow** is associated with intellect, freshness, and joy.

4. Green

Green is the color of nature. It symbolizes growth, harmony, freshness, and fertility. Green has strong emotional correspondence with safety. Dark green is also commonly associated with money.

Green has great healing power. It is the most restful color for the human eye; it can improve vision. Green suggests stability and endurance. Sometimes green denotes lack of experience; for example, a 'greenhorn' is a novice. In heraldry, green indicates growth and hope. Green, as opposed to red, means safety; it is the color of free passage in road traffic.

Use green to indicate safety when advertising drugs and medical products. Green is directly related to nature, so you can use it to promote 'green' products. Dull, darker green is commonly associated with money, the financial world, banking, and Wall Street.

Dark green is associated with ambition, greed, and jealousy. **Yellow-green** can indicate sickness, cowardice, discord, and jealousy.

Aqua is associated with emotional healing and protection. **Olive green** is the traditional color of peace.

5. Blue

Blue is the color of the sky and sea. It is often associated with depth and stability. It symbolizes trust, loyalty, wisdom, confidence, intelligence, faith, truth, and heaven.

Blue is considered beneficial to the mind and body. It slows human metabolism and produces a calming effect. Blue is strongly associated with tranquility and calmness. In heraldry, blue is used to symbolize piety and sincerity.

You can use blue to promote products and services related to cleanliness (water purification filters, cleaning liquids, vodka), air and sky (airlines, airports, air conditioners), water and sea (sea voyages, mineral water). As opposed to emotionally warm colors like red, orange, and yellow; blue is linked to consciousness and intellect. Use blue to suggest precision when promoting high-tech products.

Blue is a masculine color; according to studies, it is highly accepted among males. Dark blue is associated with depth, expertise, and stability; it is a preferred color for corporate America.

Avoid using blue when promoting food and cooking, because blue suppresses appetite. When used together with warm colors like yellow or red, blue can create high-impact, vibrant designs; for example, blue-yellow-red is a perfect color scheme for a superhero.

Light blue is associated with health, healing, tranquility, understanding, and softness. **Dark blue** represents knowledge, power, integrity, and seriousness.

6. Purple

Purple combines the stability of blue and the energy of red. Purple is associated with royalty. It symbolizes power, nobility, luxury, and ambition. It conveys wealth and extravagance. Purple is associated with wisdom, dignity, independence, creativity, mystery, and magic.

According to surveys, almost 75 percent of pre-adolescent children prefer purple to all other colors. Purple is a very rare color in nature; some people consider it to be artificial.

Light purple is a good choice for a feminine design. You can use bright purple when promoting children's products.

Light purple evokes romantic and nostalgic feelings.
Dark purple evokes gloom and sad feelings. It can cause frustration.

7. White

White is associated with light, goodness, innocence, purity, and virginity. It is considered to be the color of perfection.

White means safety, purity, and cleanliness. As opposed to black, white usually has a positive connotation. White can represent a successful beginning. In heraldry, white depicts faith and purity.

In advertising, white is associated with coolness and cleanliness because it's the color of snow. You can use white to suggest simplicity in high-tech products. White is an appropriate color for charitable organizations; angels are usually imagined wearing white clothes. White is associated with hospitals, doctors, and sterility, so you can use white to suggest safety when promoting medical products. White is often associated with low weight, low-fat food, and dairy products.

8. Black

Black is associated with power, elegance, formality, death, evil, and mystery.

Black is a mysterious color associated with fear and the unknown (black holes). It usually has a negative connotation (blacklist, black humor, 'black death'). Black denotes strength and authority; it is considered to be a very formal, elegant, and prestigious color (black tie, black Mercedes). In heraldry, black is the symbol of grief.

Black gives the feeling of perspective and depth, but a black background diminishes readability. A black suit or dress can make you look thinner. When designing for a gallery of art or photography, you can use a black or gray background to make the other colors stand out. Black

contrasts well with bright colors. Combined with red or orange – other very powerful colors – black gives a very aggressive color scheme.

- **Lights and shading**

Lighting or illumination is the deliberate use of light to achieve practical or aesthetic effects. Lighting includes the use of both artificial light sources like lamps and light fixtures, as well as natural illumination by capturing daylight.

Lighting is an important aspect of interior design as it enhances the aesthetic appeal and creates the mood and ambiance of a living space. Decorative lighting is the fourth layer of interior illumination and, simply put, it is like jewelry for the home: it helps your space sparkle and shine. ... Note that sometimes, decorative fixtures can also serve other purposes, like task or accent lighting. Lighting can completely change a design.

