



## NEW YORK CITY PUBLIC SCHOOLS

June 25, 2025

### CUSTODIAL CIRCULAR NO. 25.011

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

**TO ALL CUSTODIAN ENGINEERS**

### **FY 26 Summer School Program and 113 Coding Update**

To better serve schools, effective Fiscal Year 2026 (FY26), which begins on July 1, 2025, New York City Public Schools (NYCPS) is implementing changes to how funding is allocated for the cleaning of schools which will host Summer School, as well as an update on 113 deficit spending.

Buildings hosting this year's summer school will see an increase in their base building allocation (202) to include cleaning services for this year's program.

#### **113 Extended Use allocations**

Custodian Engineers can still code 113 hours for extended use activity unrelated to Summer School.

Effective July 1, 2025, coding 113 labor hours into a deficit is prohibited. Custodian Engineers are to code labor to 202 when their building's 113 budget is exhausted. Custodian Engineers who are projecting a 202 or 113 deficit must inform their Deputy Director of Facilities immediately.

\*Note, any building with an insufficient 113 allocation must code all labor for extra activities to 202 until further notice.

All schools, outside organizations, and contractors must continue to submit Extended Use permits utilizing existing practices.

We understand that some of the changes noted above may impact cleaning and maintenance services in some schools. As a result, the FY26 Annual Plan due date has been extended to September 30, 2025. Custodian Engineers should meet with their principals as soon as practical to discuss the impact related to custodial operations at their assigned building(s). Under the performance-based system, the Custodian Engineer formulates the annual custodial building plan, in consultation with the principal, based upon the labor and resources available to the Custodian Engineer. In recognition of these changes, it is expected that modifications may be required to the annual performance plan.

Please contact your Deputy Director of Facilities if you have any questions or concerns.