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## SPACE MANAGEMENT

Sita and Annie are both living in two bedroom apartments with their respective families. Not only is their family structure the same but their furniture and furnishings are also quite similar. Yet when you walk into their houses one looks more spacious than the other. Have you ever experienced this kind of feeling in some houses? Do you think: it is only a feeling? Or do you consider this to be real? Well! you are right. The same type of houses can appear to have more space or less space depending on how a person has organised it. In this lesson we will discuss what space organisation means and how we can achieve it.



### OBJECTIVES

After studying this lesson you will be able to:

- state the meaning and importance of space management;
- define the term 'work centre' and explain its significance;
- list various activity areas in a home and specify their role in space management;
- use multipurpose furniture for effective space management in the home;
- arrange things aesthetically to create a pleasant atmosphere.

### 12.1 MEANING AND IMPORTANCE OF SPACE MANAGEMENT

You have already learnt in the previous lesson that space organisation is necessary to save time and energy. 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.

It is desirable that 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**.

Also, if two or more activities need to be performed nearby then their working areas can also be organised in such a way that they can be performed simultaneously. For example, if you want to wash utensils while the food is being cooked and the water arrangement is in the kitchen, then both the tasks can be completed simultaneously and effectively. But if water source is at a distance then unnecessary movements have to be made while doing the two jobs together, or one will have to be performed after the other.

Moreover, when space in the house is limited it should be effectively utilised. For instance, a bedroom is usually used only at night for sleeping. Therefore, it is vacant during the day when it can be used for studying purposes. Similarly, the living room can be used for sleeping at night. For this purpose some specific arrangements need to be made to perform these additional activities effectively. You will study about this later in the lesson.

### 12.2 ACTIVITY AREAS IN A HOME

Observe various activities that are performed in your house and make a list of all these activities. Compare it with the following list.

- Cooking
- Washing: clothes and utensils
- Sleeping
- Studying
- Playing and watching TV, listening to radio
- Entertaining

Most of the above activities can be broken down into sub-activities. 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.



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Therefore, the provisions required for cooking would be:

- raw materials like groceries, vegetables etc.
- utensils
- source of water
- preparation area
- cooking range, stove and fuel
- storage area
- holding area for cooked and leftover food.

Similarly, consider the activity area for washing clothes. We would need:

- provision for water
- provision of materials required for washing, such as soaps, detergents, blueing agent, starch, etc.
- bucket, mug and brush
- if washing machine is being used then provision of an electric point near it.
- arrangement to collect soiled clothes
- provision for clothesline and pegs or a clothes rack for drying.

In fact all the household activities can be divided into a number of smaller sub-activities. Doing this exercise of analysing each activity is important because it helps us to know the nature of the activity and work out the necessary requirements for these activities.



### INTEXT QUESTIONS 12.1

1. List two important aspects of space organisation.
2. Give any two examples other than discussed in the lesson, where two activities can be dovetailed.
3. List the provisions needed for a study area.

### 12.3 WORK CENTRES

Now you are well aware of the fact that each activity performed at home has specific requirements and it would be best performed if it has a working area specified for it. The area specified for an activity is known as the work area or **work centre**. From our earlier discussion you must have understood that by work centre it is not implied to provide a separate room for every activity. With the space constraints in most modern houses, it is not possible to have so many rooms, so it is desirable to link two or more similar activities which can be performed in a



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particular room. All that you need to do is to allocate space for each of the activities in that room.

**12.4 SPACE MANAGEMENT FOR FAMILY ACTIVITIES**

We will now discuss the specific requirements of some of these work centres for various household activities.

**i) Cooking Area**

The cooking area is usually called a kitchen where all the cooking related activities are performed. Study the kitchen in your house and judge for yourself whether the arrangements made are satisfactory or do they need some change.

In the kitchen you need to store equipment and things which are required daily and those which are required less frequently. But there is a need to store everything in the kitchen. Therefore, you tend to store them at different heights depending on the need. The things that are required most often should be stored at a height most conveniently accessible to you so that you do not have to unnecessarily bend or reach high to pick up what you need. The heavier and frequently used things like atta and rice containers are usually stored at floor level to avoid lifting these containers from a height. Things used occasionally may be stored at a height above normal reach. This is called **dead storage**. You can observe all these storage arrangements in the Cooking Area.

