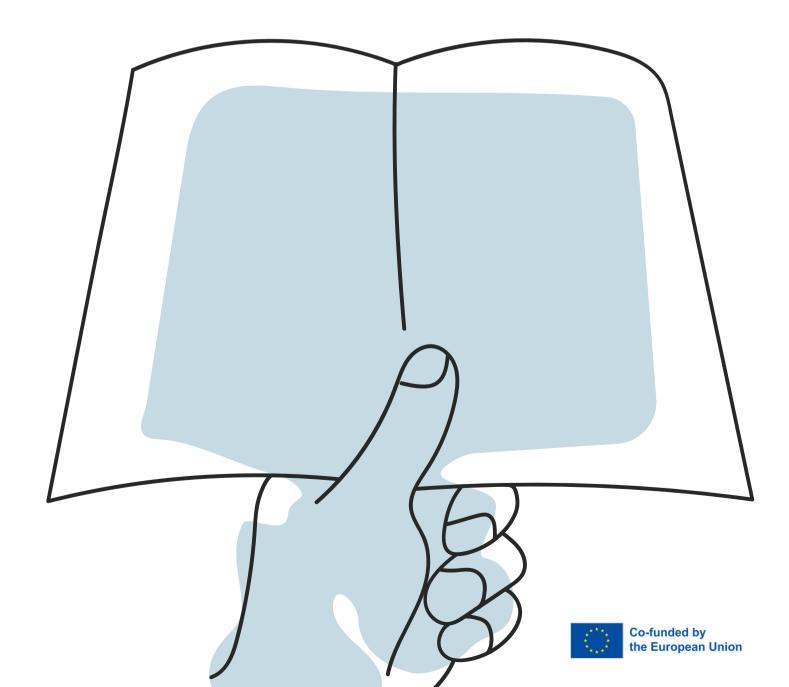


# HANDBOOK





# MODUCTION

This handbook is the first result of the DIY project, designed to empower women in rural areas by equipping them with essential do-it-yourself (DIY) skills. Through a series of structured workshops and this accompanying resource, participants will gain practical knowledge and hands-on experience in key household maintenance and improvement tasks.

The content of this handbook has been developed based on preliminary focus groups and interviews, ensuring that it meets the real needs and interests of woman.

Each module is structured with a brief description of the task, a list of tools needed, the products used, a step-by-step guide, and finally, some tips to excel in the task. This structured approach ensures clarity and ease of learning for all readers.







#### P.1 INTRODUCTION

<u>Handbook introduction</u>

#### P.3 MODULE 1

Introduction to various tools and the safety protocols

#### P.9 MODULE 2

<u>Hanging of pictures</u> <u>and shelves</u>

#### P.18 MODULE 3

Electrical

#### P.28 MODULE 4

<u>Plumbing</u>

#### **P.35** MODULE *5*

Painting and decorating

#### P.42 MODULE 6

<u>Gardening</u>, <u>planting</u>. <u>and sowing</u>

#### P.53 CONCLUSIONS







# Introduction to various tools and



the safety protocols





Building your own DIY toolbox is an exciting project, but there are a few things to keep in mind to make it functional, safe, and easy to use.

Here are some key considerations when putting together your at-home DIY toolbox:



#### Assess your needs

Think about the types of DIY projects you'll be doing most often (e.g., home repairs, woodworking, electrical work, etc.). Tailor your toolbox contents to the specific tools you'll need for those tasks.



#### Tool quality over quantity

Quality tools are safer and perform better. You don't need a huge number of tools, but the ones you have should be reliable and well-made. Also, start with versatile tools such as a hammer, screwdriver set, tape measure, and pliers. As you take on more advanced projects, add specialized tools like a drill or saw.



#### Consider tool storage

Choose a toolbox or tool bag that fits your space and needs. A sturdy toolbox is good for organization and portability, while a tool bag can be more lightweight and easier to carry.

Use dividers, small containers, or drawers to keep smaller items (like screws, nails, or drill bits) organized. This makes it easier to find what you need when working on a project.





Basic DIY tools and safety tips



Always strike squarely to avoid glancing blows. Wear safety goggles to prevent flying debris.



