

**NEW YORK CITY DEPARTMENT OF EDUCATION  
DIVISION OF SCHOOL FACILITIES  
OFFICE OF BUILDING SERVICES**

**October 5, 2006**

**OFFICE OF BUILDING SERVICES CIRCULAR NO. 2 – 2006/07**

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

**TO ALL CUSTODIAN ENGINEERS**

**1. REDUCTION IN CUSTODIAL BUILDING ALLOCATION**

Due to the Custodial Building Allocation Reductions mandated by the Department of Education, the following reductions will be implemented on October 6, 2006. Since the overall amount of the reduction must be realized by the end of the current fiscal year, it will be necessary to reduce the building allocations in greater proportion (doubling the bi-weekly reduction) from October 6, 2006 through January 11, 2007. Going forward commencing January 12, 2007, the reduction will be spread over the entire year to reflect the below schedule.

The reductions are as follows:

School Buildings	50,000 Sq Ft and below	\$.02 Sq Ft
School Buildings	51,000 Sq Ft up to 100,000 Sq Ft	.09 Sq Ft
School Buildings	101,000 Sq Ft up to 200,000 Sq Ft	.10 Sq Ft
School Buildings	201,000 Sq Ft and above	\$.11 Sq Ft

As a result of these building allocation reductions, Custodian Engineers should meet with Principals to discuss the impact of the reduction as well as the requirements contained in the annual building plan to insure that the most efficient means of operation and maintenance service is being provided. Under the performance-based system, the Principal formulates the annual building plan based upon the manpower and resources available to the Custodian Engineer. Since the annual plan is also the basis for the bi-annual Principal evaluations, it is imperative that there is an understanding between the Custodian Engineer and the Principal with respect to the expectations and requirements contained in the plan. If necessitated, the plan may be modified.

Custodian Engineers are advised that this is a good opportunity to evaluate both labor and material (goods and services) expenditures in order to maximize services. Custodian Engineers, who routinely schedule discretionary overtime for their employees, may consider alternatives such as rescheduling employees or hiring part-time employees in order to reduce premium rate labor costs. Employees paid above scale are to be reviewed for possible cost savings as well. Material costs may also be reduced through economies of scale by making bulk purchases over \$250 as long as the bidding procedures are adhered to. In addition, Custodian Engineers may avail themselves of specific designated supplies/materials, available for pickup, free of charge, at our central warehouse or depositories. Contact your Deputy Facilities Manager for a listing of those items available and possibilities regarding deliveries of large bulk items.

In cases involving annual building plan modifications that effect expectations or requirements, Principals should rely on the expertise of their Custodian Engineers to make recommendations for finding alternative and innovative means of providing acceptable levels of service with minimal disruption. Should the need arise, Deputy Facility Managers are also available to assist Principals and Custodian Engineers regarding options available under the Indirect System governing the Custodial Allocation & the Custodial Workforce.

**James F. Lonergan  
Executive Director  
Division of School Facilities**

JFL/SC:sb

C: Principals