

**NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF SCHOOL FACILITIES
OFFICE OF FIELD OPERATIONS**

June 27, 2023

OFFICE OF FIELD OPERATIONS CIRCULAR NO. 6 – 2022/23

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

TO ALL CUSTODIAN ENGINEERS

FISCAL YEAR 2024 CUSTODIAL SUPPLY PROGRAM

Supply allocations can be found in Galaxy and FAMIS.

In accordance with the New York State Education Law (Section 409-i) related to the procurement and use of environmentally sensitive cleaning and maintenance products in all public school buildings, custodian engineers can only procure environmentally sensitive cleaning and maintenance products for their facilities. Presently, the only exceptions to this law are floor finishes, floor strippers, and bleach. The specifics of their usage are explained in this circular.

The New York State Office of General Services (OGS) has adopted the Green Seal (GS-37) and EcoLogo certification standards for general purpose cleaners, bathroom cleaners, carpet cleaners, and glass/window/mirror cleaners. OGS has also adopted the Green Seal (GS-41) and EcoLogo (CCD-104) certifications for hand soaps. Additionally, OGS has adopted the Carpet and Rug Institute (CRI) Seal of Approval/Green Label (SOA/GL) certification for carpet vacuum cleaners. At this time, OGS continues not to adopt the Green Seal Standard (GS-40) for floor finishes and floor strippers. OGS recognizes that additional time is required to evaluate the overall effectiveness of these products. In the interim, custodian engineers are not mandated to procure environmentally sensitive floor finishes and floor strippers. However, in the spirit of utilizing safe cleaning and maintenance products in our buildings, custodian engineers are encouraged to procure floor care products that at least meet the currently adopted OGS Standards.

In order for custodian engineers to remain in compliance with the green cleaning mandate, Strategic Distribution Incorporated (SDI) has included a full line of environmentally sensitive cleaning and maintenance items under this year's supply program that are either Green Seal, EcoLogo, EPA Registered and/or OGS certified. As SDI is our integrated supplier, you are to contact their customer service representatives at 888-435-7734 with any questions you may have pertaining to your procuring environmentally sensitive products.

SDI and Staples are providers from whom custodian engineers can order supplies, maintenance, and toolbox items under the current Custodial Supply Program for FY 24. Under this year's program, custodian engineers will receive one combined supply allocation, representing the total of both the supply and toolbox allocations for their buildings.

Additionally, custodian engineers will have the flexibility to utilize whatever percentage of their supply allocation they deem appropriate on supply and toolbox items.

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The FY 24 procurement cut-off dates are as follows:

- May 17, 2024: Equipment repairs
- May 31, 2024: Non-list (aka non-cat)
- May 31, 2024: Catalog items in FAMIS

Unspent balances will not roll over to the following fiscal year.

Note that some buildings will receive incremental funding for swimming pools, HVAC filters, water filters, and feminine hygiene products (FHP), less an allowance for dust mop and mat expenditures. Additionally, when allocations are entered into FAMIS, approximately 15% will be transferred to the building's equipment allocation. As a reminder, custodian engineers may transfer additional equipment funds to the supply allocation without the Deputy Director of Facilities (DDF) approval. However, DDF approval is required when transferring funds from supply to equipment allocations.

Custodian engineers are to continue to procure their supplies utilizing the FAMIS procurement application, where all SDI and Staples catalog items can be found. Ordering materials through FAMIS under the FY 24 Custodial Supply Program may begin on Monday, July 3, 2023.

