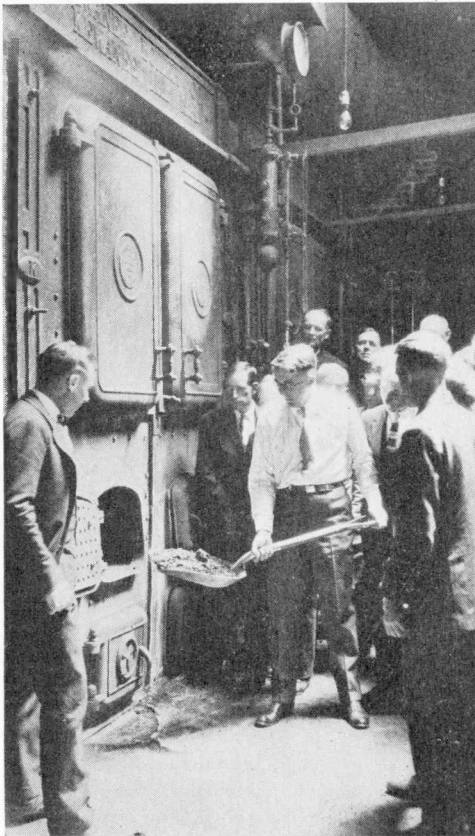


COLORADO STATE TEACHERS COLLEGE

BULLETIN

# School for Custodians,

# Janitors and Engineers



A short course for men  
who want to become better  
caretakers of Public  
Buildings.

June 6-11, 1927

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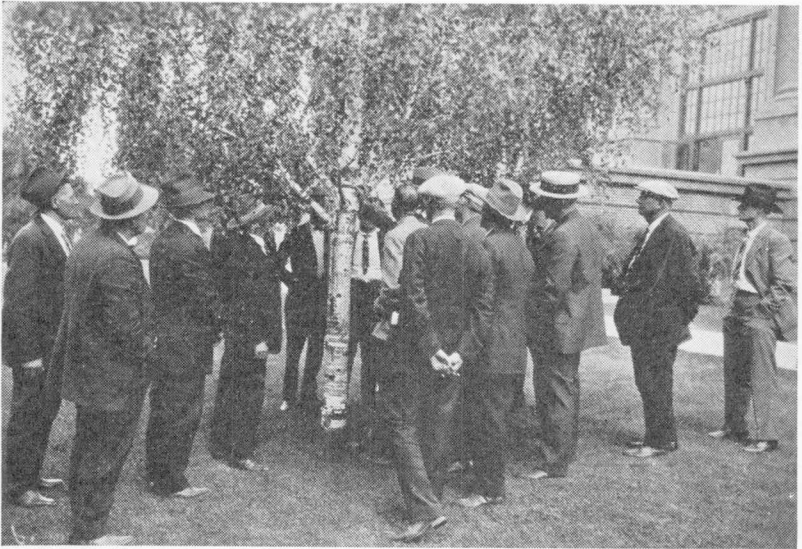
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## LIFE AND PROPERTY PROTECTED

**T**HERE has been a great awakening among school men, and especially among superintendents and members of school boards, that there is a whole lot more to being a custodian and janitor of a school building than merely the ability to wield a broom or a shovel.

A small group of conscientious custodians and school janitors has played an important part in this awakening, by demonstrating that the scientific care of buildings means longer life of property, better protection for the life of children through lessened fire risks and scientific regulation of ventilation and lighting effects, economy in supplies, particularly coal, with consequent increased asset value to the community in the public school plant.



INSTRUCTION FOR CARE OF TREES

## OLD JANITOR SYSTEM OUT OF PLACE

Two years ago, Colorado State Teachers College established a short course for school janitors and engineers. This was started on the conviction that large expenditures of money for public school plants justified better care of the buildings than could be given by caretakers who simply knew how to sweep and to shovel coal. This phase of the public school program has not kept pace with building progress. With the establishment of the modern well-equipped school buildings and the ever increasing tendency to educate the youth of the community under the most favorable conditions—which is economy in the end—every school board and every school district should bear in mind that good buildings need good care.

The old janitor system is as much out of place today as is the antiquated, poorly ventilated, unevenly heated, unsanitary building. There is no doubt that the old janitor system is responsible to a large extent for the unhealthful conditions in many of the old school plants, and with this

in mind, those school districts that cannot afford to spend money now on new buildings can improve conditions materially by giving some attention to the janitor problem.

The old roustabout, the village ne'er-do-well, who used to be given the job of janitor at the school "because he couldn't do much else," is no longer the man for the place. The properly cared for building, whether it be public school, hotel, or office building, demands intelligence and specialization in the custodian just as much as other lines of work demand specialization.

## OPPORTUNITY TO LEARN MORE DEMANDED

The first School for Janitors and Engineers was attended by twenty-three men. They spent just one week on the campus in Greeley. When they finished they were enthusiastic. They freely expressed themselves, and declared that they learned a lot about taking care of buildings which they did not know before. And then, a year ago another course was given, and forty-seven men attended. Four of these were school superintendents. One member of a school board also attended.

The increased attendance the second year established beyond doubt that there was justification for a School for Custodians, Janitors, and Engineers. It established the fact that the men who take care of the school buildings wanted it. This in itself justifies in the mind of the administration of Colorado State Teachers College the operation of this special school.

## NEW WORK FOR OLD STUDENTS

There is demand, however, from other sources. The school superintendents, and in several instances school boards, are asking their custodians and janitors to attend the school. In most cases, the school boards are paying the expenses of their men to attend. This particular demand is the outcome of results shown in schools where the custodians and janitors have had this particular training. Superintendents who have seen the change in conditions about the buildings want the same showing in their particular plants.

