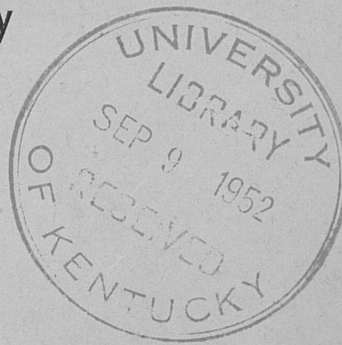


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**CUSTODIAN - JANITORIAL
TRAINING CONFERENCES**

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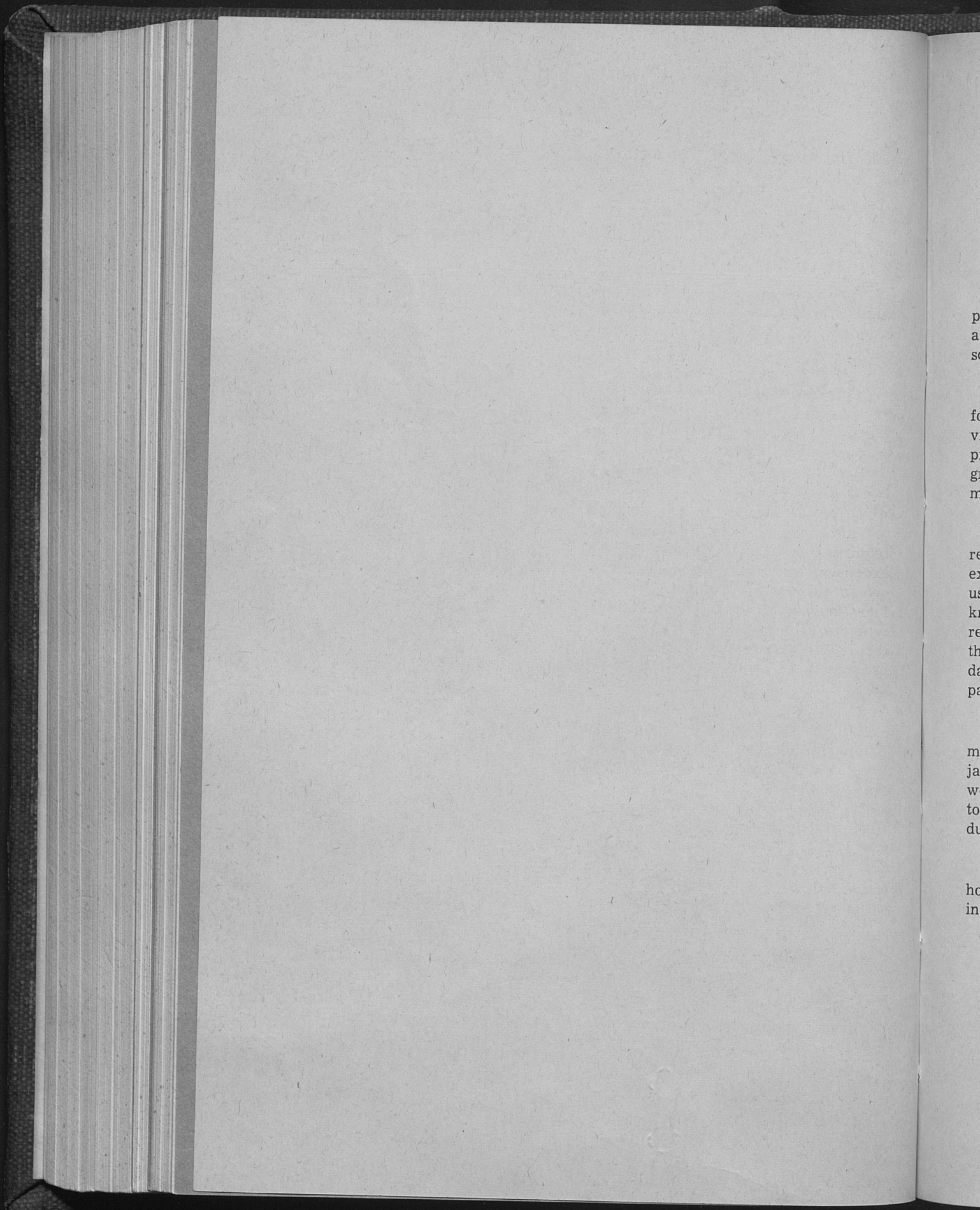
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FOREWORD

Adequate school plant care is vital to the health and welfare of the pupils who must use the plant. Dirty, unattractive school buildings have a depressing effect upon the attitude and morale of the pupils of the school. Proper school plant care can do much to relieve this condition.

