NEW YORK CITY DEPARTMENT OF EDUCATION

DIVISION OF SCHOOL FACILITIES OFFICE OF BUILDING SERVICES

September 9, 2016

OFFICE OF BUILDING SERVICES CIRCULAR NO. 2 – 2016/17

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

TO ALL CUSTODIAN ENGINEERS

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 SEPTEMBER 19, 2016.

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

ALL APPLICATIONS <u>MUST</u> 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). NOTE: A LEVEL 1 APPLYING FOR A LEVEL 2 BUILDING IS EXCLUDED FROM THIS REQUIREMENT UNLESS NOTED LICENSE(S) IS/ARE REQUIRED.

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 <u>must</u> 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:

CUSTODIA	AN ENGINEER LEVEL I	CUSTODI	AN ENGINEER LEVEL I	LI CUSTODIAN ENGINEER LE		
		WITH REFRIGERATION LICENSE				
Years of		Years of		Years of		
Employment	Building Size	Employment	Building Size	Employment	Building Size	
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 10+ - 15 15+	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	
.00	70 W Sqit - 34 W Sqit	101 10	TOT IN OQTE 200 IN OQTE		101 111 04 11 200 111 04 11	

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.

If a Level II assignment is not accepted by a Level II Custodian Engineer, the assignment may be selected by a qualified, eligible Level 1R. If no Level 1R selects the assignment, a qualified, eligible Level I with the most seniority shall receive the assignment.

ALL CUSTODIAN ENGINEERS ARE PERMITTED TO APPLY FOR ALL ADVERTISED ASSIGNMENTS ON THIS VACANCY LIST

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

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

- 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.
- Code Borough as follows:
- M Manhattan X Bronx
- K Brooklyn 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.
 - a) Richmond Hill HS Queens should be listed as Q475. **Examples:**
 - PS 282 Annex Brooklyn should be listed as K902.

Transportation claims resulting from vacancy lists will not be an allowable expense.

-	CUSTODIAN		LLIVO (LL	VEL II)	
	School	Floor Area M Sq. Ft.	Qualifications	Annual Building Allowance	Pension Salary
M011/882**	(Merged)	96/89	Refrig/Child Bldg	\$ 521,939.36	\$ 135,514.33
M017/896	(Merged)	104/21		296,121.69	119,490.83
M048/187**	(Merged)	94/67	Refrig. License	412,665.09	129,971.41
M050/816**	(Merged)	118/76	Refrig. License	429,781.24	126,971.41
M060/019**	(Merged)	120/84	Refrig/Child Bldg	478,921.45	136,060.23
M092		99		221,040.72	107,497.30
M098/263	(Merged)	98/58		368,112.99	126,971.41
M111*		90		221,990.51	105,391.41
M113		117		230,271.27	111,692.45
M115		104		220,932.24	109,582.83
M117		172		329,114.36	120,767.43
M126/001	(Merged)	88/73		375,884.89	126,971.41
M128		107		277,830.72	110,282.34
M132/528	(Merged)	81/21		290,442.40	113,650.58
M136/175	(Merged)	113/85		467,378.13	136,060.23
M149		126		261,649.18	113,097.04
M158/190	(Merged)	106/44		353,102.81	124,492.55
M161/916	(Merged)	95/24		307,220.07	116,707.64
M171		95		236,114.51	106,799.64
M189		112		221,556.36	110,991.13
M192		111		271,202.76	110,991.13
M198/169**	(Merged)	91/62	Refrig/Child Bldg	391,453.95	126,971.41
M234**		101	Refrig. License	190,433.39	108,877.81
M276		125		208,052.40	113,097.04
M282/824	(Merged)	136/90		535,293.20	136,060.23
M343/971	(Merged)	108/75		361,334.58	133,863.68
M435	Manhattan Ctr for Math & Science	229		459,300.13	126,971.41
M460/874**	(Merged) Washington Irving HS	319/55	Refrig/Child Bldg	691,263.23	145,968.23
M465**	George Washington HS	340	Refrig/High Pressure	988,402.24	136,060.23
M488/267	(Merged) Art & Design-New	208/35		472,672.23	136,879.41
M625/486**	(Merged) HS of Graphic	251/54	Refrig/Child Bldg	625,787.98	142,666.89
M641	City-As-School	109		360,799.54	110,282.34
M868/340	(Merged) The Clinton School	112/62		367,300.56	126,971.41

