

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

December 3, 2003

OFFICE OF BUILDING SERVICES CIRCULAR NO. 5 – 2003/04

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

TO ALL CUSTODIAN ENGINEERS/BUILDING MANAGERS

P.O. #18 SUBMISSIONS

The Division of School Facilities, in an effort to enhance the efficiency of Work Management through Passport (our work order system), has completed the process of identifying and removing any work order tasks that were entered into the Passport System prior to July 1, 2003, with the exception of emergencies, violations, work already in progress and funded programs (i.e., DMP).

Copies of the individual school reports identifying the cancelled tasks will be distributed to you by your Deputy Regional Manager with this Circular. These reports are to be reviewed with your Deputy Regional Manager and, if necessary, resubmitted in the form of a new P.O. #18, back to the Division of School Facilities – Central Processing Unit, 44-36 Vernon Boulevard, 5th Floor, Long Island City, New York 11101.

The primary objective of the Division of School Facilities Skilled Trades and Contract Maintenance Unit is to maintain and repair our building assets in order to insure they operate as designed, and meet or exceed their useful life. Since our funding is fixed and work requests received exceed our allocation, it is imperative that we maximize our efficiencies by utilizing resources based upon priority. Work requests not within the purview of maintenance and repair, such as new installation work, will be prioritized as priority #99 (improvement/enhancement), and will be addressed as funding becomes available. Careful scrutiny of all P.O. #18's will be made with a strong emphasis placed on insuring that requested work does not fall under the responsibility of Custodian Engineer/Building Manager, as identified in their applicable contracts.

As part of our efforts towards further improving the P.O. #18 process, additional resources can be made available by limiting the need for individual job surveys. It is realized that some work, such as a leak in a concealed supply line will require a survey to locate the problem's source. This type of request should note all pertinent field conditions. When submitting work requests, you are asked to provide specific and sufficient information which should be easily ascertainable as onsite building maintenance and operations professionals. Your level of detail will allow our Central Planning Unit to assemble work orders that include desk estimates which will ultimately speed the process of assignment and completion of tasks. Vague, and/or general work descriptions such as "see custodian for locations" will hinder our ability to process work orders and will result in P.O. #18's being rejected and returned for proper resubmission. As a general rule, all P.O. #18's must have detailed descriptions for the scope of work requested. The enclosed instructions provide the levels of required specificity for requesting work beyond the ability of you or your staff to address.

Included with this information are the following:

1. A general instruction guide for P.O. #18 completion previously promulgated and provided in Circular # 2-2002/03. (Note: All newly submitted P.O. #18's are required to have the Principal's signature. Without it, requests will not be processed.)
2. An updated list of "Trade Codes," "Job Type Codes," and "Job Descriptions."
3. A new detailed guide of specifics that should be incorporated with the description/scope of work being requested, which includes identifying:
 - ◆ Exact location(s) – floor, ceiling, wall, corridor, room#, stairway or exit Identification (alpha or numeric), equipment, boiler or fan unit designation.
 - ◆ Quantity – number of items required or in need of repair/replacement.
 - ◆ Measurements/Size – length, width, height, depth, diameter
 - ◆ Manufacturer – Tag information, Make, Model, Type, frame/mount
 - ◆ Ratings – Volts, amps, wattage, phase, H.P., BTU, RPM

Please use your best effort to assist us in expediting the work management process by following the procedures outlined above. Any issues encountered should be discussed with your Deputy Regional Manager or the Central Planning Group. Working together, we will continue to refine our ability to maximize efficiency and reduce work response time.

James F. Lonergan
Senior Director
Office of Building Services

