

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

October 4, 2007

OFFICE OF BUILDING SERVICES CIRCULAR NO. 1 – 2007/08

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

TO ALL CUSTODIAN ENGINEERS

1. VACANCIES

At this time, the Department of Education (Division of School Facilities) declares the following assignments vacant and will accept applications for voluntary transfer for the position of Custodian Engineer Level I and Custodian Engineer Level II. Applications must be postmarked no later than **OCTOBER 12, 2007**.
ALL APPLICATIONS MUST BE MAILED. HAND DELIVERED APPLICATIONS WILL NOT BE ACCEPTED.

NOTE: YOU MUST PROVIDE A CURRENT COPY OF THE APPLICABLE LICENSE REQUIRED FOR THE BUILDING YOU ARE APPLYING FOR; I.E., STATIONARY ENGINEER AND/OR REFRIGERATION. (ALL LEVEL II ASSIGNMENTS REQUIRE A CURRENT COPY OF YOUR STATIONARY ENGINEER LICENSE, OR REFRIGERATION LICENSE IF LEVEL 1R IS APPLYING.)

FAILURE TO ATTACH REQUIRED LICENSE(S) WILL PRECLUDE YOU FROM CONSIDERATION FOR ASSIGNMENT.

UNDER NO CIRCUMSTANCES WILL WITHDRAWALS BE CONSIDERED

Applications for transfer must be on the enclosed Application For Transfer form and placed in a plain envelope, sealed, and marked "APPLICATION FOR TRANSFER." No other correspondence is to be placed in the envelope. Applications are to be addressed to the Executive Director, Division of School Facilities, 44-36 Vernon Boulevard, 5th Floor, Long Island City, New York 11101.

Custodian Engineers will be eligible for advancement based upon minimum years of experience. Each year of employment in title will be considered toward the experience requirements except for years where a Custodian Engineer receives a less than satisfactory rating. Experience requirements are as follows:

CUSTODIAN ENGINEER LEVEL I		CUSTODIAN ENGINEER LEVEL I WITH REFRIGERATION LICENSE		CUSTODIAN ENGINEER LEVEL II	
<u>Years of Employment</u>	<u>Building Size</u>	<u>Years of Employment</u>	<u>Building Size</u>	<u>Years of Employment</u>	<u>Building Size</u>
1 - 5	1 M Sq Ft – 50 M Sq Ft	1 - 5	0 M Sq Ft – 100 M Sq Ft	1 - 5	76 M Sq Ft – 100 M Sq Ft
5+ - 10	51 M Sq Ft – 75 M Sq Ft	5+ - 10	101 M Sq Ft – 130 M Sq Ft	5+ - 10	101 M Sq Ft – 130 M Sq Ft
10+ - 15	76 M Sq Ft – 94 M Sq Ft	10+ - 15	131 M Sq Ft – 200 M Sq Ft	10+ - 15	131 M Sq Ft – 200 M Sq Ft
15+	95 M Sq Ft – 100 M Sq Ft	15+	201 M Sq Ft+	15+	201 M Sq Ft+

NOTE: If any school on this transfer list within a given seniority bracket is not filled by a Custodian Engineer with the required number of years seniority, the Custodian Engineer who is in the next lower seniority bracket who BIDS for that school would be assigned to the school provided the Custodian Engineer meets all of the qualifications for that assignment. The schools listed are offered at this time to Custodian Engineers who meet the following requirement:

In first assignment from a civil service list with a minimum one (1) year of service or you must have two (2) years of service in present assignment as of **SEPTEMBER 1, 2007**.

RECOMMENDATION: TO EXPEDITE THE REVIEW PROCESS IT IS REQUESTED THAT YOU ATTACH A COPY OF YOUR SPRING 2007 PRINCIPAL'S RATING WITH YOUR "APPLICATION FOR TRANSFER".