	COSTODIAN	Floor Area	LLIKO (LL	Annual Building	Pension
	School	M Sq. Ft.	Qualifications	Allowance	Salary
M898*/**	PS 018	91	Refrig. License	\$ 194,554.26	\$ 106,092.74
M912/338	(Merged) Beacon HS	208/69		540,766.56	136,879.41
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X001/018	(Merged)	96/70		\$ 379,877.91	\$ 126,971.41
X009/209**	(Merged)	110/21	Refrig. License	369,757.67	120,190.34
X022/163**	(Merged)	132/39	Refrig/Child Bldg	404,965.54	126,971.41
X040*		90		219,725.72	105,391.41
X043/025	(Merged)	97/70		384,212.90	126,971.41
X049/027	(Merged)	114/72		396,771.97	133,863.68
X055/035	(Merged)	123/45		426,027.61	126,971.41
X066/878**	(Merged)	109/50	Refrig/Child Bldg	394,587.27	126,971.41
X067/879**	(Merged)	111/60	Refrig/Child Bldg	399,745.94	126,971.41
X073*		83		216,070.30	104,691.93
X082/058	(Merged)	107/62		437,428.70	126,971.41
X085/032	(Merged)	99/72		490,875.75	126,971.41
X101		152		312,142.72	117,042.35
X104/011	(Merged)	103/68		437,592.92	126,971.41
X111/498	(Merged)	109/62		440,334.10	126,971.41
X113/041	(Merged)	155/71		561,057.98	136,060.23
X115/254	(Merged)	111/61		486,406.18	126,971.41
X120		115		245,361.38	111,692.45
X121/112	(Merged)	97/71		459,054.38	126,971.41
X126/063	(Merged)	96/85		504,877.56	134,415.16
X134*		92		236,483.24	106,092.74
X135		136		280,824.70	114,834.65
X148/172**	(Merged)	157/38	Refrig/Child Bldg	445,915.21	128,467.80
X152/972**	(Merged)	91/80	Refrig. License	422,715.69	132,758.89
X153**		106	Refrig. License	234,506.17	109,582.83
X156		95		215,696.05	106,799.64
X162/154	(Merged)	188/88		577,637.23	136,060.23
X167/092**		173/87	Refrig. License	648,333.51	136,060.23
X178**		95	Refrig. License	220,152.34	106,799.64
X198**		102	Refrig. License	238,219.61	108,877.81
X279/059**	(Merged)	97/55	Refrig. License	401,196.56	126,971.41
X362		149		268,661.42	116,489.03

	Colonal	Floor Area		Annual Building	Pension
	School	M Sq. Ft.	Qualifications	Allowance	Salary
X420/989	(Merged) James Monroe HS (HP)	355/8	High Pressure	\$ 998,723.75	\$ 145,968.23
X450	Adlai Stevenson Campus	372		843,826.14	136,060.23
X475	John F. Kennedy HS	416		1,118,814.17	136,060.23
X660/864	(Merged) Grace Dodge HS	139/21		420,162.84	125,292.28
X790	Mott Haven Ed. Campus	217		408,917.70	126,971.41
X884**	Health Opportunities HS	110	Refrig. License	256,794.58	110,282.34
X970	Bathgate HS	135		274,547.46	114,834.65

