

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

October 29, 2020

OFFICE OF BUILDING SERVICES CIRCULAR NO. 4 – 2020/21

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

TO ALL CUSTODIAN ENGINEERS

1. VACANCIES

At this time, the Department of Education (Division of School Facilities) declares the following assignments vacant and will accept applications for voluntary transfer for the position of Custodian Engineer Level I and Custodian Engineer Level II. Applications must be postmarked no later than **November 13, 2020.**

Note: The Division of School Facilities reserves the right to modify or revise the vacancy list prior to officially assigning CEs.

ALL APPLICATIONS MUST BE MAILED. HAND DELIVERED APPLICATIONS WILL NOT BE ACCEPTED.

NOTE: YOU MUST PROVIDE A CURRENT COPY OF THE APPLICABLE LICENSE REQUIRED FOR THE BUILDING YOU ARE APPLYING FOR; I.E., STATIONARY ENGINEER AND/OR REFRIGERATION. (ALL LEVEL II ASSIGNMENTS REQUIRE A CURRENT COPY OF YOUR STATIONARY ENGINEER LICENSE, OR REFRIGERATION LICENSE IF LEVEL 1R IS APPLYING).

FAILURE TO ATTACH REQUIRED DOCUMENTS WILL PRECLUDE YOU FROM CONSIDERATION FOR ASSIGNMENT.

Additionally, you must attain all building specific required certifications within a reasonable timeline (as soon as practical). Examples include, but are not limited to FDNY Certificates of Fitness, including Fire Safety Director and the Department of Health and Mental Hygiene Swimming Pool Certification.

UNDER NO CIRCUMSTANCES WILL WITHDRAWALS BE CONSIDERED

Applications for transfer must be on the enclosed Application For Transfer form and placed in a plain envelope, sealed, and marked "APPLICATION FOR TRANSFER." No other correspondence is to be placed in the envelope. Applications are to be addressed to the Executive Director, Division of School Facilities, 44-36 Vernon Boulevard, 5th Floor, Long Island City, New York 11101.

Custodian Engineers will be eligible for advancement based upon minimum years of experience. Each year of employment in title will be considered toward the experience requirements except for years where a Custodian Engineer receives a less than satisfactory rating. Experience requirements are as follows:

CUSTODIAN ENGINEER LEVEL I		CUSTODIAN ENGINEER LEVEL I WITH REFRIGERATION LICENSE		CUSTODIAN ENGINEER LEVEL II	
<u>Years of Employment</u>	<u>Building Size</u>	<u>Years of Employment</u>	<u>Building Size</u>	<u>Years of Employment</u>	<u>Building Size</u>
1 - 5	1 M Sq Ft – 50 M Sq Ft	1 - 5	0 M Sq Ft – 100 M Sq Ft	1 - 5	76 M Sq Ft – 100 M Sq Ft
5+ - 10	51 M Sq Ft – 75 M Sq Ft	5+ - 10	101 M Sq Ft – 130 M Sq Ft	5+ - 10	101 M Sq Ft – 130 M Sq Ft
10+ - 15	76 M Sq Ft – 94 M Sq Ft	10+ - 15	131 M Sq Ft – 200 M Sq Ft	10+ - 15	131 M Sq Ft – 200 M Sq Ft
15+	95 M Sq Ft – 100 M Sq Ft	15+	201 M Sq Ft+	15+	201 M Sq Ft+

NOTE: If any school on this transfer list within a given seniority bracket is not filled by a Custodian Engineer with the required number of years seniority, the Custodian Engineer who is in the next lower seniority bracket who applies for that school would be assigned to the school provided the Custodian Engineer meets all of the qualifications for that assignment. The schools listed are offered at this time to Custodian Engineers who meet the following requirement:

In first assignment from a civil service list with a minimum one (1) year of service or you must have two (2) years of service in present assignment as of **September 1, 2020.**

Basic allowances are from the Department of Education IBM records. Details of breakdown are on file at all buildings. Qualified applicants are authorized to ask present Custodian Engineer to see the "Calculation for Custodial Allowance, etc." on file at the school. Allowances as shown are subject to change for good and sufficient reasons such as physical change, unused space, or to correct any substantial errors which may be discovered.

INSTRUCTIONS FOR COMPLETING APPLICATION FOR TRANSFER

NOTE: Any Application For Transfer that is filled out improperly, **OR IS NOT SIGNED,** will be disqualified.

