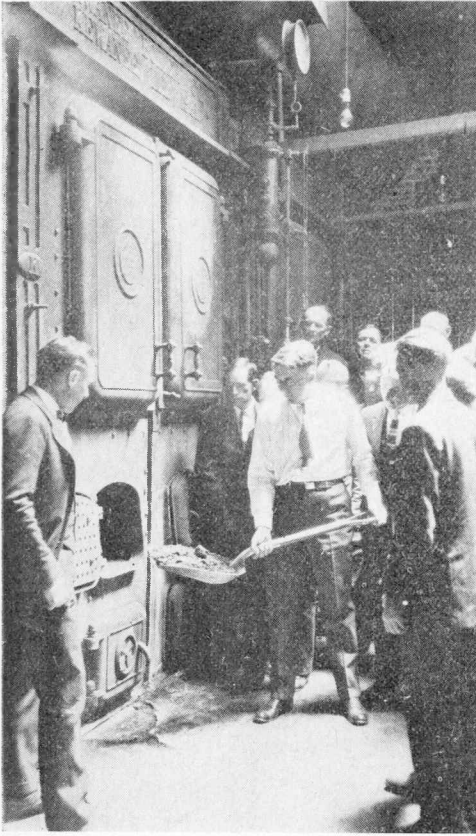


Colorado State Teachers College
BULLETIN
for
SCHOOL JANITORS

and
ENGINEERS



One Week Course
of
Intensive Training

Greeley, Colorado

JUNE 7—12, 1926



BETTER SCHOOL PLANTS

SERIES XXV

NUMBER 4

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TRAINED JANITORS SAVE MONEY

In instituting a short course for janitors and engineers last year, Colorado State Teachers College pointed out the serious mistake of school districts in erecting valuable school buildings and then placing incompetent men in charge of them. The large investments being made in school plants today demand the employment of trained men to care for them as a protection.

There is a vast difference between a janitor and a sweeper. There was a time when it was thought that any person, particularly one who was not capable of doing any other kind of labor, would do for janitor work. That day is past. School janitors today are the custodians of large properties, and they should know how to take care of those properties.

Colorado State Teachers College believes that school janitors should know how to handle the heating plants in such a manner as to produce the maximum amount of heat at a minimum cost; that they should know how to ventilate buildings in the best interest of the children and teachers; that they should know how to eliminate fire hazards. Furthermore, science has proven that there is a right and a wrong way to sweep floors, to oil them, and also that there is a right way and a wrong way to do many of the tasks which janitors and engineers are called on to do.

With these things in mind, Colorado State Teachers College conducted a school for janitors and engineers for one week last Spring. Twenty-three janitors attended the course, and the result was a nation-wide interest in a heretofore neglected field. How wide-spread was this interest will be noted by a reproduction of newspaper articles printed on the back page of this little folder.

• WHAT SUPERINTENDENTS SAY:

Benefits derived by the men attending the course were noted during the school year which followed, as evidenced in the comments of school superintendents and school boards, which are reprinted herewith:

PUEBLO, COLO.—James H. Risley, Supt.

"A representative of our janitor force attended the school last year and is very enthusiastic about the results. We had slated him for a promotion in his work and feel that the instruction received in your school was just the thing that he needed to enlarge his vision of the possibilities of his task and to give him an insight into the technique of doing the work in a more acceptable way than it had been done before."

CHEYENNE, WYO.—A. S. Jessup, Supt.

"*** the greatest good which came to the three Cheyenne janitors

who attended the janitor school last spring was in the increased dignity which the experience lent to their jobs. * * *

"Perhaps the biggest financial saving has been in the amount of coal saved by these men and others of our janitorial force with whom they have talked. * * * I believe the effect was to reduce the cost of fuel all through the system."

"I believe there is no doubt that we will want to send our men again this year if the school is held."

LAFAYETTE, COLO.—
B. V. McReady, Supt.

"I am hoping that we can send two men this year."

BRIGHTON, COLO.—
Arthur J. Foster, Supt.

"* * * We have two new janitors. I believe both of them will be sent to your school."

GILCREST, COLO.—E. A. Jackson, Supt.

"* * * We have had a better janitor in every way. It gave us a 100% return on a 50% investment. I believe our school board will send him again."

FLEMING, COLO.—

Harold V. Baker, Supt.

"I think the outstanding result is that the work is done more willingly since he was shown the necessity for it. * * * I am recommending that our janitor be sent again."

SNYDER, COLO.—C. A. Foster, Supt.

"* * * Mr. Kraft, our janitor, states that there are countless tricks of the trade which he uses as occasion arises—which were first brought to his attention in your school. He is able to save considerable fuel as compared with the old method."

LARAMIE, WYO.—J. C. Knode, Supt.

"* * * He picked up a number of ideas that have resulted in a saving for us and on floor oil alone saved us half of our previous expenditure. I heartily recommend the school as you are conducting it."

