

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

October 9, 2003

OFFICE OF BUILDING SERVICES CIRCULAR NO. 2 – 2003/04

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

TO ALL CUSTODIAN ENGINEERS

REDUCTION IN BUILDING ALLOCATIONS

As you will recall, a budget cut was imposed on custodial building allocations for FY03. The following schedule denotes the applicable FY03 reductions that were based upon building square footage (Reference Circular No. 7 – 2002/03).

Buildings up to 50,000 Sq Ft	\$.01 Per Sq Ft
Buildings 51,000 to 100,000 Sq Ft	.07 Per Sq Ft
Buildings 100,000 to 200,000 Sq Ft	.08 Per Sq Ft
Buildings 201,000 and above	.10 Per Sq Ft

Since the rates listed above were not implemented until January 2003, it was necessary to double them in order to realize the total reduction prior to the end of the fiscal year (June 30, 2003).

Effective July 4, 2003, an additional cut to custodial building allocations, for FY04, was mandated by the Department of Education. The table below indicates the total reductions to building allocations that are currently in effect under the combined cuts for both FY03 and FY04.

Buildings up to 50,000 Sq Ft	\$.02 Per Sq Ft
Buildings 51,000 to 100,000 Sq Ft	.13 Per Sq Ft
Buildings 100,000 to 200,000 Sq Ft	.14 Per Sq Ft
Buildings 201,000 and above	.16 Per Sq Ft

As a result of these most recent reductions to building allocations, Custodian Engineers should again meet with their Principals to discuss the expectations contained in their annual building plan to insure that the most efficient means of operation and maintenance service is being provided. Custodian Engineers are reminded to refer to Circular No. 7 – 2002/03 for further information on alternative methods of operating within the parameters of their building allocation reductions.

In some cases, annual building plan expectations will have to be reduced or modified. In those instances, Principals should rely on the expertise of their Custodian Engineers to make recommendations for finding alternative and innovative means of providing optimal levels of service. Should the need arise, Deputy Regional Managers will also be available to assist in this endeavor.

Martin Oestreicher
Chief Executive
Division of School Facilities

JO'C/SC:ns
Copy: Principals