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The Scope and The Growth of The Janitor-Engineer Schools.

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THE SCOPE AND THE GROWTH OF THE JANITOR-ENGINEER SCHOOLS

ACKNOWLEDGMENT

being

A thesis presented to the Graduate Faculty of the Fort Hays
Kansas State College in partial fulfilment of the
requirement for the degree of Master of Science.

by

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July 26, 1939
Date

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Acting Chairman Graduate Council



CONTENTS

ACKNOWLEDGEMENT

Title Page

Introduction 1

Method 2

Results 3

Discussion 4

Conclusions 5

Appendix 6

The author wishes to express his appreciation to those who made this thesis possible; namely, Dr. Robert T. McGrath, who directed the work, Dr. F. B. Streeter for his technical advice and Mr. Laurence Parker for his suggestions. His appreciation is also extended to the directors of Janitor-Engineer Schools throughout the United States.

CONTENTS

Title	Page
Introduction	1
Method	2
Previous Studies	3
Janitor-Engineer Schools of the United States .	4
Janitor-Engineer Schools of Kansas	21
Conclusion	42
Suggestions and recommendations	50
Bibliography	52
Appendix	54

12 Kansas Janitor-Engineer School Attendance

13 Janitor-Engineer Attendance in Years

INTRODUCTION

Progress is essential for the advancement of humanity.

In recent years a **LIST OF TABLES** quality of schools buildings, equipment and supplies, qualifications of

Number		Page
1	Organization of Schools	4
2	Janitor-Engineer Schools per Year	5
3	Length of Term and Registration Fee	6
4	Year Plan of the Course of Study	7
5	Instructors and Their Qualifications	8
6	Basis for Granting Certificates	9
7	Fields of Instruction	10
8	Aims or Objectives of the Schools	13
9	Janitor-Engineer School Instructors	15
10	Sponsors and Methods of Financing Schools	17
11	Legislative Requirements and State Certification	20
12	Kansas Janitor-Engineer School Attendance	40
13	Janitor-Engineer Attendance in Years	41

professionalized. This can perhaps be best brought about through training. Janitor-engineer schools have been organized and are being developed for this purpose.

For the past eight years the writer has served as superintendent of schools in a small community in the western part of Kansas. He has often felt the need for a competent

INTRODUCTION

Progress is essential for the advancement of humanity. In recent years improvement in the quality of school buildings, equipment and supplies, qualifications of administrators, supervisors, teachers and almost all other employees have been advanced. Likewise requirements and standards for school janitors have begun or are increasing. For example, the development of janitor-engineer schools have had their beginning in the past decade and a half.

Previously the position of school janitor was given to an aged person, to a cripple, to a political friend, or to some other type of incompetent person. Little if any consideration was given to his qualifications for the job but this has changed.

There is no valid reason why the school janitor-engineer should not have some of the qualifications of other school employees. The school janitor is an important member of the school personnel and his position should be professionalized. This can perhaps be best brought about through training. Janitor-engineer schools have been organized and are being conducted for this purpose.

For the past eight years the writer has served as superintendent of schools in a small community in the western part of Kansas. He has often felt the need for a competent

janitor, considering the splendid service he might render the community, the school and the superintendent in particular.

In the spring of 1936 the janitor of this school was persuaded to attend a janitor-engineer school then being held at Wichita, Kansas. After having had this first training considerable improvement was noticed in the methods of the janitor and in the maintenance of the building during the following winter. Later, in a discussion with the janitor he made the remark that in Kansas, janitor-engineer schools had been in operation for approximately ten years and that a number of other states were conducting similar schools. This fact, of which the writer had no previous knowledge, and the unusual interest and enthusiasm of the janitor induced the writer to become more interested in this movement, hence arose the title of this study or investigation, namely, "The Scope and Growth of the Janitor-Engineer Schools."

Janitor-Engineer schools found within the borders of the United States, with special emphasis on the schools of Kansas, represent the scope of this study.

The terms janitor, custodian and janitor-engineer as used in this study refer to the caretaker of a building.

METHOD

In making this study one of the first problems to

confront the writer was to determine the location of janitor-engineer schools. This problem was met, at least in part, by a personal interview with Mr. Laurence Parker, Director of the Kansas Janitor-Engineer Schools, from whom the writer received the names and addresses of men who were directing janitor-engineer schools in other states, and also in part, through correspondence with the state superintendents of public instruction in states not represented by the men listed in the interview with Mr. Parker.

After this list had been secured a questionnaire was prepared and sent to the superintendent or to the director of each school in each state together with a request for such other information as might be available in making the investigation. A copy of the questionnaire used is shown in the appendix, on pages 55, 56 and 57. Since a personal letter was used in each case no copies of the letters are inserted in the study. Valuable information other than that found in the returned questionnaire was received since a few of the returns included copies of programs, annual reports, preliminary reports and comments in personal letters. This material was of such nature that complete copies are not inserted in the study.

PREVIOUS STUDIES

An effort to survey the literature failed to yield information indicating previous research either in thesis form or in reports in research journals.

JANITOR-ENGINEER SCHOOLS OF THE UNITED STATES

Janitor-engineer schools of the United States are of recent origin. Minneapolis in 1923 organized a janitor-engineer school for the janitors of the public schools of the city. Since that date schools have been organized in twenty-one states. The following table gives the states, the date of organization, the place where the first school was held and the attendance of the first school.

Table 1. Organization of Schools.

State	Date	Place	Attendance
Minnesota	1923	Minneapolis	No record
Colorado	1925	Greeley	26
Kansas	1927	Pittsburg	33
California	1928	Los Angeles	800
Indiana	1930	Lafayette	175
North Dakota	1930	Fargo	64
Oklahoma	1930	Stillwater	40
Missouri	1931	Springfield	50
Nebraska	1931	Lincoln	40
N. Carolina	1932	Raleigh	280
Iowa	1933	Ames	125
Utah	1933	Salt Lake City	60
Arizona	1934	Phoenix	50
S. Dakota	1934	Brookings	21
Michigan	1935	East Lansing	274
Illinois	1936	Carbondale	55
New Mexico	1937	Las Vegas	6
New York	1937	New York	30
Oregon	1937	16 Major Towns	No record
Arkansas	1938	Fort Smith	13
Nevada	1938	Reno	32

Attendance has increased from year to year in all of the schools with the exception of the schools in Minnesota, Nebraska and North Carolina.

The number of schools held each year varies from state to state. Table number 2 gives the number of schools held in each state. The table also gives the total number of schools held in each state to date, the total attendance to date and the attendance of women expressed in a per cent of the total attendance.

Table 2. Janitor-Engineer Schools per Year.

State	No. held each year	No. held to date	Attendance to date	Per cent women
Minnesota	1	15	No record	None
Colorado	1	15	638	None
Kansas	1 to 3	23	2574	2
California	No data	No data	No record	10
Indiana	1 or 2	6	1000	1
N. Dakota	1	4	267	2½
Oklahoma	1	8	No data	1
Missouri	3 to 5	16 or 17	800	2
Nebraska	1	3	100	3
N. Carolina	2	12	No data	None
Iowa	1	5	1203	2
Utah	Approx. 10	Approx. 45	400	None
Arizona	3	No data	150	2
S. Dakota	1	6	60	None
Michigan	1	3	863	None
Illinois	1	3	209	1
New Mexico	1	2	16	None
New York	1	1	300	None
Oregon	16	No data	No data	None
Arkansas	1	1	13	None
Nevada	1	1	32	No data

The length of the janitor-engineer school terms varies from two days in Oklahoma and Indiana to nine months in New York. Colorado and New Mexico charge a registration fee of ten dollars while a number of other states do not charge a fee. Janitors of states other than the one in

which the school is held attend the schools in ten of the twenty-one states. Minnesota, which requires the applicant to first pass the city civil service examination, is the only state having entrance requirements for admission to the schools other than an interest in the work of the janitor. Table number 3 gives the length of term, the registration fee of each school and the data in reference to attendance of janitors from other states.

Table 3. Length of Term and Registration Fee.

State	Length of term	Registration fee	Non-residence attendance
Minnesota	32 weeks	None	No
Colorado	6 days	10 dollars	Yes
Kansas	1 week	None	Yes
California	10 weeks or more	50 cents	No
Indiana	2 days	None	No
N. Dakota	3 days	3 dollars	Yes
Oklahoma	6 days	None	Yes
Missouri	1 week	None	Yes
Nebraska	5 of 5½ days	5 dollars	No
N. Carolina	1 week	None	No
Iowa	4 days	None	Yes
Utah	30 hours	None	No
Arizona	1 week	No data	Yes
S. Dakota	3 to 5 days	2 dollars	Yes
Michigan	3 days	1 dollar	Yes
Illinois	1 week	2 dollars	No
New Mexico	10 days	10 dollars	No
New York	9 months	None	No
Oregon	2 days	25 cents	No
Arkansas	12 weeks	2 dollars	No
Nevada	1 week	2 dollars	Yes

The general attitude toward the janitor-engineer

schools in the twenty-one states in which the schools are held is very good and the janitors in attendance feel that the schools are worth while. No exception was reported by any of the states other than Arkansas where the older men took a somewhat critical attitude toward the schools.

The course of study of many of the schools is based on the one year plan. However the course of study in Iowa is based on the eight year plan, which is the longest plan reported. All of the states report that many of the janitors attend more than one year and that many complete the course. Table number 4 gives the year plan of the course of study and the per cent of the janitors who complete the course.

Table 4. Year Plan of the Course of Study.

State	Year plan	Per cent completing the course
Minnesota	3 yr. plan	95 per cent
Colorado	2 yr. plan	60 per cent
Kansas	7 yr. plan	50 per cent
California	1 yr. plan	80 per cent
Indiana	1 yr. plan	No data
N. Dakota	3 yr. plan	No data
Oklahoma	4 yr. plan	75 per cent
Missouri	5 yr. plan	80 to 90
Nebraska	4 yr. plan	Unknown
N. Carolina	2 yr. plan	No data
Iowa	8 yr. plan	25 per cent
Utah	4 yr. plan	10 per cent
Arizona	3 yr. plan	99 per cent
S. Dakota	3 yr. plan	50 per cent
Michigan	1 yr. plan	No data
Illinois	1 yr. plan	68 per cent
New Mexico	1 yr. plan	No data
New York	1 yr. plan	100 per cent
Oregon	Continuing plan	85 per cent
Arkansas	No time limit	No data
Nevada	3 yr. plan	No data

Instruction in the janitor-engineer schools consists largely of actual demonstrations and lectures in all of the states other than Oregon and South Dakota. In Oregon the instruction consists of demonstrations and conferences - no lectures are given. In South Dakota the instruction consists of actual demonstrations.

