



NEW YORK CITY PUBLIC SCHOOLS

DATE: December 03, 2025

CUSTODIAL CIRCULAR NO. 25-004A

NOTE: All Circulars are to be kept in a permanent file

TO ALL CUSTODIAN ENGINEERS

ADDENDUM TO PERIODIC SURVEILLANCE OF ASBESTOS CONTAINING MATERIAL (ACM)

As part of the Division of School Facilities ongoing commitment to provide a safe and healthy learning environment for all students and staff members, beginning October 1, 2024, custodian engineers are required to document a six (6) month periodic surveillance inspection of all Asbestos Containing Materials (ACM) and assumed ACM in their assigned buildings.

Recent Asbestos Awareness trainings included targeted information on how custodian engineers are to conduct and document these periodic inspections. The purpose of these inspections is to visually inspect all known ACM and assumed ACM without disturbing them. Visual signs of deterioration, damage or other changes must be recorded on the AHERA 4 Form. On April 18, 2025 the Office of Environmental Health and Safety (EHS) launched the electronic Periodic Surveillance Application. This electronic application was designed to streamline the inspection process and will be available at the start of each inspection cycle.

Custodian Engineers must follow this process in order to successfully complete a building's six (6) month periodic Surveillance:

- Custodian Engineers will be notified via email when to begin the six (6) month inspection. Upon notification, custodian engineers will have three (3) months to complete the visual inspection. Note, there must be a six (6) month gap between these visual inspections.
- Conduct a thorough visual inspection of all known and assumed ACM within the building.
- Document the condition of the ACM, noting any signs of damage, deterioration, or other changes since the last surveillance.



- Complete the AHERA 4 Form, detailing observations and any required follow-up actions by utilizing the electronic Periodic Surveillance Application. Application can be accessed here: [Periodic Surveillance Application](#)
- Contact your Deputy Director of Facilities and the borough emergency desk to submit a priority 4 Work Order for Trade Code 77, so EHS can properly address the damage or deterioration.
- Once remediation has been completed the custodian engineer will receive an updated remediation package which includes a periodic surveillance report, abatement scope and re-occupancy letter. Custodian Engineers must insert these documents into the building's AHERA Management Plan.
- Restart the process above every six (6) months for all assigned buildings that contain ACM or assumed ACM.

Please contact your Deputy Director of Facilities or EHSPSREPORTS@schools.nyc.gov if you have any questions regarding this information.