Basic allowances are from the Department of Education IBM records. Details of breakdown are on file at all buildings. Qualified applicants are authorized to ask present Custodian Engineer to see the "Calculation for Custodial Allowance, etc." on file at the school. Allowances as shown are subject to change for good and sufficient reasons such as physical change, unused space, or to correct any substantial errors which may be discovered.

INSTRUCTIONS FOR COMPLETING APPLICATION FOR TRANSFER

NOTE: Any Application For Transfer that is filled out improperly, OR IS NOT SIGNED, will be disqualified.

1. Fill in Items 1-11. If you have additional choices you must place an "X" in Item 12. Sign and date Item 13. If you include building choices on page 2 of the application you must also sign and date Item 14.
2. Code Borough as follows: M - Manhattan K - Brooklyn
 X - Bronx Q - Queens R - Richmond (Staten Island)
3. Code school as a 3-digit number. Use leading zeros, if necessary.
4. The IBM designation for your present assignment is located in the top center part of your building calculation form (IBM Card).
5. Use the IBM designation listed below for your choices.
6. On High School and Annex choices, use the IBM designation.
Examples: a) Richmond Hill HS Queens should be listed as Q475.
 b) PS 282 Annex Brooklyn should be listed as K902.

TRANSPORTATION CLAIMS RESULTING FROM VACANCY LISTS WILL NOT BE AN ALLOWABLE EXPENSE.

CUSTODIAN ENGINEERS (LEVEL II)

SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY
M003*	83		\$ 220,250.07	\$ 76,182.25
M011	96		310,640.92	77,716.00
M019*/**	84	Refrig. License	230,605.18	76,182.25
M060	120		291,224.88	81,786.76
M079	100		304,980.11	78,223.68
M123	118		275,237.09	81,276.40
M146*	91		229,670.01	77,201.60
M164	96		256,515.44	77,716.00
M171	95		267,009.57	77,716.00
M175*	85		229,599.79	76,182.25

X006*	90		\$ 250,872.83	\$ 76,691.26
X034**	102	Refrig. License	261,336.40	79,228.24
X046*	86		276,457.31	76,182.25
X053	98		278,878.82	77,716.00
X054*/**	76	Refrig. License	215,737.83	74,791.19
X079/896 (M)	110/11		321,296.43	83,856.30
X101	152		330,008.21	85,169.42
X106*	85		247,636.58	76,182.25
X113	155		381,877.70	86,273.63
X140*	93		247,169.37	77,201.60
X400** Morris HS	186	Refrig. License	479,409.29	89,788.22
X425 Evander Childs HS	323	High Pressure	798,688.65	99,008.35
X430** Walton HS	300	Refrig. License	635,722.13	99,008.35

K012*/**	81	Refrig. License	\$ 212,634.09	\$ 75,491.44
K014	139		329,629.09	83,962.87
K016	101		234,075.98	79,228.24
K055/808 (M)	164/15		421,169.92	90,682.19
K061	140		296,293.12	83,962.87
K150	95		236,647.22	77,716.00
K178*	78		234,012.44	74,791.19
K184*	79		227,806.01	75,491.44
K213*	83		233,214.64	76,182.25
K222*	94		261,702.22	77,201.60
K223	121		306,309.53	81,786.76
K251*	76		229,618.06	74,791.19
K256/994 (M)	89/22		300,895.50	80,297.26
K278	134		292,096.12	83,160.28
K285/818 (M)	120/11		349,089.25	85,392.76

SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY
K312/905 (M)	91/8		\$ 302,732.85	\$ 80,807.60
K390**	150	Refrig. License	317,654.51	84,766.78
K398**	118	Refrig. License	332,226.88	81,276.40
K445 (C) New Utrecht HS	221		468,050.29	92,394.60
K615 East New York Voc. HS	177		453,777.99	88,282.73
K620 William E. Grady HS	200		458,564.69	90,990.72
K722** PS 721 OTC	102	Refrig. License	279,994.82	79,228.24