- Fill in Items 1-12. If you have additional choices you must place an "X" in Item 13. Sign and date Item 14. If you include building choices on page 2 of the application you must also sign and date Item 15.
- Code Borough as follows: M - Manhattan K - Brooklyn
X - Bronx Q - Queens R - Richmond (Staten Island)
- Code school as a 3-digit number. Use leading zeros, if necessary.
- The IBM designation for your present assignment is located in the top center part of your building calculation form (IBM Card).
- Use the IBM designation listed below for your choices.
- On High School and Annex choices, use the IBM designation.
Examples: a) Richmond Hill HS Queens should be listed as Q475.
b) PS 282 Annex Brooklyn should be listed as K902.

TRANSPORTATION CLAIMS RESULTING FROM VACANCY LISTS WILL NOT BE AN ALLOWABLE EXPENSE.

CUSTODIAN ENGINEERS (LEVEL II)

Building ID	Building Name	Floor Area M Sq. Ft.	Qualifications	FY 2021 Building Allowance	Pension Salary
K001		100		\$ 247,548.00	\$ 115,477.74
K002**		131	Refrigeration License	333,662.00	122,765.41
K006/K877*/**	(Merged)	68/11	Refrigeration License	370,140.00	119,561.19
K009/K813	(Merged)	116/14		430,188.00	130,627.89
K014		139		311,616.00	123,950.24
K045/K842	(Merged)	118/9		320,717.00	130,627.89
K052/K254	(Merged)	91/61		456,135.00	136,397.57
K067/K902**	(Merged)	92/71	Refrigeration License (Child Building)	483,972.00	136,397.57
K069/K768**	(Merged)	92/33	Refrigeration License	360,475.00	127,361.51
K088		142		300,715.00	123,950.24
K115**		123	Refrigeration License	328,084.00	121,493.20
K126/K034	(Merged)	134/32		443,249.00	134,325.09
K145		112		242,961.00	119,230.95
K147/K018	(Merged)	142/29		381,086.00	134,593.80
K150/K178	(Merged)	95/78		480,425.00	142,614.72
K157/K853	(Merged)	102/11		293,453.00	127,604.30
K171*		86		271,001.00	112,464.10
K176*		92		290,763.00	113,968.90
K196		107		232,663.00	118,469.54
K205/K112	(Merged)	108/45		506,507.00	134,325.09
K210/K883	(Merged)	108/8		398,905.00	129,113.10
K211		140		296,749.00	123,950.24
K219*		94		234,306.00	113,968.90
K222/K864	(Merged)	94/63		499,922.00	136,397.57
K223		121		299,559.00	120,737.75
K234/K255	(Merged)	123/76		594,003.00	145,574.71
K235*		77		303,740.00	110,410.55
K236*		82		275,474.00	111,444.27

CUSTODIAN ENGINEERS (LEVEL II)

Building ID	Building Name	Floor Area M Sq. Ft.	Qualifications	FY 2021 Building Allowance	Pension Salary
K239/K728	(Merged)	155/23		\$ 434,834.00	\$ 138,005.07
K243*		92		298,732.00	113,968.90
K257*		89		226,911.00	113,215.51
K261/K124	(Merged)	91/33		385,267.00	127,361.51
K279/K272	(Merged)	103/84		501,408.00	145,014.14
K284*		92		252,180.00	113,968.90
K297*		79		202,779.00	111,444.27
K299*		81		260,559.00	111,444.27
K302/K065	(Merged)	175/23		497,375.00	140,970.96
K307/K743	(Merged)	93/72		479,397.00	136,397.57
K320		158		346,170.00	127,361.51
K331*		94		233,286.00	113,968.90
K335/K907	(Merged)	102/68		477,448.00	\$ 139,397.57
K346/K364**	(Merged)	123/22	Refrigeration License	398,779.00	132,136.76
K391/K397**	(Merged)	164/32	Refrigeration License	482,765.00	139,189.83
K398**		118	Refrigeration License	353,705.00	119,984.33
K415	Samuel J. Tilden HS	247		600,087.00	142,614.72
K430/K431	(Merged) Brooklyn Tech. HS	594/1	High Pressure	1,352,291.00	156,804.69
K445/K762**	(Merged) New Utrecht HS	239/21	Refrigeration License	671,032.00	147,041.13
K615	East New York Voc. HS of Transit	177		483,270.00	130,327.40
K650/K017	(Merged) Harry Van Arsdale HS	182/76		633,970.00	146,161.13
K722**	Saint Vincents	102	Refrigeration License	295,299.00	116,960.74
K804/K520	(Merged) Cobble Hill School	96/23		440,719.00	125,371.84
K845*		85		225,210.00	112,464.10

M005*/**		93	Refrigeration License	\$ 276,272.00	\$ 113,968.90
M046*		94		197,989.00	113,968.90
M054		114		265,055.00	119,230.95