In a number of states the instructors of the schools must meet certain special requirements while in other states no special requirements are demanded. Table number 5 gives the states and the requirements to be met by the instructors.

Table 5. Instructors and Their Qualifications.

State	Special requirements
Minnesota	University graduate - master's degree in mechanical engineering. Practical experience.
Colorado	Experience and education in the subjects they teach.
Kansas	Experienced janitors. Attendance of course in teacher training required.
California	High school education. Seven years practical experience.
Indiana	An expert in his field. Practical.
N. Dakota	Practical experience.
Oklahoma	Thirty hours definite teacher training.
Missouri	Certificate. Recognized proficiency as a teacher and worker.
Nebraska	No special requirements.
N. Carolina	Member of engineering faculty.
Iowa	No special requirements.
Utah	Six years experience in his field.
Arizona	No data.
S. Dakota	Specialists in their field.
Michigan	No special requirements.
Illinois	No special requirements.
New Mexico	No data.
New York	No special requirements.
Oregon	No data.
Arkansas	Successful teachers in their field.
Nevada	No special requirements.

More than half of the schools grant certificates to the janitors who attend the schools; however the basis on which certificates are granted differs in the various states. Table number 6 lists the states and the basis on which certificates are granted.

Table 6. Basis for granting certificates.

State	Basis for granting certificates
Minnesota	Final examination.
Colorado	Attendance.
Kansas	Grades, examination and inspection of their work in their own schools.
California	Six months attendance and successful demonstration.
Indiana	No certificates are granted.
N. Dakota	No certificates are granted.
Oklahoma	Completion of the work in one unit.
Missouri	Grades, attendance, completion of work and inspection.
Nebraska	One year, two year and four year attendance.
N. Carolina	No certificates are granted.
Iowa	Attendance and completion of certain courses.
Utah	No certificates are granted.
Arizona	Attendance and rating of janitor's building.
S. Dakota	No certificates are granted.
Michigan	No certificates are granted.
Illinois	Attendance of three-fourths of the sessions.
New Mexico	No certificates are granted.
New York	No certificates are granted.
Oregon	Attendance and the satisfactory completion of the unit.
Arkansas	Eighty per cent attendance.
Nevada	Faithful attendance of the courses.

Table number 7 gives the various fields in which instruction or information is given.

Table 7. Fields of Instruction.

State	Field of instruction or information
Minnesota	Housekeeping, heating, ventilating, school plant maintenance, school landscaping, general school custodianship, accident prevention and first aid, elementary science for school custodians, air conditioning, electricity for the school engineer, human relations and leadership training.
Colorado	Housekeeping, heating, ventilating, school plant maintenance, school landscaping, general school custodianship, electricity for the school engineer.
Kansas	Housekeeping, heating, ventilating, fire prevention and fighting, first aid, floor finishing, electrical theory and practice, housekeeping management, teacher training and maintenance and repairs.
California	Housekeeping, heating and ventilating school plant maintenance, school landscaping, accident prevention and first aid, air conditioning, general school custodianship, human relations, leadership training.
Indiana	Housekeeping, heating, ventilating, school plant maintenance, school landscaping, general school custodianship, accident prevention and first aid, elementary science for the school custodian, air conditioning, electricity for the school engineer, human relations and leadership training.
N. Dakota	Housekeeping, heating and ventilating, school plant maintenance, school landscaping, general school custodianship, accident prevention and first aid, elementary science for the school custodian, applied arithmetic, electricity for the school engineer, air conditioning, leadership training.



- Oklahoma Housekeeping, heating, ventilating, school plant maintenance, school landscaping, general school custodianship, accident prevention and first aid, elementary science for the school custodian, air conditioning, electricity for the school engineer, human relations, arithmetic applied to school custodianship, leadership training.
- Missouri Housekeeping, heating, ventilating, school plant maintenance, school landscaping, general school custodianship, accident prevention and first aid, air conditioning, electricity for the school custodian, human relations.
- Nebraska Housekeeping, heating, ventilating, school plant maintenance, school landscaping, general school custodianship, accident prevention and first aid, air conditioning, electricity for the school custodian, human relations.
- N. Carolina Housekeeping, heating, ventilating, school plant maintenance, electricity for the school engineer, general school custodianship.
- Iowa Housekeeping, heating, ventilating, school plant maintenance, school landscaping, general school custodianship, accident prevention and first aid, electricity for the school engineer, fire prevention and control.
- Utah Housekeeping, heating, ventilating, school plant maintenance, school landscaping, general school custodianship, accident prevention and first aid, elementary science for the school custodian, air conditioning, electricity for the school engineer, human relations, arithmetic applied to school custodianship, leadership training.
- Arizona Housekeeping, heating, ventilating, school plant maintenance, school landscaping, accident prevention and first aid, air conditioning, electricity for the school engineer, human relations.

S. Dakota	Housekeeping, heating, ventilating, school plant maintenance.
Michigan	Housekeeping, engineering, grounds, general school custodianship.
Illinois	No data.
New Mexico	Housekeeping, heating, ventilating, school ground maintenance, school landscaping, general school custodianship, accident prevention and first aid, elementary science for school custodians, electricity for the school engineer, human relations, arithmetic applied to school custodianship and leadership training.
New York	Housekeeping, heating, electricity for the school custodian, general school custodianship.
Oregon	Housekeeping, heating, ventilating, school plant maintenance, general school custodianship, human relations, accident prevention and first aid, leadership training.
Arkansas	Housekeeping, school landscaping, general school custodianship, electricity for the school engineer, human relations.
Nevada	Housekeeping, school plant maintenance, general school custodianship.

The following table gives the aims and objectives of the janitor-engineer schools.

Table 8. Aims or Objectives of the Schools.

State	Aims or objectives
Minnesota	Train men to become first class janitors more rapidly and to become more efficient in their work. Educate men to pass the state examination for the different license grades.
Colorado	Train men to be more efficient janitors. Train men to consider the health of the students in their schools. Standardize the work of the janitor.
Kansas	Train men to be more efficient janitors. Improve the status of the janitor. Protect life and property against inefficient janitorial service. Standardize the work of the janitor.
California	Train men to become more efficient janitors. Standardize the work of the janitor. Improve the status of the janitor. Develop proper concept of building care.
Indiana	Train janitors in service.
N. Dakota	Protect life and property against inefficient janitorial service.
Oklahoma	Aid men now employed to obtain useable information and definite practice in custodianship so that they may better care for the health and general welfare of the children under their care.
Missouri	Develop proper concept of building care. Improve morale of custodial force. Train in modern practice of building care. Teach cooperation between teacher, administrator and janitor.
Nebraska	Train janitors to become more efficient. Professionalize the occupation.
N. Carolina	Train janitors to be more efficient.

Iowa	Enable the custodian to do his work more effectively, with less physical labor, thus saving the money of the tax payer.
Utah	No data.
Arizona	Education of janitors. Exchange of ideas. Standardization of the work of the janitor.
S. Dakota	No data.
Michigan	To bring to the janitor or custodian the latest scientific information to help him to become more efficient and economical in the care, operation and maintenance of the school plant.
Illinois	Improvement of the building maintenance. Improvement of the status of the janitor.
New Mexico	Improve the class of workmanship. Improve the conditions of health in the schools. Train janitors in the new methods of maintenance. Teach cooperation between the teacher, the scholars and the janitor.
New York	Training of janitors in service.
Oregon	More service and better service to increase janitor salaries. Better janitor status through better service. Establish and maintain standards for certification of janitors.
Arkansas	Improve the efficiency of the janitor. Increase salaries due to improved service. Dignify the occupation and determine promotion procedure. Develop some method to select the best method to select janitors.
Nevada	No data.

The instructors in the janitor-engineer schools are secured from various places. Some states use local school employees and experienced janitors while others use specialists in their particular field. Minnesota is the only state that requires the instructors to hold a degree. The instructors of the Minnesota school must be specialists in their field with master's degrees in mechanical engineering. Table number 9 gives the places where the states secure their instructors.

Table 9. Janitor-Engineer School Instructors.

State	Where instructors are secured
Minnesota	Specialists in their field with master's degree in mechanical engineering.
Colorado	Specialists in their field.
Kansas	Experienced janitors. Specialists in their field. Local school employees.
California	Experienced janitors.
Indiana	Local school employees. Experienced maintenance men. Specialists from other states.
N. Dakota	Specialists from other states. Local school employees.
Oklahoma	Local school employees. Experienced janitors. State employees. Interested school administrators.
Missouri	Local school employees. Experienced janitors. State employees.

Nebraska	Local school employees. Experienced janitors. Specialists from other states.
N. Carolina	Local school employees. Specialists in their field.
Iowa	Local school employees. Experienced janitors. Specialists in their field.
Utah	Local school employees. Experienced janitors.
Arizona	No data.
S. Dakota	Experienced janitors. Specialists from other states.
Michigan	Local school employees. Specialists from other states. Members of the Michigan State College faculty.
Illinois	Local school employees. Experienced janitors. State employees. Specialists in their field.
New Mexico	Local school employees.
New York	Local school employees. Experienced janitors.
Oregon	Experienced janitors. State employees. Specialists in their field (secured from other states.)
Arkansas	Local school employees. State employees. Specialists in their field.
Nevada	Specialists in their field.

The janitor-engineer schools are directed or sponsored by various agencies and are financed in many different ways. The following data gives the directors or sponsors of the schools and the methods by which the schools are financed.

Table 10. Sponsors and Methods of Financing Schools.

State	Sponsors and how financed
Minnesota	Sponsored by the Minneapolis Board of Education and financed by funds granted by the Board and funds secured under the Federal Vocational Act.
Colorado	Sponsored by the Colorado State College of Education and financed by the ten dollar registration fee which is charged.
Kansas	Sponsored by the Kansas State Board for Vocational Education in cooperation with the local schools of the cities where held. Financed by funds secured under Federal Vocational Act and state funds.
California	Sponsored by the Los Angeles Board of Education and financed by Smith-Hughes funds.
Indiana	Sponsored by Purdue University and the State Department for Vocational Education. Financed by the University funds and funds secured under the Federal Vocational Act.
N. Dakota	Sponsored by the North Dakota Agriculture College at Fargo, North Dakota. Financed by local and state school funds and the tuition fee of three dollars.

