

COLORADO STATE TEACHERS COLLEGE BULLETIN

Short Course
for
Custodians, Janitors
and Engineers

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

June 9-14, 1930
Greeley, Colorado

SERIES XXIX

NOVEMBER, 1929

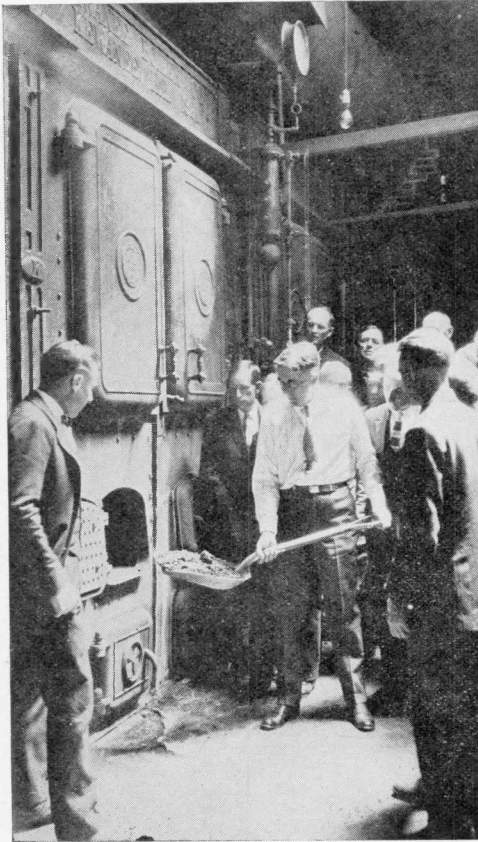
NUMBER 8

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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 Short Course for Custodians, Janitors, and Engineers.



A DEMONSTRATION IN FIRING

For the sixth 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 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. The enrollment for 1929 was as follows: Colorado 66, Georgia 1, Idaho 1, Kansas 5, Nebraska 7, New Mexico 1, Utah 1, Wyoming 5.

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 custodians return for further study, while still others, having evidence of the effect of the short course on the school plants, have voted to pay the expenses of their custodians 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—

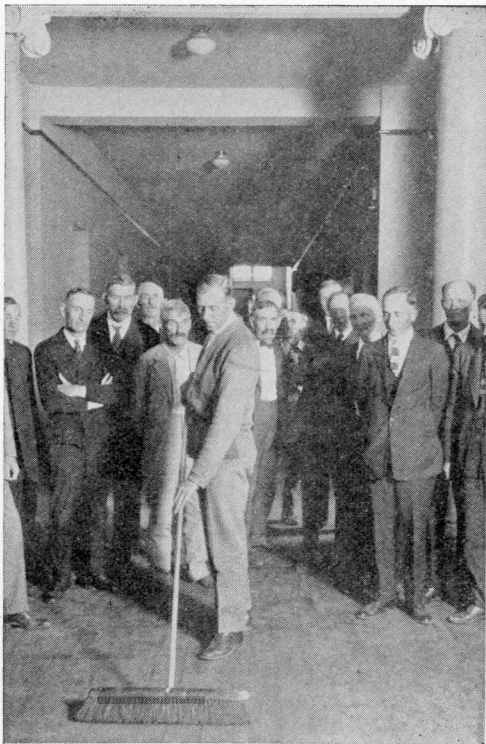
They should know how to oil floors—

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 custodian didn't know how to handle the heating plant.

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



SHOWING PROPER WAY OF USING
FLOOR BRUSH

INFORMATION FOR SCHOOL BOARDS

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

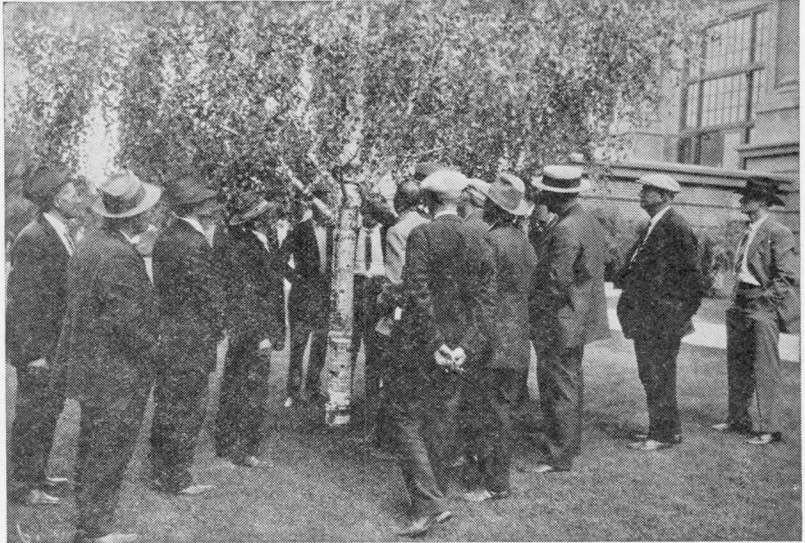
Among custodians of approximately the same degree of willingness to serve, some render an efficient service while others are near failures. Training will improve the methods of your inefficient but willing custodian. Contact with other competent custodians and opportunities to visit such janitors in 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 custodian will see the best method yet developed for washing blackboards, scrubbing floors, repairing certain fixtures, etc.