CANON CITY, COLO.—O. B. Drake, Supt.

"* * * he came back with a new enthusiasm and a better knowledge of what kind of material to use for cleaning—he has the idea that there is a real job for janitors. * * *"

ENGLEWOOD, COLO.—G. Gordon, Supt.

"* * * The district paid Mr. Donaghue's way and feel that they have gotten much more than their money's worth from the investment. We shall send one or two janitors to your school again this year."



(How to Handle the Floor Brush)

ANOTHER COURSE WARRANTED

Such favorable reaction to the course was found that the College felt warranted in conducting another school this year. School janitors and school superintendents and boards have expressed their desire for a continuance of the work, with the result that the College has made plans for bringing in more instructors and specialists who will devote a week to solving the problems of school janitors and engineers and aiding these men to give better service to the schools they serve.



(Pointers on How to Oil a Floor)

WHAT JANITORS SAY:

MONTE VISTA, COLO.—H. A. Becraft, Janitor.

"I hope to be there again next year as I got a great deal of good out of this first school. I think that every man that was there feels the same as I do."

CENTERVILLE, MICH.—John Fieberkom, Janitor.

"I am interested in taking a course in janitor engineering. Do you give courses by mail? Give full details in first letter."

COMPETENT INSTRUCTORS

Following are some of the men who will serve on the staff of instruction during the school this year:

JAMES BALL, Chief Engineer, Denver Public Schools. Experience, 15 years.

R. G. DEMPSEY, Superintendent of Buildings and Grounds, Colorado State Teachers College. Experience, 28 years.

J. FLEIKEID, Instructor School for Janitors, Minneapolis, Minnesota. Sole duty is instruction of beginning janitors for the Minneapolis System.

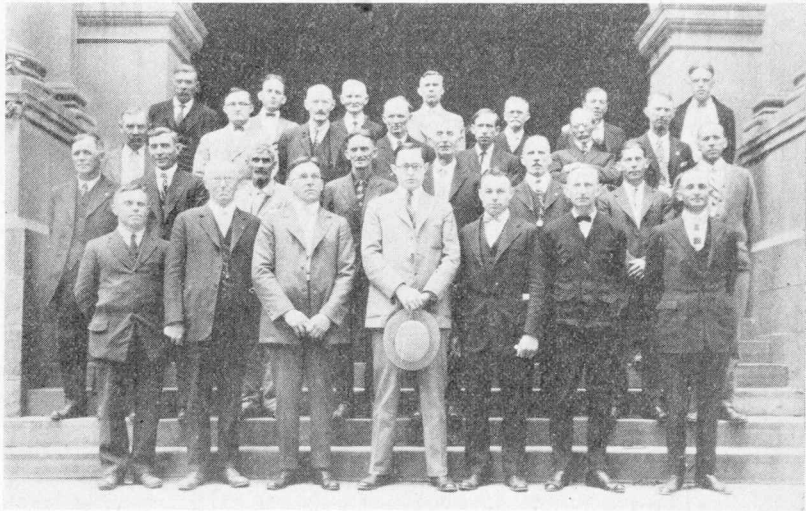
GUY C. GAMBLE, School Building Expert. Author Rules and Standards for Janitors—Chicago, Cleveland and Bowling Green. Now at Colorado State Teachers College.

HARRY S. GANDERS, Professor of School Administration, Colorado State Teachers College.

- J. D. HEILMAN, Professor of Psychology, Colorado State Teachers College. Has studied the effect of ventilation upon learning.
- E. S. KNOWLES (M. D.), Medical Adviser, Colorado State Teachers College, and Member of Board of Health, Greeley, Colorado.
- ROBERT H. MORRISON, former Superintendent of Schools, Extension Service and Director Placement Bureau, Colorado State Teachers College.
- W. S. RATHBUN, Fire Prevention Engineer, Mountain States Inspection Bureau, Denver, Colorado.
- C. E. REEVES, Scientific Investigator of Janitor Service. Author of "Janitor Service in Elementary Schools." Author of ten articles in the American School Board Journal on "The Work of the School Janitor." Elmira, N. Y.
- CHARLES STEVENS, Head Janitor, Greeley High School, Greeley, Colorado. Experience 34 years.
- FELIX STRICKLAND, Head Janitor, Pueblo, Colo.
- HARRY S. GANDERS, in charge of the school.
- JOHN HENRY SHAW, Publicity.
- DONALD W. McKAY, Personnel.

A—ARGUMENTS FOR THE BOARD

- a Many janitors do not have an adequate notion of what their job implies.
- b Among janitors of approximately the same degree of willingness to serve, some render an efficient service while others are near failures.
- c Right training will improve the methods of your inefficient willing



(Some of the Teachers and Janitor-Engineers who Attended School Last Year)

janitor. Contact with other competent janitors and opportunities to visit such janitors in their own schools where a high class service is being rendered should certainly inspire your careless janitor to more efficient service.