Use the right size tip to avoid slipping. Keep the handle clean and dry.

#### Tape measure

For measuring spaces and materials. Retract slowly to avoid cuts. Don't let the tape snap back quickly.



For Cutting cardboard, drywall, rope, etc. Always cut away from your body. Retract the blade when not in use.







Basic DIY tools and safety tips



For gripping, bending, and cutting wires. Avoid using pliers on nuts and bolts (use a wrench instead). Don't use them as a hammer.



Adjustable wrench / Spanner

For tightening or loosening bolts and nuts. Adjust snugly before applying force. Pull, don't push, to avoid slipping.



Hand saw

For cutting wood or plastic. Keep the material secure. Use steady strokes. Wear eye protection.



Cordless drill / Driver

For drilling holes or driving screws.

Check battery and bits. Avoid loose clothing. Use both hands when possible.







Basic DIY tools and safety tips

#### Leve

For ensuring surfaces are straight. No major risk, but store properly to avoid damage.

#### Sandpaper / Sanding Block

For smoothing surfaces. Wear a mask to avoid inhaling dust. Sand with the grain for better control.

#### Jigsaw / Circular Saw

Use clamps, wear goggles, and ensure proper blade depth. Always unplug before changing blades.



#### Sander

For smoothing surfaces by abrasion with sandpaper. Wear a dust mask, eye protection, and keep fingers clear.







General DIY safety gear



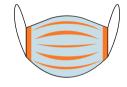
#### Safety goggles



Protect eyes from debris and dust.

#### Work gloves

Shield hands from splinters, cuts, or chemicals.



#### Dust mask / Respirator



Prevent inhalation of dust, fumes, or particles.

#### Ear protection



Use earplugs or earmuffs around loud tools.

#### Sturdy footwear

Closed-toe shoes to protect from dropped tools.





# MODULE 2 Hanging of pictures and shelves













#### Why this matters

Hanging a picture, a shelf, or a bathroom accessory might look complicated, but with the right tools and a little practice, you can absolutely do it yourself. You don't need to wait for "someone else" to come fix it. By the end of this module, you'll know how to drill into plasterboard, tile, and brick, and you'll feel confident to choose the right fixings for the job.







#### TOOLS and MATERIALS CHECKLIST



Cordless drill with variable speed



Assorted drill bits



Screwdriver (manual or powered)

- masonry (stonework
- tile
- wood
- plasterboard (drywall)



Level (manual or app-based)



Measuring tape



Pencil for marking



Safety glasses and glove



#### Confidence tip

Think of these tools as extensions of your hands; they're not complicated, they just need you to guide them.





The three surfaces you'll meet

#### Types of walls



#### Plasterboard (hollow walls)

Common indoors. Needs special fixings unless you hit a stud.



#### Tiles

Found in kitchens/bathrooms.

Hard but brittle; careful drilling is key.



#### **Brick or Masonry**

Very strong. Great for supporting heavy items.





#### Safety first, always

Wear safety glasses when drilling.



- Take your time: rushing causes mistakes.
- Start with small holes; you can always make them bigger.
- If you feel unsure, practice on a spare piece of wood or scrap material first.









# Drilling and screwing into plasterboard

Perfect for hanging pictures, light shelves, or mirrors.



- Decide where to hang your item. Hold it up, step back, and check the height.
- Use a stud finder if you have one. Screwing into a stud is strongest.
- If there's no stud, don't worry, use a self-drive fixing or toggle bolt.
- Drill a small pilot hole. Keep the drill steady, don't push too hard.
- Insert the fixing until flush, then screw in your hook or bracket.







# Drilling into tiled surfaces

To install towel racks, toilet roll holders, or hooks in bathrooms/kitchens.



- Mark the spot with pencil and put a small piece of masking tape over it (this keeps the drill from slipping).
- Choose a tile drill bit (spear-shaped tip). Set drill to low speed, no hammer.
- Hold the drill steady and let it work slowly through the glaze.
- Once you're through the tile, switch to a masonry bit if you need to go deeper.
- Insert a tile plug/anchor, then screw in your accessory.