One effect of the improvement of rural roads has been the demand for more adequate school service than it was possible to provide previously. A school plant adequate for housing a modern educational program requires electrical, pumping and cleaning machinery in a much greater degree than has been required heretofore. Such facilities demand more skill on the part of the custodial staff.

Improvement in this service will not come through chance but requires careful training for those who must care for the building. Since expensive buildings, machinery and equipment must be installed for use in present school plants, it is necessary to have individuals who know how to run the machinery and service the type of school plants required if they are to be operated in such manner as will preserve the health and welfare of the children and guard against loss and damage to the equipment and buildings due to a lack of skill on the part of the custodial staff.

In an attempt to improve the present custodial services in such manner as to meet the needs, as stated herein, the first conference of janitors was called at the Madisonville Area Vocational School for the week of July 24-28, 1950, and as a result of this conference, other Janitorial Training Conferences were held at twelve Area Vocational Schools during the summer of 1951.

A short summary of these conferences is being sent to you with the hope that it will be of service to you and your custodial staff and an incentive to send your janitors to the conferences to be held this summer.

WENDELL P. BUTLER

Superintendent of Public Instruction

INTRODUCTION

School janitors and custodians occupy a very important place in the present day school organization. They are not only caretakers, but must have some ability of a professional engineer. Really, they are the men behind the scenes, who play an important part in the success of the operation of the school. Any one of these individuals who does his work well contributes much to the comfort of the pupils and teachers, as well as to the efficiency of the operation of the school. On the other hand, if a janitor does not do his work properly, he creates conditions under which it is practically impossible for the students and faculty to do their best work. The most efficient janitorial service is that which causes the school work to move smoothly without the occupants of the school realizing who is responsible for their physical comfort. Because of its importance, the custodial staff of any school organization should be given more consideration in plans for operation of a school than is sometimes accorded.

For many years the school janitor has been thought of as a person who fires the furnace, cleans the floor and does odd jobs around the building as he is requested. An engineer responsible for approving the installation of the heating, plumbing and electrical equipment of a very nice school building in a rural territory advised that it is practically useless to install modern machinery and equipment in school buildings unless the janitors and custodians who are to use them have a better understanding of the operation of such equipment than is possessed by many who are now put in charge of the costly equipment in a modern school building.

An architect reports that much damage had been done to the heating and plumbing equipment of a certain new building where he had supervised the installation of such equipment because a janitor was put in charge of the building who lacked sufficient knowledge of the proper care and operation of the equipment.

As a result of these reports to the State Department of Education, it was decided to do something to improve the janitorial service of the State. As a start a janitorial training conference was conducted for one week at the Madisonville Training School Center. This conference was called by the Superintendent of Public Instruction. A man well trained in conducting conferences and who understands the superintendents' problems was put in charge of this conference to suggest ways and means of arriving at solutions to the problems of janitors. The conference was conducted in such a manner that the individuals attending participated in making plans and developing procedures, by demonstrating operations, for janitorial and custodial services. At the close of this conference, those who attended requested that it become an annual affair in order that they might become better prepared to render the service needed in a modern school plant.

Each day during the conference some member of the staff of the local trade school made a record of the decisions, procedures and desirable activities for janitors.

The discussions of the individuals participating were around the idea of spotting and analyzing problems and working out solutions to them based on the experience of those present. The work was conducted with the idea of:

1. Developing a sense of pride in janitorial service as well as initiative for the individual janitors.
2. Improving skills in housekeeping and school maintenance, sanitation and safety practices.
3. Assisting janitors in organizing and scheduling their work in an efficient manner.
4. Developing personal qualifications of a good janitor.
5. Discussing the relationship of janitor with pupils, teachers, and the public.

During the week there was discussed in detail the daily considerations which the janitor should give to the following: fire prevention; safety practices; sanitation; sweeping, dusting and cleaning methods; care of toilets, heating and ventilating facilities; maintenance of building and equipment and care of school grounds.

The agreements reached on each of these items were summarized, mimeographed and sent to the individuals attending the conference.

This first conference was so successful that the following year, 1950-51, a conference was conducted at each of the twelve trade school centers located at: Ashland, Harlan, Hazard, Lexington, Louisville, Madisonville, Paintsville, Covington, Owensboro, Paducah, Somerset and Bowling Green. Two hundred and twenty-five janitors and custodians attended these conferences.

This bulletin contains a few of the fundamental principles agreed upon by the twelve trade school centers during the week's conferences.

