

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

November 20, 2003

OFFICE OF BUILDING SERVICES CIRCULAR NO. 4 - 2003/04

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

TO ALL CUSTODIAN ENGINEERS AND BUILDING MANAGERS

1. ORDERING FUEL  
MONTHLY INSPECTION & USAGE REPORTS – AVOID OIL SPILLS

As we enter into the current heating season, it is important to take proper precautions to avoid fuel spills and to monitor fuel oil storage facilities for leaks. The following guidelines must be followed to ensure safe fuel oil deliveries and oversight of fuel oil storage facilities.

- ◆ Custodian Engineers/Building Managers must establish and maintain logs to record all deliveries and usage. A P.O. #8 must be filled out on a monthly basis and kept on file at all schools.
- ◆ Conduct, at a minimum, monthly inspections of all tanks, tank rooms, tank cover gaskets, piping, etc. The attached Monthly Inspection Log must be completed and kept on file in all schools. Report leaks immediately to your Deputy Regional Manager and submit a P.O. #18.
- ◆ Inspect vent lines to ensure they are not blocked. If you suspect a problem with your vent lines, please inform your Deputy Regional Manager immediately and submit a P.O. #18. NOTE: Similar inspections should coincide with each delivery.
- ◆ Keep all sounding lines and caps on the tank(s) properly secured.
- ◆ All crossover lines that have a shutoff valve must have the valve chained in the open position unless there is an existing problem with a tank.
- ◆ Confirm the numbering system on fill boxes and tanks. Ensure that they are clearly labeled. All key custodial personnel must be familiar with the numbering system and locations of the fill boxes and tanks. Keep fill boxes clear of snow and ice during the winter months.
- ◆ Compare petrometer readings to the manual stick readings of the tanks. Keep stick lines accessible and clear of debris.
- ◆ Stick tanks before each delivery to verify the amount of fuel oil in the tanks and ensure that the load being delivered can be accepted safely. This will avoid overflows from deliveries to a full tank. Prior to accepting each delivery, confirm with the delivery person that the oil is intended for your school, is the correct grade (#2, #4, or #6 oil) and that the truck pump meter is set on zero.
- ◆ The Custodian Engineer/Building Manager should be present for all deliveries. If the Custodian Engineer/Building Manager cannot be present, their representative is to oversee the entire delivery process, continuously monitoring for oil leaks, sticking the tanks after each delivery and ensuring that they are filled to a maximum of 90% capacity.
- ◆ Please order fuel by faxing in your order on the attached form. Emergency requests for fuel will only be accepted from your Deputy Regional Manager.
- ◆ On average, deliveries are made within three (3) days after the vendor receives your order. Plan accordingly and allow ample time when ordering.

Immediately after receiving your fuel, report the delivery to the Fuel Division by calling (718) 349-5633. This is a voice-message line. Leave a message that includes your school code and the number of gallons received in each tank. This will allow us to monitor the delivery schedule of each oil company.

**ORDERING FUEL**, Continued

- ◆ To ensure compliance with the Interruptible Gas Guidelines, each utility conducts tests of their respective Interruptible Gas Systems. Please monitor your equipment. If you are currently experiencing any problems that prevent your equipment from operating on your alternate fuel, notify your Deputy Regional Manager immediately.
  - ◆ Fuel oil storage tanks for dual fuel systems must be filled to 90% of capacity.
  - ◆ All dual fuel plants must switch to oil burning equipment weekly to ensure that the system will operate during gas interruption. Multiple boiler installations must operate all boilers equally with regard to hours of operation.
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**2. HEATING SEASON GUIDELINES**

The following guidelines should be adhered to:

- a. Building temperatures are to be maintained at no higher than 68 degrees Fahrenheit when heating systems are operating.
- b. Hot water temperatures are to be set no higher than 105 degrees Fahrenheit.
- c. Supplemental heating equipment such as electric or kerosene space heaters are absolutely prohibited.

These provisions are to be implemented consistent with the Health Code. City buildings and spaces which have been exempt from these requirements will continue to be exempt.

The following conservation measures should be observed for additional fuel savings:

- a. Open venetian blinds, shades and drapes during daylight hours in order to take advantage of natural light and heat provided by the sun.
- b. Arrange desks, chairs and work stations away from windows and outside walls, wherever possible.
- c. Make sure that window air conditioners are properly sealed.