Strongest surface, ideal for heavy shelves, curtain rods, or outdoor fixtures.



- Mark your spot with chalk or pencil.
- Use a masonry drill bit and turn on the hammer function.
- Drill straight, steady, and let the drill do the work: don't force it.
- Insert a nylon wall plug, then screw in firmly.
- Test by giving a light pull before hanging anything heavy.





# PRO Tip to excel the task

Use command strips for lightweight frames and no-damage removal.



#### Group photos?

Plan layout on the floor first!

Command strips are a super handy and damage-free way to hang things on walls, especially great for renters, beginners, or anyone who wants to avoid drilling!



#### What are command strips?

They're adhesive strips.

They allow you to mount objects on walls without nails, screws, or tools, and can be removed cleanly: no holes, no residue.





# Electrical

Changing plugs, fuses, and locating faulty circuit on fuse board





#### Why this matters

**Electricity**: Always be careful with electricity and if you are unsure in anyway, be sure to contact a professional.

In this module we will learn how to understand your homes electrical system and explore how to:

• Replace a damaged plug,





# Understanding your home's electrical system

- Circuits carry electricity from the main fuse box (consumer unit) to your sockets, lights, and appliances.
- Fuses and breakers are safety devices: they cut off electricity if something goes wrong.
- Plugs connect your appliances to the circuit. In Ireland, they have three pins and their own built-in fuse. In Spain and most of Europe, they have two pins and no fuse, protection is in the fuse box.
- The RCD (residual current device)
  is a switch in modern homes that
  turns off power instantly if there's
  a fault, keeping you safe.







Safety first

- Unplug before working on plugs or fuses.
- Use insulated tools if available.
- Never work with wet hands or in damp conditions.
- Replace fuses like for like, never improvise.
- If sparks, burning smells, or repeated faults
   appear







### Changing plugs

Because plugs can crack, wires can loosen, or the fuse can blow. Replacing a plug keeps your appliances safe and avoids paying for a new one.



Irish plugs



- Unplug the appliance, never work live.
- Unscrew and open the plug case.
  - Loosen the three terminal screws:
    - Brown = Live (L)
    - Blue = Neutral (N)
    - Green/Yellow = Earth (E)
    - Strip the wire ends if damaged (about 5-8 mm copper exposed).

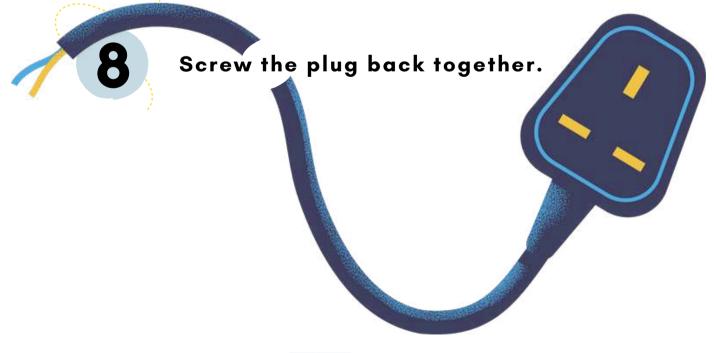


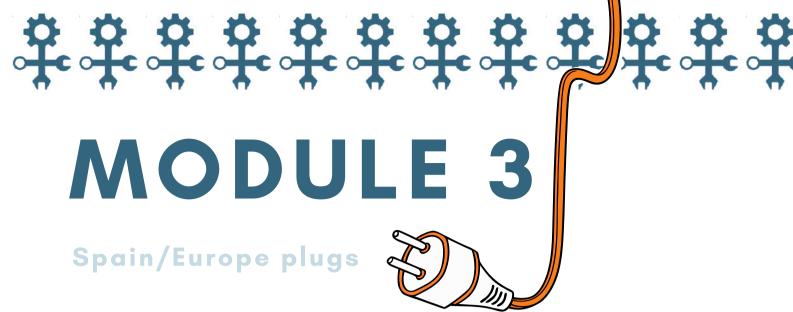


Ireland plugs



- Connect each wire to the correct terminal and tighten screws. No loose strands!
- Make sure the cable grip holds the outer wire, not just the inner ones.
- Insert the correct fuse (usually 3A for small appliances, 13A for kettles/heaters).