Plans are now under way for conferences at each of the twelve area trade schools for the summer of 1952. When these conferences have closed, a summary of the best thinking will be compiled and written so that it will become a manual for school custodians and janitors.



Typical Janitorial Training Conference in session
Summer 1954

The following pages include a summary of the Janitorial Training Conferences sponsored by the State Department of Education and held at the Area Vocational Schools:

Schools	Dates—1951	Number of Janitors Attending
Ashland Voc. School	July 16-20	20
Harlan Co. Voc. School (Harlan)	June 25-29	12
Hazard Voc. School	July 16-20	14
Lafayette Voc. School (Lexington)	June 18-22	20
Oakdale Voc. School (Louisville)	June 25-29	39
Madisonville Trade School	July 9-13	18
Mayo State Voc. School (Paintsville)	July 16-20	24
Northern Ky. State Voc. School (Covington)	July 16-20	20
Owensboro Tech. High School	July 16-20	20
Tilghman Trade School (Paducah)	July 16-20	9
Somerset Voc. School	July 16-20	17
Western Trade School (Bowling Green)	June 18-22	12
Total janitors attending		225

The conference method of teaching is not a lecture method. It is the very opposite. It is an activity plan of teaching to be used with adults who have had actual experience with the problems on the agenda of the conference.

In brief, a conference involves the following:

1. Spotting the problem.
2. Analyzing the problem.
3. Working out a solution to the problem. Discussion by the members of the group is a must.

A chalkboard is in continuous use and supplementary information is brought to the group by various devices.

A conference report is merely a recording of the highlights of the series of meetings. The many discussions and side remarks, so necessary in the open-discussion plan, are not included. Therefore, this report is only an attempt to reduce to print the things that happened in an activity program. It does not tell the complete story.

The Janitorial Training Conferences held during the summer of 1951 were all well attended. There were 225 janitors in the twelve classes.

The following is a list of objectives of the Janitorial Training Conferences:

1. Develop sense of pride in janitorial service.
2. Develop initiative in janitors.
3. Improve skills in housekeeping.
4. Improve skills in maintenance.
5. Improve sanitation and safety practices.
6. Help janitors to organize and schedule their work.

In order to obtain these objectives, a conference leader used certain techniques to get the members of the class to discuss topics and decide on solutions which included the best thinking of the members. The following topics were used for discussion:

1. Personal qualifications of a good janitor.
2. Relationship of janitor with pupils, teachers, principal and public.
3. Responsibilities of janitor.
4. Fire prevention.
5. Work schedule.
6. Janitor's tools and care of tools.
7. Safety practices.
8. Sanitation.
9. Sweeping methods—
 - class room floor
 - corridor
 - stairway
 - gymnasium
10. Dusting methods.
11. Cleaning methods—
 - light fixtures
 - blackboards
 - windows
 - hardware
 - walls and ceilings

12. Mopping and scrubbing floors.
13. Oiling and waxing floors.
14. Care of toilet rooms.
15. Maintenance of buildings and equipment and care of school grounds.
16. Heating and ventilating problems.

Each janitor is provided with a complete report of the conference he attended for future reference.

Harold G. Wilson, Director
Trade and Industrial Education

The following highlights are taken from conclusions reached at the various Janitorial Training Conferences held last summer:

Personal qualifications of a good janitor

1. Develop a good personality.
 - a. Be pleasant and friendly to other people.
 - b. Be sympathetic and understanding.
 - c. Develop ability to meet people.
2. Be as clean and neat as possible at all times.
3. Must be a sober person of good moral character and use good judgment in all matters.
4. Must have a cooperative and helpful attitude toward others.
5. Must be able to get along with teachers and pupils.
6. Should be a good citizen and take part in community affairs.
7. Must be energetic and a good worker.

Relation of janitor with pupils, teachers, principal and public

1. Understand and follow lines of authority.
2. Talk over problems with principal and teachers.
3. Be friendly with children, but maintain their respect and proper consideration for the janitor and his responsibilities.
4. Be prompt, business-like and courteous to the general public on matters concerning the school and your work.
5. Cooperate with all those you must contact and encourage cooperation.

Responsibilities of janitor

1. The main responsibility, broadly stated, is to assist in providing comfortable and safe surroundings for the school children.
 - a. Keep school buildings and grounds as clean as possible at all times.
 - b. Keep buildings properly heated and ventilated.
 - c. Use supplies and equipment economically and wisely.
 - d. See that all buildings are properly locked when not in use.
 - e. See that all lights are turned off when not needed.
 - f. Keep utility costs at a minimum.
 - g. Maintain sanitary conditions around drinking fountains and in rest rooms.