This arrangement of work space will depend upon whether it is a sitting or standing kitchen. You can observe this difference in Fig. 12.1 and Fig. 12.2.

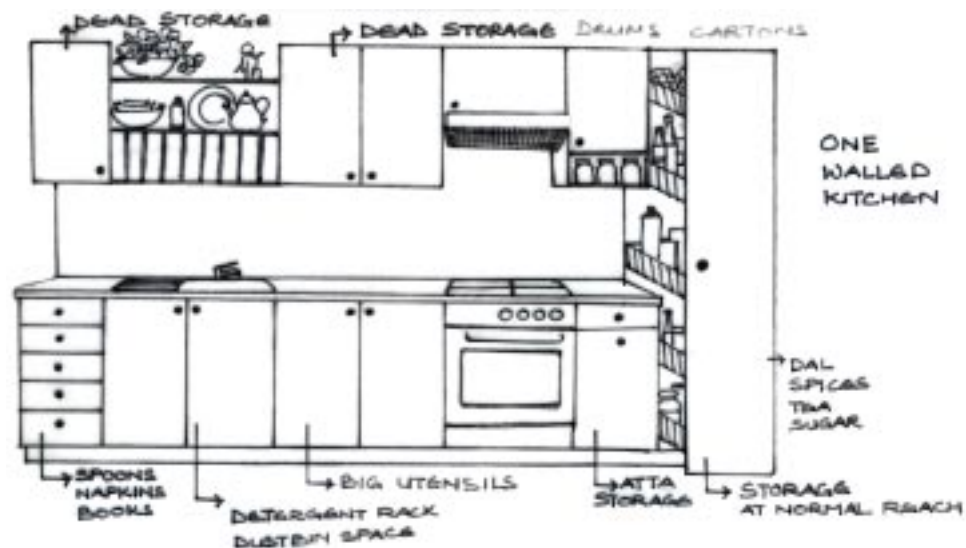
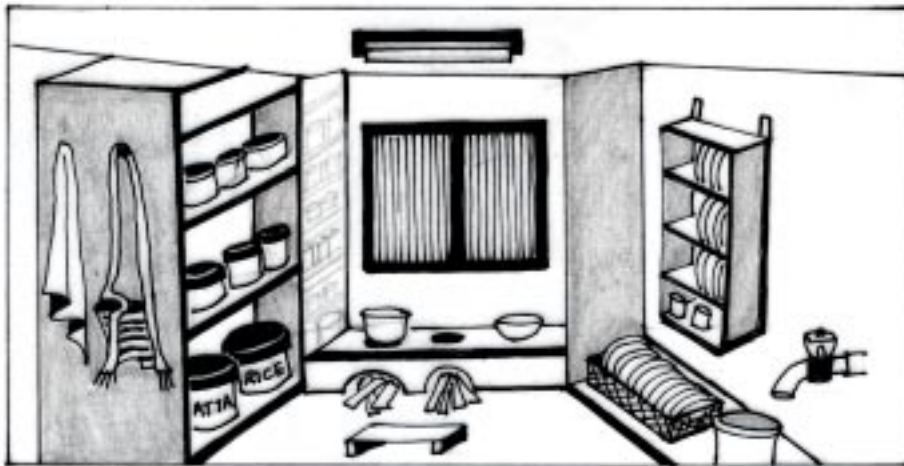


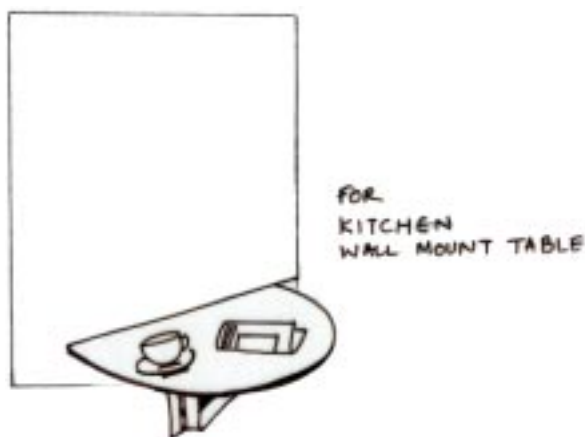
Fig. 12.1: Elevation plan of a standing kitchen showing various storage arrangements