CUSTODIAN ENGINEERS (LEVEL II)

Building ID	Building Name	Floor Area M Sq. Ft.	Qualifications	FY 2021 Building Allowance	Pension Salary
M084*		89		\$ 216,510.00	\$ 113,215.51
M087*		89		209,345.00	113,215.51
M101/M895**	(Merged)	119/43	Refrigeration License (Child Building)	391,643.00	136,397.57
M113		117		291,420.00	119,984.33
M115		104		238,802.00	117,718.10
M125		143		353,892.00	124,542.66
M134*		87		171,556.00	113,215.51
M142*/**		87	Refrigeration License	245,111.00	113,215.51
M149		126		290,549.00	121,493.20
M154/M853	(Merged)	90/12		346,016.00	123,859.07
M164		96		255,856.00	114,728.28
M165		120		308,228.00	120,737.75
M197*		84		212,281.00	112,464.10
M198/M169**	(Merged)	91/62	Refrigeration License (Child Building)	473,013.00	136,397.57
M199*		88		174,381.00	113,215.51
M338		101		215,384.00	116,960.74
M460/M874**	(Merged) Washington Irving HS	319/55	Refrigeration License (Child Building)	807,893.00	156,804.69
M465**	George Washington HS	340	Refrigeration License (High Pressure License)	1,045,231.00	146,161.13
M506*/**	West Side HS	85	Refrigeration License	255,321.00	112,464.10
M646**	School for Coop Tech.	102	Refrigeration License	300,928.00	116,960.74
M868	The Clinton School	112		242,458.00	119,230.95
M898*/**	Public School 98 Annex	91	Refrigeration License	252,792.00	113,968.90

Q041/Q809*	(Merged)	71/20		\$ 340,799.00	\$ 120,211.23
Q053		164		384,876.00	128,546.27
Q076		95		246,790.00	114,728.28
Q090*		80		247,692.00	111,444.27
Q151*		80		305,457.00	111,444.27

CUSTODIAN ENGINEERS (LEVEL II)

Building ID	Building Name	Floor Area M Sq. Ft.	Qualifications	FY 2021 Building Allowance	Pension Salary
Q164*		81		\$ 204,590.00	\$ 111,444.27
Q208*/**		88	Refrigeration License	268,772.00	113,215.51
Q212*/**		79	Refrigeration License	195,818.00	111,444.27
Q216/Q179	(Merged)	126/56		462,476.00	136,397.57
Q217		137		309,590.00	123,359.80
Q230/Q297**	(Merged)	84/26	Refrigeration License	396,806.00	123,359.80
Q234**		110	Refrigeration License	256,709.00	118,469.54
Q268/Q483**	(Merged)	88/20	Refrigeration License	355,859.00	123,859.07
Q311/Q412	(Merged)	99/7		333,072.00	126,121.30
Q405	Bayside HS	252		716,738.00	143,209.12
Q465/Q215	(Merged) Far Rockaway HS	227/77		792,282.00	147,041.13
Q490/Q132	(Merged) Campus Magnet HS	260/51		883,272.00	154,445.07
Q515/Q022**	(Merged) Townsend Harris HS	156/64	Refrigeration License	563,035.00	146,161.13
Q566**	HS of Teaching & Liberal Arts	176	Refrigeration License	520,775.00	130,327.40
Q725/Q751**	(Merged) HS for Info. Tech.	126/33	Refrigeration License	368,163.00	133,734.69
Q800**	Division Of School Facilities	204	Refrigeration License (Fire Safety Director)	950,032.00	136,397.57

R003*		80		\$ 257,694.00	\$ 111,444.27
R014/R112	(Merged)	80/32		296,473.00	124,542.66
R071/R048**	(Merged)	87/34	Refrigeration License	358,755.00	127,361.51
R455/R008	(Merged) Tottenville HS	373/60		1,145,135.00	156,804.69
R460/R035	(Merged) Susan Wagner HS	339/26		870,241.00	156,804.69

X004/X236	(Merged)	106/9		\$ 370,850.00	\$ 128,361.66
X009/X209**	(Merged)	112/21	Refrigeration License	391,955.00	129,874.51
X014		98		254,708.00	114,728.28
X015**		126	Refrigeration License	358,115.00	121,493.20
X020/X177**	(Merged)	142/73	Refrigeration License	524,224.00	146,161.13

CUSTODIAN ENGINEERS (LEVEL II)

