

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

June 27, 2019

OFFICE OF BUILDING SERVICES CIRCULAR NO. 3 – 2018/19

**NOTE: All Circulars are to be kept in a permanent file
TO ALL CUSTODIAN ENGINEERS**

BUILDING ID:

TOTAL FY 2020 SUPPLY ALLOCATION:

FY 2020 CUSTODIAL SUPPLY PROGRAM

In accordance with the New York State Education Law (Section 409-i) related to the procurement and use of environmentally sensitive cleaning and maintenance products in all public school buildings, Custodian Engineers can only procure environmentally sensitive cleaning and maintenance products for their facilities. Presently, the only exceptions to this law are floor finishes, floor strippers and bleach. The specifics of their usage are explained in this circular.

The New York State Office of General Services (OGS) has adopted the Green Seal (GS-37) and EcoLogo certification standards for general purpose cleaners, bathroom cleaners, carpet cleaners and glass/window/mirror cleaners. OGS has also adopted the Green Seal (GS-41) and EcoLogo (CCD-104) certifications for hand soaps. Additionally, OGS has adopted the Carpet and Rug Institute (CRI) Seal of Approval/Green Label (SOA/GL) certification for carpet vacuum cleaners. At this time, OGS continues not to adopt the Green Seal Standard (GS-40) for floor finishes and floor strippers. OGS recognizes that additional time is required to evaluate the overall effectiveness of these products. In the interim, Custodian Engineers are not mandated to procure environmentally sensitive floor finishes and floor strippers. However, in the spirit of utilizing safe cleaning and maintenance products in our buildings, Custodian Engineers are encouraged to procure floor care products that at least meet currently adopted OGS Standards.

In order for Custodian Engineers to remain in compliance with the green cleaning mandate, Strategic Distribution Incorporated (SDI) has included a full line of environmentally sensitive cleaning and maintenance items under this year's supply program that are either Green Seal, EcoLogo, EPA Registered and/or OGS certified. As SDI is our integrated supplier, you are to contact their customer service representatives at 888-435-7734 with any questions you may have pertaining to your procuring environmentally sensitive products.

SDI and Staples are providers from whom Custodian Engineers can order supplies, maintenance and toolbox items under the current Custodial Supply Program for FY 20. Under this year's program, Custodian Engineers will receive one combined allocation which will represent the total of both the supply and toolbox allocations for their buildings. Note that those buildings participating in the Feminine Hygiene Program (FHP) have been issued an increase in their allocations in order to fund for the required supplies.

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Additionally, Custodian Engineers will have the flexibility to utilize whatever percentage of their allocation they deem appropriate on supply and toolbox items. The total allocation for the noted building can be found at the top of this circular.

The FY 20 procurement cut-off dates are as follows:

- May 15, 2020: Equipment repairs
- May 29, 2020: Non-list (aka non-cat)
- June 12, 2020: Catalogue items in FAMIS

Unspent balances will not roll over to the following fiscal year.

Note that the allocation indicated at top of this circular represents approximately two times your buildings normal base amount, plus filter and FHP funding. Be advised that dust mop and mat expenditures for the last year at this building were calculated and subtracted from your FY 20 allocation. Additionally, when your allocation is entered into FAMIS, approximately 15% of it will be transferred to your building's equipment allocation. As a reminder, you may transfer additional equipment funds to your supply allocation without your Deputy Director of Facilities (DDF) approval. However, DDF approval is required when transferring funds from supply to equipment.

Custodian Engineers are to continue to procure their supplies utilizing the FAMIS procurement application where you will find all SDI and Staples catalogue items. You may begin to procure materials through FAMIS under the FY 20 Custodial Supply Program on Monday, July 1, 2019. At that time, your FY 20 supply budgets will have been loaded into the FAMIS system.

As we have adopted environmentally sensitive cleaning products in our schools, the restrictions and limitations on the use of bleach and bleach containing products will remain in effect. Custodian Engineers are prohibited from utilizing bleach and bleach containing products in school buildings, except under specific applications. Bleach and bleach containing products may only be applied as a cleaner/disinfectant when addressing blood/bodily fluid spills, disease outbreaks, and specific types of cleaning/disinfecting in natatorium areas, food service areas, school-based health centers, nurses' offices, and LYFE centers. These types of applications may require special cleaning procedures that are prescribed by existing laws and regulations, and are therefore not to be superseded by environmental cleaning practices. Bleach may also be utilized for mold remediation. For all other applications, substitute products for bleach are available in the SDI supply catalogue. Custodian Engineers are limited to procuring a maximum of six (6) gallons of bleach annually under the supply program. In order to procure additional quantities of bleach, or to procure other types of bleach products, you are required to first obtain approval from your Deputy Director of Facilities.

If you are responsible for a temporary care assignment, and/or a merged building, you will receive a separate allocation circular for each of those buildings. For temporary cares, you are not required to expend the entire allocation during the eight (8) week assignment period. Balances will carry to each successive Temporary Care Custodian Engineer through the program's cut-off dates. Any information regarding orders placed for a temporary care building is to be shared with the incoming Custodian Engineer at the end of your temporary care assignment. This process will assist in tracking orders and will ensure that the allocation is depleted by year's end. Copies of all orders and invoices are to be kept on file for future reference.

As our integrated supplier, SDI has relationships with numerous manufacturers and vendors that may not have their products listed within the SDI catalogue in FAMIS. If you would like to procure MRO (maintenance, repair and operation) items not listed, you may do so through SDI by following the FAMIS non-cat (non-list) procurement procedure.

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As a reminder, all non-cat supply items for general custodial operations must meet the criteria of being environmentally sensitive or OGS approved, where applicable. Additionally, all non-cat toolbox items must be for custodial maintenance or repair purposes only. Under this year's program, you may not purchase capital equipment over thirty horsepower

The Department of Education will directly reimburse SDI and Staples for all items ordered under the supply program through FAMIS, up to the established allocation threshold for each building as indicated at the top of this circular. The Division of School Facilities has advised FAMIS of each building's total supply program allocation and FAMIS will track each building's account. Custodian Engineers are responsible for ensuring that they do not exceed their building's allocation.

Since the implementation of FAMIS, Custodian Engineers no longer have access to SDI's online incident reporting system. In order to report occurrences such as late deliveries, pricing errors, shortages, etc., Custodian Engineers are to email their concerns to NYCCustodial@sdi.com and SDIcomplaints@schools.nyc.gov.

Custodian Engineers must certify all their SDI orders through FAMIS as items are received, following the certification of delivery procedures previously distributed. When certifying orders, be sure to indicate the "Received Date" (date materials were actually received). Do not enter the date you are certifying the order as the received date, unless it is the actual date the items were received.

At times you may be called upon to provide specific information regarding a previous order under the custodial supply program. Therefore, Custodian Engineers are to maintain copies of all documentation associated with receipt of orders, including signed trucking tickets, packing slips and invoices. Under the supply program, the Department of Education is billed regularly by SDI. In order to ensure that items billed were actually received, it is imperative that you maintain these documents at your building for future reference. Please do not mail these documents to the Office of Field Operations.

As a reminder, all manufacturers' warranty registration cards are to be filled out and returned to the SDI customer service center. You should also maintain copies for your records.

Please contact your Deputy Director of Facilities if you have any questions regarding this information.

*John T. Shea
Chief Executive Officer
Division of School Facilities*

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