**Fig. 12.2:** Elevation plan of a sitting kitchen with various storage arrangements

The pre-preparation area can either be inside the kitchen or some of this work can be done outside. For example, in the dining area or in the living room, while watching television, one tends to cut vegetables or pick pulses. However, proper care should be taken that after finishing the work the place is properly cleaned.

After cooking, the food is served. The food can either be served in the kitchen if there is enough space or there can be a separate dining area outside the kitchen. If there is not enough space in the kitchen to keep the dining table, a folding dining table fixed in the wall can be used. Whenever required, the table can be opened and used. Further, the place in the wall behind the table can be used for storing crockery, cutlery, etc.



**Fig. 12.3:** Folding Dining Table

Utensil washing area should also be near the cooking area as far as possible because water is required at each stage of cooking - pre-preparation, preparation, serving and cleaning. If there is no regular water supply then a provision can be made for storing water in or near the kitchen.



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Depending on the space available all the above provisions need to be made there. There are various layouts for kitchens in which these arrangements can be made. In these layouts, the work centres are arranged in the following ways:

**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.

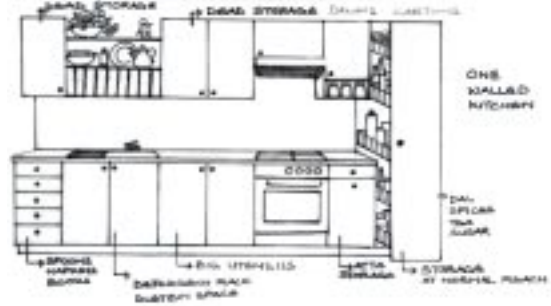


Figure: 12.4: One Walled Kitchen



Fig. 12.5: Two walled Kitchen

**L-shaped Kitchen:** Here two adjacent walls are used for kitchen arrangements.



Fig. 12.6: L-Shaped Kitchen



Fig. 12.7: U-Shaped kitchen

**U-shaped Kitchen:** Here three adjoining walls are used for kitchen arrangements.



## ii) Bathing Area



Fig. 12.8: The Bathroom

Washing of clothes and bathing are usually done in the bathroom. Therefore, a bathroom needs storage area for soaps, washing powders, oils, other toiletries and bath linen. In addition, it needs to have proper water supply and drainage facility. The floor of the bathroom must have a slope leading to the main drainage point. The floor should also be non-slippery.

Care should be taken to locate all electrical points in a manner that they are away from water source to prevent any accident.

If a washing machine is used for washing clothes then there should be provision for keeping it in the bathroom or in an area specially assigned for washing clothes. Adequate arrangement must be made there to store soiled clothes so that you do not have to collect them from every nook and corner of your house.

The area for drying the clothes, i.e., the clothesline should be near the washing area so that unnecessary movement between washing and drying area is avoided.

**INTEXT QUESTIONS 12.2**

1. Make a critical analysis of the following statements.
  - (i) One area should be allotted for performing one activity only.
  - (ii) Materials and equipment required frequently should be stored at a convenient height.
  - (iii) A folding dining table fixed in the wall is recommended for meeting space constraints.
  - (iv) Arrangement of areas for pre-preparation cooking and washing should be as near each other as possible.



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- (v) The bathroom floor should be highly polished to look clean.
- (vi) Electric points can be placed anywhere in the bathroom.
- 2. (a) Draw a diagram of your kitchen to indicate storage of various items. Suggest two changes to have more efficient storing.
- (b) Draw any two kitchen layouts.



**Activity 12.1 :** Observe your kitchen. Suggest four changes in the organisation of work centres to improve efficiency.

