

COLORADO STATE TEACHERS COLLEGE

BULLETIN

SCHOOL

for

Custodians, Janitors
and Engineers

A short course for men who
want to become better care-
takers of Public Buildings.

June 10-15, 1929
Greeley, Colorado

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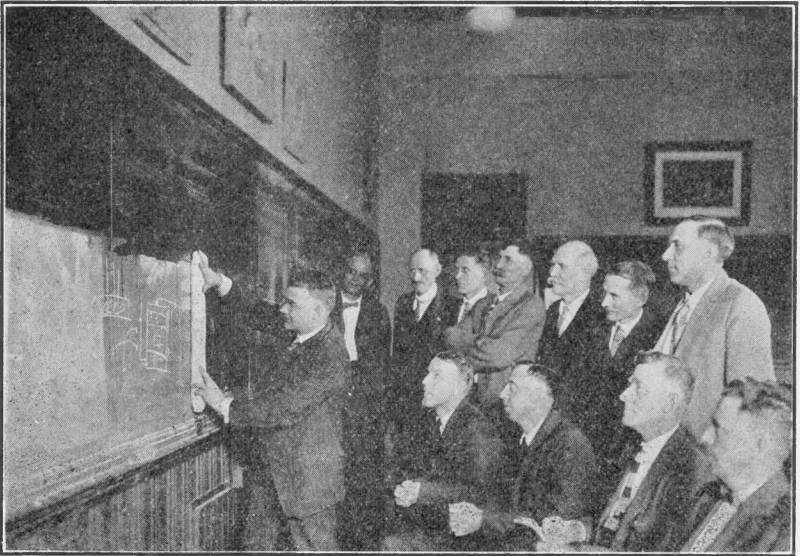
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CUSTODIANS MUST BE EQUIPPED

Demand for competent custodians of public buildings is greater today than it ever has been before, and in addition, owners of buildings—both private and public—are requiring that the custodians be more than just janitors. Each passing year sees the requirements in men holding positions of caretakers, custodians, and engineers more and more stringent.

It is to meet these requirements that Colorado State Teachers College is conducting its School for Custodians, Janitors, and Engineers. For the fifth successive year this college has conducted such a school, and each succeeding year demonstrates not only the need of the type of instruction as given the students, but the advantages and widespread results.

The influence of this unique school—planned particularly for men who do the actual janitorial work in the public schools—has spread over such a large area and aroused so much favorable attention that arrangements have been made now to enroll the custodians and engineers of all public buildings. Since the organization and development of this school, inquiries have been received from the owners and agents of a number of larger corporations and office buildings, and



The Proper Method for Cleaning Blackboards

the administration has deemed it not only advisable but an obligation to open the classes to all of those persons entrusted with the care of buildings.

During the past year the heads of several institutions of higher learning and the superintendents of buildings and grounds in colleges and universities have sought information concerning the school to the end that one or more of their custodians might attend the classes. Communications have been received from distant points, including Texas, Kansas, and Ohio.

SCHOOL BOARDS ACT

Results following the attendance of custodians at the special school in Greeley have been such as to induce school boards in a number of communities to insist that their janitors or engineers return for more work, while still others, having evidence of the effect of the short course on the school plants, have voted to pay the expenses of their caretakers for a week at the college.

Colorado's school buildings and grounds have shown extensive improvement since the establishment of this school for custodians. Classrooms, halls, blackboards and the premises in general are cleaner and in better condition than they have ever been before. Visitors to schools have freely commented on the improved conditions.

Those custodians who have attended the classes have gone home enthusiastic about their jobs. They themselves have declared that they view their jobs in a different light.

SOME THINGS CUSTODIANS SHOULD KNOW

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

They should know how to repair furniture—

They should know how to ventilate a building—

They should know how to care for school grounds—

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.

They should know how to get along with pupils and teachers.

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 but 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 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 fire, 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 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 in the most scientific and economical manner.

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.

You will be shown easier and better ways of handling your work.

Your job will 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 more efficient service.

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—

AND NOW, A WEEK'S CONVENTION FOR CUSTODIANS, JANITORS, AND ENGINEERS.



Superintendent R. G. Dempsey Demonstrating How to Maintain a Good Campus

THE COURSE OF STUDY

The course of study is divided into three sections: (1) Heating and Ventilating; (2) Maintenance; (3) Sanitation. In order to complete the work in any course the student must attend two sessions and only two courses may be carried at any one session.

The content of the various courses is essentially as follows:

1. HEATING AND VENTILATING

First year:

Firing, cleaning, maintenance, repairing, adjusting systems of an elementary type.

Second year:

Types of heating and ventilating systems. Theories of ventilation. Use, care and operation.

2. MAINTENANCE OF THE SCHOOL PLANT

First year:

Upkeep and repair of buildings. Care of the floors, walls, furniture, rugs, curtains, laboratories, equipment.

Second year:

Upkeep of grounds, landscaping, care of lawns, trees and shrubbery. Playground apparatus. Outdoor equipment.

3. SANITATION:

First year:

Cleaning of floors, walls, blackboards, furniture, windows, woodwork, drinking fountains, and lavatories.

Second year:

Theories of sanitation. Fundamentals of public health and social hygiene. Practical training in modern methods of cleaning and proper materials and facilities.

In addition to the above technical courses, lectures of a more general nature will be given by specialists in their field. Chief of these will be a series on



Demonstrating School Hardware

practical psychology given by Robert H. Morrison, assistant director of extension service. His topics are:

1. Does appearance have any effect upon associates?
2. Does success depend upon habit?
3. Ten ways to make people hate you.
4. Can the factors causing failure be controlled?