As we have adopted environmentally sensitive cleaning products in our schools, the ordering restrictions of bleach and bleach-containing products are back in effect as of July 1, 2020. Custodian engineers are prohibited from utilizing bleach and bleach-containing products in school buildings except under specific applications. Bleach and bleach-containing products may only be applied as a cleaner/disinfectant when addressing blood/bodily fluid spills, disease outbreaks, and specific types of cleaning/disinfecting in natatorium areas, food service areas, school-based health centers, nurses' offices, and LYFE centers. These types of applications may require special cleaning procedures that are prescribed by existing laws and regulations and are therefore not to be superseded by environmental cleaning practices. Bleach may also be utilized for mold remediation. For all other applications, substitute products for bleach are available in the Custodial Supply Catalog. Custodian engineers are limited to procuring a maximum of six (6) gallons of bleach annually under the supply program. In order to procure additional quantities of bleach or to procure other types of bleach products, you are required first to obtain approval from your Deputy Director of Facilities.

Custodian engineers responsible for a temporary care assignment are not required to expend the entire allocation during the eight (8) week assignment period. Balances will carry to each successive Temporary Care custodian engineer through the program's cut-off dates. Any information regarding orders placed for a temporary care building is to be shared with the incoming custodian engineer at the end of the temporary care assignment. This process will assist in tracking orders and will ensure that the allocation is depleted by the year's end. Copies of all orders and invoices are to be kept on file for future reference.

As our integrated supplier, SDI has relationships with numerous manufacturers and vendors that may not have their products listed within the Custodial Supply Catalog in FAMIS.

Custodian engineers interested in procuring MRO (maintenance, repair, and operation) items not listed, you may do so through SDI by following the FAMIS non-cat (non-list) procurement procedure.

As a reminder, all non-cat supply items for general custodial operations must meet the criteria of being environmentally sensitive. Additionally, all non-cat toolbox items must be for custodial maintenance or repair purposes only. Under this year's program, custodian engineers may not order capital equipment over thirty horsepower.

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The Department of Education will directly reimburse SDI and Staples for all items ordered under the supply program through FAMIS, up to the established allocation threshold for each building, as indicated in Galaxy. The Division of School Facilities has advised FAMIS of each building's total supply program allocation, and FAMIS will track each building's account. Custodian engineers are responsible for ensuring that they do not exceed their building's allocation.

In order to report occurrences such as late deliveries, pricing errors, shortages, or complaints, custodian engineers are to email their concerns to the following:

- For SDI items: NYCCustodial@sdi.com
- For Staples items: DEPTOFED@Staples.com

Additionally, for monitoring purposes, custodian engineers should copy DSFsupplies@schools.nyc.gov when reporting any of the above issues and can also submit feedback here: [submit feedback about SDI or Staples](#).

Custodian engineers must certify all of their supply orders through FAMIS as soon as the item(s) arrive or after five business days in one of the following three ways:

- "R" Received in full
- "P" Partially received
- "X" Not Received

Prior to the end of each fiscal year and before vacating an assignment, Custodian Engineers must contact SDI's customer service center about all Partially Certified (P) and Not Received (X) orders to ensure that each order is either fulfilled or canceled by SDI.

Custodian engineers are not to certify any item(s) as Received (R) if the vendor has not delivered said item(s).

When certifying orders, indicate the "Received Date" (date materials were actually received). Please do not enter the date you are certifying the order as the received date unless it is the actual date the items were received.

Custodian engineers may be called upon to provide specific information regarding a previous order under the custodial supply program. Therefore, custodian engineers are to maintain copies of all documentation associated with the receipt of orders, including signed trucking tickets, packing slips, and invoices. Under the supply program, the Department of Education is billed regularly by SDI. In order to ensure that items billed were actually received, it is imperative that you maintain these documents at your building for future reference. Please do not mail these documents to the Office of Field Operations.

As a reminder, all manufacturers' warranty registration cards are to be filled out and returned to the SDI customer service center. You should also maintain copies for your records.

In an effort to promote Minority and Women-Owned Business (M/WBE) participation in DOE procurement/contracting, custodian engineers are to refer all prospective vendors to the Office of Supplier Diversity at mwbe@schools.nyc.gov.

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

John T. Shea
Chief Executive Officer
Division of School Facilities