Q041/809* (M)	71/20		\$ 337,302.15	\$ 77,826.24
Q042*	79		234,548.79	75,491.44
Q061	185		379,509.90	89,788.22
Q090*	80		219,641.02	75,491.44
Q143	95		267,322.91	77,716.00
Q202	150		307,637.42	84,766.78
Q232*	78		210,952.32	74,791.19
Q465 Far Rockaway HS	227		521,893.38	92,394.60

R049	136		\$ 303,297.35	\$ 83,562.91
R061	172		357,008.01	87,880.09
R600/801 (M) Ralph McKee Voc. HS	123/14		370,447.14	85,904.49

CUSTODIAN ENGINEERS (LEVEL I)

SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY
M001	73		\$ 213,574.04	\$ 74,220.24
M003*	83		220,250.07	76,182.25
M019**/**	84	Refrig. License	230,605.18	76,182.25
M051	31		154,026.18	69,672.79
M072	74		233,607.71	74,220.24
M121	71		207,932.68	74,220.24
M146*	91		229,670.01	77,201.60
M169**	62	Refrig. License	218,056.76	72,706.68
M175*	85		229,599.79	76,182.25
M233	32		147,043.23	69,672.79
M451** Liberty HS	48	Refrig. License	175,099.01	71,407.21
M495/107 (M) Park East HS	46/15		238,090.02	74,579.62
M841** PS 811/Livingston HS	65	Refrig. License	202,793.22	73,347.64
M855** Eleanor Roosevelt HS	66	Refrig. License	216,570.58	73,347.64

CUSTODIAN ENGINEERS (LEVEL I)

SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY
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X006*		90		\$ 250,872.83	\$ 76,691.26
X011		68		211,985.68	73,779.92
X046*		86		276,457.31	76,182.25
X054*/**		76	Refrig. License	215,737.83	74,791.19
X091		72		244,789.81	74,220.24
X106*		85		247,636.58	76,182.25
X140*		93		247,169.37	77,201.60
X170**		41	Refrig. License	179,137.87	70,538.67
X172**		38	Refrig. License	170,406.02	70,107.74
X175**		50	Refrig. License	185,883.46	71,407.21
X206**		42	Refrig. License	178,033.90	70,538.67
X833	Region 3 Roc B	33		175,710.54	69,672.79
X839**	Bronx HS for Visual Arts	55	Refrig. License	182,410.53	72,273.06
X878**	Freedom HS	50	Refrig. License	184,295.46	71,407.21

K006**		68	Refrig. License	\$ 202,973.66	\$ 73,779.92
K012*/**		81	Refrig. License	212,634.09	75,491.44
K018		29		136,371.60	69,052.00
K034		32		155,726.73	69,672.79
K124		33		165,923.63	69,672.79
K154		44		168,324.90	70,973.62
K155		68		226,513.63	73,779.92
K165		62		209,735.25	72,706.68
K178*		78		234,012.44	74,791.19
K184*		79		227,806.01	75,491.44
K198		67		220,854.93	73,779.92
K213*		83		233,214.64	76,182.25
K222*		94		261,702.22	77,201.60
K251*		76		229,618.06	74,791.19
K290**		63	Refrig. License	208,187.08	73,347.64
K743	Adult Learning Center	72		217,556.90	74,220.24
K819**	East New York Family Acad.	45	Refrig. License	196,698.93	70,973.62
K834	Our Lady of Peace	56		181,403.99	72,273.06
K857	PS 036 Annex	42		166,166.37	70,538.67
K877	PS 369 Annex	33		119,798.17	69,672.79
K894**	HS for Public Service	70	Refrig. License	212,086.06	73,779.92
K902**	PS 077 Annex	71	Refrig. License	220,628.60	74,220.24
K907	Brownsville Diploma Plus HS	68		202,903.57	73,779.92
K909**	Acorn Community HS	75	Refrig. License	219,774.00	74,791.19
K987	Acorn School for Social Justice	42		165,376.90	70,538.67

