

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

December 17, 2004

OFFICE OF BUILDING SERVICES CIRCULAR NO. 4 - 2004/05

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

TO ALL CUSTODIAN ENGINEERS

1. VACANCIES

At this time, the Department of Education (Office of Building Services) declares the following assignments vacant and will accept applications for voluntary transfer for the position of Custodian Engineer Level I and Custodian Engineer Level II. Applications must be postmarked no later than **DECEMBER 27, 2004**.
ALL APPLICATIONS MUST BE MAILED. HAND DELIVERED APPLICATIONS WILL NOT BE ACCEPTED.

NOTE: YOU MUST PROVIDE A CURRENT COPY OF THE APPLICABLE LICENSE REQUIRED FOR THE BUILDING YOU ARE APPLYING FOR; I.E., STATIONARY ENGINEER AND/OR REFRIGERATION. (ALL LEVEL II ASSIGNMENTS REQUIRE A CURRENT COPY OF YOUR STATIONARY ENGINEER LICENSE, OR REFRIGERATION LICENSE IF LEVEL 1R IS APPLYING.)

FAILURE TO ATTACH REQUIRED LICENSE(S) WILL PRECLUDE YOU FROM CONSIDERATION FOR ASSIGNMENT.

UNDER NO CIRCUMSTANCES WILL WITHDRAWALS BE CONSIDERED

Applications for transfer *must* be on the enclosed Application For Transfer form and placed in a plain envelope, sealed, and marked "**APPLICATION FOR TRANSFER.**" No other correspondence is to be placed in the envelope. Applications are to be addressed to the Executive Director, Division of School Facilities, 44-36 Vernon Boulevard, 5th Floor, Long Island City, New York 11101.

Custodian Engineers will be eligible for advancement based upon minimum years of experience. Each year of employment in title will be considered toward the experience requirements except for years where a Custodian Engineer receives a less than satisfactory rating. Experience requirements are as follows:

CUSTODIAN ENGINEER LEVEL I		CUSTODIAN ENGINEER LEVEL I WITH REFRIGERATION LICENSE		CUSTODIAN ENGINEER LEVEL II	
<u>Years of Employment</u>	<u>Building Size</u>	<u>Years of Employment</u>	<u>Building Size</u>	<u>Years of Employment</u>	<u>Building Size</u>
1 - 5	1 M Sq Ft - 50 M Sq Ft	1 - 5	0 M Sq Ft - 100 M Sq Ft	1 - 5	76 M Sq Ft - 100 M Sq Ft
5+ - 10	51 M Sq Ft - 75 M Sq Ft	5+ - 10	101 M Sq Ft - 130 M Sq Ft	5+ - 10	101 M Sq Ft - 130 M Sq Ft
10+ - 15	76 M Sq Ft - 82 M Sq Ft	10+ - 15	131 M Sq Ft - 200 M Sq Ft	10+ - 15	131 M Sq Ft - 200 M Sq Ft
15+	83 M Sq Ft - 100 M Sq Ft	15+	201 M Sq Ft+	15+	201 M Sq Ft+

NOTE: If any school on this transfer list within a given seniority bracket is not filled by a Custodian Engineer with the required number of years seniority, the Custodian Engineer who is in the next lower seniority bracket who BIDS for that school would be assigned to the school provided the Custodian Engineer meets all of the qualifications for that assignment. The schools listed are offered at this time to Custodian Engineers who meet the following requirements:

In first assignment from a civil service list with a minimum one year of service or you must have two (2) years of service in present assignment as of **NOVEMBER 1, 2004**.

Custodian Engineers Level I who possess a valid certificate of qualification for operating Refrigeration machinery unlimited capacity, herein referred to as a "refrigeration license," shall be eligible to transfer into buildings whose square footage is greater than 82,000 square feet, provided they have the requisite years of satisfactory employment contained in the schedule for Custodian Engineer Level 1 with a refrigeration license.