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K001/812	(Merged)	100/12		\$ 312,710.08	\$ 117,405.30
K002**		131	Refrig. License	269,104.72	114,281.33
K013/213**	(Merged)	120/83	Refrig. License	463,344.61	136,060.23
K016/148	(Merged)	101/87		398,258.82	135,514.33
K019/319	(Merged)	93/11		284,043.01	116,000.74
K020/085	(Merged)	92/51		456,589.92	124,492.55
K021/262	(Merged)	91/82		410,789.97	133,312.22
K023/054	(Merged)	98/80		403,296.08	133,863.68
K025		102		243,405.98	108,877.81
K027*		92		223,899.62	106,092.74
K035		113		255,892.75	110,991.13
K040/028	(Merged)	101/51		306,379.64	126,971.41
K045/842	(Merged)	118/9		303,283.60	121,600.45
K049/132	(Merged)	155/72		497,684.61	136,060.23
K050/778	(Merged)	115/27		333,264.42	121,600.45
K052/254	(Merged)	91/61		389,338.75	126,971.41
K072/273**	(Merged)	124/86	Refrig. License	477,732.49	136,060.23
K084		95		227,983.12	106,799.64
K092/249	(Merged)	112/77		454,797.78	134,415.16
K105		109		248,717.15	110,282.34
K113/046	(Merged)	147/83		474,819.93	136,060.23
K114/855	(Merged)	104/46		381,456.10	124,492.55
K115		123		267,092.71	113,097.04
K120/250	(Merged)	97/85		435,780.57	134,992.50
K145/075	(Merged)	112/63		391,358.70	126,971.41
K150/178	(Merged)	95/78		440,685.12	132,758.89
K169/131	(Merged)	103/86		434,964.85	135,514.33
		Dade 4 of 8			

T-	CUSTODIAN	ENGIN	EERS (LE	VEL II)	
	School	Floor Area M Sq. Ft.	Qualifications	Annual Building Allowance	Pension Salary
K176/112	(Merged)	92/45		\$ 389,288.06	\$ 122,838.22
K196		107		212,708.35	110,282.34
K202/159	(Merged)	114/65		482,955.00	126,971.41
K210/883	(Merged)	108/8		321,109.91	120,190.34
K219*		94		225,268.65	106,092.74
K220		109		307,423.98	110,282.34
K224/290**	(Merged)	101/63	Refrig. License	405,432.96	126,971.41
K233**		96	Refrig. License	232,336.75	106,799.64
K243*		92		237,416.28	106,092.74
K252/135	(Merged)	92/58		470,628.47	126,971.41
K274/865	(Merged)	103/89		456,272.47	136,060.23
K297*		79		187,439.48	103,742.58
K304/309	(Merged)	91/89		410,869.08	134,992.50
K307/743	(Merged)	93/72		445,051.62	126,971.41
K313/305	(Merged)	111/89		427,197.35	136,060.23
K318		151		289,968.51	117,042.35
K321/908	(Merged)	91/40		377,149.44	120,767.43
K332/155	(Merged)	95/68		429,701.43	126,971.41
K335/907	(Merged)	102/68		396,401.81	126,971.41
K356		156		270,780.69	118,559.80
K371/231*	(Merged)	67/22		284,008.42	111,298.55
K384**		123	Refrig. License	256,071.58	113,097.04
K398**		118	Refrig. License	271,898.59	111,692.45
K422/190	(Merged) Spring Creek HS	116/78		436,268.78	135,514.33
K440/241**	(Merged) Prospect Heights HS	270/74	Refrig. License	828,517.45	144,900.50
K455**	Boys & Girls HS	384	Refrig. License	842,113.64	136,060.23
K515	South Shore HS	407		870,245.85	136,060.23
K564/437	(Merged) Sunset Park HS	157/90		456,791.93	136,060.23
K580/287**	(Merged) George Westinghouse	244/89	Refrig. License	649,650.98	136,879.41
K801**	65 Cout Street	287	Refrig. License & Fire Safety Director	1,516,483.21	144,506.60
K802/806	(Merged) 131 Livingston HS	123/46	Fire Safety Director	959,779.92	134,010.06
K804/520	(Merged) Cobble Hill HS	96/23		431,674.93	116,707.64

