

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

September 27, 2012

OFFICE OF BUILDING SERVICES CIRCULAR NO. 1 – 2012/13

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 **OCTOBER 5, 2012.**

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 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, 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:

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 BIDS 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 **SEPTEMBER 1, 2012.**

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 1-11. 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 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 ALLOWANCE	PENSION SALARY	
M006*	76		\$ 207,390.54	\$ 86,070.08	
M033*	83		231,555.83	87,670.91	
M113	117		256,848.61	93,533.28	
M123	118		265,565.76	93,533.28	
M128	107		294,766.10	92,352.44	
M143	160		345,808.58	99,744.35	
M152	116		286,380.04	93,533.28	
M164	96		261,062.60	89,435.96	
M171	95		261,960.43	89,435.96	
M175*	85		234,123.77	87,670.91	
M194	75		219,201.22	86,070.08	
M197*	84		223,087.16	87,670.91	
M480	Julia Richman Edu. Campus	287	548,755.60	113,939.30	
M506*/**	West Side HS	85	Refrig. License	265,365.86	87,670.91
M625	N.Y. School of Printing	251		480,698.12	111,174.70
M898*/**	PS 098 Annex	91	Refrig. License	228,821.57	88,843.98
M970*/**	Thurgood Marshall HS	78	Refrig. License	228,709.56	86,070.08

X001	96		\$ 234,609.30	\$ 89,435.96
X023*/**	79	Refrig. License	215,738.98	86,875.91
X026**	124	Refrig. License	331,203.33	94,709.51
X033*	80		234,587.52	86,875.91
X045	120		293,484.71	94,120.60
X053	98		277,615.97	89,435.96
X054*/**	76	Refrig. License	225,466.04	86,070.08
X062*	79		233,988.84	86,875.91
X064*	81		226,336.82	86,875.91
X073*	83		244,957.30	87,670.91
X075	109		258,153.46	92,352.44
X089	106		275,103.81	91,766.65
X090	104		271,096.08	91,766.65
X099*	77		237,279.19	86,070.08
X104	103		279,062.05	91,766.65
X110*	94		247,651.82	88,843.98
X111	109		299,307.25	92,352.44

CUSTODIAN ENGINEERS (LEVEL II)

	FLOOR AREA		ANNUAL	PENSION
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SCHOOL	M SQ. FT.	QUALIFICATIONS	ALLOWANCE	SALARY
X117	115		\$ 283,622.57	\$ 93,533.28
X142/701 (Merged)	137/12		397,824.86	100,313.61
X143**	185	Refrig. License	395,068.00	103,328.72
X150	107		301,476.14	92,352.44
X151	171		389,811.01	101,132.84
X152*/**	91	Refrig. License	247,039.60	88,843.98
X153**	106	Refrig. License	257,885.67	91,766.65
X154*	88		227,954.90	88,256.68
X156	95		245,469.20	89,435.96
X157*	82		225,757.61	86,875.91
X183**	162	Refrig. License	343,922.77	99,744.35
X470/963 (Merged) South Bronx HS	104/11		455,373.62	95,915.65
X475 John F. Kennedy HS	416		907,695.17	113,939.30
X884** Health Opportunities HS	110	Refrig. License	277,979.69	92,352.44

K006/877 (Merged)*/**	68/11	Refrig. License	\$ 286,280.46	\$ 89,055.29
K012*/**	81	Refrig. License	217,700.96	86,875.91
K022*/**	92	Refrig. License	244,564.79	88,843.98
K023	98		239,036.02	89,435.96
K092	112		266,661.70	92,945.99
K104	97		281,638.96	89,435.96
K120	97		252,435.41	89,435.96
K150	95		247,894.71	89,435.96
K161*	78		225,202.01	86,070.08
K179*	77		279,849.88	86,070.08
K186*	77		229,800.32	86,070.08
K188*	86		248,330.62	87,670.91
K189	99		270,949.17	90,020.20
K190*	78		226,496.44	86,070.08
K212*	80		241,931.40	86,875.91
K221*	80		241,446.41	86,875.91
K228	121		292,550.76	94,120.60
K239	155		316,947.06	99,284.13
K269*	81		224,559.80	86,875.91
K293	158		316,816.92	99,284.13

