

Lesson Number	Title of the Lesson	Skills	Activity
12	Space Management	Creative thinking Decision Making	Draw a Blueprint of a one room apartment specifying all the work centres
		Problem solving Critical Thinking	

Summary

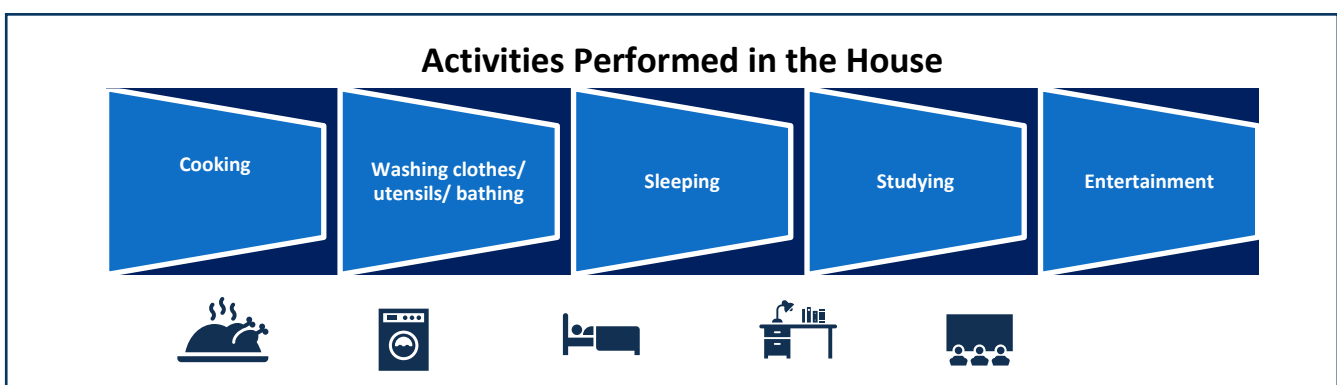
Space organization means assigning space to an activity and systematically arranging all the materials required for it. It is necessary as it saves time and energy. It is desirable that all the materials required for performing a specific task are stored nearby. This saves time in collecting and storing them back in their place. This is termed as **Functional Storage**. If two or more activities need to be performed together, their working areas should also be specified and placed nearby so that they can be performed simultaneously. The area specified for an activity is known as **Work Centre**. If the space in the house is limited, it should be effectively utilized by allocating space for each activity. This is termed as **Space Management**.

Principal Points

Important Aspects of Space Organization

- Allotting space for each activity
- Availability of all equipment on the spot
- Systematic arrangement of all the materials and equipment

Build Your Understanding



What is Important to Know

Space Management for Family Activities

1. Cooking Area

- Cooking area / kitchen can be one walled, two walled, L-shaped, or U shaped
- Storage of all equipment and necessities should be in the kitchen
- Storage should be at different heights depending on the need

- Heavy things should be stored at floor level to avoid lifting
- Things not used frequently to be stored at a height. This is called dead storage
- Pre-preparation area can be a slab in the kitchen or a table. It can be done outside if the kitchen is small
- Provisions of stove and fuel to be made in the cooking area
- Prepared food can be served in the kitchen on a slab /table
- Utensil washing area should be in the kitchen or in a nearby area
- Provision for water is a necessity in the kitchen

2. Bathing Area

- Storage space for toiletries
- Proper water supply and drainage
- Non-slippery floor sloping towards the drainage point
- All electric points placed away from water
- Washing machine placed inside the bathroom or nearby
- Storage space for soiled clothes
- Clothesline for drying the clothes near the washing area

3. Sleeping Area

- Bedroom meant for resting, sleeping and dressing
- If the area is small folding beds, bunkbeds to be used
- Boxes in the beds to be built in for storage
- Provision of space on both sides of the bed to facilitate making of beds
- Side tables to be placed for keeping small utility items like clock/lamp
- Mirror to be fixed on the wall to save space
- Almirah/ wardrobe to be built in the wall
- Bedroom area to be substituted as a study room/living room in small houses

4. Study Area

- Provision of good natural /artificial light on the study table
- Bookshelf/cabinet for storing books/stationary
- If study area clubbed with the bedroom, then a folding table can be used
- If clubbed with the dining room, then the dining table can substitute for a study table

5. Entertainment and Recreation Area

- Drawing Room/Living Room used for entertainment and recreation
- Sofa/Diwan/Chairs used for seating
- In small houses dining area clubbed with the drawing room using a partition or curtain
- It can be converted into guest room at night in a small house
- It can be used as a play area for children

Did you know

Guidelines for Effective Work Centers

- Work centers to be arranged in sequence for smooth flow of work
- Storage containers to be transparent and labeled
- Adequate lighting and ventilation
- Easy to clean and maintain
- Built in storage cabinet and cupboards
- Additional storage space as lofts, under the staircase or under the window slabs

Extend your Horizon

Aesthetics in Space Organization

- Size of the furniture according to the size of the room
- Equipment/furniture to be kept in an organized way
- Equipment/furniture should not hinder the movement
- Good lighting
- Wall /Ceiling colors according to the size of the Room. Light colors give illusion of largeness, dark shades of smallness
- Decorative items, indoor plants add to the appeal
- In a one room apartment all the work areas to be arranged so that they can be distinguished

Evaluate yourself

- **How can Study Area be adjusted in a bedroom?**
- **How can Living Area be converted into Guest bedroom?**

Maximize your marks

- **Attempt all the exercises given in the lesson**
- **Describe four ways to make a small room appear big**