- h. Repair, remove and/or report all conditions that are safety hazards on the school property.
- i. Be constantly on the alert for fire hazards around the school plant and see that hazards are removed when found to exist.
- j. Have a thorough knowledge of the complete school schedule.

Fire prevention

Fire prevention requires eternal vigilance on the part of the janitor. This is true not only because of the many chances for fire around a large building but because of the terrible consequences that often follow a school building fire. By preventing fires from starting the janitor is guarding the lives of innocent children. He has no greater responsibility.

Many fires are caused by spontaneous combustion. This seldom happens where good housekeeping is practiced. Never leave rubbish piled in out-of-the way corners or put oily rags in closed containers. Trash of all kinds should be burned promptly when it is collected.

It is most important that the janitor be familiar with the types of fire extinguishers used and see that they are in proper working order at all times.

Work schedule

A systematic procedure enables the janitor to do a better job, easier and in the shortest time possible. It would be impossible to set up a uniform schedule or job timetable for all janitors. Each janitor should thoughtfully work out his own daily, weekly, monthly and periodic job work schedule in relation to his time on the job. This could be reviewed and approved by the business manager, supervisor, or principal of the school.

Janitors' tools and care of tools

In order to do his job efficiently and economically, the janitor must have an adequate number of the proper tools for doing his job. It is his responsibility to advise and help make the selection of these tools and take proper care of them after they are acquired.

Safety practices

It is extremely important that the janitor keep safety in mind at all times and practice safety in every respect. A few of the major safety practices are listed as follows:

1. Inspect and recharge fire extinguishers.
2. Maintain fire alarm systems.
3. Store inflammable materials in safe place.
4. Adjust, oil and maintain crash hardware on all exit doors.
5. Dispose of oily rags.
6. Maintain proper light and ventilation.
7. Do not use wax or cleaners which cause floor to become slippery.

8. Keep dust to a minimum in class rooms and hallways.
9. Keep garbage disposal units covered.
10. Keep toilets and wash rooms disinfected and drinking fountains in sanitary condition.

Sweeping methods

The type of flooring, finish, composition, etc., are the main factors that determine the sweeping methods. The modern school building usually has concrete or fireproof composition flooring that requires special care.

1. **Classroom**—The best methods of sweeping a classroom were discussed and demonstrated satisfactorily.
2. **Corridors**—The type of floor and finish determines the method to be used. A sanitary dust inhibitor met the approval of all janitors.
3. **Stairways**—Use partly worn out straw broom. Sweep stairway and then hallway.
4. **Gymnasium**—Use sanitary dust inhibitor or sweeping compound suitable for particular type of finish on gym floor. Caution: Do not use any material that may be slippery at any time.

Dusting methods

For dusting, the following five points were generally accepted and agreed upon:

1. Apply Misto or other chemically treated dust inhibitor to cloth; keep cloth folded overnight.
2. Use special treated sweeping compounds and waxes.
3. Use spray and sanitary dust inhibitor.
4. Use sawdust and water on certain types of floors.
5. Use a permanent treated type of dust mop or cloth.

Cleaning methods

1. **Light Fixtures**—Types of lighting fixtures found in the schools of today are so varied that the janitor should always follow the method of cleaning recommended by the manufacturer.
2. **Blackboards**—Use large cloth or towel and clear water. Wet towel, fold and wring to damp dry. Hold end of cloth in each hand. Begin at upper right hand side of board and wipe in a continuous motion toward the left. Drop hands to unwashed part of board and repeat operation from left to right side. This method requires only two quick motions. Fold cloth and wipe chalk trough with one continuous motion from end to end.
3. **Windows**—Water and soap are good; some people prefer a small amount of ammonia added.
To wash small panes in a large frame:

Use clean cloth saturated with warm soapy water. Begin at top row of panes and go over each one working toward the bottom. Dry with non-fraying cloth or paper. A small squeegee may be used instead of cloth.

To wash large windows or single pane:

Use same method as for small panes. A squeegee is recommended for fast efficient service. Wipe bottom of windows with a dry cloth to absorb excess water.

4. **Hardware**—Most of the hardware throughout the school buildings will be made of brass. A good brand of brass cleaner and polish is sufficient to give it a new appearance.

5. **Walls and Ceilings**—Sweep walls down with a 16" soft hair brush with a 6" handle. Use detergent or mild soap to wash painted walls (lead base paint).