**NOTE: ATTACH A COPY OF YOUR SPRING 2004 PRINCIPAL'S RATING WITH YOUR "APPLICATION FOR TRANSFER".
FAILURE TO ATTACH REQUIRED RATING WILL PRECLUDE YOU FROM CONSIDERATION FOR TRANSFER.**

Basic allowances are from the Department of Education IBM records. Details of breakdown are on file at all buildings. Qualified applicants are authorized to ask present Custodian Engineer to see the "Calculation for Custodial Allowance, etc." on file at the school. Allowances as shown are subject to change for good and sufficient reasons such as physical change, unused space, or to correct any substantial errors which may be discovered.

INSTRUCTIONS FOR COMPLETING APPLICATION FOR TRANSFER

NOTE: Any Application For Transfer that is filled out improperly, OR IS NOT SIGNED, will be disqualified.

- Fill in Items 1-11, place an "X" in Item 12 if you have additional requests, sign and date Item 13.
- Code Borough as follows: M - Manhattan K - Brooklyn
X - Bronx Q - Queens R - Richmond (Staten Island)
- Code school as a 3-digit number. Use leading zeros, if necessary.
- The IBM designation for your present assignment is located in the top center part of your building calculation form (IBM Card).
- Use the IBM designation listed below for your choices.
- On High School and Annex choices, use the IBM designation.
Examples: a) Richmond Hill HS Queens should be listed as Q-475.
b) PS 282 Annex Brooklyn should be listed as K-902.

TRANSPORTATION CLAIMS RESULTING FROM VACANCY LISTS WILL NOT BE AN ALLOWABLE EXPENSE.

CUSTODIAN ENGINEERS (LEVEL II)

SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY
M019**	84	Refrig. License	\$ 219,914.81	\$ 70,434.77
M022	151		284,172.92	78,743.91
M048**	94	Refrig. License	229,052.17	71,377.22
M054	114		260,209.03	74,672.77
M056	153		281,419.80	78,743.91
M072	74		221,993.65	68,620.79
M076	88		218,957.89	70,905.38
M104	122		266,758.37	75,616.46
M115	104		253,546.75	73,725.29
M128	107		289,341.11	74,195.91
M131**	180	Refrig. License	365,945.03	82,643.26
M146	91		219,551.28	71,377.22
M153	135		279,106.03	77,258.61
M180	83		223,241.25	70,434.77
M189	112		244,504.09	74,672.77
M195**	155	Refrig. License	318,023.20	79,764.82
M197	84		234,170.76	70,434.77
M460	Washington Irving HS	319	532,542.86	91,538.79
M465	George Washington HS	340	858,608.22	91,538.79
M470** (C)	Louis Brandeis HS	232	477,339.02	85,424.00
M475	Stuyvesant HS	201	375,895.32	84,953.99
M480	Julia Richman HS	287	561,607.91	91,538.79
M485**	LaGuardia HS	388	777,507.06	91,538.79
M506**	West Side HS (New)	85	228,460.56	70,434.77
M520/521**	Murray Bergtraum HS	293/7	596,357.43	94,872.79
M535	Park West HS	379	789,375.70	91,538.79
M882**	District Office #2	89	224,099.24	70,905.38
M970*/**	Thurgood Marshall Academy	78	211,693.57	69,148.66
X008			\$ 258,708.20	\$ 70,905.38
X023*/**		Refrig. License	190,831.70	69,796.08
X024/841 (M)	84/12		298,641.41	73,768.77
X054*/**		Refrig. License	205,569.88	69,148.66
X055			260,603.83	76,089.58
X060			260,505.74	74,672.77
X064			211,325.61	69,796.08
X066			293,436.07	74,195.91
X075			248,809.54	74,195.91
X086/886 (M)	128/12		413,973.31	79,848.10
X103			257,870.17	71,852.81
X105			287,331.54	74,195.91
X106			235,809.68	70,434.77
X121			262,616.84	71,852.81
X122			232,866.73	70,434.77
X137**		Refrig. License	413,743.35	84,126.04
X147			333,613.39	80,506.84
X151			456,381.28	81,250.09
X154			214,219.42	70,905.38

CUSTODIAN ENGINEERS (LEVEL II)

SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY
X162	188		\$ 389,664.93	\$ 83,386.52
X183**	162	Refrig. License	337,487.26	80,134.57
X194**	147	Refrig. License	303,479.64	78,371.65
X368**	162	Refrig. License	313,906.80	80,134.57
X410/088 (M) William H. Taft HS	281/23		645,723.65	94,872.79
X420 James Monroe HS	254	High Pressure	614,235.19	89,689.99
X430** Walton HS	300	Refrig. License	674,590.24	91,538.79
X440 DeWitt Clinton HS	368		886,336.90	91,538.79
X445 Bronx HS of Science	288		534,394.98	91,538.79
X972*/** Adlai Stevenson HS Annex	80	Refrig. License	214,122.26	69,796.08
K013**	120	Refrig. License	\$ 267,926.20	\$ 75,616.46
K019/319 (M)	93/11		276,822.63	74,711.22
K033	146		302,372.28	77,999.40
K040	152		340,208.54	78,743.91
K043	142		297,308.12	77,628.39
K049	155		310,191.93	79,764.82
K052	91		234,113.87	71,377.22
K059	96		224,642.00	71,852.81
K062	133		285,659.88	76,886.36
K066**	106	Refrig. License	258,094.06	73,725.29
K072**	124	Refrig. License	286,254.62	76,089.58
K084	95		241,990.69	71,852.81
K092	112		272,366.02	74,672.77
K095	89		256,596.74	70,905.38
K096	121		288,612.72	75,616.46
K105	109		261,658.47	74,195.91
K111	161		312,907.30	80,134.57
K120	97		239,795.63	71,852.81
K128	110		302,420.87	74,195.91
K152**	154	Refrig. License	314,734.27	78,743.91
K176	92		252,253.65	71,377.22
K180	121		329,327.87	75,616.46
K202	114		301,331.34	74,672.77
K212*	80		224,742.80	69,796.08
K221*	80		222,595.84	69,796.08
K226	94		233,850.58	71,377.22
K227	122		292,673.70	75,616.46
K232	122		283,142.67	75,616.46
K234	123		305,446.60	76,089.58
K275/854 (M)	159/10		360,051.52	83,468.57
K287	89		223,379.20	70,905.38
K297*	79		210,893.84	69,796.08
K308**	118	Refrig. License	321,605.55	75,144.60
K314**	147	Refrig. License	339,691.95	78,371.65
K316	83		228,814.28	70,434.77
K320	158		303,950.93	79,764.82
K328	90		228,954.01	70,905.38
K346/897** (M)	123/18	Refrig. License	339,010.44	79,423.58

CUSTODIAN ENGINEERS (LEVEL II)

SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY
K383**	176	Refrig. License	\$ 344,987.92	\$ 81,622.35
K395**	125	Refrig. License	284,737.23	76,089.58
K410 Abraham Lincoln HS	249		594,757.94	89,317.71
K425 James Madison HS	253	High Pressure	606,055.23	89,689.99
K430 Brooklyn Technical HS	594	High Pressure	1,072,966.83	91,538.79
K440** Prospect Heights HS	270	Refrig. License	557,228.18	90,820.45
K470 George Wingate HS	248		447,662.72	89,317.71
K500 Canarsie HS	248		545,125.90	89,317.71
K540** John Dewey HS	282	Refrig. License	587,959.46	91,538.79
K805 Science Skills HS	173		380,728.75	81,250.09
K865 PS 274 Annex	89		231,346.97	70,905.38
Q007**	125	Refrig License	\$ 287,449.20	\$ 76,089.58
Q010	93		236,443.80	71,377.22
Q013	87		257,091.69	70,905.38
Q025**	173	Refrig. License	365,895.73	81,250.09
Q030	85		217,563.88	70,434.77
Q058**	100	Refrig. License	234,511.80	72,322.19
Q062**	96	Refrig. License	232,851.36	71,852.81
Q069/222** (M)	118/24	Refrig. License	332,575.90	78,478.60
Q074	121		268,947.19	75,616.46
Q100**	99	Refrig. License	231,787.89	72,322.19
Q108**	135	Refrig. License	313,536.53	77,258.61
Q111	87		232,163.41	70,905.38
Q124/750**	89/5	Refrig. License	291,126.53	74,239.38
Q141	119		267,733.87	75,616.46
Q165*	82		206,125.57	69,796.08
Q166**	105	Refrig. License	232,478.35	73,725.29
Q190	123		268,243.94	76,089.58
Q208*/**	79	Refrig. License	233,767.78	69,796.08
Q226** (C)	209	Refrig. License / CAP	416,438.38	85,424.00
Q227**	177	Refrig. License	346,500.70	81,622.35
Q230**	84	Refrig. License	216,715.19	70,434.77
Q234**	110	Refrig. License	227,137.20	74,195.91
Q239**	92	Refrig. License	210,644.54	71,377.22
Q254*/**	82	Refrig. License	211,627.96	69,796.08
Q268**	88	Refrig. License	209,493.69	70,905.38
Q270**	87	Refrig. License	208,374.65	70,905.38
Q440/003 (M) Forest Hills HS/PS 003	280/24		755,373.81	94,872.79
Q445 William C. Bryant HS	268		550,203.70	90,820.45
Q452** Long Island City HS (New)	300	Refrig. License	614,863.25	91,538.79
Q455/457 (M) Newtown HS/Newtown Fld.	221/29		486,975.74	88,758.00
Q470** (C) Jamaica HS	243	High Pressure / CAP	654,901.50	85,424.00
Q475** (C) Richmond Hill HS	212	High Pressure / CAP	486,838.89	85,424.00
Q490 Andrew Jackson HS	260		598,912.67	90,060.99
Q566** HS of Teaching	128	Refrig. License	301,112.66	76,514.10
Q610 Aviation HS	262		578,112.36	90,432.02
Q690** HS for Law Enforcement	180	Refrig. License	356,765.53	82,643.26
Q725** Adult Training Center	126	Refrig. License	282,220.09	76,089.58

CUSTODIAN ENGINEERS (LEVEL II)

SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY
Q735 Frank Sinatra HS	90		\$ 218,727.17	\$ 70,905.38
R034	107		\$ 277,803.84	\$ 74,195.91
R050	83		215,821.76	70,434.77
R051	124		271,230.48	76,089.58
R057**	113	Refrig. License	254,390.59	74,672.77
R080**	260	Refrig. License / HP	1,075,945.05	90,060.99

CUSTODIAN ENGINEERS (LEVEL I)

SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY
M004**	70	Refrig. License	\$ 193,620.54	\$ 68,213.68
M053**	65	Refrig. License	192,675.06	67,814.02
M061	75		218,164.00	69,148.66
M066**	58	Refrig. License	197,285.44	66,820.51
M110	52		161,006.84	66,419.63
M178**	62	Refrig. License	179,485.67	67,221.41
M183	44		149,378.15	65,619.11
M223	28		134,830.17	63,842.45
M451 Liberty HS Annex	48		162,801.71	66,019.98
M486/896** (M) Performing Arts	54/21	Refrig. License	203,300.81	69,753.63
M837** Beacon School	75	Refrig. License	201,418.48	69,148.66
M855** Eleanor Roosevelt HS	66	Refrig. License	205,531.81	67,814.02
M874/835** School for Physical City	55/13	Refrig. License	223,879.09	70,154.51
X014	51		\$ 199,300.03	\$ 66,419.63
X069	45		201,513.03	65,619.11
X112	71		219,417.98	68,620.79
X175**	50	Refrig. License	172,919.86	66,019.98
X226**	57	Refrig. License	234,357.28	66,820.51
X254**	61	Refrig. License	188,831.23	67,221.41
X525** South Bronx Academy	48	Refrig. License	173,465.66	66,019.98
X722** Occupational Training Center	65	Refrig. License	237,040.19	67,814.02
X839** Bronx HS for the Visual Arts	55	Refrig. License	172,864.37	66,820.51
X878** Freedom HS	50	Refrig. License	171,386.87	66,019.98
K130	50		\$ 173,922.34	\$ 66,019.98
K160	55		172,424.97	66,820.51
K277	52		181,661.03	66,419.63
K290**	63	Refrig. License	197,546.38	67,814.02
K397**	32	Refrig. License	132,764.44	64,416.41
K399**	32	Refrig. License	131,017.12	64,416.41
K894** EBC/DHS Collaborative HS	70	Refrig. License	201,680.74	68,213.68