Oklahoma	Sponsored by the Department of Trade and Industrial Education of the Oklahoma Agriculture and Mechanical College, in conjunction with the State Department of Industrial Education and financed by state and federal vocational funds.
Missouri	Sponsored and directed by the State Director of Public Building Service and financed by state and federal funds.
Nebraska	Sponsored by the Teachers College of the University of Nebraska and financed in part by fees and in part by the University appropriations. Plans are under consideration by which funds will be secured from the state and from the Federal Government.
N. Carolina	Sponsored and organized under the State School Commission and financed by state funds.
Iowa	Sponsored by the Iowa State College at Ames and financed by state funds.
Utah	Sponsored by the State Department of Education Division of Vocational Education and financed by state and Federal Vocational Education funds.
Arizona	Sponsored by the State Vocational Department and financed by State Vocational funds.
S. Dakota	Sponsored by the State Department of Trade and Industrial Education and financed by state funds.
Michigan	Sponsored by Michigan State College and the W. M. Kellogg Foundation and financed through the college funds and registration fees.

But few states have legislative requirements regarding the preparation and training of janitors of public buildings.

Illinois	Sponsored by the Southern Illinois State Normal University and financed by the college and state funds.
New Mexico	Sponsored by the New Mexico Normal University and financed by tuition.
New York	Sponsored by the Board of Education of the city of New York and financed by local school funds.
Oregon	Sponsored by the local schools where held and the State Department for Vocational Education and financed by the Vocational department.
Arkansas	Sponsored by the State Department of Trade and Industrial Education and financed by state funds matched by local funds.
Nevada	Sponsored by the University of Nevada and financed by the University funds and funds from the State Department for Vocational Education.

Delaware	No legislation	Yes
Massachusetts	No legislation	Yes
Nebraska	No legislation	No data
N. Carolina	No legislation	Unpublished
Iowa	No legislation	Yes
Utah	No legislation	Yes
Arizona	No data	Yes
S. Dakota	No legislation	Yes
Michigan	No legislation	No data
Illinois	No legislation	Unpublished
New Mexico	No legislation	Yes
New York	No legislation	No data
Oregon	Health department	Yes
Arkansas	No legislation	Yes
Nevada	No legislation	Yes

But few states have legislative requirements regarding the preparation and training of janitors of public buildings. Not all of the directors of the janitor-engineer schools favor state certification of janitors. Table number 11 gives the legislative requirements of janitors in the various states conducting schools and the data in reference to the states in which the directors favor state certification of janitors of public schools.

Table 11. Legislative Requirements and State Certification.

State	Legislative requirements at the present time	Favor state certification
Minnesota	State engineer license required	No
Colorado	No legislation	Yes
Kansas	No legislation	Yes
California	No data	Yes
Indiana	No legislation	Not yet
N. Dakota	No legislation	Yes
Oklahoma	No legislation	Yes
Missouri	No legislation	Yes
Nebraska	No legislation	Not sure
N. Carolina	No legislation	No data
Iowa	No legislation	Undecided
Utah	No legislation	Yes
Arizona	No data	Yes
S. Dakota	No legislation	Yes
Michigan	No legislation	No data
Illinois	No legislation	Undecided
New Mexico	No legislation	Yes
New York	No legislation	No data
Oregon	Health standards	Yes
Arkansas	No legislation	Yes
Nevada	No legislation	Yes

JANITOR-ENGINEER SCHOOLS OF KANSAS

On December 12 to 16, 1927, the first janitor-engineer school of Kansas was held at Pittsburg under the direction of Mr. Marion Smith.¹ This school was conducted by the Kansas State Board for Vocational Education in cooperation with the Kansas State Teachers College of Pittsburg. Thirty-three janitors were in attendance. The program of this first school consisted very largely of lectures with some few demonstrations and of inspection trips. The problem of heating was considered to be the most necessary part of instruction and was taught by demonstration upon the various types of heating plants on the campus of the college and in the public school buildings of Pittsburg. All instruction was on a demonstration and practical basis as no textbooks were used.

A copy of the program is inserted in the appendix, pages 58 - 60.

The instructors were faculty members of the Kansas State Teachers College of Pittsburg and a selected group of practical janitors and engineers representing the janitor-engineer school faculty.

1. Parker, Laurence. The Story of Kansas Janitor-Engineer Schools, 1927 to 1936 (inclusive). p. 3 - 4.

In June of 1928 the second janitor-engineer school was held at Pittsburg. This school was conducted by the Kansas State Board for Vocational Education in cooperation with the Kansas State Teachers College of Pittsburg. Eighty-eight janitors were in attendance, twenty of whom had attended the school held the previous year. Housekeeping was stressed at this school and a number of demonstrations were given on how to do the things associated with school housekeeping in the right way. Instruction was very similar to that of the previous year.

The third Kansas janitor-engineer school which met at Pittsburg on June 3 to 7, 1929, had an enrollment of one hundred fourteen janitor-engineers, ten of whom were from states other than Kansas. As in the two previous years, the school was conducted by the Kansas State Board for Vocational Education in cooperation with the Kansas State Teachers College of Pittsburg.

As in previous schools, demonstrations of good methods were given in this school. In addition, carefully planned practices in jobs in housekeeping by the janitors in attendance were attempted for the first time.

The faculty of this third school consisted of members of the faculty of the Kansas State Teachers College of Pittsburg and a janitor-engineer school faculty of practical

janitors. The following practical janitors served on the faculty:²

- L. V. Burfield, Independence, Kansas.
- J. H. Cappers, K.S.T.C., Pittsburg, Kansas.
- A. D. Lowrance, Chanute, Kansas.
- Ed O'Dower, Neodesha, Kansas.
- W. H. Wortman, Fort Scott, Kansas.

A number of commercial firms, engaged in the manufacture and sale of janitor equipment and supplies, had a place on the program and gave lectures and demonstrations. Educational films were also presented by the firms.

A steadily increasing demand for additional schools was responsible for the establishment of another school in 1930. After conferring with Mr. J. W. Gowans, Superintendent of Schools at Hutchinson, Kansas, the decision was reached to hold a five day janitor-engineer school at the Hutchinson high school following the five day school held at the Kansas State Teachers College at Pittsburg. The Hutchinson high school building was ideal for a janitor-engineer school as it had all the types of seating and floors a janitor must deal with in his work. The rooms were used as a laboratory for giving demonstrations by the instructors and for practice by the janitors.

The first definite organization of instruction was started in January, 1930, when a number of instructors and demonstrators met to organize the program for the 1930

2. Parker, Laurence. The Story of Kansas Janitor-Engineer Schools, 1927 to 1936 (inclusive). p. 7.

schools. L.V.Burfield, L.W.Winkel, A.D.Lowrance, and W.A.Wortman met and the following classification of the work of the janitor-engineer was developed:³

1. Housekeeping
2. Heating and Ventilating
3. Outside Work
4. Maintenance and Repairs

Job sheets covering most of the common housekeeping jobs were developed by the above named men together with various groups of practical janitors and engineers. Forty-six job sheets were constructed covering sweeping, dusting, mopping, and cleaning. These job sheets were submitted to all of the demonstrators and gone over very carefully before the opening of the schools.

A copy of a job sheet is in the appendix, page 61.

Several months before the opening of the 1930 janitor-engineer school, the following men were selected by Mr. Laurence Parker, director of the Kansas janitor-engineer school, to act as demonstrators and supervisors of practice:

Demonstrators

L.V.Burfield
A.D.Lowrance
L.W.Winkel
W.A.Wortman

Supervisors

C.L.Erickhart
W.E.Hendricks
A.F.McKellar
Charles Olds

The Pittsburg school opened on June 2 and closed on June 6. The enrollment of the school was 159, of whom 122 were janitors. The Hutchinson school was held the following week with an enrollment of 134, of whom 126 were janitors,

3. Parker, Laurence. The Story of Kansas Janitor-Engineer Schools, 1927 to 1936 (inclusive). p. 10.

making a total of 246 janitors in attendance at the two schools. Eighteen of the janitors attending the Pittsburg school had attended the schools held in previous years.

Enrollment cards were used for the first time this year.

A sample of the enrollment card is in the appendix, page 62.

During the sessions of the 1930 school, a janitor could see demonstrated and then have a chance to practice one-half of the jobs listed on the enrollment card. The card also provided a place for the instructor to rate the janitor upon his practice work. Job sheets were provided for each job practiced by the janitor.

On the first day of both the Pittsburg and the Hutchinson schools, a plan for the certification of janitors was proposed and adopted. Certificates are issued on the following conditions:⁴

1. The janitor must have been in attendance at the Kansas Janitor-Engineer Short Courses, for at least two years, at any time following June 1, 1930.
2. He must have completed, satisfactorily, the practice of the list of jobs listed on the enrollment card.
3. After he has completed the above practice (which requires two years' attendance at short courses) he shall make application to the State Board for Vocational Education at Topeka for a certificate.

4. Parker, Laurence. The Story of Kansas Janitor-Engineer Schools, 1927 to 1936 (inclusive). p. 18.

4. A committee made up of one man or more from the Kansas Janitor-Engineer Association and a representative from the State Board for Vocational Education shall make a surprise visit upon the janitor. The committee shall inspect his building, using a rating card as evidence of his ability as a janitor.
5. Upon the recommendation of the committee, a certificate will be issued by the Director of Vocational Education for the State Board.
6. In case that the building does not show the evidence that the janitor is proficient and entitled to a certificate, the man can, after another year's attendance at the school, make application again.

The housekeeping certificates are twelve by fourteen inches in size and are issued by the Kansas Board for Vocational Education.

In 1930, certificates of progress were first used. The form used for evening vocational trade students was used until 1934, when a special triplicate cardboard form was developed for the janitor-engineer schools. In using the triplicate form, one copy is retained by the school and two copies are given to the janitor on the last day of the school. One copy is for himself and one copy is for his superintendent or his board of education.

A copy of the certificate is in the appendix, page 54.

In September, 1930, the first issue of a monthly News Letter was sent to janitors. The News Letter was sent to all janitors who had attended the janitor-engineer schools and to such other janitors whose names and addresses could be secured. At the present time the mailing list of the

News Letter not only includes janitor-engineers, but also city superintendents of schools and county superintendents of schools. The letters tell news of the janitor-engineer schools just closed, the men visited at their work, extracts from the letters of janitors and news of the coming janitor-engineer schools.

A copy of a recent issue of the News Letter is in the appendix, pages 64 to 68.

The fifth series of janitor-engineer schools was held at Pittsburg and Hutchinson in 1931. The Pittsburg school opened on June 1 and closed June 5. There was an enrollment of 150, of whom 123 were janitor-engineers coming from thirty-five different cities located in four different states. The Hutchinson school was held the following week with a total enrollment of 149, of which number 121 were janitor-engineers; sixty-one cities were represented by the 121 janitors in attendance.

Instruction consisted of addresses, lectures, films and demonstrations and practices. Demonstrations were given in the morning and general sessions were held in the afternoon. Heating and ventilating instruction was better organized and greatly improved during this school.

