

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

July 3, 2003

OFFICE OF BUILDING SERVICES CIRCULAR NO. 1 - 2003/04

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

TO ALL CUSTODIAN ENGINEERS

SCHOOL & BOROUGH _____ SUPPLIES ALLOCATION _____

CUSTODIAL SUPPLY PROGRAM

The Custodial Supply Program for FY 04 has been modified from the prior year's version. Under the new program, which is similar to the old "C1" program, Custodian Engineers will no longer directly receive a monetary allocation with their building checks. Instead, an allotment will be issued for each building. The supply allocation for your building is indicated at the top of this circular. If you are responsible for a temporary care assignment, and, or a merged building, you will receive a separate allocation for those buildings as well. You will note that the tool box component from your building's supply allotment has been removed from your allocation and is not available at this time. More information regarding your toolbox allocation will follow at a later date.

Strategic Distribution Incorporated (SDI) has been awarded the contract to act as the sole vendor from whom Custodian Engineers may order supplies under the Supply Program for FY 04. SDI has created a catalog of items for purchase under this year's program. The SDI catalog is comprised of custodial supplies, tube and lamp items, paint, etc.

Custodian Engineers will not make any direct payments to SDI for supply orders placed under this program. Custodian Engineers will be governed by the allocation identified for their specific building(s) as indicated in this circular. The Division of School Facilities has advised SDI of each building's supply program allocation. SDI will monitor each Custodian Engineers account. Custodian Engineers will be responsible to insure that they do not exceed their building's allocation. Under this year's program Custodian Engineers will not complete a special supply PO2 form. Instead, your Plant Manager will review your completed catalog.

Two (2) copies of the SDI catalog will be issued to each Custodian Engineer. Custodian Engineers will fill out both catalogs. Additional sets of catalogs will be provided to those Custodian Engineers who are responsible for more than one building, i.e. temporary care assignments and merges. One (1) completed catalog for each building will be collected by your Plant Manager on Friday, July 11, 2003 and will be utilized to process your order with SDI. (In order to meet the time restraints for delivery purposes, you must submit your completed catalog by July 11th.) The other completed catalog(s) will remain in your possession and act as a copy for insuring that you have received what was actually ordered. Custodian Engineers are to maintain all documentation associated with their receipt of orders, including signed trucking receipts, packing slips and invoices.

SDI has prepared an information section in their catalog to better assist you in preparing your order. A toll free customer assistance phone number is also provided.

Please contact your Plant Manager if you have any questions regarding this program. If you do not have an adequate inventory of cleaning supplies on hand to commence with your summer cleaning, please advise your Plant Manager accordingly.

Martin Oestreicher
Chief Executive
Division of School Facilities

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