- d Ideals of better service will be emphasized.
- e How to economize time and effort and at the same time improve the quality of work will be demonstrated.

- f Your janitor will see the best method yet developed for washing blackboards, scrubbing floors, repairing certain fixtures, etc.
- g Your janitor will be taken to the furnace room and there shown how to put the coal in the firebox, how to regulate drafts, etc., so that he may annually save to your community, at least the amount of his salary.
- h Sweeping compounds, brooms, brushes, oils, and other janitorial supplies will be exhibited at the school. Instructors will show how and under what conditions to use various materials and tools.
- i Moving pictures will depict methods of firing, cleaning, etc.
- j Your janitors will visit school buildings in operation that are being cared for as you would like your janitors to care for your buildings.

B—ARGUMENTS FOR THE JANITORS

- a You will see how other janitors do their jobs.
- b Janitors from all parts of the country will be telling how they do various jobs.
- c You will be shown easier and better ways of doing things.
- d Your job ought to become easier because of improved methods.
- e You will receive a diploma showing that you have attended a school where your problems have been intelligently studied.
- f You will be in a position to render a more efficient service.
- g You do not need to be away from home on a week-end.
- h There will be moving pictures of how others are doing their work.
- i A tourist camp will be made free to you if you want to drive in your own car.
- j You will enjoy going to school again. You will be guests of the Colorado State Teachers College. There'll be horse-shoe tournaments, a picnic, and free tickets to Greeley theaters.
- k Business men have conventions, farmers have institutes, teachers have summer schools, WHY NOT A WEEK'S CONVENTION FOR JANITOR-ENGINEERS?

GENERAL INFORMATION

Time—ONE WEEK.

Date—JUNE 7 to 12, 1926.

Begins—MONDAY MORNING, 8:00 a. m.

Closes—SATURDAY AFTERNOON, 3:00 p. m.

Place—CAMPUS, COLORADO STATE TEACHERS COLLEGE, GREELEY, COLORADO.

Cost—TUITION FEE, \$10.00 per Janitor. (Paid by three-fourths of boards last year.)

BOARD ABOUT \$1.00 per day (All who prefer may eat at one central restaurant.)

ROOM ABOUT 75c per day. (Upon arrival men will be taken to their rooms.)

City Park Tourist Camp—FREE TO MEMBERS OF THE JANITOR SCHOOL. (A beautiful spot to bring the family for vacation. Cooking arrangements provided.)

Entertainment—"PARK," "REX" and "STERLING," the three Greeley Theaters, furnish free admission to all members of the school all nights, Monday to Friday, inclusive.

PICNIC FOR ALL MEMBERS—Students and Instructors—at GREELEY PARK.

HORSESHOE TOURNAMENTS.

BIG BANQUET SATURDAY NOON.

The Work—FROM 8:00 a. m. to 5 p. m. daily.

DEMONSTRATIONS OF:

FIRING
CONTROL OF HEAT
TEMPERING AIR, HUMIDIFYING AIR, etc.
SCRUBBING
MOPPING
OILING FLOORS
WASHING WINDOWS
CLEANING ERASERS and BLACKBOARDS
CLEANING TOILETS
BUILDING AND BANKING FIRES
READING GAUGES
MAKING RECORDS AND REPORTS
MAKING REPAIRS AND DOING ODD JOBS

LECTURES GIVING STANDARDS AND METHODS FOR THE ABOVE.

LECTURES ON:

IMPORTANCE OF THE JANITOR'S WORK
RESPONSIBILITIES OF THE JANITOR
LINES OF AUTHORITY—BOARD THRU SUPERINTENDENT AND PRINCIPAL TO JANITOR.

A JANITOR'S DUTIES

PRECAUTIONS AGAINST FIRE
PRECAUTIONS AGAINST OTHER ACCIDENTS

SANITATION

DISINFECTION

RELATIONSHIPS WITH TEACHING PERSONNEL.

RELATIONSHIPS WITH PUPILS

CARE OF GROUNDS

MATERIALS FOR USE IN CLEANING AND PRESERVING

VISITS TO ten school houses of different types to observe how janitors' duties should be performed under different conditions.

EXHIBITS—Leading commercial houses will have on exhibit a full line of janitorial materials and supplies. (These are only for examination by the janitors. There will be no selling by representatives of these firms.) Uses of various materials and supplies will be explained.

QUESTIONS AND ANSWERS—All members of the school are constantly urged to ask questions. (Discussions resulting from janitors' questions was one of the best features of last year's school.)

MOVING PICTURES—These include pictures of methods of fire prevention, handling of furniture, temperature control, cleaning, etc.

TO TAKE HOME TO JANITORS WHO REMAINED BEHIND:
Mimeographed summaries of lectures given in some of the classes.

Sympathetic Spirit—Janitors in attendance last year attest to the fact that these problems were approached in a sympathetic spirit.