It is important that we work together to control the City's \$520 million energy budget for heat, light and power.

Thank you for your continued support.

**James F. Lonergan  
Senior Director  
Office of Building Services**

**JFL/MH:ns**

**Attachments: P.O. #8**

**Monthly Fuel Oil Tank Inspection Log  
Fuel Request  
Tank Chart**

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**MONTHLY FUEL OIL TANK INSPECTION LOG**

INSPECTION DATE	ANY FUEL OIL IN TANK AREA?		ANY VISIBLE OIL LEAKS?		ANY SIGNS OF CORROSION? TANKS, SUPPORTS, TRAPS, ETC.		VOLUME DISCREPANCY PETROMETER Vs. SOUNDING		CUSTODIAN/CUSTODIAN ENGINEER SIGNATURE
	YES/NO	TANK #	YES/NO	WHERE	YES/NO	WHERE	PETRO.	SOUND.	
JANUARY									
FEBRUARY									
MARCH									
APRIL									
MAY									
JUNE									
JULY									
AUGUST									
SEPTEMBER									
OCTOBER									
NOVEMBER									
DECEMBER									

SCHOOL CODE: \_\_\_\_\_

SCHOOL NAME: \_\_\_\_\_

COMMENTS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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SCHOOL CODE NUMBER \_\_\_\_\_ BOROUGH \_\_\_\_\_ DISTRICT NUMBER \_\_\_\_\_ MONTH \_\_\_\_\_ YEAR \_\_\_\_\_

FUEL			GLASS BREAKAGE		
TYPE OF FUEL			TOTAL BROKEN THIS MONTH		
AMOUNT ON HAND 1st OF MONTH			GLASS NOT REPLACED FROM LAST MONTH		
AMOUNT RECEIVED THIS MONTH			TOTAL		
TOTAL			REPLACED THIS MONTH		
AMOUNT AT END OF MONTH			BALANCE END OF		
AMOUNT CONSUMED THIS MONTH			MONTH		

	WATER CONSUMPTION CU. FT.			GAS CU. FT.			ELECTRIC K.W. HOURS			ELECTRIC DEMAND K.W.			STEAM		
	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C
METER #															
READINGS END OF MONTH															
READINGS FIRST OF MONTH															
DIFFERENCE															
METER FACTORS															
CONSUMPTION															

SIGNATURE CUSTODIAN/CUSTODIAN ENGINEER		DATE
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44-36 VERNON BOULEVARD, LONG ISLAND CITY, NEW YORK 11101

**FUEL OIL REQUEST**

SCHOOL CODE \_\_\_\_\_ DATE \_\_\_\_\_

CUSTODIAN ENGINEER'S NAME \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

FUEL TYPE (CIRCLE)	2	4	6	
	<u>EXISTING TANK SIZE</u>		<u>CURRENT VOLUME</u>	<u>REQUEST</u>
TANK #1	_____		_____	_____
TANK #2	_____		_____	_____
TANK #3	_____		_____	_____
TANK #4	_____		_____	_____

**PLEASE FAX TO (718) 349-5764**

PLEASE CALL MS. VIOLET IRIZZARRY AT (718) 349-5751 AFTER 10 A.M.  
TO CONFIRM THAT YOUR FAX WAS RECEIVED AND IS LEGIBLE

**OIL SHOULD BE DELIVERED WITHIN THREE (3) DAYS**



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TANKS SIZE	CAPACITY @ 90 %
275	248
900	810
1,000	900
1,100	990
1,500	1,350
2,000	1,800
2,500	2,250
3,000	2,700
3,400	3,060
3,500	3,150
3,800	3,420
4,000	3,600
4,500	4,050
5,000	4,500
5,500	4,950
6,000	5,400
6,300	5,670
6,400	5,760
6,500	5,850
6,600	5,940
6,629	5,966
7,000	6,300

TANKS SIZE	CAPACITY @ 90 %
7,500	6,750
7,800	7,020
8,000	7,200
8,500	7,650
9,000	8,100
9,500	8,550
9,600	8,640
9,750	8,775
10,000	9,000
11,000	9,900
11,500	10,350
12,000	10,800
12,500	11,250
13,000	11,700
14,000	12,600
14,500	13,050
15,000	13,500
17,000	15,300
18,000	16,200
18,500	16,650
19,000	17,100
20,000	18,000