

L12- Space Management

Keywords

Furnishings	Elevation plan	Floor space
Functional Storage	Soiled clothes	Aesthetically
Dovetailed	Artificial lighting	
Workcentre	Cabinet	
Dead Storage	Ventilation	

In-text Questions

In-text Questions 12.1

1. List two important aspects of space organization.

Answer: The important aspects of space organization are:

- Allotting space for the activity
- Making available on the spot all that is required for the activity
- Arranging systematically all the materials and equipment required for the activity.

2. Give any two examples other than discussed in the lesson, where two activities can be dovetailed.

Answer:

- Example 1: Kneading the chapatti dough + Cooking curry
- Example 2: Washing Utensils + Listening to Radio
- Example 3: Shelling the peas + Watching TV
- Example 4 : Folding clothes + Memorizing the lessons

- Example 5: Knitting + Talking over phone

3. List the provisions needed for a study area.

Answer: The provisions needed for a study area are:

- Study Table and Chair
- Pens, Pencils, Erasers, Sharpener, Scale etc
- Cupboard for storing books and stationery
- Good ventilation
- Free from noise and other distractions

In-text Questions 12.2

1. Make a critical analysis of the following statements

Answer:

Statement	Critical Analysis
i. One area should be allotted for performing one activity only.	No, more than one activity can also be performed one area for effective utilization of space. For example, living room can be used for sleeping at night.
ii. Materials and equipment required frequently should be stored at a convenient height.	Yes, this reduces work thus saving time and energy.
iii. A folding dining table fixed in the wall is recommended for meeting space constraints.	Yes, when not in use, it can be folded away giving ample space for movement.
iv. Arrangement of areas for pre-preparation cooking and washing should be as near each other as possible.	Yes, these are related activities and can be easily dovetailed. This will save both time and energy.
v. The bathroom floor should be highly polished to look clean.	No, that might result in a slippery floor, which can cause accidents.

Statement	Critical Analysis
vi. Electric points can be placed anywhere in the bathroom.	Electric points in the bathroom should be kept away from water Sources to avoid electric shocks.

2. Draw a diagram of your kitchen to indicate storage of various items. Suggest two changes to have more efficient storing.

Answer: The two changes to have more efficient storing are

- i. Labeling the containers



- ii. Using cupboard upper space using detachable storage.



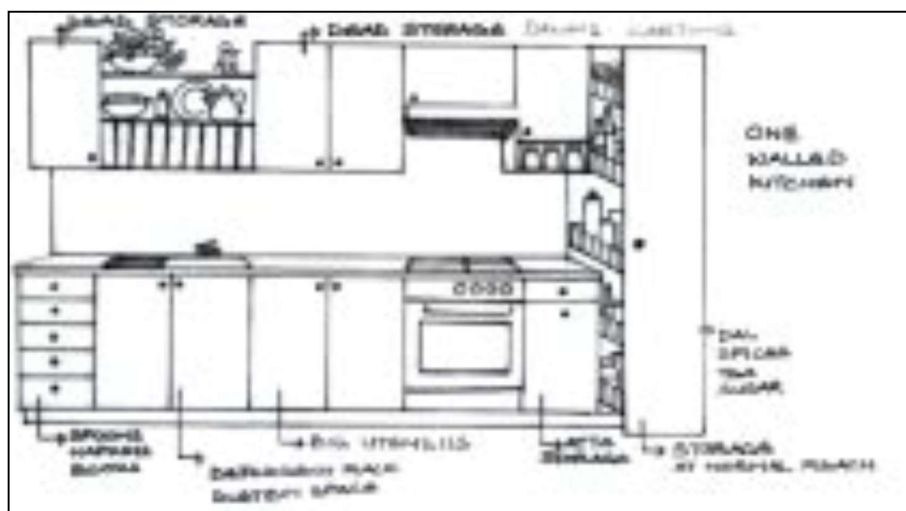


3. Draw any two kitchen layouts.

Answer: The four types of kitchen layouts are:

- i. One-walled Kitchen
- ii. Two-walled kitchen
- iii. L-shaped kitchen
- iv. U-shaped kitchen

One Walled Kitchen



U-shaped Kitchen



In-text Questions 12.3

1. Suggest four space saving furniture items for sleeping purposes.

Answer: The four space saving furniture items for sleeping purposes are:

- i. Folding bed
 - ii. Trunk beds
 - iii. Diwan
 - iv. Sofa-cum-bed
 - v. Pull-out beds
2. Give suitable ideas for managing the following activity areas:
 - i. Studying
 - ii. Entertainment
 - iii. Bathing

Activity Area	Ideas for Management
---------------	----------------------

Activity Area	Ideas for Management
i. Studying	<ul style="list-style-type: none"> • The study table should be placed where there is a provision for good natural and artificial lighting with least disturbance. • A bookshelf or cabinet can be accommodated on or along the wall to keep books and stationery. • It can be in the bedroom as or it can be clubbed with the dining room using the dining table for writing.
ii. Entertainment	<ul style="list-style-type: none"> • This can either be in the drawing room or there can be a separate living room or a living cum bedroom. • If this room is large enough, it can be divided into living room and dining room with a divider shelf. • Shelves can be used to store things.
iii. Bathing	<ul style="list-style-type: none"> • It should have two sections – one wet and one dry. • The dry section can be used to store soaps, washing powders, oils, other toiletries and bath linen.

3. Same work area can be used to perform different kinds of activities. Explain giving two examples.

Answer: The same work area can be used to perform different kinds of activities – the examples to support this statement are:

- The bedroom is meant for resting, sleeping and dressing. In addition, it can also be used for study purposes. Proper arrangement of a study table, light and space for storing books will have to be made for it.
- If the drawing room is large enough, it can be divided into two parts - one for sitting purpose where sofa sets, chairs, tables, etc. can be arranged and the other for dining.

In-text Questions 12.4

1. List the things that add to the efficiency of the work center.

Answer: The things that add to the efficiency of the work center are:

- Arranging work centres in a sequential order assists in smooth flow of work. .
- Having transparent storage containers or keeping things in a properly labeled containers helps in easy location.
- Providing adequate lighting and ventilation in all work centres reduces strain on eyes.
- Using built-in storage cabinets and cupboards helps to save floor space.

2. Size of the rooms has no bearing on the size of the furniture things
Comment.

Answer: The size of the furniture should be in accordance with the size of the work centre. Small and light furniture is desirable in a small room to avoid cramped look.

3. Why should all the equipments and fixtures required for a job be placed in the work centre?

Answer: The equipments and fixtures required for a job should be placed in the work centre to save time and energy, and efficient completion of job.

4. What is the role of colour in decorating a room?

Answer: Colours help to improve the look and feel of work centre. For example, dark and small rooms will appear bright and big if light colours are used, and the ceiling is painted white.

Terminal Questions

1. What do you understand by space organisation? Explain its significance.

Answer: Space organisation means assigning space to an activity and systematically arranging all the materials required for it.

Thus, the important aspects of space organisation are:

- allotting space for the activity
- making available on the spot all that is required for the activity
- arranging systematically all the materials and equipment required for the activity.

2. Differentiate between functional and dead storage.

Answer: The difference between functional and dead storage is:

Functional Storage	Dead Storage
All the materials required for performing a specific task are stored nearby so that you do not waste your time and energy in collecting the materials and storing it back. Such an arrangement for storage is termed as functional storage .	Things used occasionally may be stored at a height above normal reach. This is called dead storage .

3. 'All major family activities can be divided into sub-activities.' Explain with the help of an example.

Answer: For example, cooking comprises of:

- Storing of food stuffs
- Pre-preparation, e.g., washing and cutting vegetables, kneading flour
- Cooking and giving finishing touches
- Washing utensils
- Serving of food and storage of leftovers.

