

**NEW YORK CITY PUBLIC SCHOOLS  
DIVISION OF SCHOOL FACILITIES  
OFFICE OF FIELD OPERATIONS**

September 27, 2024

**OFFICE OF FIELD OPERATIONS CIRCULAR NO. 25-004**

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

**TO ALL CUSTODIAN ENGINEERS**

**PERIODIC SURVEILLANCE OF ASBESTOS CONTAINING MATERIAL (ACM)**

As part of the Division of School Facilities ongoing commitment to provide a safe and healthy learning environment for all students and staff members, beginning October 1, 2024, custodian engineers will be required to document a six (6) month periodic surveillance inspection of all Asbestos Containing Materials (ACM) in their assigned buildings.

The recent Asbestos Awareness training included targeted information on how custodian engineers are to conduct and document these periodic inspections. The purpose of these inspections is to visually inspect all known ACM and assumed ACM without disturbing them. Visual signs of deterioration, damage or other changes must be recorded on the cover sheet and AHERA 4 Form. The Office of Environmental Health and Safety (EHS) will provide the AHERA 4 Form for each building at the start of the inspection cycle, (cover sheet can be found [here](#)).

Custodian Engineers must follow this process in order to successfully complete a building's six (6) month periodic Surveillance:

- Conduct a thorough visual inspection of all known and assumed ACM within the building.
- Once initiated, this six (6) month inspection must be completed within three (3) months. Note, there must be a six (6) month gap between these visual inspections.
- Document the condition of the ACM, noting any signs of damage, deterioration, or other changes since the last surveillance.
- Complete the AHERA 4 Form, detailing observations and any required follow-up actions.
- Notify the Office of Environmental Health and Safety (EHS) if any damage or deterioration is observed by emailing the completed cover sheet and AHERA 4 Form to [EHSdocuments@schools.nyc.gov](mailto:EHSdocuments@schools.nyc.gov). Additionally, contact the borough emergency desk and submit a priority 04 Work Order for Trade Code 77, so EHS can properly address the damage or deterioration.
- Insert the completed and signed cover sheet and AHERA 4 Form to the building's AHERA book.
- Restart the process above every six (6) months for all assigned buildings that contain ACM or assumed ACM.

Please contact your Deputy Director of Facilities if you have any questions regarding this information.