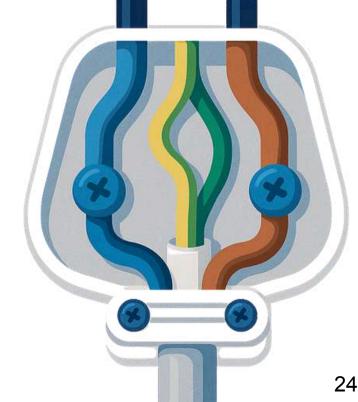


#### Only two wires:

- Brown/Black (Live), and
- Blue (Neutral).

No fuse inside: simply connect wires firmly to the two terminals and reassemble.

Hopefully you understand more how a plug works now







A fuse is like a guard, it "blows" if too much electricity flows, protecting you and your appliance.



Plug fuse, Ireland only

1

Open the plug.

2

Slide out the old fuse and check the number (3A, 5A, or 13A).



Replace it with the same rating fuse. Never upgrade to a higher fuse.





Fuse box, Ireland/Spain

Switch off the main power for safety.

Look at your fuse box/consumer unit: a tripped switch will be down, or a fuse wire will look burnt.

Reset the breaker by flipping it back up, or replace the fuse wire with the same thickness.

If the fuse blows again immediately, unplug all appliances on thar circuit. Reset the breaker.

Slowly plug each appliance in one by one until it trips again. Then you have located your fault. If unsure at all, call a professional









Locating faulty circuits

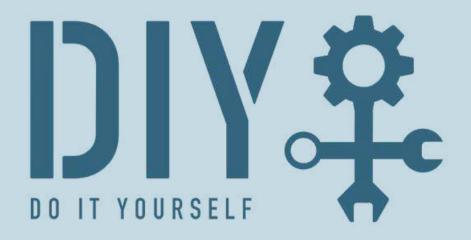
When the lights go off or sockets stop working, you need to know where the problem lies.



- Notice what stopped working: is it just one socket or a whole room?
- Check the fuse box

  Has a switch tripped down?
- Reset the switch. If it trips again, unplug all devices on that circuit
- Plug appliances back in one by one. The faulty one will trip the breaker again.
- 5 Label that circuit clearly in your fuse box for future reference.





Plumbing
how to fix
leaking, how to
bleed radiators,
and how to
unblock sink trap



Plumbing can feel like a mystery, but most of the time it's about simple actions that make a big difference. By learning the basics, you'll be able to:



Shut off your water quickly in an emergency



Stop a dripping shower head



Release trapped air in your heating system



Clear a blocked sink trap

These aren't "professional only" jobs: they are everyday tasks that you can master yourself, saving time, money, and frustration.





Understanding your home's plumbing system

- Water supply: Cold water comes directly from the mains, while hot water usually comes through a boiler or water heater.
- **Shut-off valves:** These control the flow of water into different parts of your home.
- Radiators: Work by circulating hot water. Air bubbles can stop them heating properly.



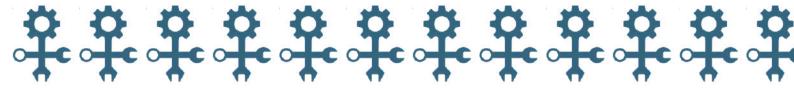
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#### **Safety First**

- Always shut off water before dismantling pipes.
- Use towels and buckets to catch spills.
- Wear gloves if dealing with dirty water.
- Never force metal parts:
   if stuck, use WD-40 or ask for
   help loosening.







# Fixing a leaky shower head

A dripping shower wastes water and money.



- Turn off the shower. Wrap a cloth around the head to protect it.
- Unscrew the shower head from the hose or pipe.
- Check the rubber washer (O-ring) inside, usually this is worn out.
- Replace with a new washer (cheap and available at any hardware shop).
- Screw the shower head back on tightly, but don't overtighten.







# Bleeding radiators

If radiators are cold at the top but hot at the bottom, they have trapped air. "Bleeding" them lets the air out so hot water fills properly.