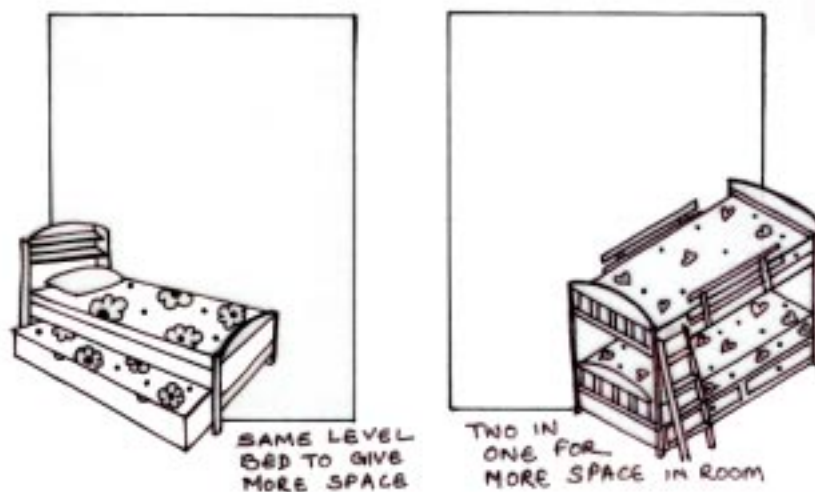
**(iii) Sleeping Area**

Sleeping area is usually allocated in the bedroom. 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 bedroom is small, then the beds can be so made that the childrens’ beds can be under the big bed and pulled out whenever required.

Also, bunk beds and folding beds can be used. Or an ordinary charpoy can be used which can be moved out when it is not required.

In the bedroom, the beds can have boxes or drawers which can be used for storage in place of cupboards or shelves. For easier cleaning under such beds, these can be provided with wheels. Enough space on both sides of the bed should be left in order to facilitate the making of the beds.



**Fig. 12.9: Pull-out Beds**



The side tables can be used on either side of the bed for keeping small items required regularly, like table lamp, watch, books, water, etc. Instead of a dressing table, a mirror can be fixed on the wall to save space.

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 about which you had studied earlier. Here the wall space can be used for storing books and other stationery items.

The almirah or wardrobe can be built in the wall and up to the ceiling level. It will cover less floor space and provide the needed storage space.

If the sleeping area is to be provided in the living room itself, as in the case of one room apartments, then a diwan and folding beds can be provided for sleeping.

### (iv) Study Area

The study table should be placed where there is a provision for good natural and artificial lighting with least disturbance.

It can be in the bedroom as discussed earlier or it can be clubbed with the dining room using the dining table for writing. A bookshelf or cabinet can be accommodated on or along the wall to keep books and stationery.

### (v) Entertainment and Recreation Area

Entertainment area is where all members of the family get together, chat, watch TV, or do any similar work. This can either be in the drawing room or there can be a separate living room or a living cum bedroom.

Formal entertainment should be in the drawing room. If this 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. The divider between the two areas can have shelves which can be used for displaying or storing various things.

If the divider has the arrangements of a folding dining table in it, then the space of the room can be used as living room or children's play room.

As mentioned earlier, the living room can also be converted into a guest room at night where folding beds can be spread out as per requirement. Further, the furniture can be so provided that the living room, can be used for sleeping at night. A sofa-cum-bed can be used as a sofa during the day and converted into a bed at night.



Fig. 12.10: Sofa-cum-Bed



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**12.5 CONCEPT OF A ONE-ROOM HOUSE**

You have learnt that different rooms are used to perform various household activities. But if the house consists of just one room then all the work centres have to be adjusted in that room. Can you make a sketch to show the possible arrangement of various work centres in one room?

Well, one such arrangement could be as follows.

