

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

April 19, 2018

**OFFICE OF BUILDING SERVICES CIRCULAR NO. 3 – 2017/18**

**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 **APRIL 27, 2018.**

Note: The Division of School Facilities reserves the right to modify or revise the vacancy list prior to officially assigning CE's.

**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 APPROVED EDUCATIONAL EQUIVALENT, OR REFRIGERATION LICENSE IF LEVEL 1R IS APPLYING).

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

Additionally, you must attain all building specific required certifications within a reasonable timeline (as soon as practical). Examples include, but are not limited to FDNY Certificates of Fitness, including Fire Safety Director and the Department of Health and Mental Hygiene Swimming Pool Certification.

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, 5<sup>th</sup> 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 applies 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 **MARCH 1, 2018.**

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.

- Fill in Items 1-12. If you have additional choices you must place an "X" in Item 13. Sign and date Item 14. If you include building choices on page 2 of the application you must also sign and date Item 15.
- Code Borough as follows: M - Manhattan K - Brooklyn  
X - Bronx Q - Queens R - Richmond (Staten Island)
- Code school as a 3-digit number. Use leading zeros, if necessary.
- The IBM designation for your present assignment is located in the top center part of your building calculation form (IBM Card).
- Use the IBM designation listed below for your choices.
- 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 Building Allowance	Pension Salary
K006/877*/** (Merged) Public School 6	68/11	Refrig. License	\$ 266,298.12	\$ 111,298.55
K013/213** (Merged) Public School 13	120/83	Refrig. License	463,151.92	136,060.23
K017* Public School 17	76		209,721.23	102,780.29
K027* Public School 27	92		223,710.48	106,092.74
K115** Public School 115	123	Refrig. License	267,174.81	113,097.04
K128/491 (Merged) Public School 128	110/12		383,794.41	120,190.34
K138/012 (Merged) Public School 138	148/81		462,849.88	136,060.23
K175* Teachers Prep HS	89		240,668.19	105,391.41
K184* Public School 184	79		198,419.31	103,742.58
K206 Public School 206	109		253,884.56	110,282.34
K211 Intermediate School 211	140		274,841.07	115,384.28
K223/767 (Merged) I.S. 223	121/27		370,082.10	122,301.80
K228/215 (Merged) I.S. 228	121/77		500,749.23	135,514.33
K237* Lucretia Marcigliano Campus	94		196,465.33	106,092.74
K275/854 (Merged) I.S. 275	159/10		358,513.94	129,017.37
K293/107 (Merged) J.H.S. 293	158/47		444,083.54	133,312.22
K298* Public School 298	81		195,343.25	103,742.58
K306/843 (Merged) Public School 306	94/8		276,904.14	116,000.74
K316* Public School 316	83		206,364.17	104,691.93
K345* Public School 345	90		217,540.36	105,391.41
K430/431 (Merged) Brooklyn Tech. HS	594/1	High Pressure	1,275,341.21	145,968.23
K435 Thomas Jefferson HS	229		618,800.91	126,971.41
K470/091 (Merged) George Wingate HS	248/84		686,675.04	142,666.89
K804/520 (Merged) Cobble Hill School	96/23		422,608.25	116,707.64

M005*/** Public School 5	93	Refrig. License	\$ 394,045.87	\$ 106,092.74
M052/176** (Merged) I.S. 52	137/75	Refrig/Child Building	387,081.62	136,060.23
M054 Intermediate School 54	114		246,496.36	110,991.13
M057/107 (Merged) Public School 57	91/15		278,334.57	116,000.74
M128 Public School 128	107		277,619.88	110,282.34

## CUSTODIAN ENGINEERS (Level II)

School	Floor Area M Sq. Ft.	Qualifications	Annual Building Allowance	Pension Salary
M188/061 (Merged) Public School 188	135/75		469,808.57	136,060.23
M189 Public School 189	112		224,286.40	110,991.13
M195** Intermediate School 195	155	Refrig. License	308,725.62	118,559.80
M445 Seward Park HS	218		548,137.99	126,971.96
M506*/** West Side HS	85	Refrig. License	243,043.35	104,691.93
M600/883** (Merged) Fashion Industries	288/45	Refrig/Child Building	647,721.31	145,968.23
M898*/** Public School 18 Annex	91	Refrig. License	197,050.99	106,092.74

Q005/877** (Merged) I.S. 5	177/30	Refrig. License	\$ 523,601.72	\$ 131,228.74
Q025** Junior High School 25	173	Refrig. License	375,760.18	120,767.43
Q080* Public School 80	84		220,167.21	104,691.93
Q087* Public School 87	79		232,814.66	103,742.58
Q116* Public School 116	80		213,021.43	103,742.58
Q145/885** (Merged) I.S. 145	163/62	Refrig. License	508,047.71	136,060.23
Q153/009 (Merged) Public School 153	117/45		400,363.12	126,971.41
Q171* Public School 171	91		207,998.37	106,092.74
Q212*/** Public School 212	79	Refrig. License	180,868.16	103,742.58
Q234** Public School 234	110	Refrig. License	237,855.84	110,282.34
Q404/112 (Merged) Hunters Point	107/66		430,548.79	126,971.41
Q475/636 (Merged) Richmond Hill HS	202/32	High Pressure	627,887.32	136,879.41

R004/026** (Merged) Public School 4	133/23	Refrig. License	\$ 346,141.27	\$ 124,189.33
R006/025** (Merged) Public School 6	97/21	Refrig. License	365,876.46	116,707.64
R022 Public School 22	97		268,465.37	106,799.64
R027/045 (Merged) I.S. 27	160/73		529,575.13	136,060.23
R840/843 (Merged) Public School 37	78/12		286,965.96	112,688.29