Building ID	Building Name	Floor Area M Sq. Ft.	Qualifications	FY 2021 Building Allowance	Pension Salary
X022/X163**	(Merged)	132/39	Refrigeration License (Child Building)	\$ 439,398.00	\$ 136,397.57
X040*		90		221,280.00	113,215.51
X048/X848	(Merged)	88/7		347,741.00	123,859.07
X055/X035	(Merged)	123/45		476,030.00	136,397.57
X084/X044**	(Merged)	176/72	Refrigeration License	712,153.00	146,161.13
X089/X311	(Merged)	106/38		378,478.00	131,957.54
X090/X042	(Merged)	104/65		462,672.00	136,397.57
X100*		81		200,650.00	111,444.27
X103/X016	(Merged)	96/47		475,562.00	133,144.31
X118/X853	(Merged)	105/17		349,319.00	128,361.66
X146*/**		82	Refrigeration License	272,867.00	111,444.27
X156		95		237,751.00	114,728.28
X181**		137	Refrigeration License	355,151.00	123,359.80
X194**		147	Refrigeration License	342,001.00	125,137.00
X198**		102	Refrigeration License	279,482.00	116,960.74
X229/X824**	(Merged)	155/25	Refrigeration License	488,925.00	138,005.07
X400/X172**	(Merged) Morris HS	186/38	Refrigeration License	670,247.00	144,393.94
X410/X088	(Merged) William H. Taft HS	281/23		753,302.00	156,804.69
X430/X432**	(Merged) Walton HS	300/20	Refrigeration License	887,325.00	156,804.69
X435/X283	(Merged) Theodore Roosevelt HS	319/24		920,545.00	156,804.69
X445/X443	(Merged) Bronx HS of Science	288/7		687,045.00	156,804.69
X455/X169**	(Merged) Harry Truman HS	528/31	Refrigeration License	1,434,977.00	156,804.69
X460**	HS of Law, Government & Justice	113	Refrigeration License	299,155.00	119,230.95
X475/X779	(Merged) John F. Kennedy HS	416/34		1,259,876.00	156,804.69
X660/X864	(Merged) Grace Dodge HS	139/21		457,089.00	134,593.80
X884**	Health Opportunities HS	110	Refrigeration License	284,524.00	118,469.54

CUSTODIAN ENGINEERS (LEVEL I)

Building ID	Building Name	Floor Area M Sq. Ft.	Qualifications	FY 2021 Building Allowance	Pension Salary
K006/K877*/**	(Merged)	68/11	Refrigeration License	\$ 370,140.00	\$ 119,561.19
K008		60		180,356.00	107,333.26
K116		50		140,148.00	105,414.94
K119		52		184,204.00	106,053.06
K165		62		181,231.00	107,333.26
K171*		86		271,001.00	112,464.10
K176*		92		290,763.00	113,968.90
K198		64		243,313.00	108,279.49
K208		75		253,127.00	110,410.55
K219*		94		234,306.00	113,968.90
K235*		77		303,740.00	110,410.55
K236*		82		275,474.00	111,444.27
K243*		92		298,732.00	113,968.90
K257*		89		226,911.00	113,215.51
K284*		92		252,180.00	113,968.90
K297*		79		202,779.00	111,444.27
K299*		81		260,559.00	111,444.27
K331*		94		233,286.00	113,968.90
K814	Public School 89	40		130,951.00	104,132.77
K845*		85		225,210.00	112,464.10

M004**		70	Refrigeration License	\$ 189,284.00	\$ 108,917.63
M005*/**		93	Refrigeration License	276,272.00	113,968.90
M046*		94		197,989.00	113,968.90
M084*		89		216,510.00	113,215.51
M087*		89		209,345.00	113,215.51
M097		71		238,043.00	109,567.67
M102		69		185,858.00	108,917.63

CUSTODIAN ENGINEERS (LEVEL I)

Building ID	Building Name	Floor Area M Sq. Ft.	Qualifications	FY 2021 Building Allowance	Pension Salary
M121		71		\$ 188,630.00	\$ 109,567.67
M134*		87		171,556.00	113,215.51
M142*/**		87	Refrigeration License	245,111.00	113,215.51
M197*		84		212,281.00	112,464.10
M199*		88		174,381.00	113,215.51
M506*/**	West Side HS	85	Refrigeration License	255,321.00	112,464.10
M855**	Eleanor Roosevelt HS	66	Refrigeration License	213,885.00	108,279.49
M898*/**	Public School 98 Annex	91	Refrigeration License	252,792.00	113,968.90