	CUSTODIAN		LLNO (LL	VEL II)	
	School	Floor Area		Annual Building	Pension
	SCHOOL	M Sq. Ft.	Qualifications	Allowance	Salary
Q014**		116	Refrig. License	\$ 249,082.24	\$ 111,692.45
Q042		121		239,517.30	112,393.80
Q050		114		216,498.44	110,991.13
Q059/015	(Merged)	141/52		431,173.67	126,971.41
Q070		133		278,372.57	114,281.33
Q076		95		226,895.73	106,799.64
Q089**		133	Refrig. License	265,687.05	114,281.33
Q095/595	(Merged)	96/47		362,827.13	123,942.97
Q122		109		240,493.92	110,282.34
Q127*		93		197,482.43	106,092.74
Q138/374	(Merged)	99/45		371,484.96	123,942.97
Q143		95		249,215.97	106,799.64
Q180		122		255,011.31	112,393.80
Q189/244	(Merged)	140/35		400,626.00	126,971.41
Q231/195**	(Merged)	160/72	Refrig/Child Bldg	544,124.14	136,060.23
Q234**		110	Refrig. License	215,846.42	110,282.34
Q237		154		284,585.53	117,042.35
Q452/397**	(Merged) New Long Island City	300/58	Refrig. License & Fire Safety Director	852,909.11	145,968.23
Q505/086	(Merged) Hillcrest HS	419/77		1,054,227.17	145,968.23
Q570	Frank Sinatra HS	107		248,981.92	110,282.34
Q620/066	(Merged) Thomas Edison HS	232/33		549,935.58	136,879.41
Q721/028**	(Merged) PS 16	123/44	Refrig. License	429,965.54	126,971.41
Q722**	Queens Occupational Center	100	Refrig. License	240,230.53	107,497.30
Q800**	Division of School Facilities	170	Refrig. License & Fire Safety Director	984,675.28	127,250.92

R022		97		\$ 268,913.27	\$ 106,799.64
R034/001	(Merged)	107/60		452,763.58	126,971.41
R069**		104	Refrig. License	228,075.63	109,582.83
R440/035	(Merged)	157/26		641,373.56	136,060.23
R600/801	(Merged)	123/14		379,509.33	123,005.04

		LLIVO (LL		
School	Floor Area		Annual Building	Pension
SCHOOL	M Sq. Ft.	Qualifications	Allowance	Salary
M111*	90		\$ 221,990.51	\$ 105,391.41
M389	33		83,244.37	95,746.44
M615 Chelsea Voc. HS	83		228,711.56	104,691.93
M877/871 (Merged) New York Harbor	52/9		167,829.01	108,631.95
M898*/** PS 018	91	Refrig. License	194,554.26	106,092.74
X040*	90		\$ 219,725.72	\$ 105,391.41
X073*	83		216,070.30	104,691.93
X134*	92		236,483.24	106,092.74
K027*	92		\$ 223,899.62	\$ 106,092.74
K116	50		130,836.25	98,129.92
K219*	94		225,268.65	106,092.74
K243*	92		237,416.28	106,092.74
K297*	79		187,439.48	103,742.58
К333	62		142,612.40	99,915.68
K371/231* (Merged)	67/22		284,008.42	111,298.55
Q127*	93		\$ 197,482.43	\$ 106,092.74

NEW BUILDINGS

Q311/412 (Merged)
Public School 311/Pre-K Center (Merged)
97-36 44th Avenue/107-17 Northern Boulevard, Corona, New York 11368
District #24
Floor Area: 99/7

Building Allowance: \$299,958.46 Pension Salary: \$117,405.30

Q315/414 (Merged)
Public School 315/Pre-K Center (Merged)
43-18 97th Place / 106-02 Northern Boulevard, Corona, New York 11368
District #24
Floor Area: 133/4
Building Allowance: \$295,366.28
Pension Salary: \$124,189.33