- Turn off the heating and let radiators cool.
- Place a towel and a bowl under the radiator valve.
- Insert a radiator key (or flat screwdriver for modern ones) into the bleed valve at the top corner.
- Turn slowly anti-clockwise. You'll hear a hiss of air escaping.
- Once water starts dripping, close the valve quickly.
  - Wipe down and check your boiler pressure afterwards.







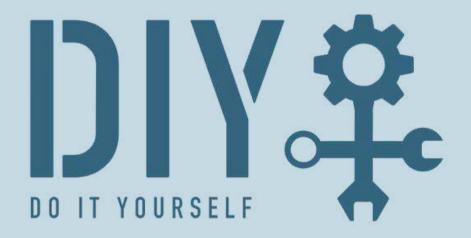
Unblocking sink traps

A slow-draining sink is often due to food, hair, or soap caught in the U-bend trap.



- Place a bucket under the sink to catch water.
- Unscrew the plastic nuts holding the U-shaped trap.
- Remove the trap and empty debris into the bucket.
- Rinse the trap with hot water and soap.
- Reattach it securely and run water to test.





# MODULE 5 Painting and decorating







### Keep in mind...



Ensure you take extra time to clean your area beforehand. It is the most important part of any painting job. Ensure your area is clean and dust-free.



There are different types of paints for different types of surfaces



For internal walls and ceilings use an emulsion paint.



For woodwork use an oil based paint.



DON'T mix paint types. Water based will not stick to oil based. If you want to paint emulsion over gloss, you will need to sand the area first.



Water based paints don't need an undercoat. But any surface that doesn't any existing paint on it will need a primer of some sort.



Use an oil based undercoat before applying an oil based gloss



As a rule, if nothing has been done previously, use a Primer. A primer that was recommended and some were familiar with is called "Zinsser Primer" This was recommended by professional painter.





# Painting interior walls

Painting interior walls involves preparing the surface, applying a coat of primer (if necessary), and then applying one or more coats of paint to enhance the look of a room or refresh its appearance. Home renovation and maintenance is a common task to improve the overall aesthetic and protect the walls.

### Products needed

Primer (if needed, for bare or repaired walls)
Paint (latex-based or acrylic paint)
Spackle or joint compound (for patching holes)
Caulk (for sealing gaps around trim or windows)
Painter's tape (for clean edges)
Drop cloths or plastic sheeting (for protection)





# Tools needed

Paint rollers (for large areas	
Paintbrushes (for edges and	corners)
Painter's tape (to protect tri	im, ceilings, and floors)
Drop cloths or plastic s	heets (to protect furniture and fl
Paint trays	
Step ladder (if needed for h	igh areas)
Sandpaper (to smooth out an	ny imperfections on the wall)
Putty knife (to fill holes or cro	acks with spackle)
Extension pole (for the rolle	r, especially on higher walls)
Paint can opener and st	ir sticks
	cess paint)



# Step-by-step

- Remove furniture or cover it with drop cloths to protect it from paint splatters.
- Lay drop cloths or plastic sheeting on the floor to protect surfaces.
- Use painter's tape to cover trim, baseboards, windowsills, and ceilings.
- Fill any holes or cracks with spackle, smooth with a putty knife, and allow to dry.
- Sand the wall lightly to smooth out any imperfections.
  - Wipe down the walls with a damp cloth or sponge to remove dust, dirt, and grease.
  - Allow the walls to dry completely before proceeding.
  - If you're painting over a dark color, unfinished drywall, or a surface with stains, apply a coat of primer. Use a paint roller to cover large areas and a brush for edges and corners.
  - Allow the primer to dry fully before proceeding with the paint.







Step-by-step

0



- Stir the paint well to ensure it's evenly mixed. 0
- Use a paintbrush to cut in along the edges of the wall (corners, ceiling line, and trim).
- Use a roller to cover the larger wall areas in a "W" or "M" motion for an even coat. Work in small sections to ensure the paint doesn't dry before you smooth it out.
  - Let the first coat dry completely (follow the recommended drying time on the paint can).
- Apply a second coat if necessary, repeating the process.
- After the paint is dry, carefully remove the painter's tape while the paint is still a little soft to avoid peeling.
- Touch up any spots or areas where the paint might have

been uneven.

