



NEW YORK CITY PUBLIC SCHOOLS

July 2, 2025

CUSTODIAL CIRCULAR NO. 26.001

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

TO ALL CUSTODIAN ENGINEERS

FISCAL YEAR 2026 CUSTODIAL SUPPLY PROGRAM

At New York City Public Schools (NYCPS), purchasing supplies and services must follow official guidelines outlined in the [Procurement Policy and Procedures](#), as well as the [Standard Operating Procedures for OTPS \(Other Than Personnel Service\)](#) purchases. These policies apply to all purchases from vendors, including materials, equipment, maintenance services, and professional services.

In accordance with New York State Education Law §409-i, Custodian Engineers are required to use environmentally responsible cleaning products in all public school buildings. Exceptions apply only to floor finishes, floor strippers, and bleach, as stated in related official guidance.

The New York State Office of General Services (OGS) has adopted third-party certification standards to identify acceptable products:

- General-purpose, bathroom, carpet, and glass cleaners must be certified by Green Seal (GS-37) or EcoLogo (CCD-146 or CCD-148).
- Hand soaps must meet Green Seal (GS-41) or EcoLogo (CCD-104) standards.
- Vacuum cleaners must be approved by the Carpet and Rug Institute (CRI) through their Seal of Approval or Green Label programs.

Custodian Engineers must purchase only those products that meet these standards when available. Although standards for floor finishes and strippers are not yet finalized, Custodian Engineers are expected to choose options that align as closely as possible with the state's environmental goals.



Custodian Engineers are now able to place supply orders in FAMIS using the following vendors:

- **National Industries for the Blind (NIB)** – 800-421-9010
- **New York State Industries for the Disabled (NYSID)** – 518-694-0291
- **Grainger** – 866-992-9158
- **MSC** – 888-495-0603
- **Fastenal** – 718-499-2382

If you experience issues such as delayed deliveries, incorrect pricing, or shortages, or need to file a complaint, please contact the appropriate vendor:

- **NIB:** customercare@nyspsp.org
- **NYSID:** customerservice@nysid.org
- **Grainger:** GovNY@Grainger.com
- **MSC:** nycgovteam@mscdirect.com
- **Fastenal:** schoolsnyc@fastenal.com

Be sure to copy **DSFSupplyChain@schools.nyc.gov** on all email communications.

Additional vendors may become available during FY26 to support environmentally preferred cleaning products, equipment, and repair services.

The Custodial Supply Catalog is updated regularly to reflect available products. Custodian Engineers should refer to the latest version when placing orders and contact the Supply Chain team with any questions about listed items.

FY26 Supply Budget Overview

Each school will receive a combined supply budget viewable in both Galaxy and FAMIS. This budget may be used across all approved expense categories.

Procurement Deadlines:

- May 15, 2026 – Equipment Repairs
- May 31, 2026 – Non-catalog Items
- May 31, 2026 – Catalog Items

Note: Funds not used by these dates will expire and will not carry into the next fiscal year.



Budget Distribution:

The FY26 annual supply budget will be distributed in two phases, with approximately 80% allocated at the start of the fiscal year and the remaining balance issued later in the year. Budgets will be categorized under Supplies and Set Aside. While funds may be moved between these two categories as needed, all transfers must be completed by the Deputy Director of Facilities.

Any transfer of funds into Equipment accounts must first be reviewed and authorized by the Deputy Director of Facilities.

To address specific building needs, some schools received additional allocations to support pool operations, HVAC, and water filter maintenance, and the availability of menstrual products. In certain cases, budgets were adjusted downward to account for the cost of dust mop and mat service.

Temporary Care Assignments

Custodian Engineers in Temporary Care positions should not exhaust the full supply budget during their 8-week assignment. Any remaining funds will roll over to the next assigned Temporary Care engineer, subject to the program's cut-off dates.

To support order tracking and accountability:

- Outgoing Custodian Engineers must share order history with incoming Custodian Engineers.
- Maintain a folder with copies of all order records and packing slips.

Ordering Non-Contract Items

When an item is not listed in FAMIS but is available through Grainger, MSC, or Fastenal, Custodian Engineers may request that it be added to the catalog by emailing DSFSupplyChain@schools.nyc.gov. Alternatively, CEs may follow the Non-Contract, Simplified Procurement process and obtain quotes as required.

Orders under \$250 qualify as micro-purchases and do not require quotes, though documentation should still be maintained. Support is available from the Supply Chain team.



Please note:

- Do not use the "Contract, Non-List" option. These orders will not be processed and must be canceled, which may result in delays or lost funds.
- Ensure the correct vendor is selected on all three Non-Contract order screens in FAMIS. If not, the system may default to an unapproved vendor, requiring the order to be canceled.
- Non-contract supply items must be environmentally approved

Purchasing Restrictions

To maintain environmentally sound practices, the use of bleach and bleach-containing products has been restricted.

Use of these products is permitted only for:

- Cleanup of blood or bodily fluids
- Response to disease outbreaks
- Cleaning in pools, kitchens, health centers, nurse's offices, and LYFE centers
- Mold remediation

For other applications, substitute products listed in the Custodial Supply Catalog must be used.

A maximum of six (6) gallons of bleach may be ordered annually per building. Any additional bleach products require prior approval from the Deputy Director of Facilities.

Capital equipment exceeding 30 horsepower may not be ordered under this program.

Certifying Delivery of Orders

Custodian Engineers are responsible for certifying all *Uncertified* orders in FAMIS once items or services have been received. Orders must be certified as *Received in Full*, *Partially Received*, or *Not Received*, depending on the delivery status.

Items should never be certified as *Received in Full* unless they have actually arrived on site. When entering the received date, use the actual delivery date, not the date you are entering the certification. This ensures accurate tracking and accountability.

Important: Only select the *Not Received* status if it is confirmed that the item will not be delivered. It is not a placeholder while waiting for delivery.



Before the close of the fiscal year—or when transitioning out of an assignment—Custodian Engineers must review any orders that remain *Partially Received* or *Uncertified*. This includes following up with vendors to confirm the status of outstanding orders and ensuring all open orders are either fulfilled and certified or officially canceled.

For assistance with FAMIS access issues, technical errors, or certification questions, contact Client Services at clientservices@schools.nyc.gov or call 718-935-5100. For procurement-related questions, contact DSFSupplyChain@schools.nyc.gov.

Order Documentation and Warranty Requirements

Prompt and accurate recordkeeping is essential for maintaining up-to-date documentation and managing school resources effectively. Custodian Engineers must keep all order-related documentation—including ordering records, packing slips, and warranty information—on file at the building. These records may be requested for review or audit.

As a reminder, ensure that all manufacturers' warranty registration cards are completed and submitted as required. Copies must be maintained in the Custodian Engineer's office for records.

Reminders

Custodian Engineers are responsible for monitoring their expenditures, complying with procurement regulations, and making fiscally responsible decisions.

To support the participation of Minority and Women-Owned Business Enterprises (M/WBEs) in NYCPS procurement, Custodian Engineers should refer prospective vendors to the Office of Supplier Diversity at mwbe@schools.nyc.gov.

If you have any questions, please contact your Deputy Director of Facilities.