

Home Maintenance and Repair T.A.S.

(T.A.S. is for "Task Analysis Sheet" which is the same as Skills Check-off Sheet)

Task/Activity	Done	Task/Activity	Done
General:		Indoors:	
Install a lock		Properly hang items on walls	
Be familiar with referring to Consumer Guides to evaluate appliances and all home products		Know uses of: various types of screws mounting braces, and their uses, i.e. wood, metal, sheetrock, etc.	
Know where your fuse box is and how to replace a fuse or...		Be able to paint walls	
Know where breaker box is and how to re-set a thrown breaker		Know the helpful techniques in painting (i.e. brush into the wet paint; not allowing paint to get all the way to the top of brush; uses for different kinds of brushes; when to use a roller (foam or fuzzy), pad or brush.)	
Know how to choose interior and exterior paint		Repair wall holes with putty	
Know the diff. betw. latex, stain, varnish, etc.		Be able to hang/set up shelves	
Use weather and all-purpose caulking		Be able to start a fire and keep it going	
Know what to look for in home appliances		Be able to hang wallpaper	
Be able to use basic tools such as hammer, screwdriver, tape measure, etc.		Be able to mount molding	
Outdoors:		Plumbing:	
Paint house		Remove toilet (to get item out) & replace donut	
Paint trims and/or planters (and know how to be neat)		Be able to install new faucet fixture	
Know which tools/supplies to have on hand for own needs		Unplug overflowing toilet with plunger	
Have a place to store these properly (<i>where they won't rust, and are accessible</i>)		Be able to set up washer and connect to proper water hoses	
Clean out gutters		Unclog sink or tub pipe using chemicals	
Cut and stack wood, chain saw or or axe (safely and appropriately)		Be able to set up dryer and vent to outside	
Know how to dig a hole and set a post for a fence		Be able to change water filter	
Know where your natural gas shut-off is located and how to operate it		City: Locate main water shut-off to your home ...OR... Country: Have some knowledge of your well	
Know how to pour cement for simple jobs		Shop for and install or replace a garbage disposal	

Basic Vehicle Care:		Basic Flower/Plan Garden & Yard Care	
(For complete listing of Vehicle Maintenance & Repair tasks, see "Vehicle Maintenance & Repair T.A.S.")		Mow lawn and know how to operate electric, gas powered, or hand-pushed mower	
Clean out inside of vehicle (<i>clean out garbage, litter bag, fold blankets, straighten & re-organize organizer caddy & tapes</i>)		Know optimum frequency and height for grass, considering your weather conditions	
Know how to wash outside of vehicle (<i>proper equipment and techniques, in different types of weather</i>)		Know how to plant a garden w/ plant/flowers that are appropriate to your area, your sunlight/ shading conditions, to each other (height, compatibility), and to your level of dedication to maintain	
Clean/polish dashboard and instrument panel			
Vacuum vehicle carpet		Water lawn (frequency for your area; have appropriate sprinklers)	
Clean (wash) vehicle carpet		Water garden (and have appropriate supplies)	
Wash car windows, inside and out		Know how to weed	
Be able to winterize your vehicle; antifreeze, etc.		Be able to administer fertilizer to garden/lawn	
Basic Electrical Skills:		Know how to do (and practice!) basic pruning	
Change the plug on an electric cord		Be able to identify common pests and how to eradicate	
Be able to operate voltage tester		Know when/how to prune ornamental trees & shrubbery	
Be able to operate continuity tester		Be able to choose appropriate fertilizer(s) for lawn and garden – organic and chemical	
Be able to use needle-nose pliers to strip wire			
Be able to install new receptacle on existing circuit			
Be able to replace ceiling light fixture		(OTHER; YOUR CHOICE)	
Be able to install a dimmer switch			
Be able to rewire incandescent lamp			
Be able to replace ballast on florescent lamp			
Be familiar with your hot water tank			
Know your central heating system, ducts, controls			
Know your air conditioning system			
General wiring skills for telephones			
General wiring skills for computer set-up			
Be able to get correct light bulb for flashlight			

Note from the Author: The book (*Senior High: A Home-Designed Form+U+la*) presents the heart 'n' soul *behind* the requirements, how to view and use requirements in general (and not freak out about them, and how to use this form within the context of the whole framework I present for high school. But this at least gives you an idea of what an "Task Analysis Sheet" looks like.