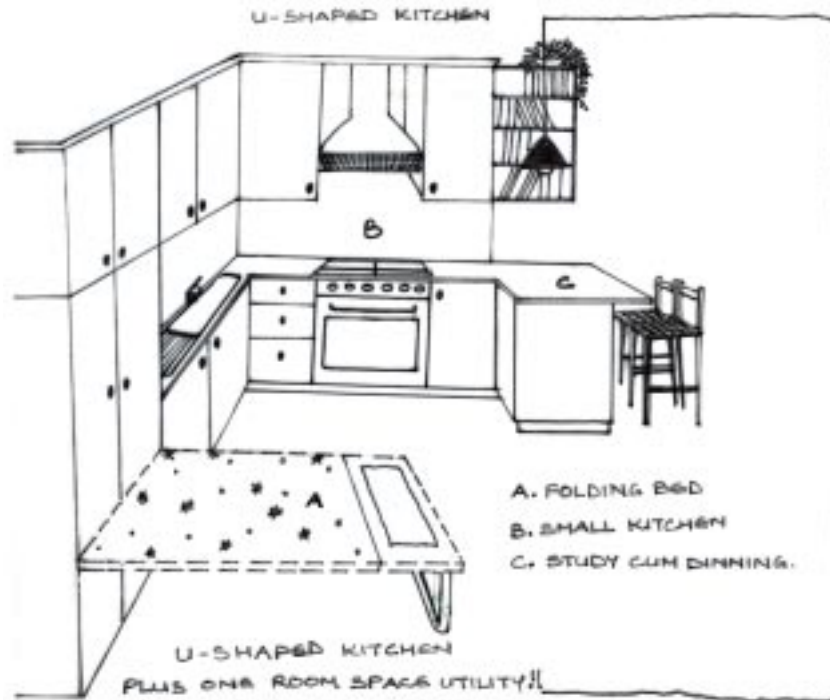


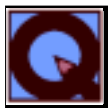
Fig. 12.11: Possible management of work centres in a one-room house

**12.6 GUIDELINES FOR MAKING WORK CENTRES MORE EFFECTIVE**

Certain common guidelines can be followed for making the work centre more effective. They 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.



### INTEXT QUESTIONS 12.3

1. Suggest four space saving furniture items for sleeping purposes.
2. Give suitable ideas for managing the following activity areas:
  - (i) studying
  - (ii) entertainment
  - (iii) bathing
3. Save work area can be used to perform different kind of activities. Explain giving two examples.



**Activity 12.2 :** Collect at least ten pictures of multipurpose furniture for different rooms in a house. Prepare a scrap book using these pictures. Also mention special features of the furniture.

## 12.7 RELATIONSHIP BETWEEN SPACE ORGANISATION AND AESTHETICS

Whenever we are organising space for performing various activities, our aim should not only be that the center is functional but it should be attractive too. This is true for all the rooms in a house, including kitchen and bathroom. All rooms should be aesthetically appealing. If a place is appealing, you want to sit and work there. It also helps in better performance of the activity. Some of the points which can be considered for making the work centres 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.
- The arrangement of furniture and equipment in a room – in accordance with the activities performed there.
- Lighting – a well lit small room will appear bright and spacious as compared to a large poorly lit room.
- In a one-room apartment, all the work areas should be so arranged that they can be distinguished from each other.
- 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.