Commercial firms engaged in the manufacture and sale of janitor equipment and supplies had exhibits and gave demonstrations.

Two practical janitor-engineers, C.L.Darnell and J.H.Cappers of Pittsburg, Kansas, were added to the faculty of the janitor-engineer school. The addition of these two men to the faculty increased the number to ten practical janitor-engineers.

The 1932 school, the sixth in the series of Kansas Janitor-Engineer Schools, was held in Hutchinson and Pittsburg. The Hutchinson school was held June 6 to 10 with 95 janitor-engineers in attendance and the Pittsburg school was held June 13 to 17 with an attendance of 80 janitor-engineers, making a total of 175 janitor-engineers in attendance. The attendance was 69 less than in 1931.

Instruction this year followed the same general lines of the previous year, but with a notable improvement in each department. Advanced housekeeping, later called house-keeping management, was introduced this year. No new members were added to the faculty this year.

Colored Dennison tags were used as identification badges for the first time. They were worn by the students while attending the school. The following color code was used: ⁵

Green	Housekeeping I
Yellow	Housekeeping II
White	Housekeeping Management
Blue	Heating and Ventilating I
Red	Heating and Ventilating II

5. Parker, Laurence. The Story of Kansas Janitor-Engineer Schools, 1927 to 1936 (inclusive). p. 24.

with the badge each student received a book of 24 coupons each bearing the same number as his badge and work card.

Specimens of the identification tag, the coupons and work record cards are found in the appendix, pages 62 and 63.

These coupons are taken up at any time during the meeting and are the basis for the recording of attendance.

A charge of 5% against attendance is made for each coupon missing from the student's coupon record. The use of the coupon has kept programs on time and has reduced absences.

The work card previously referred to is used by all students except those taking housekeeping I and II.

A heating and ventilating certificate from the State Board for Vocational Education was adopted. The certificate is issued upon the satisfactory completion of the heating and ventilating course, which requires the attendance of two series of schools and the passing of an examination on heating and ventilating.

In preparation for the 1933 schools, a course in teacher training was held one Saturday of each month throughout the year at a location convenient to the instructors of the janitor-engineer school. At each meeting, representatives from the manufacturers of janitor supplies or dealers in such supplies spent the day with the faculty. Many questions were answered by demonstrations of the products and when possible, whatever the representative demonstrated, was practiced by

the members of the faculty in much the same manner as the housekeeping classes practiced in the janitor-engineer schools.

As a result of these meetings, the janitor-engineer faculty received much new material and data that was of use in their teaching. The confusion of trade names and claims for unusual performance for products was cleared. The answers of the company representatives were recorded under each question in a report which could be reviewed at a later time by the faculty members.

The original set of job sheets for housekeeping had been revised from time to time, but a complete revision and enlargement of the set was made before the opening of the 1933 school. Sweeping with a treated mop became standard instruction in many of the job sheets. Eleven information sheets and a janitor material chart were added to the set.

The seventh series of janitor-engineer schools was held at Pittsburg and Wichita. The Hutchinson school was moved to Wichita. The effects of the depression were felt at the schools as the attendance of the Pittsburg school, which was held from June 9 to June 12, was only 64 with an enrollment of 47 janitor-engineers. The Wichita school, held the following week, had a total enrollment of 147, of whom 127 were janitor-engineers.

Floor rejuvenation was a new course of instruction

added at this school. Companies selling floor finishing products provided the materials and demonstrated the various steps in the application of floor finishes. The faculty and Mr. Laurence Parker, the director, had planned for those who enrolled in the course to help in each step as the floors were being refinished, but only a small group enrolled and a close observation of the process of refinishing various types of floors constituted the course.

Housekeeping, advanced housekeeping and heating and ventilating were also taught. A well planned course of instruction in practical applications of electrical theory for heating and ventilating was commenced in this school and has continued as a part of the course. New features have been added from time to time. As in the past, instruction consisted of lectures, discussions and demonstrations and practices. Supply and equipment companies had exhibits and gave demonstrations of their products.

During the winter of 1933 and 1934, another teacher training program was followed. As in the teacher training schools of the previous winter, supply companies answered standard sets of questions prepared by the faculty and director of the janitor-engineer school. The study and practice of proper methods of demonstration and the supervision of practice were considered. The job of a chairman of a meeting was discussed and rules were formulated which

were used in the general session of the Kansas janitor-engineer schools. The conference method of solving problems was used with the group of teachers, some of whom used it to help them in the round table meetings in the janitor-engineer schools.

The eighth series of Kansas janitor-engineer schools was held at Topeka and Wichita. The Pittsburg school was moved to Topeka. This was the first year a school was not held at Pittsburg since the organization of janitor-engineer schools in Kansas. This change brought the school closer to the janitors of northern Kansas, only a few of whom had attended the Pittsburg school. It was also possible to secure some of the local talent of Topeka for the general sessions which were held each morning.⁶

The faculty for the school was the same as for the 1933 schools. There was a marked improvement in their work, due in a large part to the teacher training program held during the winter. A new plan was introduced whereby each chairman of a meeting had two assistants. All housekeeping jobs were scheduled as to days and hours of demonstration and practice.

Fire prevention and fire fighting was a new course organized this year. Other courses offered were house-keeping 1 and 11, heating and ventilating 1 and 11, floor

6. Parker, Laurence. The Story of Kansas Janitor-Engineer Schools, 1927 to 1936 (inclusive). p. 37 - 38.

rejuvenation and advanced Housekeeping I and II.

Speed contests, used as a teaching device, were introduced this year. Contests in room and gymnasium sweeping and window and blackboard cleaning were conducted. The supply companies having exhibits at the school provided the prizes for the winners of the events. Prizes consisted of janitor supplies and equipment.

In the winter of 1934-1935, another series of Saturday meetings of the janitor-engineer school faculty was held. The fundamentals of learning were reviewed. The responsibilities of a janitor were analyzed and plans made whereby instructors in the school would help the janitor to recognize and meet the responsibilities in his own school. Plans were made for the teaching of fire prevention and fire fighting, which was to consist of the practical aids and methods a school janitor should know.

The ninth annual series of Kansas Janitor-Engineer Schools was held at Wichita and Topeka. The Wichita school met on June 3 and closed June 7 with 147 janitor engineers in attendance. The Topeka school met the following week and during the five day session had an enrollment of 127 janitor-engineers. The number of janitors and also of exhibitors was greater than in the past years.

The teacher training program of 1935-1936 consisted of five Saturday meetings held in October, December, January,

March and May. The responsibilities of instructors and chairmen were reviewed and discussed. The tentative program for the coming school was carefully reviewed for improvement, and each instructor made preparation to care for his part of the program. Members of the faculty turned their examination questions into true-false, multiple choice and completion type. Job and information sheets were prepared by Mr. Lowrance.

The tenth annual series of the Kansas Janitor-Engineer Schools was held at Wichita, June 1 to June 5, and at Topeka the following week. The total enrollment of janitor-engineers in the two schools was 294. Six women attended the Wichita school. The faculty of the schools consisted of the following practical janitor-engineers:⁷

Housekeeping

Ellsworth Darnell, Pittsburg, Kansas.
Arlie Biggs, Chanute, Kansas.
L.W.Winkel, Independence, Kansas.
W.E.Hendricks, Girard, Kansas.

Housekeeping Management

C.S.Gribbin, Kansas City, Kansas.

Heating and Ventilating

A.D.Lowrance, Chanute, Kansas.
W.A.Wortman, Fort Scott, Kansas.

7. Parker, Laurence. The Story of Kansas Janitor-Engineer Schools, 1927 to 1936 (inclusive). p. 49 - 50.

Fire Prevention and Fire Fighting

L. V. Burfield, Independence, Kansas

First Aid Instruction

A. F. McKellar, Neodesha, Kansas

First Aid, previously taught in connection with fire prevention and fire fighting, was offered as a separate course requiring two years work. A Red Cross First Aid certificate is granted to those completing the course. The enrollment in the course was large. Other courses offered were housekeeping I and II, heating and ventilating I and II, housekeeping management I and II, and fire prevention and fire fighting.

Companies engaged in the manufacture and sale of janitor equipment and supplies had exhibits at the schools. Several companies showed films. Attendance of janitors was optional as the films were shown independently of the school. Competitive organizations are not placed on the regular program; however, they do provide the supplies used for housekeeping demonstrations and the gifts offered as prizes in the speed contests.

The eleventh series of Kansas Janitor-Engineer Schools was held in 1937 at Wichita, Topeka and Hays. The need for a school in the western section of the state had been felt for some time, but not until this year was it possible to locate a school west of Hutchinson. Locating the school at

Hays made it possible for the janitors of the western section of the state to attend the janitor-engineer schools who otherwise would not have attended, due to the greater distance to be traveled.

The Wichita school met June 7 to 11 with an enrollment of 173. The Topeka school met the following week with an enrollment of 124 and the Hays school met June 21 to 26 with an enrollment of 37. The total enrollment of the three schools was 334 janitor-engineers. Thirty-eight representatives of companies engaged in the manufacture and sale of janitor supplies and equipment had exhibits and displays,⁸ which, as in the past, were kept on an educational basis. The schools were operated by the Kansas State Board for Vocational Education in cooperation with the local schools where held.

There were no changes in the personnel of the faculty this year. In the schools at Topeka and Wichita, instruction in housekeeping I and II, heating and ventilating I and II, housekeeping management and first aid were given. Lectures by recognized authorities on fire prevention, maintenance and electrical theory and practice and addresses by leading school men of Kansas were given at the general sessions. A copy of the program of the Wichita school can be found in the appendix, pages 70 - 73. The Topeka program was similar

8. Parker, Laurence. Data in personal letter to writer dated June 24, 1938.

to the Wichita program.

At the school held at Hays housekeeping and heating and ventilating were offered. Lectures and demonstrations on fire prevention, health education, beautification of school grounds and electrical theory were given; also addresses by school men. The instructors of the school were L.W.Winkel and A.D.Lowrance of the janitor-engineer faculty and members of the Fort Hays Kansas State College faculty.

In preparation for the twelfth series of Kansas Janitor-Engineer Schools, faculty meetings were held during the winter of 1937-1938. The fundamental purpose of the meetings was to improve the material and methods of instruction in the schools to be held the following June. An improvement in the program for 1938 was made whereby the general sessions were to be shortened so that longer class periods could be held on some of the days. The additional periods were to be used largely for discussion of the instruction given in the work periods. The period from four to six o'clock in the afternoon was to be devoted to commercial films, lawn mower demonstrations and field trips on shrubs. Attendance at these late afternoon classes will be optional.