FACULTY

- Dr. C. B. Cornell, Professor of Educational Administration, Colorado State Teachers College, Director.
- James R. Ball, Assistant Superintendent in charge of Business Affairs, Denver Public Schools. Lectures and demonstrations in heating and ventilation.
- R. G. Dempsey, Superintendent of Buildings and Grounds, Colorado State Teachers College. Demonstrations in care of grounds.
- Charles M. Foulk, Professor of Industrial Arts, Colorado State Teachers College. Courses and demonstrations in maintenance and repairs.
- Dr. J. D. Heilman, Professor of Psychology, Colorado State Teachers College. Lectures on relation of care of buildings to teaching efficiency.
- John M. Kingston. Foreman of Steam Fitters, Denver Public Schools. Demonstrations in operation and care of steam plants.
- Robert H. Morrison, former Superintendent of Schools and now Director of the Extension Service, Colorado State Teachers College. Courses in Practical Psychology.
- Charles F. Stephens, Engineer and Head Janitor, Greeley High School.



They Brought Their Families With Them

How to Enroll: Write Dr. C. B. Cornell, care Colorado State Teachers College, Greeley, Colorado.

GENERAL INFORMATION

Time—ONE WEEK.

Date—JUNE 10 to 15, 1929.

Begins—MONDAY MORNING, 8 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.

PICNIC FOR ALL MEMBERS—Students and Instructors.

HORSESHOE TOURNAMENTS.

ANNUAL BANQUET.

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. 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.

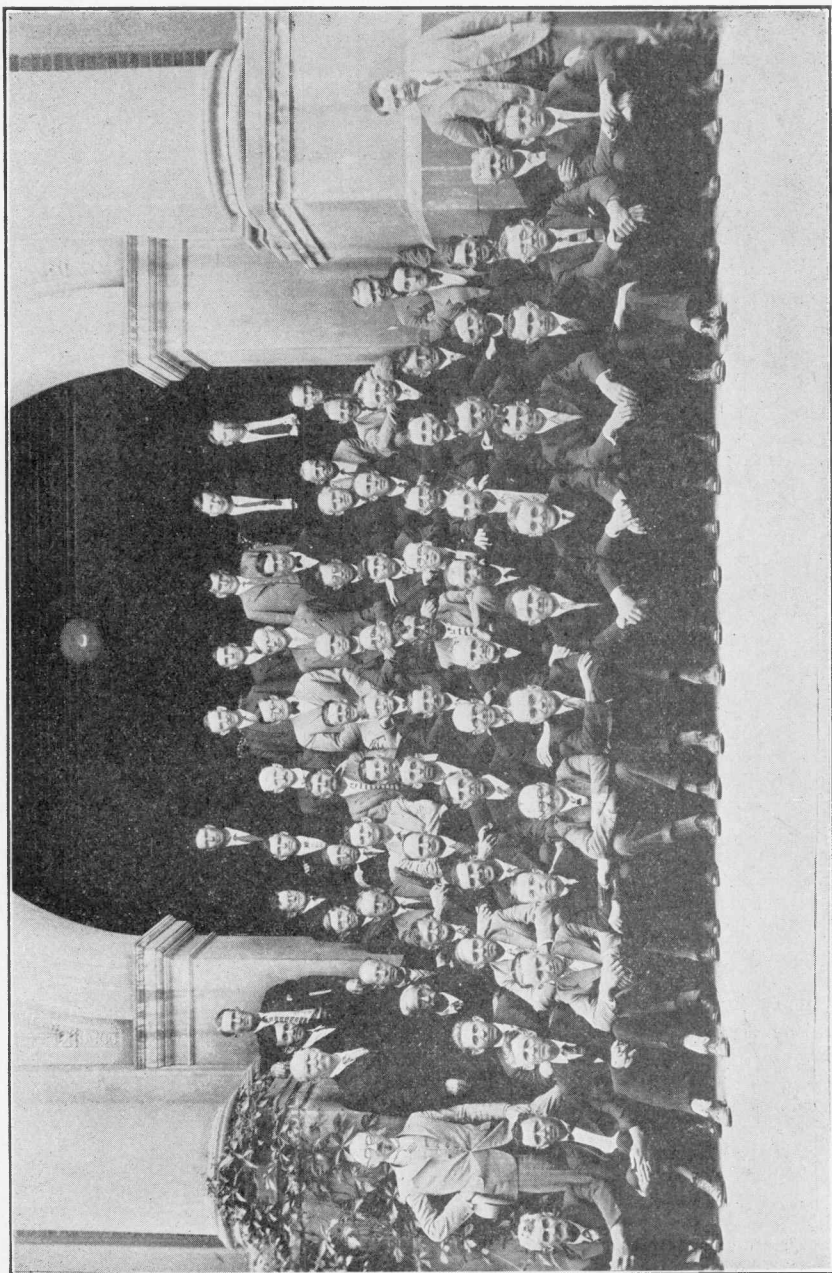
A FULL DAY will be spent in Denver for the purpose of visiting school-houses of different types to observe how janitors' duties should be performed under different conditions.

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. (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.

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



Custodians of School Buildings in Attendance at the School of Custodians, Janitors, and Engineers at Colorado State Teachers College. Man standing in Foreground on Extreme Left is Dr. C. B. Cornell, Director of the School. Man Standing on Extreme Right is Dr. C. E. Reeves, Author of "Janitor Service in Elementary Schools."