Headings Practice - Write in the appropriate heading level in the provided spaces, then compare your answers with the answer key at the end of the document.

How to Professionally Clean a Sofa \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cleaning Supplies\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General Cleaning Supplies \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Vacuum cleaner with upholstery attachment
* Electric fan

Supplies for Destroying mildew and mold \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Spray bottle filled with isopropyl alcohol, 70% or above
* Lint free cleaning rags

Supplies for Destroying Allergens \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Steamer
* Distilled water

Supplies for Removing Odors \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Febreeze for fabric, unscented

Procedures \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Thoroughly vacuum all surfaces of the sofa.
* Be sure to remember the bottom of the furniture, under the skirt, and all sides of cushions and throw pillows.

Remove Mildew \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* In a well-ventilated room, test the affect of the isopropyl alcohol on an inconspicuous area. Check for fabric damage or colors running. If no damage is visible, proceed to the next step.
* Spray areas affected by mildew or mold with the isopropyl alcohol. Soak the area and wipe with clean, lint free rags.
* Allow to dry.

Destroy Dust Mites and Other Allergens \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Prepare the steamer.
* Steam all areas of the sofa, cushions, and throw pillows. Proceed systematically and thoroughly. The steam will destroy dust mites and other allergens.
* Position the fan or multiple fans around the furniture to quickly dry the sofa.

Remove Odors \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Spray with Febreeze unscented to remove odors.
* Allow to dry.

**Answer Key: Headings Practice**

How to Professionally Clean a Sofa **(Heading 1 – this serves as the title)**

Cleaning Supplies **(Heading 2 This section and the Procedures section are the two main divisions in this document)**

General Cleaning Supplies **(Heading 3 Each section under Cleaning Supplies is divided into subsequent categories for different problems)**

* Vacuum cleaner with upholstery attachment
* Electric fan

Supplies for Destroying mildew and mold **(Heading 3)**

* Spray bottle filled with isopropyl alcohol, 70% or above
* Lint free cleaning rags

Supplies for Destroying Allergens **(Heading 3)**

* Steamer
* Distilled water

Supplies for Removing Odors **(Heading 3)**

* Febreeze for fabric, unscented

Procedures **(Heading 2)**

General **(Heading 3)**

* Thoroughly vacuum all surfaces of the sofa.
* Be sure to remember the bottom of the furniture, under the skirt, and all sides of cushions and throw pillows.

Remove Mildew **(Heading 3)**

* In a well-ventilated room, test the affect of the isopropyl alcohol on an inconspicuous area. Check for fabric damage or colors running. If no damage is visible, proceed to the next step.
* Spray areas affected by mildew or mold with the isopropyl alcohol. Soak the area and wipe with clean, lint free rags.
* Allow to dry.

Destroy Dust Mites and Other Allergens **(Heading 3)**

* Prepare the steamer.
* Steam all areas of the sofa, cushions, and throw pillows. Proceed systematically and thoroughly. The steam will destroy dust mites and other allergens.
* Position the fan or multiple fans around the furniture to quickly dry the sofa.

Remove Odors **(Heading 3)**

* Spray with Febreeze unscented to remove odors.
* Allow to dry.