

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

March 19, 2018

OFFICE OF BUILDING SERVICES CIRCULAR NO. 2 – 2017/18

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

TO ALL CUSTODIAN ENGINEERS

**MODIFICATION OF CURRENT CUSTODIAL SPENDING PATTERNS**

Given our current economic state, the Department of Education must implement cost saving measures to ensure fiscal stability for our future. As part of this initiative, the Division of School Facilities must reduce custodial building operating costs for FY18. Effective immediately the following modifications will be made:

All building assignments whose combined current 202 and 113 excess is greater than 1% of the floor area schedule will be adjusted down to 1% of the floor area schedule. This adjustment should have minimal to no impact on the building's daily cleaning and maintenance operations. Any building assignment with a current 202 excess of less than 1% of the floor area schedule will not be adjusted.

Custodian engineers in building assignments whose current 202 allocation is projected to be in deficit must institute cost cutting measures to ensure their budget deficit is eliminated by June 30, 2018.

All custodial supply allocations that are in excess greater than 17.5% of the total allocation will be adjusted down to 17.5%. All current equipment allocations will be reduced to \$0. If necessary, custodian engineers will still have the ability to transfer funds from the remaining supply allocation to the equipment allocation with deputy director of facilities approval. Any custodial supply allocation in excess less than 17.5% of the total allocation will not be adjusted.

In the event the above mentioned modifications are not yet reflected in your Galaxy building allocation, custodian engineers are not to draw down on their 202, 113 or supply and equipment allocation excesses.

In addition to the budgetary modifications noted above, all custodian engineers must eliminate all nonessential straight time and overtime hours for all custodial helpers. Examples of acceptable overtime include weekend building checks, snow removal, temperature below 20 degrees, permitted (113) activity and PlaNYC coverage.

All future savings generated from the aforementioned spending modifications must remain as excess and returned to the Department on June 30, 2018.

Custodian engineers should meet with their principals as soon as practical to discuss the impact related to custodial operations at your assignment. Under the performance-based system the custodian engineer, in consultation with the principal, must formulate the annual custodial building plan based upon manpower and resources available to the custodian engineer. In recognition of the implementation of several prior reductions to custodial allocations, it is expected that modifications will be required to the annual performance plan based on these reductions.

Since the annual plan is the basis for the bi-annual principal evaluations via Custodial Service Ratings, it is imperative that there be a clear documented understanding between the custodian engineer and the principal(s) with respect to the expectations and requirements contained in the plan. If necessary, the plan may be modified and memorialized on a case by case basis.

In cases involving annual building plan modifications that impact expectations or requirements, principals should rely on their custodian engineers to recommend the best available means of providing acceptable levels of operation and maintenance services. Additionally, deputy directors of facilities are available for consultation to assist principals and custodian engineers regarding options available to mitigate the impact of these further modifications and impart the least disruption to the educational mission. Custodian engineers are reminded that this is an excellent opportunity to re-evaluate your labor expenditures in order to maximize your available resources and provide cost effective services.

Please provide a copy of this circular to your principal(s).

***John T. Shea***

*Chief Executive Officer  
Division of School Facilities*

PN/SC/mv