CUSTODIAN ENGINEERS (LEVEL II)

SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY
K297*	79		\$ 222,374.84	\$ 86,875.91

K346/364 (Merged)**	123/22	K346 requires a Refrig License	379,205.81	98,858.51
K377**	105	Refrig. License	265,380.17	91,766.65
K398**	118	Refrig. License	290,041.06	93,533.28
K722** Saint Vincents	102	Refrig. License	281,683.26	91,176.25
K914	97		248,202.24	89,435.96

Q012*	88		\$ 255,841.67	\$ 88,256.68
Q030*	85		228,453.60	87,670.91
Q063	109		286,922.46	92,352.44
Q064/823* (Merged)	52/35		309,980.46	88,755.65
Q089**	133	Refrig. License	285,404.98	95,701.26
Q095	96		242,712.93	89,435.96
Q105*	86		233,292.82	87,670.91
Q111*	87		244,429.00	88,256.68
Q119	101		259,962.74	91,176.25
Q134*	91		330,403.77	88,843.98
Q143	95		272,095.69	89,435.96
Q151*	80		283,958.15	86,875.91
Q152	107		271,403.26	92,352.44
Q173*	83		228,751.92	87,670.91
Q190	123		276,714.61	94,709.51
Q197*	77		232,829.27	86,070.08
Q203*	79		217,043.00	86,875.91
Q212*/**	79	Refrig. License	216,848.82	86,875.91
Q215*	77		220,149.36	86,070.08
Q410 Beach Channel HS	409		846,107.19	113,939.30
Q435 Martin Van Buren HS	311		606,759.95	113,939.30
Q667/868 (Merged)*/**	53/32	Refrig. License	298,885.84	87,670.91

R002	152		\$ 302,794.18	\$ 98,013.38
R014*	80		224,920.67	86,875.91
R043	151		354,737.15	98,013.38
R861*/** Elizabeth A. Connelly Campus	81	Refrig. License	206,152.76	86,875.91

CUSTODIAN ENGINEERS (LEVEL I)

SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY
M001	73		\$ 213,375.34	\$ 85,413.02
M004**	70	Refrig. License	207,598.71	84,906.29
M006*	76		207,390.54	86,070.08

M033*		83		231,555.83	87,670.91
M034		55		187,855.26	83,172.19
M066**		58	Refrig. License	217,155.34	83,172.19
M072		74		236,034.84	85,413.02
M102		69		206,617.84	84,906.29
M110		52		174,585.67	82,673.22
M166		73		217,929.66	85,413.02
M175*		85		234,123.77	87,670.91
M191		75		225,795.40	86,070.08
M197*		84		223,087.16	87,670.91
M451**	Liberty HS	48	Refrig. License	185,168.17	82,175.77
M495/107	(Merged)	46/15		249,861.03	85,825.79
M506*/**	West Side HS	85	Refrig. License	265,365.86	87,670.91
M841**	PS 008 Annex	65	Refrig. License	210,390.46	84,408.83
M855**	Eleanor Roosevelt HS	66	Refrig. License	225,160.63	84,408.83
M874/835**	(Merged)	55/13	Refrig. License	246,123.79	87,321.19
M876**	Gregorio Luperon School	52	Refrig. License	182,635.27	82,673.22
M895**	Young Women's Leadership	43	Refrig. License	172,309.26	81,676.79
M898*/**	PS 098 Annex	91	Refrig. License	228,821.57	88,843.98
M970*/**	Thurgood Marshall HS	78	Refrig. License	228,709.56	86,070.08