While making preparation for the 1938 janitor-engineer schools the faculty and the director also devised a plan of recognition for faithful attendance at janitor-engineer schools. Three awards or certificates--500 point custodian,

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9. Programs of the Eleventh Series of Kansas Janitor-Engineer Schools (1937).

1000 point custodian and 2000 point custodian--will be given for faithful and conscientious attendance. As the program was set up for the 1938 janitor-engineer schools, points toward the certificates were counted in the following ways: 10

- 5 points earned for each general session attended.
- 10 points earned for each class period attended.
- 25 points earned for each work period attended.
- 10 points earned for wearing complete janitor uniform.
- 25 points earned for each new janitor brought to school.
- 50 points earned for each school attended from 1930 to 1937, inclusive.

The twelfth series of Kansas Janitor-Engineer Schools was held in 1938 at Wichita, Topeka and Hays. The Wichita school met June 6 to 10 with an enrollment of 179. The Topeka school, which met June 13 to 17, had an enrollment of 125 and the school which met at Hays on the following week had an enrollment of 51. A total of 170 cities were represented by the 355 janitors who enrolled in the three schools. Sixty-eight new men--and women--were enrolled in the Wichita school, thirty-four in the Topeka school and thirty-three in the Hays school.

Twenty manufacturers and dealers in janitor-engineer equipment and supplies had exhibits at the Wichita school. The same number were represented at the Topeka school but only six were at the school at Hays. As in the past the representatives in charge of the exhibits kept their displays on an educational basis.

As in the past, the classrooms, halls, stairways, gymnasiums and toilets of the school buildings where the schools were conducted were used for demonstration and practice for the housekeeping classes. Practical instruction in heating and ventilating, with special emphasis placed on the needs of those in attendance, was offered at all of the schools. Lectures by recognized authorities on fire prevention, sanitation, illumination and electrical theory and practice were also given. First aid I and II, which consisted of instruction and drill in first aid by experts, was offered at the Wichita and Topeka schools.

A new course in teacher-training under the direction of Mr. J. W. Paul, associate state supervisor of trades and industrial education, was introduced at the Wichita and Topeka schools. Instruction was given each evening. Only those janitors who have received their housekeeping certificates are eligible to take the course. The course is designed primarily for those janitors who wish to conduct classes in janitor-training in their own communities.

Twenty-seven men earned heating and ventilating certificates in the 1938 schools. Seven completed the first aid course and received certificates. Forty-six men and women made application for housekeeping certificates which will be granted, if upon inspection by Mr. Winkel, their building can be approved. Twenty-seven 500 point certificates and six 1000 point certificates were issued. Since no janitor

in attendance had earned 2000 points, no 2000 point
 11
 certificates were issued.

More janitors were enrolled in the 1938 schools than in
 any other series. The following table gives a good picture
 of the growth in attendance of the janitor-engineer schools. 12

Table 12. Kansas Janitor-Engineer School Attendance.

Year	Number in Attendance
1927	33
1928	88
1929	114
1930	246
1931	244
1932	175
1933	174
1934	244
1935	274
1936	294
1937	334
1938	355

11. Parker, Laurence and Winkel, L.W. Janitor-Engineers'
News Letter. Sept. 1, 1938. V. IX, No. 1.
12. Parker, Laurence. The Story of Kansas Janitor-Engineer
Schools, 1927 to 1936 (inclusive). p. 4, 6, 7, 9, 17, 21,
 25, 32, 38, 44, and 51. Also data received in personal
 letter from Mr. Parker.

Many of the janitor-engineers of Kansas have attended two or more schools. The following table gives the number of janitors and the number of years in attendance, including 1938.¹³

Table 13. Janitor-Engineer Attendance in Years.

Years in attendance	Number of janitors
One year	418
Two years	188
Three years	114
Four years	71
Five years	83
Six years	25
Seven years	20
Eight years	14
Nine years	7
Ten years	6
Eleven years	1

13. Compiled from data received from the office of Laurence Parker.

CONCLUSION

In the United States janitor-engineer schools are conducted in twenty-one of the states. In most of the states but one school is held each year. The length of term varies from two days to nine months. More schools are conducted on the one week plan than any other plan. The schools at Minneapolis, Minnesota, and New York, New York, which are conducted primarily for the training of the local school custodians and janitors without doubt provide the most intensive instruction. The length of term is thirty-two weeks for the Minneapolis, Minnesota, school and nine months for the school at New York, New York.

Of the twenty-one schools, almost half--ten--report that some of the janitors enrolled come from other states. Since many of the public schools are employing matrons and women building supervisors, the janitor-engineer schools are admitting women to their classes. Ten states have women in attendance. California, with about ten per cent of the total enrollment women, has the largest per cent of women in attendance.

Attendance has increased from year to year in all of the schools with the exception of the schools in North Carolina, Minnesota, and Nebraska.

Considerable variation exists as to the time or number

of years required to complete the work offered in the schools. Six of the states report their course of study as being based on the one year plan, two on the two year plan, five on the three year plan, three on the four year plan, one on the five year plan, one on the seven year plan and one with no time limit.

In all the states many of the janitors attend more than one year and many complete the course. Of the thirteen states reporting, an average of about 67 per cent of the total enrollment complete the courses.

Instruction in the janitor-engineer schools consists of actual demonstrations and practices, conferences and lectures. In all but six of the states the instructors of the schools must meet certain special requirements. These special qualifications in most schools, however, are not very high. The requirement reported most often was experienced janitors or successful teachers in their field. Minnesota, which requires her instructors to be university graduates with master's degrees in mechanical engineering with some practical experience, demands the highest qualifications. In Kansas and Oklahoma the instructors have had definite teacher training in reference to the teaching of public school janitors.

Thirteen of the twenty-one states in which schools are held grant certificates. In many of the states

certificates are granted on the basis of attendance. In Minnesota certificates are granted on the basis of final examinations. In Kansas, Missouri and Arizona an inspection and satisfactory rating of the janitor's own building is made before certificates are granted to those janitors who have attended the janitor-engineer schools.

The field in which instruction or information is given varies but little in the different schools. House-keeping, heating and ventilating, or related subjects, are taught in all of the schools. School plant maintenance or general school custodianship is likewise offered to the janitors in most of the schools. Accident prevention and first aid, a very desirable course, is offered in all but seven of the schools reporting. Leadership training is given in nine of the schools. This training will make it possible for the janitors taking the course to more easily impart the knowledge and skill they have gained to those working under them in their own schools--such as National Youth Administration students, etc. Air conditioning is a new course and will, no doubt, be found in all the schools in a few years. At the present time it is offered in nine schools.

The aim or objective of the janitor-engineering school may be stated in one sentence--train men to be more efficient janitors and to improve the status of the janitor.

Most of the schools are sponsored by the university or

college located in the city where held. The other schools are sponsored by the State Boards for Vocational Education in cooperation with the local schools of the cities where held.

The schools are financed by registration fees, local school funds, state funds and funds secured from the federal government as provided by the Federal Vocational Act or a combination of these funds.

Minnesota, which requires janitors to have a state engineering license, is the only state reporting as having legislative requirements relative to the preparation and training of janitors of public buildings. Thirteen of the directors of janitor-engineer schools favor state certification of janitors, one is opposed, three are not sure, one does not favor state certification at the present time and three did not report.

The janitor-engineer schools of Kansas are conducted by the Kansas State Board for Vocational Education in cooperation with the schools in the cities where held. For the first three years only one school was held each year, but a steadily increasing demand for additional schools was responsible for the establishment of another school in 1930. Since 1937 three schools have been conducted each year. The schools are held at Wichita, Topeka and Hays; thus making the schools accessible to practically all of the janitors within the state.

Without doubt the schools at Wichita and Topeka offer more to the janitors than the Hays school as the range of subjects in which instruction is given is greater. However, the quality of instruction is similar, as the Hays Janitor-Engineer School faculty is made up of members of the Wichita and Topeka Janitor-Engineer School faculty.

Instruction in the schools is on a demonstration and practice basis. The instruction is free. The field of instruction has increased since the organization of the first school until at the present time, courses are offered covering most of the work of the janitors of public buildings. Instruction now covers housekeeping, heating and ventilating, fire prevention and fighting, floor finishing, first aid, electrical theory and practice and housekeeping management. A new course in teacher-training was first offered in the 1938 schools held at Wichita and Topeka. This course is conducted and designed primarily for those janitors who wish to conduct classes in janitor training in their own communities. With the continued employment of youths working under the National Youth Administration Act and inexperienced men as assistants, the janitors will find the course a valuable aid for receiving suggestions and discovering devices for the training of these youths and men.

Since 1930 job sheets covering most of the common house-keeping jobs have been used. The original set of job sheets have been revised and enlarged from time to time. In 1933

information sheets and a janitor material chart were added to the set. These job sheets are an added help to the instructors. They are also of much value to the janitors in their practice of the various jobs listed on the enrollment card.

Speed contests, used as a teaching device, stimulates interest and promotes a desire to secure the prizes offered by the supply companies having exhibits at the schools. The device has proven of great value in developing accuracy and speed in the various jobs for which it is used.

Commercial firms engaged in the manufacture and sale of janitor equipment and supplies have exhibits and give demonstrations at the schools. The janitors are not required to attend the demonstrations, but many do. Much valuable information and many new practices are discovered by those janitors who do attend.

The instructors of the Kansas schools are experienced janitors and are considered specialists in their field. An unusual feature found in the Kansas schools is the course in teacher-training which is held for the instructors of the janitor-engineer schools. A meeting of all the instructors is held on one Saturday of each month during the winter. The fundamental purpose of the meetings is to improve the materials and methods of instruction in the schools to be held the following summer. This teacher-training program is one of the most outstanding

characteristics of the janitor-engineer schools of Kansas.

Another unusual feature of the Kansas schools is the monthly News Letter which is sent to all the janitors who have attended the schools and to such other janitors whose names and addresses can be secured. The News Letter is also sent to city superintendents and county superintendents of schools. The letters, beside other information, include news of the schools just closed and the coming schools.

Enrollment in the Kansas schools has increased from thirty-three in 1927, when the first school was held, to three hundred fifty-five in 1938. Many of the janitors have attended five or more years. This continued attendance year after year by many janitors and the continued increase of attendance at the schools indicates that the janitors of Kansas are receiving practical worthwhile instruction at their schools. The school faculty has increased as the enrollment has increased. At the present time there are ten practical janitor-engineers on the faculty.

Housekeeping certificates are issued by the Kansas State Board for Vocational Education to the janitors who meet the required standards. Beside completing, satisfactorily, the required list of jobs, which requires two years of attendance at the janitor-engineer school, the janitor must keep his own buildings in such condition that they will pass an inspection before a certificate is granted. This

inspection is made as a surprise visit by a committee made up of one or more members of the Kansas Janitor-Engineer Association and a representative from the Kansas State Board for Vocational Education. A rating card is used in scoring the buildings.