4. What do you understand by the term 'work centre'?

Answer: The area specified for an activity is known as the work area or **work centre**.

- Each activity performed at home has specific requirements and it would be best performed if it has a working area specified for it.
- It is desirable to link two or more similar activities which can be performed in a particular room. All that you need to do is to allocate space for each of the activities in that room.

5. Mention the specific requirements of the sub-centres for the following:

- cooking area
- play area for children.
- bathing area

Answer: The specific requirements of the sub-centres are:

Activity Area	Specific Requirements
Cooking area	<ul style="list-style-type: none"> • The things that are required most often should be stored at a height most conveniently accessible. • The heavier and frequently used things like atta and rice containers are usually stored at

Activity Area	Specific Requirements
	<p>floor level to avoid lifting.</p> <ul style="list-style-type: none"> • Things used occasionally may be stored at a height above normal reach. • Enough ventilation
Play area for children	<ul style="list-style-type: none"> • Enough clear space • No sharp objects • Light color wall paint to detect any insects or other harmful things • Proper ventilation • Storage for playthings after use
Bathing area	<ul style="list-style-type: none"> • Storage area for soaps, washing powders, oils, other toiletries and bath linen. • proper water supply and drainage facility. • Floor of the bathroom must have a slope leading to the main drainage point. • The floor should be non-slippery. • All electrical points must be away from water source to prevent any accident.

6. List the guidelines for making a work centre more effective.

Answer: The guidelines for making a work centre more effective are:

- Arrange work centres in a sequential order to assist in smooth flow of work. For example, in a kitchen, the order of work centres could be preparation, washing, cooking, and serving.
- Have transparent storage containers or keep them properly labeled.
- Provide adequate lighting and ventilation in all work centres.
- Make all work centres easy to clean and maintain.
- As far as possible, prefer built-in storage to storage cabinets and cupboards that occupy floor space.

- Create additional storage space under the staircase, below the window slabs, and as lofts.

7. What can be the other uses of the bedroom besides sleeping and what provisions need to be made for these activities?

Answer: Provision for a study table can also be made in the bedroom.

- It can be in the form of a proper study table or a folding table which can be opened when required.
- This study table can also be like the dining table fixed in the wall.
- Here the wall space can be used for storing books and other stationery items.

8. What are the various changes in furnitures and fixtures that can be made in a one room house to make provision for all the work areas of the house?

Answer: The various changes in furnitures and fixtures that can be made in a one room house to make provision for all the work areas of the house are:

- Folding Bed
- Study cum Dining Table – Folding type preferred
- U-shaped small kitchen
- Folding chairs
- Wall cabinets

9. Enumerate the benefits of aesthetics in work area. Suggest various ways in which the work area can be made attractive.

Answer: The various ways in which work area can be made attractive are:

- The size of the furniture – in accordance with the size of the work centre. Small and light furniture is desirable in a small room.
- Organised look – the place looks tidy and attractive if things are stored away when not in use.
- The arrangement of equipment, furniture, fixtures and other things – must not hinder the movement of the people.
- Lighting – a well lit small room will appear bright and spacious as compared to a large poorly lit room.
- Colours – can also help to improve the work centre aesthetically. For example, dark and small rooms will appear bright and big if light colours are used, and the ceiling is painted white.
- Placement of suitable decorative items and indoor plants – will add appeal to the room.

Previous Year Questions

1. Seema wants to redesign her kitchen. Suggest certain guidelines to her for making the work centre more effective. 6

Answer: The guidelines to make the kitchen work centre more effective are:

- i. Arrange work centres in a sequential order to assist in smooth flow of work. For example, in a kitchen, the order of work centres could be prepreparation, washing, cooking, and serving.
- ii. Have transparent storage containers or keep them properly labeled.
- iii. Provide adequate lighting and ventilation in all work centres.
- iv. Make all work centres easy to clean and maintain.