X012		70		\$ 252,446.61	\$ 84,906.29
X014		51		207,247.95	82,673.22
X018		70		208,968.93	84,906.29
X023*/**		79	Refrig. License	215,738.98	86,875.91
X033*		80		234,587.52	86,875.91
X044		72		225,929.43	85,413.02
X054*/**		76	Refrig. License	225,466.04	86,070.08
X062*		79		233,988.84	86,875.91
X064*		81		226,336.82	86,875.91
X073*		83		244,957.30	87,670.91
X099*		77		237,279.19	86,070.08
X110*		94		247,651.82	88,843.98

CUSTODIAN ENGINEERS (LEVEL I)

SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY
X130	68		\$ 216,425.29	\$ 84,906.29
X152*/**	91	Refrig. License	247,039.60	88,843.98
X154*	88		227,954.90	88,256.68
X157*	82		225,757.61	86,875.91

X172**		38	Refrig. License	181,212.57	80,680.34
X206**		42	Refrig. License	177,620.24	81,176.26
X211		42		192,690.17	81,176.26
X254**		61	Refrig. License	206,959.51	83,671.21
X722**	PS 721 (OTC)	65	Refrig. License	259,267.74	84,408.83
X826**	PS 226	57	Refrig. License	256,039.86	83,172.19
X839**	Bronx HS for Visual Arts	55	Refrig. License	190,389.19	83,172.19
X878**	Freedom HS	50	Refrig. License	195,016.37	82,175.77

K006/877	(Merged)*/**	68/11	Refrig. License	\$ 286,280.46	\$ 89,055.29
K012*/**		81	Refrig. License	217,700.96	86,875.91
K022*/**		92	Refrig. License	244,564.79	88,843.98
K073		75		237,977.86	86,070.08
K075		63		200,503.84	84,408.83
K090		74		211,191.75	85,413.02
K108		65		228,244.09	84,408.83
K112		45		178,978.54	81,676.79
K116		50		181,393.52	82,175.77
K132		72		222,828.11	85,413.02
K135		58		219,446.10	83,172.19
K151		56		189,689.04	83,172.19
K159		65		220,165.49	84,408.83
K161*		78		225,202.01	86,070.08
K165		62		212,953.81	83,671.21
K179*		77		279,849.88	86,070.08
K186*		77		229,800.32	86,070.08
K188*		86		248,330.62	87,670.91
K190*		78		226,496.44	86,070.08
K194		73		229,333.87	85,413.02
K198		67		223,944.25	84,906.29
K199		69		214,392.76	84,906.29
K209		69		236,186.17	84,906.29

CUSTODIAN ENGINEERS (LEVEL I)

SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY
K212*	80		\$ 241,931.40	\$ 86,875.91
K221*	80		241,446.41	86,875.91
K247	55		187,418.80	83,172.19
K249	56		204,646.26	83,172.19
K254	61		209,607.37	83,671.21

K260		71		221,280.20	85,413.02
K269*		81		224,559.80	86,875.91
K290**		63	Refrig. License	215,259.87	84,408.83
K297*		79		222,374.84	86,875.91
K370**		44	Refrig. License	220,662.77	81,676.79
K376**		75	Refrig. License	218,672.21	86,070.08
K743	Adult Training Center	72		248,084.51	85,413.02
K806	Metropolitan Corporate Academy	46		181,568.24	81,676.79
K824**	District 17 Office	50	Refrig. License	173,439.79	82,175.77
K849	PS 139 Annex	45		190,891.48	81,676.79
K855	PS 135/PS 235 Annex	46		204,942.51	81,676.79
K894**	EBC Collaborative HS	70	Refrig. License	219,333.72	84,906.29
K907	Teachers Prep	68		210,068.75	84,906.29
K908	PS 230 Annex	40		169,995.44	81,176.26
K909**	Acorn HS	75	Refrig. License	226,630.32	86,070.08