A heating and ventilating certificate is granted upon the completion of the heating and ventilating course, which requires the attendance of two series of schools and the passing of an examination on heating and ventilating. Three awards or certificates are also granted for faithful and conscientious attendance. These awards stimulate interest and promote better attendance than would otherwise occur.

The coupon system of recording each janitor's attendance has kept programs on time and has reduced absences. This plan has proven the most desirable of any used in the Kansas schools.

SUGGESTIONS AND RECOMMENDATIONS

It is the opinion of the writer that the length of term of the janitor-engineer schools in some of the states is too short for best results as six of the twenty-one states have schools which are operated for less than one week. In ten states the length of term is one week. The suggestion is here made that the length of the school term be at least one or more weeks.

In thirteen of the states but one school is conducted each year. Since this school in some cases is not centrally located many of the janitors find it impossible to attend, who, were the schools nearer to their homes probably would attend. With this point in view the suggestion is made that the usefulness of the school over a wider area could be increased by conducting three or four schools in each state. The schools should be so located that all of the janitors of the state could attend with a minimum of traveling expenses.

The qualifications of the instructors of most of the states could be increased. A college or university graduate with a degree in engineering or some related subject and some practical experience would be a desirable standard to consider in the selection of instructors.

The schools in eight states do not grant certificates and in five states the schools grant certificates on the basis of attendance only. Some basis other than attendance probably should be considered when granting certificates to the janitor-engineers upon the completion of a course. The plan used by the schools of Kansas when issuing house-keeping certificates might well be adopted by the schools of some of the other states. By the Kansas plan an inspection, as a surprise visit, is made of the janitor's own building after the course is completed. If the building can be approved, as checked against a rating card, the certificate is granted. If the building cannot be approved, the certificate is denied. After another year's attendance at a school the janitor can again make application for a certificate.

The Kansas school located at Hays was established with the purpose of serving the janitors of the western section of the state. It could more adequately serve the janitors of this section of the state were all of the courses offered at the school that are offered at the schools in Wichita and Topeka. As the interest in the school at Hays grows and the enrollment increases these courses probably will be added.

The Janitor-Engineer News Letter might well be sent to members of Boards of Education as well as to janitors and superintendents of schools.

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The editors of the News Letter are Laurence Parker and L. W. Winkel. The News Letter provided much of the data for the schools which were held in 1938.

Kansas State Board for Vocational Education. Preliminary Program Kansas Janitor-Engineer Schools - 1938. 14p.

The preliminary program provided some of the data for the schools of 1938.

Kansas State Board for Vocational Education. Programs of the Eleventh Series of Kansas Janitor-Engineer Schools (Wichita, Topeka and Hays - 1937). 8p.

Much of the data for the schools of 1937 was secured from the programs for the eleventh series of schools.

Kendall, H. D. Correspondence. Raleigh, North Carolina. July 5, 1938.

Mr. Kendall is the director of the Janitor-Engineer Schools of North Carolina. All data in reference to the schools of North Carolina was secured from Mr. Kendall in letter form.

Parker, Laurence. Correspondence. Pittsburg, Kansas.

June 24, 1938.

Mr. Parker is the director of the Kansas Janitor-Engineer Schools. The data received from Mr. Parker proved most valuable and was used in compiling the tables found in the chapter on the Schools of Kansas. Much of the material found in the appendix was also received from the office of Mr. Parker.

Parker, Laurence. The Story of Kansas Janitor-Engineer Schools, 1927 to 1936 (inclusive). Topeka, Kansas.

Kansas State Board for Vocational Education, 1936.

67p.

The Story of Kansas Janitor-Engineer Schools, 1927 to 1936 (inclusive) is an account of the schools of Kansas dating from the first school to and including the 1936 schools. Much valuable data was secured from this source.

APPENDIX

Nº 982

Kansas State Board for Vocational
Education
Operating Kansas Janitor-Engineer School
Cooperating with

CERTIFICATE OF PROGRESS

..... has completed the short-unit course ofin the work of JANITOR-ENGINEER
He has earned points and his work was He is now eligible for one of the following short courses, of the trade, checked below.

- | | |
|---|---|
| <input type="checkbox"/> Housekeeping I | <input type="checkbox"/> Heating and Ventilating I |
| <input type="checkbox"/> Housekeeping II | <input type="checkbox"/> Heating and Ventilating II |
| <input type="checkbox"/> Housekeeping Management I | <input type="checkbox"/> First Aid Instruction I |
| <input type="checkbox"/> Housekeeping Management II | <input type="checkbox"/> First Aid Instruction II |

.....
Date

.....
Director of Kansas Janitor Engineer Schools

Certificate of Progress

JANITOR-ENGINEER SCHOOLS

Name of person or institution making report _____

Address _____ Date _____

Year in which the first Janitor-Engineer School was held in the state _____ Enrollment for first year _____

Place or places held _____

Number held to date _____

Attendance to date _____

Has attendance increased from year to year? _____

Number held each year? _____

Length of term? _____

How financed? _____

Do you charge a registration fee? _____ If so, the amount? _____

Do you grant certificates? _____ If so, on what basis? _____

_____ Kind _____

Do you favor state certification of janitors for public buildings? _____

Do women attend your school? _____ If so, estimate the percentage _____

Do janitors of states other than your own attend? _____

Do many janitors attend more than one year? _____

Do many complete the course? _____ About what per cent? _____

Is instruction of the lecture type, actual demonstration, or both? _____

Is the course of study based on the one year plan, two year plan, three year plan, or four year plan? _____

In how many fields is instruction or information given? _____

Please check the number of weeks instruction is given in the following fields:

Housekeeping	
Heating	
Ventilating	
School plant maintenance	
School landscaping	
General school custodianship	
Accident prevention and first aid	
Elementary science for school custodian	
Air conditioning	
Electricity for the school engineer	
Human relations	
Arithmetic applied to school custodianship	
Leadership training	

Briefly state the aims or objectives of your janitor-engineer school.

1. _____
2. _____
3. _____
4. _____
5. _____

Where do you secure your instructors? (Please check)

Are they local school employees?	<input type="checkbox"/>
Are they experienced janitors?	<input type="checkbox"/>
Are they state employees?	<input type="checkbox"/>
Are they specialists from other states?	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>

Do you have special requirements for instructors? _____

If so, please list _____

Do you have entrance requirements for janitors? _____

If so please list _____

What is the general attitude toward janitor-engineer schools?

Do the janitors in attendance feel that schools are worthwhile?

Does your state have any legislation regarding janitors, their preparation and training, etc? _____

By whom is your school conducted or sponsored? _____

Lecture at California
 1:15 to 2:00 p.m.
 "Firing Coal," (Lecture and demonstration) by O'Leary
 Held in 2100 Bldg.
 "Judging Quality of Coal; Making Coal on a Heat Basis,"
 Prof. G. E. Abernathy, R.S.T.C., Pittsburg.
 2:15 to 2:30 p.m.
 Inspection trip; venting.

JANITOR ENGINEER SCHOOL PROGRAM-1927

Monday, December 12

8:00 to 9:00 a.m.

Registration and enrollment. Carney Hall.

9:10 to 10:00 a.m.

Welcome - President Brandenburg.

Address - "The Janitor, the School and the Community,"
M. M. Rose, Pittsburg.

10:10 to 11:00 a.m.

"Mops and Mopping; Cleaning Torrazzo Floors," W. R. McNeice.

11:10 to 12:00 a.m.

"Cleaning and Oiling of Wood Floors," Ed O'Dower, Neodesha.

12:00 m.

Luncheon at Cafeteria.

1:10 to 2:00 p.m.

"Repair of Locks; Adjustment and Repair of Door Checks,"
W. R. McNeice, Coffeyville.

2:10 to 3:00 p.m.

"Janitors' Problems" -- Discussion.

3:10 to 5:00 p.m.

Inspection trip to high school heating plant.

Tuesday, December 13

8:00 to 9:00 a.m.

"Using Soaps and Soap Powders," W. R. McNeice.

9:10 to 10:00 a.m.

"Refinishing School Furniture," Prof. J. C. Woodin,
K.S.T.C., Pittsburg.

10:10 to 11:00 a.m.

"Principles of Ventilation; Testing for Air Circulation,"
Ed O'Dower, Neodesha.

11:10 to 12:00 a.m.

Demonstration of Ventilation Control.

12:00 m.

Luncheon at Cafeteria.

1:10 to 2:00 p.m.

"Firing Coal," (Lecture and Demonstration) Ed O'Dower

2:10 to 3:00 p.m.

"Judging Quality of Coal; Buying Coal on a Heat Basis,"
Prof. G. E. Abernathy, K.S.T.C., Pittsburg.

3:10 to 5:00 p.m.

Inspection trip; ventilating.

Wednesday, December 14

8:00 to 9:00 a.m.

"Burning Gas; A Gas Burner That a Handy Man Can Make,"
Ed O'Dower.

9:10 to 10:00 a.m.

"Keeping the Power Plant Clean; Summer Care of Heating
Plants," W. R. McNeice.

10:10 to 11:00 a.m.

"Systematic Checking for Needed Repairs; Care and Repair
of Steam Pumps," J. H. Cappers, K.S.T.C., Pittsburg.

11:10 to 12:00 a.m.

"Repair of Electrical Fixtures and Appliances," Prof.
W. H. Matthews, K.S.T.C., Pittsburg.

12:00 m.

Luncheon at Cafeteria.

1:10 to 2:00 p.m.

"Blackboard and Eraser Cleaning," (Lecture and Demonstra-
tion) Ed O'Dower.

2:10 to 3:00 p.m.

"Dusters and Dusting; Cleaning Windows," W. R. McNeice.

3:10 to 5:00 p.m.

Inspection Trip.

Thursday, December 15

8:00 to 9:00 a.m.

Conference on janitor problems.

9:10 to 10:00 a.m.

"Disinfectants," Dr. L. C. Heckart.

10:10 to 11:00 a.m.

"Toilets and Drinking Fountains - Cleaning and Care,"
W. R. McNeice.

11:10 to 12:00 a.m.

"Care of Electric Motors," Prof. E. W. Jones, K.S.T.C.,
Pittsburg.

12:00 m.

Luncheon at Cafeteria.

1:10 to 2:00 p.m.

"Furniture Refinishing; Furniture Polishing," Prof.
G. E. Braley.

2:10 to 3:00 p.m.

"The Relation of the Janitor to Public Health," Prof.
J. R. Wells.

3:10 to 5:00 p.m.

exhibits and exhibitors. Inspection of janitor and
engineer supplies on exhibition.