CUSTODIAN ENGINEERS (LEVEL I)

SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY
K913** EBC Bushwick HS	65	Refrig. License	\$ 188,438.51	\$ 67,814.02
K917** Bridges to Brooklyn HS	55	Refrig. License	167,907.96	66,820.51
K987 Acorn School for Social Justice	42		153,592.08	65,216.96
K989 District Office #20	54	Fire Safety Dir. License	199,803.30	66,419.63
Q032	72		\$ 211,140.60	\$ 68,620.79
Q052	66		211,918.44	67,814.02
Q115	71		202,059.09	68,620.79
Q178	58		189,294.92	66,820.51
Q188	58		189,969.34	66,820.51
Q195**	72	Refrig. License	218,079.85	68,620.79
Q225	70		217,384.26	68,213.68
Q253**	74	Refrig. License	195,810.30	68,620.79
Q266**	68	Refrig. License	205,631.78	68,213.68
Q499** The Queens College	72	Refrig. License	192,825.47	68,620.79
Q798** School for Global Ed	40	Refrig. License	166,186.70	65,216.96
Q868/992** (M) PS 078	27/24	Refrig. License	198,878.23	67,176.45
R021	35		\$ 146,319.72	\$ 64,818.55

*** PREFERENCE WILL BE GIVEN TO:**

1. CUSTODIAN ENGINEER (LEVEL II)
2. CUSTODIAN ENGINEER (LEVEL I)

**** REFRIGERATION LICENSE REQUIRED**

- (M) MERGED BUILDINGS
(C) CAP BUILDINGS

James F. Lonergan
Executive Director
Division of School Facilities

JO'C/SC:cg

Enclosure: Application For Transfer (2)

Circular No. 4 - 2004/05

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

APPLICATION FOR TRANSFER

1. Refrigeration License RQ Number: _____
2. Stationary Engineers License Number: _____
3. Social Security Number: _____
4. Print Last Name: _____
5. Print First Name: _____
6. Title: _____
7. Present Assignment: _____
8. Date Assigned Present School: _____
9. Appointment Date in Title: _____
10. List Number: _____

11. **List in order of preference the first twelve (12) schools you wish to transfer to.
If there is no school number, write name after choice number.**

	<u>BOROUGH</u>	<u>SCHOOL</u>
CHOICE #1	(_____)	(_____)
CHOICE #2	(_____)	(_____)
CHOICE #3	(_____)	(_____)
CHOICE #4	(_____)	(_____)
CHOICE #5	(_____)	(_____)
CHOICE #6	(_____)	(_____)
CHOICE #7	(_____)	(_____)
CHOICE #8	(_____)	(_____)
CHOICE #9	(_____)	(_____)
CHOICE #10	(_____)	(_____)
CHOICE #11	(_____)	(_____)
CHOICE #12	(_____)	(_____)

12. **Place an "X" in the box at the right if you have additional choices of schools and list them on the back of this sheet from choice #13 showing borough and school number.** _____

13. _____
Signature

Date

APPLICATION FOR TRANSFER

	<u>BOROUGH</u>	<u>SCHOOL</u>
CHOICE #13	(_____)	(_____)
CHOICE #14	(_____)	(_____)
CHOICE #15	(_____)	(_____)
CHOICE #16	(_____)	(_____)
CHOICE #17	(_____)	(_____)
CHOICE #18	(_____)	(_____)
CHOICE #19	(_____)	(_____)
CHOICE #20	(_____)	(_____)
CHOICE #21	(_____)	(_____)
CHOICE #22	(_____)	(_____)
CHOICE #23	(_____)	(_____)
CHOICE #24	(_____)	(_____)
CHOICE #25	(_____)	(_____)
CHOICE #26	(_____)	(_____)
CHOICE #27	(_____)	(_____)
CHOICE #28	(_____)	(_____)
CHOICE #29	(_____)	(_____)
CHOICE #30	(_____)	(_____)