* PREFERENCE WILL BE GIVEN TO:

- 1. 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

Enclosure: Application For Transfer (2)

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NEW YORK CITY DEPARTMENT OF EDUCATION

DIVISION OF SCHOOL FACILITIES OFFICE OF BUILDING SERVICES

APPLICATION FOR TRANSFER

1.	Refrigeration License RQ Number:			
2.	Stationary Engineers License Number:			
3.	Social Security Number: (Last 4 Digits Only)	XXX	- XX -	
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 schothem on the back of this sheet from choice #13 showing borough and sci		()
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	()	()
Signature		Date

14.

NEW YORK CITY DEPARTMENT OF EDUCATION DIVISION OF SCHOOL FACILITIES

DIVISION OF SCHOOL FACILITIES OFFICE OF BUILDING SERVICES

September 14, 2016

ADDENDUM TO BUILDING SERVICES CIRCULAR NO. 2 - 2016/17

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

TO ALL CUSTODIAN ENGINEERS

1. VACANCIES

Kindly delete the following schools from Building Services Circular No. 2 - 2016/17:

CUSTODIAN ENGINEERS (LEVEL I)

	Floor Area		Annual	Pension
School	M SQ. FT.	Qualifications	Allowance	Salary
M111*	90		\$ 221,990.51	\$ 105,391.41
M389	33		83,244.37	95,746.44

CUSTODIAN ENGINEERS (LEVEL II)

OGG TOBINATE ENGINEERING (EEVEE II)					
	Floor Area		Annual	Pension	
School	M SQ. FT.	Qualifications	Allowance	Salary	
M111*	90		\$ 221,990.51	\$ 105,391.41	
M136/175 (Merged)	113/85		436,376.40	126,971.41	
M615 Chelsea Voc. HS	83		228,711.56	104,691.93	

Kindly note the changes to the following buildings:

CUSTODIAN ENGINEERS (LEVEL II)

		Floor Area		Annual	Pension
	School	M SQ. FT.	Qualifications	Allowance	Salary
M050/816**	(Merged)	118/76	Refrig. License	\$ 429,781.24	\$ 134,992.50
M092/175	(Merged)	99/85		429,639.61	134,992.50
K580/287	(Merged) G. Westinghouse	244/89		630,429.46	136,879.41
K802/806	(Merged) 131 Livingston St.	123/46	Fire Safety Director	877,740.79	134,010.06
R440/035	(Merged) Staten Island	157/26		641,373.56	128,467.80

Kindly add the following school to Building Services Circular No. 2 - 2016/17:

CUSTODIAN ENGINEERS (LEVEL II)

		FLOOR AREA		ANNUAL	PENSION
	SCHOOL	M SQ. FT.	QUALIFICATIONS	ALLOWANCE	SALARY
K296/106	(Merged)	157/83		\$ 482,246.36	\$ 136,060.23
M136/970**	(Merged)	113/78	Refrig/Child Bldg	461,383.84	134,992.50

Note: Postmark date for applications has been extended to Tuesday, September 20, 2016

John Shea

Chief Executive Officer
Division of School Facilities

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

September 16, 2016

ADDENDUM #2 TO BUILDING SERVICES CIRCULAR NO. 2 - 2016/17

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

TO ALL CUSTODIAN ENGINEERS

1. VACANCIES

Kindly note the changes to the following schools for Building Services Circular No. 2 - 2016/17:

CUSTODIAN ENGINEERS (LEVEL II)

	Floor Area		Annual Building	Pension
School	M SQ. FT.	Qualifications	Allowance	Salary
M128/828 (Merged)	100/7		\$ 300,711.18	\$ 117,405.30
(Merged)	100/1		\$ 555,711.10	Ψ 117,400.00
Q452/397** (Merged) New L.I.City HS	300/58	Refrig. License	\$ 852,909.11	\$ 145,968.23

John Shea
Chief Executive Officer
Division of School Facilities