Friday, December 16

8:00 to 9:00 a.m.

"Painting Cement Floors," Discussion.

9:10 to 10:00 a.m.

"Disinfectants," Dr. L. C. Heckart, K.S.T.C., Pittsburg.

"Theory of Steam and Hot Water Heating; Theory and Operation of Steam Traps," Prof. W. A. Schuster, K.S.T.C., Pittsburg.

10:10 to 11:00 a.m.

Steam-fitting Demonstration.

"Plumbing Measurements; Taking Care of Expansion," W. R. McNeice.

11:10 to 12:00 a.m.

"Plumbing Repair; Fixing Leaks, Toilets, Fixtures and Traps," Ed O'Dower.

12:00 m.

Luncheon at Cafeteria.

1:10 to 2:00 p.m.

"Picking a Janitor; Qualifications of a Good Janitor," W. R. McNeice.

2:10 to 5:00 p.m.

"Care of Lawns and Shrubs," Prof. H. H. Hall, K.S.T.C., Pittsburg.

KANSAS STATE BOARD FOR VOCATIONAL EDUCATION

Topeka

Series 3 Trade of Janitor-Engineer
Job Level - Housekeeping
Job Sheet No. 4

1. Job Description Sweeping a class room with fixed desks and having treated, painted, or linoleum covered floors.
2. Standard Tools
Light, treated sweeping mop,
14" to 16" wide depending
upon size of fixed seats.
4" to 6" yarn nap.
Dust pan
Waste paper container
Putty knife
Counter brush
Radiator brush
3. Standard Materials
None.
4. Standard Operation Steps
 1. Brush radiators free of dirt and paper with radiator brush.
 2. Clean out from under radiators using counter brush.
 3. For proper method of holding treated mop for right and left hand sweeping, see Job Sheet No. 2.
 4. Sweep from back to front, down first aisle pushing sweepings down first row of seats.
 5. Use putty knife to scrape gum loose from floor.
 6. Return up first aisle catching overlooked sweepings.
 7. Sweep down second aisle pushing sweepings under second row of seats.
 8. Repeat on each aisle.
 9. Gather sweepings with counter brush into dust pan and empty into waste paper container. (See note.)
5. Caution
 - a. Be sure to shake mop well at end of each aisle.
 - b. Do not lift or shake treated mop while sweeping or it will leave sweepings behind mop on swept floor.
 - c. Hang up treated mop on fireproof wall of janitor room where it can ventilate and cause no damage should it take fire.
 - d. Comb yarn nap at least daily with palmetto fiber brush.
 - e. Wash and re-treat mops frequently.
6. Note - After school hours sweepings, swept into halls, may be gathered up after rooms are swept using floor brush or counter brush. Waste paper may also be emptied at that time.

KANSAS STATE BOARD FOR VOCATIONAL EDUCATION—TOPEKA

Housekeeping Work Card

Janitor-Engineer School

Name

Address

First Year
Date

Second Year
Date

Enrolled at No.

Enrolled at No.

Housekeeping Jobs Rate

Housekeeping Jobs Rate

Sweep Room; Fixed Seats
Clean Blackboards
Clean Walls and Ceiling
Dust Fixed Seats
Wash Woodwork; paint and varnished
Cleaning Toilet Fixtures
Sweep Gym; brush and treated mop
Sweep Auditorium; brush and treated mop
Brush Sweep Stairs
Waxing and Oiling Floors
Examination

Sweep Room, movable seats, brush
Sweep Room, movable seats, treated mop
Dust Room, movable seats
Sweep Hall, 2 brush system
Mop Toilets
Mop Stairs
Mop Halls
Mop Room, movable seats
Clean Electric Fixtures
Clean Windows
Examination

Instructor

Instructor

Rating Key:

E—Excellent;

G—Good;

F—Fair;

P—Poor

Enrollment Card

KANSAS STATE BOARD FOR VOCATIONAL EDUCATION—TOPEKA

HEATING AND VENT

Janitor-Engineer School

Name

Address

First Year
date

Second Year
date

Enrolled at No.

Enrolled at No.

	1	2	3	4	Rate
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

	1	2	3	4	Rate
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Instructor

Instructor

Rating Key: E—Excellent;

G—Good;

F—Fair;

P—Poor

Work Record Card

Attending

Kansas Janitor-Engineer Schools

Wichita Topeka

--	--

Identification Tag

SERIAL NO.

Attendance

Coupon 445

For _____

Name Here

Kansas Janitor-Engineer Schools

Attendance Coupon

NEWS LETTER

JANITOR-ENGINEERS

or—C. M. MILLER, Topeka
 or—LAURENCE PARKER, Pittsburg
 L. W. WINKEL, Pittsburg

MARCH 1, 1939

VOL. IX
NO. 7

1939 SCHEDULE: Here is the schedule for your 1939 JANITOR-ENGINEER SCHOOLS. There will be one or two changes made in this schedule for the Hays School on Thursday and Friday. The class periods in the mornings will be devoted to discussion of the instruction to be given in work periods, in all three schools.

DAY	8:00 to 8:45	8:45 to 10:00*	10:10 to 12:00	1:00 to 4:00#	4:00 to 5:00
Monday	Enrollment		General Session	Work Period	Teacher-Training
Tuesday	Insp. of Exhibits	General Session	Class Period	Work Period	Teacher-Training
Wednesday	Insp. of Exhibits Picture	General Session	Class Period	Work Period	Teacher-Training
Thursday	School Trip		Class Period	Work Period Review Examination	Teacher-Training
Friday	Insp. of Exhibits	Class Period	General Session	General Session	

* - Intermission, 10:00 to 10:10

- Intermission, 2:30 to 2:40

THIRTEENTH SERIES

KANSAS JANITOR-ENGINEER SCHOOLS

Wichita, June 5 to 9—Topeka, June 12 to 16—Hays, June 19 to 23

Operated for You by the Kansas State Board for Vocational Education

"Regular Attendance has proven to be a Good Investment"

INTEREST: This is the word we are using between paragraphs in this issue. In order to be successful in our work, we must be interested in it. When we walk into a building that is clean and well-kept, we know that the janitor of that building is taking an interest in his work. We know, too, that men and women are interested in their jobs, when they attend Janitor-Engineer School in order to learn how they can improve the work they are doing. Every janitor should be interested in the work he is doing.

- INTEREST -

FACULTY MEETING: On February 18, the faculty of Kansas Janitor-Engineer Schools met at Neodesha.

All members of the faculty were present except Arlie Biggs who was unable to attend because of illness. The morning session was spent in discussing and making plans for the 1939 schools. As a result, we believe the schools will be better than ever. In the afternoon, the housekeeping instructors continued the revision of the Housekeeping Job and Information Sheets.

- INTEREST -

COURSES TO BE OFFERED: The following is a list of courses which will be offered in the schools in June at Wichita and Topeka:

Housekeeping I	Heating and Ventilating I
Housekeeping II	Heating and Ventilating II
Planning Your Time	First Aid I
Electrical Theory and Practice	First Aid II
Floor Finishing	Teacher-Training

(The teacher-training class will meet from 4:00 to 5:00 every afternoon except Friday and will be open only to those who have completed Housekeeping I and Housekeeping II in previous schools.)

Courses to be offered in the Hays School are:

Housekeeping I	Heating and Ventilating I
Housekeeping II	Heating and Ventilating II

- INTEREST -

A NEW INSTRUCTOR: Frank Bowen, Supt. of Buildings and Grounds at Ottawa, has been added to the Janitor-Engineer Faculty as a housekeeping instructor. Mr. Bowen has attended our Janitor-Engineer Schools and has his Housekeeping and Heating and Ventilating Certificates. We are sure you will like Mr. Bowen.

- INTEREST -

ELECTRICAL THEORY AND PRACTICE: Those who enroll in this course will have a chance to practice simple repair jobs as well as learn the practical theory of electricity. Owen Bice, who will be the instructor of this course, is planning an interesting demonstration to be given in a general session on Friday morning. Those enrolled in the course will take part in the demonstration.

FROM CALIFORNIA: A man who is a custodian of four buildings of a telephone company in Southern California wrote us, recently, in the hope that there was some way he could take advantage of Kansas Janitor-Engineer instruction. If a man nearly 2,000 miles away feels this way about it, how should a man feel that is only from 50 to 200 miles away? (Telephone companies are noted for the beautiful way in which they keep their buildings.)

- INTEREST -

FLOOR FINISHING: Plans are being made to provide this instruction and we have indications that this will be a popular course in the Wichita and Topeka schools. Those enrolling in this course will learn all the steps in the finishing of a floor, and will have a chance to do the actual work on a floor. Supply companies will be contacted and invited to cooperate with us in this course.

- INTEREST -

L. W. WINKEL will be in charge of all housekeeping instruction in the three Janitor-Engineer Schools this year.

- INTEREST -

PLANNING YOUR TIME: We still think that if a man will use his head to save his heels, his shoes will wear longer and his legs will last longer, therefore, planning your time will save both time and effort. J. W. Paul, who had charge of the teacher-training class last year, will act as counselor to those enrolled in the course of Planning Your Time this year. Every assistance will be given to those in this class so that their buildings can be maintained in the best possible shape with the least amount of time and effort.

- INTEREST -

RECOGNITION: Last year, we put into operation a "Plan for Recognition, for faithful attendance in Janitor-Engineer Schools. As a result, 27 men received 500 Point Certificates at the close of the schools, and 6 men received 1000 Point Certificates.

Many more of you will be entitled to the 500 Point Certificate by attendance in this year's schools. Some will have enough points for a 1000 Point Certificate.

- INTEREST -

AWARDING OF POINTS: As the program is set up for the 1939 Janitor-Engineer Schools, 165 points will be earned for perfect attendance in either the Wichita or Topeka school, and 160 points for perfect attendance in the Hays School. Points will be awarded as follows:

- 5 points for each general session attended.
- 10 points for each class period attended.
- 25 points for each work period attended.
- 10 points for School Trip. (In Wichita and Topeka Schools.)
- 10 points for wearing complete janitor uniform, (Entire Week).
- 25 points for each new janitor brought to school.
- 50 points for each school attended from 1930 to 1937, inclusive.

TEACHER-TRAINING: This class will meet each afternoon from 4:00 to 5:00, except Friday, and will be in charge of J. W. Paul. Only those who have completed Housekeeping I and II are eligible for this course. It will provide training needed in order to conduct a class in janitor training in your own community, in connection with our evening school program. Some of you may have an opportunity to teach a class of this sort in your community, but we can not guarantee a job of teaching to those who complete this course. Men who enrolled in this course last year, are invited to enroll again if they care to do so.

