



THE NASSAU COUNTY CHAPTER OF  
THE NEW YORK STATE SCHOOL FACILITIES ASSOCIATION  
PRESENTS  
THE 56<sup>TH</sup> ANNUAL FACILITIES STAFF CUSTODIAL WORKSHOP

**IN MEMORY OF JOHN A. MARTIN**

Tuesday, June 26, 2018      7:00 a.m. – 3:00 p.m.

William A. Shine - Great Neck South High School  
341 Lakeville Rd  
Great Neck, NY 11020

Dear Facilities Director,

To mark the 56<sup>th</sup> Annual Custodial Workshop, this year's conference will consist of one exciting day of training and an exhibitor showcase to be held on Tuesday, June 26, 2018 at William A. Shine Great Neck South High School, located at 341 Lakeville Rd, Great Neck, NY 11020.

This year we will be offering eleven great courses for Facilities Department employees. Returning again for this year will be the *Understanding Air Conditioning* course, the *Level II Cleaning* course and the *Supervisor's Training* course with the very successful computer skills component. Due to great feedback from attendees, we are bringing these courses back that will focus on teaching Facilities Employees the "ins and outs" of better computer use techniques, in-depth cleaning practices and an understanding of various forms of air conditioning and their components. 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.

A hot and cold Breakfast as well as Lunch consisting of Sriracha Chicken, Buffalo Wings, Chicken Cutlet Hero, Pizza, Baked Ziti, fresh baked Chocolate Chip Cookies and Brownies are included in the registration fee.

Please review the attached registration form. Submit your staff members' names on the attached sheet and forward a purchase order in the amount \$75.00 per attendee. 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 2:15 p.m. located in the Great Neck South High 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  
Lynbrook UFSD

Please Fax or E-mail Completed Registration Forms to:  
James Saitta – Lynbrook UFSD      Fax # 516-887-3728      E-mail: [jsaitta@lynbrook.k12.ny.us](mailto:jsaitta@lynbrook.k12.ny.us)