

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

April 10, 2003

OFFICE OF BUILDING SERVICES CIRCULAR NO. 10 - 2002/03

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

TO ALL CUSTODIAN ENGINEERS AND BUILDING MANAGERS

1. WINDOW BELTS & WINDOW ANCHOR BOLTS

Effective immediately, it is no longer permissible to utilize window belts and window anchor bolts for any purpose. Custodian Engineers/Building Managers, their staff and all contractors are prohibited from utilizing window safety belts and anchor bolts. The New York State Department of Labor has determined that the use of these devices on certain types of windows may compromise the safety of the individual going out on the window ledge.

As an alternative to utilizing window belts and anchor bolts for repairs, Custodian Engineers/Building Managers can work from the ground elevation or accessible low roofs only, with the use of a ladder, scaffold or genie type lift. For exterior window washing with custodial labor force, acceptable means include use of a ladder, a tucker pole, or power washer which requires care regarding appropriate pressure. Use of bosan chairs or roof scaffolding may be used by certified personnel employed by Department of Education approved contractors for both window repair/installation and cleaning.

Please share this information with all Principals, all custodial employees and any contractors that would be inclined to utilize window belts and anchor bolts. A copy should be conspicuously displayed in your office and employee locker rooms

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2. DUST CONTROL PROCEDURES

As a result of the "Children First" initiative, school building interior areas that were once utilized for administrative offices are now being converted back into educational space. Extensive amounts of renovation work will be required to allow for these conversions and as such, various amounts of construction dust will be generated. With this in mind and in an effort to insure the health and safety of all building occupants, Custodian Engineers and Building Managers are reminded to follow the Department of Education's Dust Control Procedures whenever construction work takes place in their building.

Custodian Engineers/Building Managers must be thoroughly familiar with the Department of Education's Dust Control Procedures, which were previously issued, and take all appropriate steps to insure that these procedures are strictly enforced. The key components that will allow for the success of this program include, but are not limited to, training of all custodial personnel, monitoring the work of all trade personnel from within the Department of Education and monitoring the work of any outside contractor or other entity performing work at our buildings.

If you do not have a copy of the Department of Education's Dust Control Procedures, or if you require further assistance, contact your Plant Manager.

Martin Oestreicher  
Chief Executive  
Division of School Facilities

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Copy: Principals