Clean your tools (rollers, brushes, etc.) with soap and water or







# Tips to excel the task

### Choose the right finish:

Use matte or eggshell for areas that won't get much wear, and satin or semi-gloss for high-traffic rooms.



### • Use quality tools:

Good rollers and brushes make a huge difference in the finish.

### • Take your time:

Work in small sections to avoid the paint drying too fast before you smooth it out.

### Don't skip drying time:

Let each coat dry fully before applying the next one.

### Ventilation is key:

Open windows or use fans to help the paint dry faster and keep the air fresh.





# MODULE 6 Gardening, planting and sowing Co-funded by



### INTRODUCTION

Gardening and growing your own food can become a very valuable and enjoyable activity. Anyone can grow their own food.

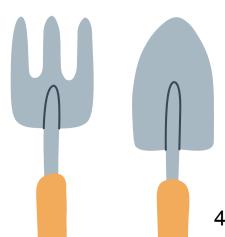
Have you recently become dissatisfied with the quality of some of the food you buy? Why not try growing some of your own.

Yes, sometimes it can seem a little bit overwhelming, not knowing where to start, but In this module we will introduce you to some basic gardening tools and skills that will hopefully leave you feeling confident and excited to begin your growing journey.

You will learn how to sow and grow your own salad and vegetables, regardless of what space you have. Everything in this module can be grown in window boxes and/or containers, or in raised beds or gardens.

Gardening is a wonderful journey, and yes, the destination (harvesting your food and eating it) is super important, but so is the journey.

We hope you enjoy this module and we wish you all the best on your growing journey!







Some useful tools

### Dibber

A tapered stick or tool used to make uniform holes at the correct depth for sowing seeds

### Secateurs

Sharp, spring-loaded cutters for cleanly trimming stems, harvesting vegetables and pruning small branches.

# Garden gloves

Protect your hands from blisters, dirt and thorns while giving you a better grip on tools.

### Waterproof marker

To write directly on your plant labels or tags so that the variety names, sowing dates and any other notes stay legible even when exposed to water or sun.





What you will need...



# About composition

# For starting seeds, use seed-starting compost

- Light, fine, and well-draining. It helps tiny roots grow and prevents rot.
- Low in nutrients. Too much can harm seedlings.

### For transplanting, use potting or multipurpose compost

- Richer in nutrients. It supports growing plants.
- Holds moisture but drains well
- What to use: Potting compost, multi-purpose compost

# For outdoors, improve soil before transplanting

- Add well-rotted compost, manure, or leaf mold
- Mix in organic fertilizer if needed





What you will need...

# Containers

### You don't have to buy your containers

You can use any container you have at home: from pots, troughs, grow bags, or buckets (as long as they have drainage holes)

- Minimum 20-30 cm deep for most veg
- Shallow trays work for salad leaves

### Yoghurt containers

Yogurt containers can be great for starting seed

### **Empty toilet rolls**

They can also be a great place to start seeds. Fill toilet roll with soil and plant seed, and then you can peel away cardboard or transplant in the cardboard roll





What you will need...



### Seeds or starter

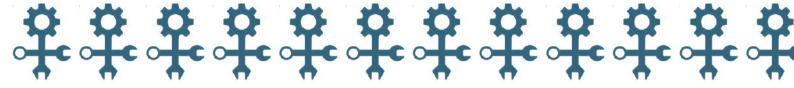
### Good beginner veg:

- Salad leaves, lettuce, spinach
- Radishes, carrots (short varieties)
- Spring onions, herbs (basil, parsley, chives)
- Tomatoes, chillies, courgettes (need larger containers)
- odsic tools · Trowel for filling and planting
  - Watering can or hose with a gentle spray
  - Labels to mark what you've planted
  - Scissors or snips for harvesting leaves
    - A sunny spot (6+ hours of sunlight daily)
    - A balcony, patio, windowsill, or small yard works well