CUSTODIAN ENGINEERS (LEVEL I)

SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY
Q028**	39	Refrig. License	\$ 151,040.49	\$ 70,538.67

Q041/809* (M)	71/20		337,302.15	77,826.24
Q042*	79		234,548.79	75,491.44
Q051**	29	Refrig. License	137,609.56	69,052.00
Q075	43		180,657.50	70,973.62
Q084	49		179,130.20	71,407.21
Q090*	80		219,641.02	75,491.44
Q097	66		233,046.95	73,347.64
Q162	61		234,623.61	72,706.68
Q200	68		208,473.63	73,779.92
Q213	73		210,680.37	74,220.24
Q232*	78		210,952.32	74,791.19
Q680** Gateway to Health & Science	55	Refrig. License	200,160.42	72,273.06
Q798** Bac. School for Global Ed	40	Refrig. License	179,031.26	70,538.67

R039	43		\$ 167,915.77	\$ 70,973.62
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NEW BUILDINGS

PUBLIC SCHOOL 269 (Q269)
86-37 53rd AVENUE
ELMHURST, NEW YORK 11373
FLOOR AREA: 34 SQ. FT. (DISTRICT #24)
SALARY: \$69,672.79

* PREFERENCE WILL BE GIVEN TO:

1. CUSTODIAN ENGINEER (LEVEL II)
2. CUSTODIAN ENGINEER (LEVEL I)

** REFRIGERATION LICENSE REQUIRED

- (M) MERGED BUILDINGS
(C) CAP BUILDINGS

James F. Lonergan
Chief Executive Officer
Division of School Facilities

APPLICATION FOR TRANSFER

1. Refrigeration License RQ Number: _____
2. Stationary Engineers License Number: _____
3. Social Security Number: - -
4. Print Last Name: _____
5. Print First Name: _____
6. Title: _____
7. Present Assignment: _____
8. Date Assigned at Present School: _____
9. Appointment Date in Title: _____
10. List Number: _____

11. List in order of preference the first twelve (12) schools you wish to transfer to.

	<u>BOROUGH</u>	<u>SCHOOL</u>
CHOICE #1	(_____)	(_____)
CHOICE #2	(_____)	(_____)
CHOICE #3	(_____)	(_____)
CHOICE #4	(_____)	(_____)
CHOICE #5	(_____)	(_____)
CHOICE #6	(_____)	(_____)
CHOICE #7	(_____)	(_____)
CHOICE #8	(_____)	(_____)
CHOICE #9	(_____)	(_____)
CHOICE #10	(_____)	(_____)
CHOICE #11	(_____)	(_____)
CHOICE #12	(_____)	(_____)

12. Place an "X" in the box at the right if you have additional choices of schools and list them on page 2 of this application. Be sure to include the borough and school number of your choices. If you are utilizing page 2 of this application, you must also sign/date Item 14.

13. _____
 Signature _____
Date

APPLICATION FOR TRANSFER

	<u>BOROUGH</u>	<u>SCHOOL</u>
CHOICE #13	(_____)	(_____)
CHOICE #14	(_____)	(_____)
CHOICE #15	(_____)	(_____)
CHOICE #16	(_____)	(_____)
CHOICE #17	(_____)	(_____)
CHOICE #18	(_____)	(_____)
CHOICE #19	(_____)	(_____)
CHOICE #20	(_____)	(_____)
CHOICE #21	(_____)	(_____)
CHOICE #22	(_____)	(_____)
CHOICE #23	(_____)	(_____)
CHOICE #24	(_____)	(_____)
CHOICE #25	(_____)	(_____)
CHOICE #26	(_____)	(_____)
CHOICE #27	(_____)	(_____)
CHOICE #28	(_____)	(_____)
CHOICE #29	(_____)	(_____)
CHOICE #30	(_____)	(_____)

14.

Signature

Date