Walls that have been painted with lead or zinc base paint require different cleaning procedures to those having other types of paint.

Mopping and scrubbing floors

The substances used in school buildings today are so varied that a standard procedure can no longer be given for scrubbing and mopping. Hardwoods should not have an excess of water used on them because it will cause bucking and cracking.

When mopping or scrubbing wood floors, apply warm soapy water, rinse sparingly and mop dry immediately.

Terraza, linoleum, tile and composition floors lend themselves readily to damp mopping. Use damp mop, soapy water, rinse with clear water and mop dry.

Oiling and waxing floors

The dangers of using oil on floors and storage of oil and oily mops was stressed by representatives of the State Fire Marshal's Office. The janitor should take every precautionary measure to see that oily mops are stored properly outside the buildings.

There are many commercial brands of floor waxes on the market for every type of floor.

Electrical floor waxers are recommended because they are more efficient and economical from a time saving viewpoint.

Care of toilet rooms

To insure sanitation it was agreed that toilet seats should be scrubbed with a soft cloth at least two or three times a week.

Toilet floors should be scrubbed with a brush daily, using a cleaning mixture and mopping dry after rinsing.

Urinals should be cleaned daily. The use of deodorants alone does not suffice for scrubbing.

Adequate ventilation for toilet rooms must be provided for at all times.

Maintenance of buildings and equipment and care of school grounds

1. **Gutters and Downspouts**—These should be cleaned out at least twice a year, spring and late fall. All downspouts should be equipped with a wire strainer to prevent leaves and debris from clogging the drain.
2. **Fire Escapes**—Fire escapes should be inspected regularly and kept in first class condition. Doors and windows leading to fire escapes should be unlocked during school hours. These exits should be free of obstacles and doors and windows both easily opened.
3. **Painting**—The woodwork of a brick building should be kept well painted as this will preserve the wood. A frame building should be painted when needed.
4. **Windows**—Windows should be kept clean outside and all broken panes replaced. They should be cleaned at least three times during the school session on the outside and once a month inside. Sash putty should be applied when needed.
For cleaning glass—Three-fourths of a cup of household ammonia to a pail of water is recommended for this. Use a sponge to apply and a chamois to polish. Also recommended is—one third pint of wood alcohol to a gallon of warm water. Window cords should be replaced when broken.
5. **Doors**—Door hinges and door checks should be oiled occasionally. Door checks are manufactured with a set screw. This set screw regulates the speed of the door. They are generally equipped with a cup washer which holds the fluid. This cup should be kept full. If anything else gets wrong with the door check it would be advisable to send it back to the manufacturer for repairs.
6. **Outside Cleaning**—Steps and vestibules should be kept clean and free of ice and snow during the winter. The janitor should erase writing done by pupils on buildings, fences, walks and outside buildings or sheds. They should keep leaves and trash from accumulating around or under frame buildings, as this is a fire hazard. An incinerator or wire container should be had for burning trash.
7. **The School Grounds**—School grounds should be gone over daily and rubbish and decaying refuse should be removed. School children have a mania for breaking bottles and broken glass is dangerous. In winter when walks become slippery, sand or sawdust can be used. Ashes are not recommended since it is tracked indoors and ruins floors. Floor mats should be placed at outside doors.

8. **Care of the Shrubs**—Most schools have hardy shrubs of an evergreen type. When necessary to spray these for insects a solution of Nicotine or Black Leaf Forty can be used, according to directions on packages. This is also good for spraying rose bushes, hydrangeas and many other like plants.
9. **Lawns**—The school lawn should be cut when needed instead of at a set time. It should be done in the early morning or late evening. Lawns should be watered thoroughly but not too frequently. When bare or thin spots appear in the lawn they should be reseeded. Fertilizer should be applied, either commercial or old stable manure, according to the need of the soil.
10. **Playgrounds**—Ashes and garbage or refuse of any kind should not be dumped onto or burned on playgrounds. The soil should be kept rolled smooth and level. A playground that has a surface of sand and gravel is better than one that has ordinary surface soil, since there is less mud to be tracked into the building by the children. A careful inspection should be made once a week and holes filled up. This is a step for safety, as a broken leg or sprained ankle can result from a child stepping into a hole.
11. **Playground Equipment**—The playground equipment should have a careful inspection weekly, thereby insuring another step for safety. It should be examined closely for loose or protruding nails, bolts, or rivets, split boards, worn or frayed cables, or chain links and loose seats. Such repairs should be made by the janitor as far as possible. Otherwise it should be reported to the principal so the children can be notified not to play on the apparatus until it is made safe.

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