Learning unit 3: Apply the decoration

3.1. Install the support to ensure safety

- **Space planning and measurement**

Space Planning is the process of organizing furniture and office functions to work effectively together while using **space** efficiently. Consider the workgroup function the building codes and regulations, lighting, teaming requirements, inter-communication, and storage to make the best use of available **space**. Effective **space planning** ensures optimal use of floor area without wasted **space** often spent on circulation, unnecessary storage and other wasteful activities and **spaces**. ... Simply put, a well-considered and designed **space plan** will allow you to make the best use of your floor area.

Space measurements

Measure everything once and save the measurements in an accessible place for easy reference later on.

- **Scaffolding**

Scaffold: Scaffold is a support structure which is used in construction, repair, restoration, formation, demolition, cleaning and painting of buildings and other structures; provides going upstairs; and enables to work safely in the high floors. It is comprised of pipes, fittings, platforms and other accessories. Scaffolds used in construction become a safe

system by means of the main carrier (panel), horizontal fences and cross-links. **Facade scaffolding**, known also as **spatial scaffold**, forms a safe and secure working environment by being installed on the facades of buildings besides its feature of being used in different sizes of volumes. The scaffolds used for supporting the molds in construction are called **"formwork"**.

- **Safety and site management**

A **safety and health management system** is a proactive, collaborative process to find and fix workplace hazards before employees are injured or become ill. ... In hospitals, prioritizing **safety** in the environment of care reaps important additional benefits through improved quality of patient care.

10 Simple decoration Safety Rules

Decoration sites are dangerous places to work. Follow these 10 simple decoration site safety rules to keep yourself, and others, safe. From wearing your PPE, to following procedures, you can help make your site a safer place to work, and prevent accidents.

Decoration sites are dangerous places to work. Every year, thousands of people are injured at work on decoration sites. So, if you work in construction, it's even more important that you put health and safety into everything you do.

Follow these 10 simple decoration site safety rules to keep yourself, and others, safe.

1. Wear your PPE at all times

When you enter the site, make sure you have the PPE you need. PPE is important, it's your last line of defence should you come into contact with a hazard on site. Hi-viz helps make sure you are seen. Safety boots give you grip and protect your feet. Hard hats are easily replaced, but your skull isn't.

It can't protect you if you don't wear it. Wear your hard hat, safety boots and hi-viz vest as a minimum, along with any additional PPE required for the task being carried out.

2. Do not start work without an induction

Each site has its unique hazards and work operations. No two sites are exactly the same. Make sure you know what is happening so that you can work safely. Inductions are a legal requirement on every decoration site you work on.

Your induction is important. It tells you where to sign in, where to go, what to do, and what to avoid. Don't start work without one.

3. Keep a tidy site

Decoration work is messy. Slips and trips might not seem like a major problem compared to other high-risk work happening on the site, but don't be fooled. According to HSE statistics, slips and trips accounted for 30% of specified major injuries on construction sites (2016/17 – 2018/19).
Remember to keep your work area tidy throughout your shift to reduce the number of slip and trip hazards. Pay particular attention to areas such as access and escape routes.

4. Do not put yourself or others at risk

Actions speak louder than words. Especially on construction sites where one wrong move could put you in harm's way. Set a good example, think safe and act safely on site.
You are responsible for your own behaviour. Decoration sites are dangerous places to work. Make sure you remain safety aware throughout your shift.

5. Follow safety signs and procedures

Follow decoration safety signs and procedures. These should be explained to you in your induction (rule number 2). Your employer should ensure a risk assessment is carried out for your activities. Make sure you read and understand it.
Control measures are put in place for your safety. Make sure they are in place and working before you start.

6. Never work in unsafe areas

Make sure your work area is safe. Know what is happening around you. Be aware. According to HSE statistics, 14% of fatalities in decoration were caused by something collapsing or overturning, and 11% by being struck by a moving vehicle (2014/15-2018/19).
Don’t work at height without suitable guard rails or other fall prevention. Don’t enter unsupported trenches. Make sure you have safe access. Don’t work below crane loads or other dangerous operations.

7. Report defects and near misses

If you notice a problem, don’t ignore it, report it to your supervisor immediately. Fill out a near-miss report, an incident report, or simply tell your supervisor. Whatever the procedure in place on your site for reporting issues, use it.
Action can only be taken quickly if the management has been made aware of the problem. The sooner problems are resolved the less chance for an accident to occur.

8. Never tamper with equipment

If somethings not working, or doesn't look right, follow rule number 7 and report it. Don't try and force something, or alter something, if you're trained to or supposed to.

Never remove guard rails or scaffold ties. Do not remove machine guards. Do not attempt to fix defective equipment unless you are competent to do so. Do not ever tamper with equipment without authorisation.