An influence for better cared for buildings is the visitation to school buildings of men whose business takes them there. A number of traveling men who visit schools have made it known not only to the administration of the College, but to other school superintendents that remarkable improvements have taken place in public school plants where the caretakers have had the opportunity to attend the School for Custodians, Janitors, and Engineers at Greeley.

Realizing the benefits derived by those men who have attended the school the past two years, the director of the school has arranged for two sections in the new course, one section for those who are attending for the first time and another section, with more advanced work, for those who have taken the previous work.

## SOME THINGS CUSTODIANS SHOULD KNOW

They should know how to allay dust and disease germs—not stir them up—

They should know how to ventilate a building—not simply to open a window when the room gets too hot, or close the same when the room gets cold—

They should know how to oil floors—

They should know how to *clean* blackboards—

They should know how to care for toilets and rest rooms—to the end that the school building is a healthy place for children to spend most of their time in.

They should know how to fire a furnace or stoke a boiler—not simply shovel coal. Many school districts have spent hundreds of thousands of dollars for coal that produced no heat, because the janitor didn't know how to handle the heating plant.



CUSTODIANS WATCHING DEMONSTRATION

## INFORMATION FOR SCHOOL BOARDS

Many janitors do not have an adequate notion of what their job implies.

Among janitors of approximately the same degree of willingness to serve, some render an efficient service while others are near failures. Right training will improve the methods of your inefficient, willing janitor. Contact with other competent janitors and opportunities to visit such janitors in their own schools where a high class service is being rendered will inspire your careless janitor to more efficient service.

Ideals of better service will be emphasized.

How to economize time and effort and at the same time improve the quality of work will be demonstrated.

Your janitor will see the best method yet developed for washing blackboards, scrubbing floors, repairing certain fixtures, etc.

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.

Sweeping compounds, brooms, brushes, oils, and other janitorial supplies will be exhibited at the school. Instructors will show you how and under what conditions to use various materials and tools.

Moving pictures will depict methods of firing, cleaning, etc.

Your janitors will visit school buildings in operation that are being cared for as you would wish your janitors to care for your buildings.

## INFORMATION FOR JANITORS

You will see how other janitors do their jobs.

Janitors from different parts of the country will be telling how they do their work.



CLASS DURING LECTURE PERIOD

You will be shown easier and better ways of doing things.

Your job ought to become easier because of improved methods.

You will receive a diploma showing that you have attended a school where your problems have been intelligently studied.

You will be in a position to render a more efficient service.

You do not need to be away from home on a week-end.

There will be moving pictures of how others are doing their work.

A tourist camp will be made free to you if you want to drive in your own car.

You will enjoy going to school again. You will be guests of the Colorado State Teachers College. There'll be horseshoe tournaments, a picnic, and free tickets to Greeley theaters.

Business men have conventions, farmers have institutes, teachers have summer schools—

WHY NOT A WEEK'S CONVENTION FOR CUSTODIANS, JANITORS, AND ENGINEERS?

## EXPERTS TO ADVISE YOU

In planning for this year's school, the College has gone far afield to get experts in their line to serve on the faculty; men who by long years of experience and by scientific study and practical demonstration have proven their ability to operate large plants successfully. This corps of experts will serve as a faculty and tell by lectures and demonstrations just how the various problems of the custodian, janitor, and engineer should be met.

Dr. Clare B. Cornell, professor of educational administration at Colorado State Teachers College, will be in charge of the school. Dr. Cornell has had wide experience as a school administrator and has made

a careful study of the physical needs of the public school and the operation of the school plant. He will have associated with him as members of the faculty for this special school:

James Ball, Denver, Colorado, chief engineer Denver Public schools.

R. G. Dempsey, superintendent of buildings and grounds at Colorado State Teachers College.

H. H. Hadley, Greeley Colorado, personnel.

Dr. J. D. Heilman, professor of psychology, Colorado State Teachers College.

John M. Kingston, Denver, Colorado, foreman of the steamfitters in the Denver Public Schools.

Dr. E. S. Knowles, member of the board of health, Greeley, Colorado.

J. G. Ludlam, business manager, public schools, Lincoln, Nebraska.



DEMONSTRATING THE PROPER WAY TO SWEEP

Robert H. Morrison, former superintendent of schools and now assistant director of the extension service, Colorado State Teachers College.

Dr. C. E. Reeves, Professor of Education, Elmira College, Elmira, New York; scientific investigator of janitor service, and the author of "Janitor Service in Elementary Schools," and a number of articles on "The Work of the School Janitor."

Charles Stevens, head janitor, Greeley Colorado, Public Schools; thirty-five years experience.

Felix Strickland, head janitor of Pueblo, Colorado, public schools.

## GENERAL INFORMATION

Time—ONE WEEK.

Date—JUNE 6 to 11, 1927.

Begins—MONDAY MORNING 8:00 a. m.

Closes—SATURDAY NOON.

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 75 cents 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—HORSESHOE TOURNAMENTS.

ANNUAL BANQUET FRIDAY EVENING.

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 through Superintendent and Principal to Janitor, A Janitor's Duties, Precautions Against Fire, Precaution Against other Accidents, Sanitation, Disinfection, Relationships with Teaching Personnel, Relationships with Pupils, Care of Grounds, Material for Use in Cleaning and Preserving.

VISITS to schoolhouses 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. (Discussion resulting from janitors' questions was one of the best features of last year's school.) Round table discussion every day.

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.



ATTENDANTS AT SCHOOL FOR JANITORS AND ENGINEERS, 1926