## CUSTODIAN ENGINEERS (Level II)

School	Floor Area M Sq. Ft.	Qualifications	Annual Building Allowance	Pension Salary
X026/205** (Merged) Public School 26	124/55	Refrig. License	472,737.20	126,971.41
X066/878** (Merged) Public School 66	109/50	Refrig/Child Building	393,723.25	126,971.41
X102** Public School 102	141	Refrig. License	465,397.59	115,384.28
X137/444** (Merged) I.S. 137	198/32	Refrig. License	520,055.04	134,950.15
X148/172** (Merged) I.S. 148	157/38	Refrig/Child Building	447,617.87	128,467.80
X150 Public School 150	107		285,892.36	110,282.34
X151 Intermediate School 151	171		396,640.61	120,767.43
X155/356 (Merged) Public School 155	168/18		445,624.19	130,120.27
X160/175** (Merged) Public School 160	123/50	Refrig/Child Building	408,477.93	126,971.41
X189 Public School 189	108		217,410.39	110,282.34
X198 Public School 198	102		257,494.89	108,877.81
X279/059** (Merged) Public School 279	97/55	Refrig. License	393,325.09	126,971.41
X400/582** (Merged) Morris HS	186/10	Refrig. License	578,176.68	133,297.64
X455/169** (Merged) Harry Truman HS	528/31	Refrig. License	1,361,134.04	145,968.23

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CUSTODIAN ENGINEERS (Level I)

School	Floor Area M Sq. Ft.	Qualifications	Annual Building Allowance	Pension Salary
K017* Public School 17	76		209,721.23	102,780.29
K027* Public School 27	92		223,710.48	106,092.74
K073 Public School 73	75		210,006.71	102,780.29
K116 Public School 116	50		130,315.08	98,129.92
K165 Public School 165	62		178,880.61	99,915.68
K175* Teachers Prep HS	89		240,668.19	105,391.41
K184* Public School 184	79		198,419.31	103,742.58
K208 Public School 208	75		215,128.73	102,780.29
K237* Lucretia Marcigliano Campus	94		196,465.33	106,092.74

## CUSTODIAN ENGINEERS (Level I)

School	Floor Area M Sq. Ft.	Qualifications	Annual Building Allowance	Pension Salary
K316* Public School 316	83		206,364.17	104,691.93
K345* Public School 345	90		217,540.36	105,391.41
K917** Brooklyn College Academy	55	Refrig. License	141,335.91	99,319.79

M004** Public School 4	70	Refrig. License	\$ 170,398.95	\$ 101,390.55
M005**/ Public School 5	93	Refrig. License	394,045.87	106,092.74
M066** Richard R. Green HS	58	Refrig. License	180,138.86	99,319.79
M102 Public School 102	69		171,314.10	101,390.55
M178** Public School 178	62	Refrig. License	151,835.46	99,915.68
M506**/ West Side HS	85	Refrig. License	243,043.35	104,691.93
M898**/ Public School 18 Annex	91	Refrig. License	197,050.99	106,092.74

Q018 Public School 18	57		\$ 143,616.80	\$ 99,319.79
Q080* Public School 80	84		220,167.21	104,691.93
Q087* Public School 87	79		232,814.66	103,742.58
Q116* Public School 116	80		213,021.43	103,742.58
Q171* Public School 171	91		207,998.37	106,092.74
Q174 Public School 174	74		203,776.41	101,390.55
Q178 Public School 178	58		178,250.95	99,319.79
Q212**/ Public School 212	79	Refrig. License	180,868.16	103,742.58
Q220 Public School 220	64		163,873.31	100,796.51
Q287 Public School 287	45		110,531.35	97,534.07
Q680** Young Women's Leadership	55	Refrig. License	155,325.89	99,319.79
Q884 Public School 65	50		134,156.12	98,129.92

R046 Public School 46	73		\$ 181,832.45	\$ 101,390.55
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X876** Bronx Leadership School	48	Refrig. License	\$ 154,642.77	\$ 98,129.92
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## NEW BUILDING

Intermediate School 323 (M323)  
75 Morton Street  
New York, New York 10014  
Building Allowance: \$329,479.29  
Floor Area: 123,000 sq. ft.  
Pension Salary: \$113,097.04  
District #2

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\* PREFERENCE WILL BE GIVEN TO

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

\*\* REFRIGERATION LICENSE REQUIRED

- (M) MERGED BUILDINGS
- (C) CAP BUILDINGS
- (HP) HIGH PRESSURE BUILDINGS

*John Shea*

*Chief Executive Officer  
Division of School Facilities*

**NEW YORK CITY DEPARTMENT OF EDUCATION  
DIVISION OF SCHOOL FACILITIES  
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**APPLICATION FOR TRANSFER**

1. Refrigeration License RQ Number: \_\_\_\_\_
2. Stationary Engineers License Number: \_\_\_\_\_
3. DSF Approved Educational Equivalent for Stationary Engineer's License? (Circle One) Yes No  
\_\_\_\_\_
4. Social Security Number: (Last 4 Digits Only) 

XXX
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5. Print Last Name: \_\_\_\_\_
6. Print First Name: \_\_\_\_\_
7. Title: \_\_\_\_\_
8. Present Assignment: \_\_\_\_\_
9. Date Assigned at Present School: \_\_\_\_\_
10. Appointment Date in Title: \_\_\_\_\_
11. List Number: \_\_\_\_\_

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

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

13. Place an "X" in the box at the right if you have additional choices of schools and list them on the back of this sheet from choice #13 showing borough and school number. ( \_\_\_\_\_ )

# 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	(_____)	(_____)

15.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date