Q034		61		\$ 201,978.00	\$ 107,333.26
Q041/Q809*	(Merged)	71/20		340,799.00	120,211.23
Q082**		57	Refrigeration License	153,436.00	106,693.15
Q090*		80		247,692.00	111,444.27
Q151*		80		305,457.00	111,444.27
Q164*		81		204,590.00	111,444.27
Q199		70		244,766.00	108,917.63
Q208*/**		88	Refrigeration License	268,772.00	113,215.51
Q212*/**		79	Refrigeration License	195,818.00	111,444.27
Q220		64		177,868.00	108,279.49
Q680**	Young Women's Leadership	55	Refrigeration License	205,841.00	106,693.15
Q884	PS 60 & PS 62 Annex	50		143,352.00	105,414.94

R003*		80		\$ 257,694.00	\$ 111,444.27
R053		67		186,275.00	108,917.63

X012		70		\$ 252,145.00	\$ 108,917.63
X040*		90		221,280.00	113,215.51

CUSTODIAN ENGINEERS (LEVEL I)

Building ID	Building Name	Floor Area M Sq. Ft.	Qualifications	FY 2021 Building Allowance	Pension Salary
X100*		81		\$ 200,650.00	\$ 111,444.27
X107		74		224,268.00	109,567.67
X119		60		189,842.00	107,333.26
X130		68		236,366.00	108,917.63
X146*/**		82	Refrigeration License	272,867.00	111,444.27
X173**		38	Refrigeration License	150,080.00	103,496.59
X839**	Bronx HS for the Visual Arts	55	Refrigeration License	160,917.00	106,693.15

NEW BUILDING (S)

PS 746/Pre-K Center (K746/K597-Merged)**
270 59th Street / 2202 60th Street
Brooklyn, New York 11220/11204
District 20/21 (Floor Area: 118,000/11,000 sq. ft.)
Pension Salary: \$130,627.89 / Building Allowance: \$373,049.00



District 19 S.T.E.M. Academies (K667)**
3269 Atlantic Avenue
Brooklyn, New York 11208
District #19 (Floor Area: 122,000 sq. ft.)
Pension Salary: \$120,737.75 / Building Allowance: \$259,844.00

- * PREFERENCE WILL BE GIVEN TO
1. CUSTODIAN ENGINEER (LEVEL II)
 2. CUSTODIAN ENGINEER (LEVEL I)

** REFRIGERATION LICENSE REQUIRED

- (M) MERGED BUILDINGS
- (C) CAP BUILDINGS
- (HP) HIGH PRESSURE BUILDINGS

John Shea
Chief Executive Officer
Division of School Facilities

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

APPLICATION FOR TRANSFER

1. Refrigeration License RQ Number: _____
2. Stationary Engineers License Number: _____
3. DSF Approved Educational Equivalent for Stationary Engineer's License? (Circle One) Yes No

4. Social Security Number: (Last 4 Digits Only)

XXX

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XX

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5. Print Last Name: _____
6. Print First Name: _____
7. Title: _____
8. Present Assignment: _____
9. Date Assigned at Present School: _____
10. Appointment Date in Title: _____
11. List Number: _____

12. List in order of preference the first twelve (12) schools you wish to transfer to.

	<u>BOROUGH</u>	<u>SCHOOL</u>
CHOICE #1	(_____)	(_____)
CHOICE #2	(_____)	(_____)
CHOICE #3	(_____)	(_____)
CHOICE #4	(_____)	(_____)
CHOICE #5	(_____)	(_____)
CHOICE #6	(_____)	(_____)
CHOICE #7	(_____)	(_____)
CHOICE #8	(_____)	(_____)
CHOICE #9	(_____)	(_____)
CHOICE #10	(_____)	(_____)
CHOICE #11	(_____)	(_____)
CHOICE #12	(_____)	(_____)

13. Place an "X" in the box at the right if you have additional choices of schools and list them on the back of this sheet from choice #13 showing borough and school number. (_____)

14. _____
Signature Page 1 of 2 Date

APPLICATION FOR TRANSFER

	<u>BOROUGH</u>	<u>SCHOOL</u>
CHOICE #13	(_____)	(_____)
CHOICE #14	(_____)	(_____)
CHOICE #15	(_____)	(_____)
CHOICE #16	(_____)	(_____)
CHOICE #17	(_____)	(_____)
CHOICE #18	(_____)	(_____)
CHOICE #19	(_____)	(_____)
CHOICE #20	(_____)	(_____)
CHOICE #21	(_____)	(_____)
CHOICE #22	(_____)	(_____)
CHOICE #23	(_____)	(_____)
CHOICE #24	(_____)	(_____)
CHOICE #25	(_____)	(_____)
CHOICE #26	(_____)	(_____)
CHOICE #27	(_____)	(_____)
CHOICE #28	(_____)	(_____)
CHOICE #29	(_____)	(_____)
CHOICE #30	(_____)	(_____)

15. _____
Signature

Date