- INTEREST -

L. V. BURFIELD, a member of the faculty, will preside at all of the general sessions in the Wichita and Topeka Schools. Those of you who have attended school the past few years will agree with us that he makes a good presiding officer.

- INTEREST -

NEW SCHOOLS: During the past few months, Mr. Winkel has visited several fine new buildings in the State.

Hutchinson has a new Junior College Building with Charles Olds in charge. Pratt has a new High School and Junior College building with Mr. Graham as head janitor. Both of these buildings opened after the Christmas holidays. Mr. Jackman of Wamego is janitor of the new high school building, which opened last September.

The new grade school in North Topeka is a nice addition to the fine schools in Topeka. George Challecombe is janitor of this building. Cherryvale has a new Junior High School, Gymnasium and Auditorium. Mr. Hull and Mr. White are the men in charge of the cleaning. Girard has a new gymnasium which is being used this year for the first time.

There are many more new school buildings in Kansas which Mr. Winkel hopes to visit in the near future.

- INTEREST -

KANSAS CITY, KANSAS: T. T. Grabske writes us as follows:

"At the suggestion of Mr. C. S. Gribben, our chief custodian, I became a subscriber of your very valuable News Letter about two years ago. It has so much practical and interesting reading matter in it that I am really looking forward to its arrival....."

"I am very much pleased with the addition of the Electrical Theory and Practice Course and would like to become a member of that class....."

"I am at present janitor of the Snow School in Kansas City, Kansas, a very modest position, but want to prepare myself for something larger so that when opportunity presents itself, I will be ready."

- INTEREST -

ELECTRIC EXTENSION CORDS: Some janitors do not see the importance of keeping their extension cords in good condition. We have seen cords in school buildings being used which should never have been used at all. Worn electrical cords are a fire hazard and there is the danger of someone touching a bare wire and receiving a shock that might prove fatal. People have been killed from the shock of a defective extension cord. If yours is in bad condition, do not take a chance with it, as the cost of a new one is small.

- INTEREST -

BUCKLIN: We are in receipt of a nice letter from Ray Birney, janitor of the high school building, in which he says in part:

"I am very much interested in anything that will help to make me more efficient as a janitor, whether it is learning something new or learning to do the work that I am doing with more accuracy and speed.

"I think it would be nice if all the school custodians who have their expenses paid to Janitor School by their school boards would write to the editors of the News Letter telling them so. It might be a great help in getting other custodians to attend Janitor-Engineer Schools.

"We have two buildings and two custodians at Bucklin, and our school board and superintendent cooperate with us. They pay our actual transportation to and from school, and our board and lodging while attending school. I am sure that if all school boards and superintendents understood the value of the courses in the schools, they would not hesitate at all in sending their custodian to the Janitor-Engineer Schools.

"I enjoy the News Letter very much and look forward to getting it every month. I am looking forward to attending Janitor School again this summer at Hays."

- INTEREST -

HOUSEKEEPING CERTIFICATES have recently been issued to Roy W. Sperry, Emporia; Leo Harlan, Ft. Scott; A. B. Loney, Ingalls; Wm. Bolden and Charles A. Smith, Wichita; Gus L. Davison, Chanute.

- INTEREST -

CLEANING UNDER RADIATORS AND FIXED FURNITURE: We learned from a newspaper clipping that from under a radiator in an old post office annex, employees recently retrieved a dust covered Christmas package mailed from Hamilton, Ontario eleven years ago. There are some janitors who do not get under radiators and clean out the dirt any oftener than does the janitor of this post office. A floor is not clean until the dirt under radiators and fixed furniture has been swept out.

- INTEREST -

KANSAS JANITOR-ENGINEER SCHOOL PROGRAM - 1937

Monday, June 7

Morning Session

8:00

Registration and Inspection of Exhibits.

General Session

10:15

Invocation. L. V. Burfield, President,
Kansas Janitor-Engineer Association.

10:20

Address of Welcome. Frank K. Reid, Principal
of Roosevelt School, Wichita.

10:30

Response. A. D. Lowrance, Secretary,
Kansas Janitor-Engineer Association.

10:40

Group Singing. Leader, Gene Mood, Board of
Education, Wichita.

11:10

Announcements. Laurence Parker, Director of Kansas
Janitor-Engineer Schools.

11:20

Address. W. M. Richards, Supt. of Schools, Emporia.

Afternoon Session

12:30

Inspection of Exhibits.

1:00 to 4:00

Demonstration and Practice of Housekeeping.
Housekeeping I---Ellsworth Darnell, Leader.
Housekeeping II--L. W. Winkel, Leader.

1:00 to 2:30

Instruction in Electrical Theory and Practice--Prof.
W. H. Matthews, K.S.T.C., Pittsburg.
For: Housekeeping Management I and II.
Heating and Ventilating I and II.

2:40 to 4:00

Housekeeping Management I and II--C. S. Gribbin, Leader.
Heating and Ventilating I--Discussion of "Problems on
Boiler Operation"--A. D. Lowrance, Leader.

1:00 to 4:00

First Aid Instruction I and II--Instructor--Roy Coonfield,
American Red Cross, Wichita. Assistant Instructor--
A. F. McKellar. Leader--L. V. Burfield.

Tuesday, June 8

Morning Session

8:00

Inspection of Exhibits.

General Session

A. D. Lowrance, Presiding

8:45

Awarding of Attendance Gifts.

9:00

Group singing. Gene Mood, Leader.

9:20

Address. K. W. McFarland, Supt. of Schools, Coffeyville.

9:50

Address. A. G. Schroedermeyer, Supt. of Schools,
Dodge City.

10:10

Intermission.

10:20

Electrical Demonstration. Prof. W. H. Matthews, Kansas
State Teachers College, Pittsburg.

Afternoon Session

12:30

Inspection of Exhibits.

12:45

Awarding of Service Ribbons.

1:00 to 4:00

Demonstration and Practice of Housekeeping.

Housekeeping I---Ellsworth Darnell, Leader.

Housekeeping II--L. W. Winkel, Leader.

1:00 to 2:30

Instruction in Electrical Theory and Practice--Prof.

W. H. Matthews, K.S.T.C., Pittsburg.

For: Housekeeping Management I and II.

Heating and Ventilating I and II.

2:40 to 4:00

Housekeeping Management I and II--C. S. Gribbin, Leader.

Heating and Ventilating I--Discussion of Problems on

"Boiler Operations."--A. D. Lowrance, Leader.

Heating and Ventilating II--Discussion of Problems on

"Boiler Maintenance."--W. A. Wortman, Leader.

1:00 to 4:00

First Aid Instruction I and II--Instructor--Roy Coonfield,

American Red Cross, Wichita. Assistant Instructor--

A. F. McKellar. Leader--L. V. Burfield.

Wednesday, June 9

Morning Session

8:00

Inspection of Exhibits.

9:00

Group Picture.

9:15

School Trip.

Industrial Trips.

Kansas Gas & Electric Power House.

Masonic Home.

Hotel Allis.

Telephone Building.

Beech Aircraft Factory.

Coleman Lamp and Stove Company.

Fire Department.

Afternoon Session

12:30

Inspection of Exhibits.

12:45

Awarding of Attendance Gifts.

1:00 to 4:00

Demonstration and Practice of Housekeeping.

Housekeeping I---Ellsworth Darnell, Leader.

Housekeeping II--L. W. Winkel, Leader.

Housekeeping Management I and II--C. S. Gribbin, Leader.

Heating and Ventilating I--Discussion of Problems on
"Boiler Operation."--A. D. Lowrance, Leader.

Heating and Ventilating II--Discussion of Problems on
"Boiler Maintenance."--W. A. Wortman, Leader.

First Aid Instruction I and II--Instructor--Roy Coonfield,
American Red Cross, Wichita. Assistant Instructor--
A. F. McKellar. Leader--L. V. Burfield.

You are invited to be the guests of the UnderHill Terminix
Company, Wichita, for a sound film, "Hidden Enemies," at
4:00 p.m.

Thursday, June 10

Morning Session

8:00

Inspection of Exhibits.

8:45

Awarding of Attendance Gifts.

9:00

Housekeeping Speed Contests. (Judges to be announced).

A. D. Lowrance, Director

C. S. Gribbin, Assistant Director.

(Assisted by members of the faculty.)

1. Window Washing Contest.

2. Blackboard Washing Contest.

3. Fixed Seat Contest.

Contest using brush.

Contest using treated mop.

4. Movable Seat Contest.

Contest using brush.

Contest using treated mop.

5. Gym Sweeping Contest.

6. Play-off between winners of brush and treated mop

contests in Fixed Seat Contest and Movable Seat

Contest. (Prizes to winners donated by friends of

Kansas Janitor-Engineer Schools.)

Afternoon Session

12:30

Inspection of Exhibits.

1:00 to 4:00

Demonstration and Practice of Housekeeping.

Housekeeping I---Ellsworth Darnell, Leader.

Housekeeping II--L. W. Winkel, Leader.

Housekeeping I and II--C. S. Gribbin, Leader.

Heating and Ventilating I--Discussion of Problems on

"Boiler Operation," A. D. Lowrance, Leader.

Heating and Ventilating II--Discussion of Problems on

"Boiler Maintenance," W. A. Wortman, Leader.

First Aid Instruction I and II--Instructor--Roy Coonfield,

American Red Cross, Wichita. Assistant Instructor--

A. F. McKellar. Leader--L. V. Burfield.

Friday, June 11

Morning Session

8:00

Inspection of Exhibits.

General Session

C. S. Gribbin, Presiding

8:45

Awarding of Attendance Gifts.

9:00

Group Singing. Gene Mood, Leader.

9:20

Address. W. T. Markham, State Supt. of Public Instruction,
Topeka.

9:40

Demonstration. "First Aid Methods," First Aid Groups I & II.

10:20

Intermission.

10:30

Address. "Fire Hazards to Look for in School Buildings,"
E. B. Fergus, Kansas Inspection Bureau, Wichita.

10:50

Address. O. M. Schlosser, Supt. of Bldgs. and Grounds,
Oklahoma City, Oklahoma.

11:10

Address. "The Janitor's Part in Fire Fighting," Captain
Harry Rogers, Western Acturial Bureau, Chicago, Illinois.

Afternoon Session

12:30

Inspection of Exhibits.

1:00

Awarding of Attendance Gifts.

1:15

W. L. Nichols, Engineer Industrial Department, Con-
solidated Gas Utilities Corporation, Wichita.

1:30

Address. O. W. Wilson, Chief of Police, Wichita.

1:50

Recognition Service in honor of Certified Janitors.

2:00

Distribution of Certificates of Attendance.

2:20

Awarding of Prizes for Speed Contests.

2:30

Benediction. E. V. Burfield.