

BOARD OF EDUCATION OF THE CITY OF NEW YORK
DIVISION OF SCHOOL FACILITIES
OFFICE OF BUILDING SERVICES
DEPARTMENT OF PLANT OPERATIONS

January 15, 1997
Revised January 27, 1997

PLANT OPERATIONS CIRCULAR NO. 15 - 1996/97

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

TO SCHOOL CUSTODIAN ENGINEERS AND SCHOOL CUSTODIANS

1. BUILDING SAFETY CHECK

Please check that the following areas are secured and inaccessible to building occupants other than service personnel and maintenance employees.

Special attention should be given to:

- a. Dust chutes
- b. Air Shafts
- c. Elevator Shafts
- d. Roof Access Stairs (bulkheads) or windows.
- e. Areaway Gratings, Playyards, Manhole Covers
- f. Boiler Rooms, Machine Rooms, Mechanical Spaces
- g. Storage Rooms and Slop Sinks
- h. Unused Spaces
- i. Tunnels

Daily safety checks should be performed while touring your facility. Custodial employees should also be instructed to take notice of and report any potential safety concerns to the School Custodian for immediate attention.

2. ENERGY SIGN-IN SHEETS

Enclosed are blanks of a Sign-In Sheet to be utilized by the Con Edison meter reader. This sheet is to be posted conspicuously on the wall next to the Electric meter(s) in your building.

Please send the Sign-In Sheets that were used in 1996 to Frank Cardello, at 28-11 Queens Plaza North, Room 540, Long Island City, New York 11101, no later than February 28, 1997.

2. ARREST NOTIFICATION PROCEDURES

Please be advised that in the event you are arrested, it is your responsibility as a Board of Education employee to notify your immediate supervisor and the Office of Personnel Investigation. This requirement is in accordance with Chancellor's Regulations.

You must also inform all custodial employees that they are to notify you and the Office of Personnel Investigation if they are arrested.

The Office of Personnel Investigation is located at 65 Court Street, Room 406, Brooklyn, New York 11201.

It is mandatory that you comply with this request. Failure to notify may subject you or your employees to disciplinary action.

Patricia Zedalis
Chief Executive
Division of School Facilities

PZ/JFL:ns

Attachments: Energy Sign-In Sheet
Energy Conservation Flyer
Conflict of Interest Pamphlet