



NEW YORK STATE
SCHOOL FACILITIES ASSOCIATION

**THE NASSAU COUNTY CHAPTER OF
THE NEW YORK STATE SCHOOL FACILITIES ASSOCIATION
PRESENTS
THE 55th ANNUAL FACILITIES STAFF CUSTODIAL WORKSHOP**

IN MEMORY OF JOHN A. MARTIN

Tuesday June 27, 2017 7:00 a.m. - 3:00 p.m.

**Woodmere Middle School
1170 Peninsula Boulevard
Hewlett, NY 11557**

Dear Facilities Director,

To mark the 55th Annual Custodial Workshop, this year's conference will consist of one exciting day of training and exhibitor showcases to be held on Tuesday, June 27, 2017 at the Woodmere Middle School located at 1170 Peninsula Boulevard Hewlett, NY 11557.

This year we will be offering eleven great courses for Facilities Department employees. There will be a new course this year titled *Introduction to Air Conditioning*. This course will focus on understanding the principles behind air conditioning, as well as the differences and applications for different types of a/c's. We will also delve into preventive maintenance, troubleshooting, and repair.

Returning again for this year will be the *Level II Cleaning* course and the *Supervisor's Training* course with the newly added computer use component. Due to great feedback from attendees, we are bringing these courses back that will focus on teaching custodians the "ins and outs" of better computer use techniques and in-depth cleaning practices. Included in the computer course will be writing techniques, preparing reports, proper use of e-mail and utilizing the internet to assist you in your job. These topics are in addition to custodial management, progressive discipline, and handling problem employees.

Please review the attached registration form. Submit your staff members' names on the attached sheet and forward a purchase order in the amount of \$75.00 per attendee. Breakfast and lunch are included in the registration fee.

Following the end of the Vendors' Showcase, there will be raffle prizes, t-shirts and hats presented in the Gymnasium.

We hope all Directors of Facilities will be able to spend the day at the workshop and show support for the staff and vendors that support us every day. If you cannot spend the day with us, please make every effort to attend the Vendor Showcase at 3:00 pm in the Woodmere Middle School Gymnasium. The vendors donate a great deal of time and effort to assist us in this day and we are hoping to see all Directors of Facilities in attendance.

Thank you,

James Saitta
NYS Director of Facilities III
North Merrick UFSD

Please Fax or E-mail Completed Registration Forms to:
Jim Saitta North Merrick UFSD Fax # 516-282-1822 E-mail: jsaitta@nmerrick.org