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**INTEXT QUESTIONS 12.4**

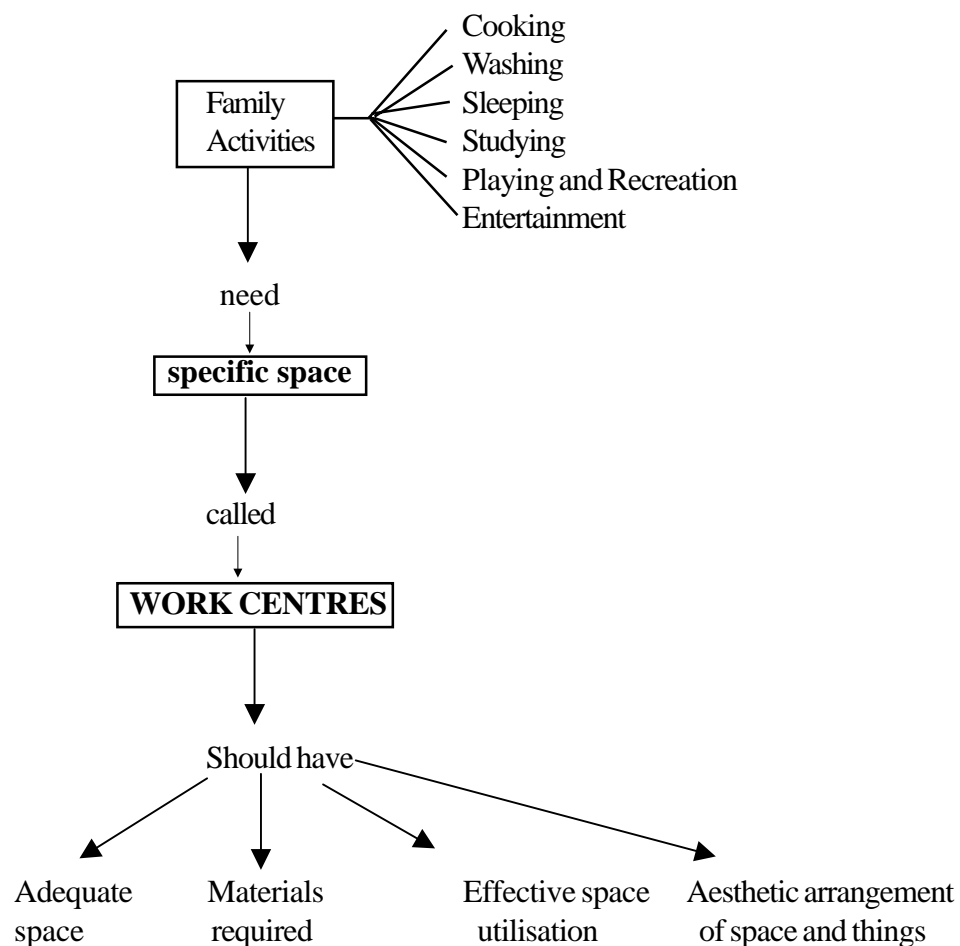
1. List the things that add to the efficiency of the worker.
2. Size of the rooms has no bearing on the size of the furniture things Comment.
3. Why should all the equipments and fixtures required for a job be placed in the work centre?
4. What is the role of colour in decorating a room?



**Activity 12.3:** Visit your neighbour’s house and make a note of the features in the drawing / living room and kitchen that make them aesthetically appealing.



**WHAT YOU HAVE LEARNT**





**TERMINAL EXERCISE**

1. What do you understand by space organisation? Explain its significance.
2. Differentiate between functional and dead storage.
3. 'All major family activities can be divided into sub-activities.' Explain with the help of an example.
4. What do you understand by the term 'work centre'?
5. Mention the specific requirements of the sub-centres for the following
  - cooking area                      - play area for children.
  - bathing area
6. List the guidelines for making a work centre more effective.
7. What can be the other uses of the bedroom besides sleeping and what provisions need to be made for these activities?
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?
9. Enumerate the benefits of aesthetics in work area. Suggest various ways in which the work area can be made attractive.



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**ANSWERS TO INTEXT QUESTIONS**

- 12.1**
1. See text
  2.
    - Washing clothes + baking cake
    - Knitting + watching T. V.
    - Cutting vegetables + watching T.V.
    - Cooking vegetables + washing utensils
- 12.2**
1.
    - (i) No, more than one activity can also be performed one area for effective utilization of space eg – living room can be used for sleeping at night.
    - (ii) Yes, this reduces work thus saving time and energy.
    - (iii) Yes, when not in use it can be folded away giving ample space for movement.
    - (iv) Yes, these are related activities and can be easily dovetailed. This will save both time and energy.
    - (v) No, that might result in a slippery floor, which can cause accidents.
    - (vi) Electric points in the bathroom should be kept away from water sources.

**Notes**

- 12.3** 1. Folding bed, trunk beds, diwan, sofa-cum-bed, pull-out beds.  
2. Refer text.
- 12.4** 1. (i) False  
(ii) False  
(iii) True  
(iv) True  
(v) False

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