Q009		45		\$ 176,803.76	\$ 81,676.79
Q012*		88		255,841.67	88,256.68
Q015		52		171,427.85	82,673.22
Q024		66		223,606.53	84,408.83
Q030*		85		228,453.60	87,670.91
Q036		43		194,063.06	81,676.79
Q050		63		219,568.31	84,408.83
Q054		48		181,369.48	82,175.77
Q064/823*	(Merged)	52/35		309,980.46	88,755.65
Q075		43		191,028.68	81,676.79
Q082**		57	Refrig. License	186,085.39	83,172.19
Q084		49		186,682.84	82,175.77
Q105*		86		233,292.82	87,670.91
Q111*		87		244,429.00	88,256.68

CUSTODIAN ENGINEERS (LEVEL I)

SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY
Q112	66		\$ 208,597.06	\$ 84,408.83
Q131	52		186,622.73	82,673.22
Q134*	91		330,403.77	88,843.98
Q151*	80		283,958.15	86,875.91
Q173*	83		228,751.92	87,670.91
Q181**	66	Refrig. License	212,605.09	84,408.83
Q184	57		206,325.28	83,172.19

Q197*		77		232,829.27	86,070.08
Q199		70		222,467.98	84,906.29
Q203*		79		217,043.00	86,875.91
Q212**		79	Refrig. License	216,848.82	86,875.91
Q215*		77		220,149.36	86,070.08
Q266**		68	Refrig. License	260,482.42	84,906.29
Q499**	PS/IS 499	72	Refrig. License	209,701.25	85,413.02
Q520	Middle College HS	55		192,038.33	83,172.19
Q595	Jamaica Learning Center	47		193,290.68	82,175.77
Q667/868	(Merged)**	53/32	Refrig. License	298,885.84	87,670.91
Q680**	Young Women's Leadership	55	Refrig. License	196,032.79	83,172.19
Q885	Renaissance HS	62		204,730.79	83,671.21

R014*		80		\$ 224,920.67	\$ 86,875.91
R052		71		224,416.38	85,413.02
R861**	Elizabeth A. Connelly Campus	81	Refrig. License	206,152.76	86,875.91

NEW BUILDINGS

Public School 264 (K264)
 371 89th Street
 Brooklyn, New York 11209
 Floor Area: 52,000 sq. ft. (District #20)
 Pension Salary: \$82,673.22

Public School 277 (Q277)
 153-27 88th Avenue
 Jamaica, New York 11432
 Floor Area: 70,000 sq. ft. (District #28)
 Pension Salary: \$84,906.29

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NEW BUILDINGS, CONTINUED

Maspeth HS (Q585)
 54-40 74th Street
 Elmhurst, New York 11373
 Floor Area: 114,000 sq. ft. (District #24)
 Pension Salary: \$92,945.99

Eagle Academy (Q633)** Refrig. License
 171-10 Linden Boulevard
 Jamaica, New York 11434
 Floor Area: 48,000 sq. ft. (District #29)
 Pension Salary: \$82,175.77

Metropolitan Avenue Campus (Q686)
91-30 Metropolitan Avenue
Forest Hills, New York 11375
Floor Area: 225,000 sq. ft. (District #28)
Pension Salary: \$106,328.17 (CAP)

*** 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

**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: - -
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 schools and list them on the back of this sheet from choice #13 showing borough and school number. (_____)

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	(_____)	(_____)

14.

Signature

Date

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

October 5, 2012

ADDENDUM TO BUILDING SERVICES CIRCULAR NO. 1 - 2012/13

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

TO ALL CUSTODIAN ENGINEERS

1. VACANCIES

Kindly delete the following school from Building Services Circular No. 1 - 2012/13:

CUSTODIAN ENGINEERS (LEVEL II)

SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY
M625 N.Y. School of Printing	251		\$ 480,698.12	\$ 111,174.70

John Shea
Chief Executive Officer
Division of School Facilities