

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

December 10, 2009

OFFICE OF BUILDING SERVICES CIRCULAR NO. 6-2009/10

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

TO ALL CUSTODIAN ENGINEERS

1. REDUCTION OF CUSTODIAL BUILDING ALLOCATIONS

Given our current economic state, the Department of Education must implement cost saving measures to insure fiscal stability for our future. As part of this initiative, the Division of School Facilities will reduce building operating costs by reducing the current floor area schedules. Commencing Friday, January 8, 2010 the following reductions will take effect:

School Buildings	50,000 Sq Ft and below	\$.02 Sq Ft
School Buildings	51,000 Sq Ft up to 100,000 Sq Ft	\$.04 Sq Ft
School Buildings	101,000 Sq Ft up to 200,000 Sq Ft	\$.06 Sq Ft
School Buildings	201,000 Sq Ft and above	\$.07 Sq Ft

As a result of these cuts, Custodian Engineers should meet with their Principals to discuss the impact of the specific reduction as related to custodial operations at your assignment. Under the performance-based system, the Principal formulates the annual building plan based upon the manpower and resources available to the Custodian Engineer. It is expected that some modifications will be required to the annual performance plan based upon these reductions. Since the annual plan is the basis for the bi-annual Principal evaluations via Custodial Service Ratings, it is imperative that there be a clear understanding between the Custodian Engineer and the Principal(s) with respect to the expectations and requirements contained in the plan. If necessary, the plan may be modified and memorialized on a case by case basis.

Custodian Engineers are reminded that this is an excellent opportunity to evaluate both labor and material (goods and services) expenditures in order to maximize your resources and provide efficient acceptable services. Custodian Engineers, who routinely schedule discretionary overtime for their employees, may consider alternatives such as rescheduling employees or utilizing part-time employees in order to reduce premium rate labor costs where possible. 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 while adhering to all procurement requirements.

In cases involving annual building plan modifications that impact expectations or requirements, Principals should rely on the expertise of their Custodian Engineers to recommend alternative and innovative means of providing acceptable levels of service with minimal disruption. Additionally, Deputy Directors of Facilities are available to assist Principals and Custodian Engineers regarding options available under the indirect system governing the custodial allocation and the custodial workforce.

Please provide a copy of this circular to your Principal(s).

John T. Shea
Chief Executive Officer
Division of School Facilities

SC/LD
Copy: Principals