Your custodian will be taken to the furnace room and there shown how to fire, how to regulate drafts, etc., so that he may save to your community many times the cost of sending him to this short course.



A LESSON IN CARE OF TREES

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 the best methods.

Your janitors will visit school buildings in operation that are being cared for in the most scientific and economical manner.

INFORMATION FOR CUSTODIANS

You will see how other custodians do their jobs.

Custodians 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 certificate 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 a big banquet

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

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



DEMONSTRATING EQUIPMENT

OFFICERS OF ADMINISTRATION

GEORGE WILLARD FRASIER, Ph.D., LL.D., President of the College.

ROBERT H. MORRISON, A.B., A.M., Head of College Extension Department, Colorado State Teachers College, Director.

FACULTY

O. L. TROXEL, Professor of School Administration, Colorado State Teachers College, Assistant to the Director.

JAMES J. BALL, Assistant Superintendent in Charge of Business Affairs, Denver Public Schools—Lectures and Demonstrations.

R. G. DEMPSEY, Superintendent of Buildings and Grounds, Colorado State Teachers College—Instructor in Maintenance of Buildings and Grounds.

L. C. HELM, Principal Janitor-Engineer Training School, Minneapolis Public Schools—Instruction in Sanitation and Housekeeping.

JOHN M. KINGSTON, Supervisor of Custodians, Denver Public Schools, Instruction in Heating and Ventilation.

THE COURSE OF STUDY

The course of study is planned to require attendance at two short courses in order to complete the lessons. In addition to the general lectures and demonstrations the men attending for the first time will study fifteen topics as follows:

HEATING AND VENTILATION

- (1) Coal and combustion.
- (2) Furnaces and firing methods.
- (3) Heating systems.
- (4) Heating systems (*continued*)
- (5) Laying up boilers and mechanical equipment.

SANITATION AND HOUSEKEEPING

- (1) Sanitation tools, their use and care.
- (2) Cleaning materials, classification and uses.
- (3) Cleaning and preserving floors.
- (4) Cleaning, dusting and polishing furniture.
- (5) Cleaning blackboards, erasers, walls and woodwork.

MAINTENANCE OF BUILDINGS AND GROUNDS

- (1) Planning school grounds.
- (2) The selection, use and care of tools for maintaining grounds.
- (3) The selection and planting of shrubs, trees and flowers.
- (4) Seeding new lawns and the use of fertilizers.
- (5) Care and irrigation of lawns, flowers and shrubs.

In addition to the general lectures and demonstrations, men who have previously attended the short course will study fifteen topics as follows:

HEATING AND VENTILATION

- (1) Preparing a heating plant for operation.
- (2) Heating plant auxiliaries.
- (3) Heat regulation and equipment.
- (4) Humidity.
- (5) Ventilation systems.

SANITATION AND HOUSEKEEPING

- (1) Cleaning vitreous china, metal and glass.
- (2) Care of toilet rooms and fixtures.
- (3) General vacation cleaning.
- (4) Job analysis and time schedule.
- (5) Determination of man power and salary schedules.

MAINTENANCE OF BUILDINGS AND GROUNDS

- (1) Selection, use and care of tools for maintaining school buildings.
- (2) Operating and repairing electrical equipment.
- (3) Operating and repairing plumbing equipment.
- (4) Repairing door checks, locks and windows.
- (5) Plaster patching, painting and varnishing.

GENERAL INFORMATION

Time—ONE WEEK.

Date—JUNE 9-14, 1930.

Begins—MONDAY MORNING, 8:00 A. M.

Closes—SATURDAY NOON.

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

Cost—TUITION FEE, \$10.00 per individual (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 in Greeley men should call Mr. Morrison, 2029J).

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

Entertainment—"PARK," "REX," and "STERLING," the three Greeley Theaters, will have excellent shows.

PICNIC FOR ALL MEMBERS—Students and Instructors.

HORSESHOE TOURNAMENTS.

ANNUAL BANQUET.



IN THE LECTURE ROOM

The work—FROM 8:00 a. m. to 5:00 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.

GENERAL LECTURES.

1. June 10, 8:25 a. m.—L. C. HELM

"The School Custodian and His Job"

2. June 11, 8:25 a. m.—JAMES J. BALL.
"The Relation of the Custodian to the Superintendent,
Principal and School Board"
3. June 12, 8:25 a. m.—JOHN M. KINGSTON
"The School Custodian Facing Emergencies"
4. June 13, 8:25 a. m.—ROBERT H. MORRISON
"The New Community"
5. June 14, 8:25 a. m.—JAMES H. LONGSHORE
"Treatment and Maintenance of Floors"

EXHIBITS—Leading commercial houses will be invited to 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. Question Hour every day.

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

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

How to Enroll: Write **ROBERT H. MORRISON, Colorado State Teachers College, Greeley, Colorado.**