Location

- oxional but helpful Liquid plant feed gives a nutrient boost during growing
  - Netting or fleece protects from pests or cold
  - Plant supports for climbing veg like tomatoes or peas





Some gardening terms Cambridge Dictionary

### Sow

To put seeds in or on the ground so that plants will grow

# To Trans

(Of a plant) To move to a different place

### harvest

The time of year when crops are cut and collected from the fields, or the activity of cutting and collecting them, or the crops that are cut and collected





Here's a list of salad greens and vegetables that can be grown in both Ireland and Spain, either in a garden or in containers. Since the climates differ (Ireland being cooler and wetter), and Spain generally warmer and drier (depending on the region), so planting times and care will vary slightly.

### Salads





Lettuce (loose-leaf, romaine)

Prefers cool conditions; partial shade in Spain's summer



Rocket (Arugula)

Fast grower, prefers spring/autumn in Spain



Spinach

Does well in cooler temps; bolts in heat



Mustard greens

Sharp flavor, easy to grow



Mizuna

Great for cut-and-come-again



Corn salad (lamb's lettuce)

Cold-tolerant, great for Ireland



**Endive/Chicory** 

Slightly bitter; tolerates cold well





# Vegetables

### **Container Friendly?**



Carrots

Yes, in deep containers



Radishes

Very quick grower



**Beetroot** 

Easy to grow



**Spring onions** 

Ideal for containers



Peas

Ireland: spring/summer, Spain: cooler months



**Broad beans** 

Hardy and prolific



**Tomatoes** 

Loves heat; protect from rain in Ireland



Chard (Swiss chard)

Tolerates heat and cold



Courgettes (Zucchini)

Needs larger pots



Peppers (chili and sweet)

Heat-lovers, grow well in Spain



Cucumbers

Needs warmth and support





# Vegetables

### Notes



**Parsley** 

Very versatile



Coriander

Bolts in heat, so better in cooler months in Spain



Basil

Loves sun, dislikes cold



Mint

Invasive, best in pots



Chives

Very hardy



**Thyme** 



Oregano



Rosemary

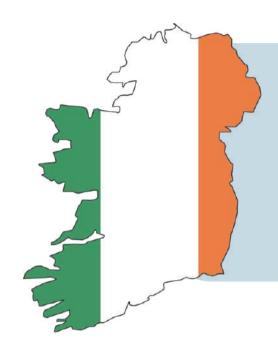
Mediterranean herbs

- Thrive in Spain
- OK in Ireland with sun and drainage





Tips for both climates



Focus on cooler-weather crops and use cloches or greenhouses to extend the growing season for warmth-loving plants.

Take advantage of the long growing season, but protect leafy greens from bolting in the summer heat with shade or timing your planting in spring/autumn.





# CONCLUSIONS Reflections on learning, Empowerment, and Impact





# CONCLUSIONS

This handbook was created to empower women in rural areas to take control of their living environments, strengthen their self-reliance, and gain confidence through practical do-it-yourself (DIY) skills. Across its modules, participants have learned that home maintenance and improvement are not only achievable but also deeply rewarding when approached with the right knowledge, tools, and safety awareness.

From building a personal toolbox and hanging shelves, to managing basic electrical or plumbing tasks, decorating living spaces, and cultivating home gardens, each skill contributes to greater independence and community resilience. These are not isolated lessons, together, they form a toolkit for everyday problem-solving, creativity, and empowerment.

Safety remains the foundation of every task.

Always follow the recommended precautions, use proper protective equipment, and, in the case of complex or electrical work, never hesitate to call a qualified professional.



# CONCLUSIONS

As you continue practicing what you've learned, remember that mastery comes with experience. Small steps, consistent curiosity, and collaboration with others in your community will make a lasting impact. DIY is not only about fixing or creating objects, it's about building confidence, pride, and a sense of belonging.

This handbook represents just the beginning of a journey toward self-sufficiency, creativity, and empowerment. We encourage every reader to keep experimenting, learning, and

sharing knowledge, because each skill gained is another step toward a more sustainable, confident, and connected life.

The content of this handbook is a mixture between research and collective feedback gathered from the focus groups, workshops and through direct implementation in both Ireland and Spain.





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