9. Use the right equipment

One tool does not fit all. Using the correct tool for the job will get it done quicker, and most importantly, safer. Visually check equipment is in good condition and safe to use before you start.Only use 110v equipment on the site. 240v equipment is strictly prohibited without prior authorisation from management and will only be used if no 110v alternative available and additional safety precautions are taken.

10. If in doubt, ask

Unsure what to do? Or how to do something safely? Or you think something is wrong? Stop work, and ask. It takes 5 minutes to check, but it might not be so easy to put things right if things go wrong. It's better to be safe than sorry. Mistakes on decoration sites can cost lives, don’t let it be yours.

3.2. Shape the decoration according to the chosen style

- **Two dimensional design**

2D designs are flat designs, you can’t see the back.

- **Three dimensional designs**

3D designs are tangible designs like making a cake in papers, letters or numbers, candles, flowers, decoration balloons, vases,…

- **COLLAGE AND MOSAIC**

Collage

The word collage is a French word describing a pictorial composition created out of different textured materials. These materials are pasted on a suitable surface such as stiff card, plywood, canvas etc. You can incorporate painting or drawing into collage. The most effective collage works are those that emphasize textural qualities of materials and simple in composition. Collage may also be created using letters which may convey a particular message.

Two techniques related to collage work are montage which is an arrangement of pictures of parts of pictures to create a composition, and a photo-montage where several photographs or parts of photographs are arranged and pasted to form a composite picture. In the techniques above materials being used are often juxtaposed (placed side by side) and superimposed (placed over each other) to create interesting effects.

MOSAIC

Mosaic is a picture is a picture or a pattern made by placing together small pieces of the same material but different colours. The emphasis in mosaic design is that it is made out of only type of material. The only variation is in size and colour of the material. With this in mind, mosaic offers an unlimited exploration of the different types of materials available in the environment.

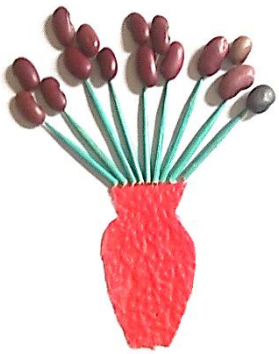
You will need support or strong base. A support will depend on the type of mosaic being made. White paper mosaic may require a cardboard or manila base, stone and glass mosaic will

require a cement or plaster base. Traditional materials can be used. Beads, seeds, stones, etc. you will also need a hammer and nails, glass cutter(if you are using glass), Stanley knife or scissor, paints, container for water, painting brush, etc.

The characteristics of a mosaic are the unequal dimensions of each material or medium, and the more or less predetermined manner in which they are arranged together. Let us try a few processes in paper glass, stone and seeds.

1. Collect any shades of paper
2. Draw the composition
3. Collect old newspapers, cut or tear them into small pieces(tesserae)
4. Carefully paste the newspaper tesserae onto thick paper
5. Frame the mosaic and hang it up





Collage and mosaic making

An art of making collage work is an activity which is done progressively where there are steps required to be respected as detailed down especially when it is a colored collage.

Procedure is a set of small steps taken to accomplish a task.

Steps that can be followed to make a collage

1st step: Theme:think about the theme of your collage

2nd step: brainstorm what will appear on your collage

Draw the idea of how you wish your collage should look like, here it is better to sketch more than one idea in order to choose the best idea.

3rd step: think about coloured materials to be used in collage, you can paint them before or after depends on the kind of selected materials to be used in the composition. Collect materials like hard paper, pencil, eraser, glue, scissor, razor, white paper or a drawing notebook, paints and brushes

To enhance the good appearance of the coloured paper collage it will be better to paint them before, but for other materials like sand, rice, sorghum, small pearls… can be painted after being stacked on the surface.

4th step: sketch or draft the idea. Make a layout**.** It refers to the act of making a layout of your collage.

Tools are materials that you can use to make a given work like razor or sharpener, scissor, pencil, … while **materials** are those materials that will be found on the work(that made an a work) like paint, beans, rice, pieces of clothes, ….

5th Sticking over the sketch prepared pieces: after preparing pieces of materials to make collage work artist need to put glue on pieces then after he or she takes them and put over the sketch and let them dry.

6th Painting and finishing collage work: this the process of applying the paint on collage works for enhancing its appearance. After stacked ma trials being dried the next is applying colours using oil paint or water colour targeting the original colour of colored objects in their nature.

- **Floral arrangement**



3.3. Execute the decoration

Rule of three

It is **“The Rule of Three.”** The rule, or guideline if you prefer, simply states that things arranged in odd numbers are more visually appealing to the human eye. ... Three seems to be the magic number for interior design, but the rule also applies nicely for groupings of five or seven. The “rule of three” is based on a simple and verified fact: we best visualize the compositions of three objects, different in shape, color and size. So, the subjects complement each other, maintaining the balance and not breaking the harmony.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