



JUNE 2022 Professional Development and Networking for Housekeeping and Maintenance Staff

****** Free Training ******

June 2-3 Saint Joseph School District Central High School / 2602 Edmond, St. Joseph, MO 64501

June 9-10 Poplar Bluff School District / 3209 Oak Grove Road (HS)

June 13-14 Boonville School District / Boonville Technical Education Center 1694 West Ashley Road

June 16-17 Branson School District / Branson High School 935 Buchanan

June 23-24 St. Charles School District / 3601 Droste Rd. Saint Charles West High School

The workshops will begin each day with coffee and donuts at 7:30 a.m. Classes start approximately 30 minutes later. Attendees will be on their own for lunch. Classes will resume after lunch and dismiss at approximately 3:30 p.m. The afternoon of the second day will include a recognition of the participants and a presentation of certificates.

All participants will earn certificates from the Department of Elementary and Secondary Education (DESE). Upon completion of three of the four training sessions where certificates in HVAC, Maintenance and Repair, Supervision and Housekeeping have been earned, participants will be eligible to apply for the **DESE Master Seal Certificate**. The Master Seal is awarded to recognize a participant's effort in becoming a school district employee focused on a dedication to best practices in support staff operations.

Earn Your Master Housekeeping Gold Seal

All students completing three of the above classes may prepare a five hundred word essay in the area of your work, sign, date and forward your essay and copy of completion certificates to: rjones@mspma.com

Ph: (417)-300-3202

Your essay will be evaluated by DESE Representative.

Maintenance and Repair: The maintenance and repair class presented at these workshops consists of a two (2) day period of lecture and "hands-on" class participation that cover various aspects of the maintenance technician's discipline. Opportunities to learn and apply basic electrical skills, troubleshooting procedures and schematic diagram interpretation are just a few of the aspects of the maintenance and repair discipline that are provided to all who are enrolled. Safety and personal protective equipment (PPE) utilization is emphasized. Participants of the class are provided with all materials necessary to participate in the class at no charge. Opportunities to see and use some of the latest state of the art equipment and tools are also provided. This class allows the participants a "hands-on" training experience, as well as, a chance to expand their professional problem solving network by creating a means to share the challenges faced every day by the typical support staff member with others who have had similar challenges and experiences.

Supervision: An effective supervisor training program is crucial because a bad supervisor or even a bad decision by an otherwise good supervisor has haunted countless employers, whether it comes in the form of lower employee productivity or employee lawsuits. We will discuss: Hiring, Training, Evaluations and Termination of Employees Dealing with Difficult Employees. Problem Solving. Sexual Harassment
Open Forum. Conduct Performance Reviews. Discipline Employees. Handle Challenging Employees. Conduct Effective Meetings
Motivate Employees .

HVAC Workshop Training: Focus on basic controls/principals of energy conservation/building systems/energy conservation through building control systems/operation hours and human habits.

Basic Controls: An explanation on the capability and advantages of using controls for HVAC. Examples and differences will be discussed with students in local and remote control systems, basic refrigeration and the importance of regular maintenance will prepare users to recognize issues before they become problems.

Principles of energy conservation: Provide information that will help personnel improve the energy savings through good daily practices within the school properties as well as carrying the habits into their homes. This topic touches on led lighting, summer shutdowns and building inspections.

Building systems: The first step to understanding how a system works. This topic will identify the different types of units that can be found on any campus. An understanding of how the units operate helps users identify when the unit requires technical support.

Energy conservation through Building control systems: This topic will explain the benefits of new and pre-existing building systems capability for lighting and HVAC scheduling including hardware installed and planning.

Operation hours and human habits: Provides ideas for handling and improving situations that arise when energy management is new to a schoolhouse environment. How to foresee and plan for events that are both scheduled and nonscheduled.

Custodial/Housekeeping: A two-day period of lecture and "hands-on" class participation covering the day-to-day activities of a typical Custodian in an educational setting.

The program is designed for front line custodians and teaches basic and advanced skills in all areas of education building cleaning.

Teach best practices to your custodial staff and ensure your operation has minimal environmental impact.

Best Practices for Customer Service and professional interaction with customers, associates and visitors.

Best Practices for Chemical Safety.

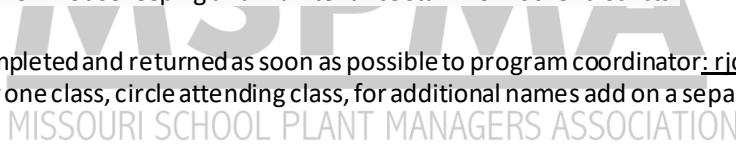
Best Practices for Carpet Care, including chemicals, equipment and procedures.

Current Standards and Best Practices for Restroom Care & Shower Room Care, including chemicals, equipment and procedures.

Current Standards and Best Practices for Disinfection, including Bloodborne Pathogens Asbestos awareness.

Send your Housekeeping and Maintenance Team to the no fee in-person Housekeeping & Maintenance Summer Workshops, and they will return to your district with information on safety, efficiency, best practices, cost savings and more! They also have an opportunity to network with and learn from housekeeping and maintenance staff from other districts.

The pre-enrollment form should be completed and returned as soon as possible to program coordinator: rjones@mspma.com. (Each person registering can sign up for one class, circle attending class, for additional names add on a separate sheet).



NAME OF SCHOOL DISTRICT/ADDRESS/PH:# _____

CONTACT PERSON/EMAIL: _____

CIRCLE YOUR SELECTED TRAINING LOCAGION: BRANSON ST. JOSEPH BOONVILLE POPLAR BLUFF ST. CHARLES

NAME: FIRST LAST _____ Housekeeping _____ Maintenance _____ HVAC _____ Supervision _____

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