

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

January 29, 2016

OFFICE OF BUILDING SERVICES CIRCULAR NO. 5 - 2015/16

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

TO ALL CUSTODIAN ENGINEERS

**1. AMENDMENT TO PURCHASE LIMITATION WITH REGARD TO
DUST MOP SERVICES**

Purchases made by Custodian Engineers are governed under the Collective Bargaining Agreement between the New York City Department of Education and Local 891; Article III, Controls, Section 6(ii).

Effective immediately, dust mop services will NOT be subject to the combined yearly purchase total of \$2,500 for any single vendor. Dust mop service expenditures exceeding the \$2,500 limitation will, however, be subject to deputy director of facilities review and approval for reasonable and necessary.

**2. PROCEDURES FOR A CUSTODIAN ENGINEER TO FOLLOW IN ORDER
TO ENTER A PO1 AND/OR PO2 AFTER SEPARATION FROM
DEPARTMENT OF EDUCATION SERVICE**

When a custodian engineer separates from the Department of Education, they no longer have access to the Custodial Payroll System PO1 and PO2 databases.

In the event a custodian engineer needs to amend a PO1 or amend/enter a PO2, the custodian engineer is to prepare a hard copy of the PO1/PO2 and is to submit it to his/her deputy director of facilities with all required supporting documentation. If the PO1/PO2 is amended, the custodian engineer is to indicate such at the top of the form.

The deputy director of facilities will review the PO1/PO2 and submit it to Custodial Payroll for entry into the Custodial Payroll System database.

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*