- v. As far as possible, prefer built-in storage to storage cabinets and cupboards that occupy less floor space.
 - vi. Create additional storage space under the staircase, below the window slabs, and as lofts.
2. Explain *four* types of kitchen layouts. Define the terms (a) work centre and (b) dead storage. 6

Answer: The four types of kitchen layouts are:

- i. One-walled Kitchen
- ii. Two- walled kitchen
- iii. L-shaped kitchen
- iv. U-shaped kitchen

Kitchen Layout	Description
One-walled Kitchen	In small houses, such a kitchen is provided where all the arrangements for preparation, cooking, storing and washing are made on one wall only.
Two-walled Kitchen	Here two walls facing each other are used for the kitchen arrangements.
L-shaped Kitchen	Here two adjacent walls are used for kitchen arrangements.
U-shaped Kitchen	Here three adjoining walls are used for kitchen arrangements.

Term	Definition
Work Centre	The area specified for an activity is known as the work area or work centre .
Dead Storage	Things used occasionally may be stored at a height above normal reach. This is called dead storage .

3. Suggest *eight* ways by which you can make best use of space in your one-room house. 4

Answer: The *eight* ways by which we can make best use of space in one-room house are:

- i. Folding Bed
- ii. Study cum Dining Table – Folding type preferred
- iii. U-shaped small kitchen
- iv. Folding chairs
- v. Wall cabinets
- vi. Sofa cum bed
- vii. Loft area
- viii. Window cum seating area

4. Suggest *four* changes in your kitchen that can improve efficiency. 4

Answer: The guidelines to make the kitchen work centre more effective are:

- i. Arrange work centres in a sequential order to assist in smooth flow of work. For example, in a kitchen, the order of work centres could be prepreparation, washing, cooking, and serving.
- ii. Have transparent storage containers or keep them properly labeled.
- iii. Provide adequate lighting and ventilation in all work centres.
- iv. Make all work centres easy to clean and maintain.

5. You are living in a one bedroom house with your parents and brothers. Suggest eight ways you can create more space in the house. [4]

Answer: The *eight* ways by which we can make best use of space in one-room house are:

- i. Folding Bed
- ii. Study cum Dining Table – Folding type preferred
- iii. U-shaped small kitchen
- iv. Folding chairs
- v. Wall cabinets
- vi. Sofa cum bed
- vii. Loft area
- viii. Window cum seating area

6. Give *six* suggestions to your friend to help her organize her kitchen so that she can work effectively. 6

Answer: The guidelines to make the kitchen work centre more effective are:

- i. Arrange work centres in a sequential order to assist in smooth flow of work. For example, in a kitchen, the order of work centres could be prepreparation, washing, cooking, and serving.
- ii. Have transparent storage containers or keep them properly labeled.
- iii. Provide adequate lighting and ventilation in all work centres.
- iv. Make all work centres easy to clean and maintain.

- v. As far as possible, prefer built-in storage to storage cabinets and cupboards that occupy less floor space.
- vi. Create additional storage space under the staircase, below the window slabs, and as lofts.

7. Explain the importance of space organization. 2

Answer: Space organisation means assigning space to an activity and systematically arranging all the materials required for it.

Thus, the important aspects of space organisation are:

- allotting space for the activity
- making available on the spot all that is required for the activity
- arranging systematically all the materials and equipment required for the activity.

8. List the various types of kitchen layouts and explain any two of them. 6

Answer: The four types of kitchen layouts are:

- i. One-walled Kitchen
- ii. Two- walled kitchen
- iii. L-shaped kitchen
- iv. U-shaped kitchen

Kitchen Layout	Description
One-walled Kitchen	In small houses, such a kitchen is provided where all the arrangements for preparation, cooking, storing and washing are made on one wall only.

Kitchen Layout	Description
Two-walled Kitchen	Here two walls facing each other are used for the kitchen arrangements.
L-shaped Kitchen	Here two adjacent walls are used for kitchen arrangements.
U-shaped Kitchen	Here three adjoining walls are used for kitchen arrangements.