

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

**August 7, 2009**

**OFFICE OF BUILDING SERVICES CIRCULAR NO. 1 - 2009/10**

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

**TO ALL CUSTODIAN ENGINEERS**

**REDUCTION IN MAINTENANCE PAINTING ALLOWANCE**

**Given the current state of our City's economy, the Department of Education will implement cost saving measures to ensure fiscal stability for our future. Accordingly, the Division of School Facilities has reduced Maintenance Painting and the Mac Maintenance Painting allowance by fifteen percent effective Friday, July 24, 2009.**

**This reduction only impacts the designated labor component (handyperson funding). The separate allocations for supplies and tool box are not affected. The average amount of the reduction is approximately \$3,500 per facility (using 100M sq. ft.) and the range is from \$1,200 for the smallest facilities to \$7,200 for the largest facilities.**

**It is our recommendation that you reduce your painting requirement of 20% per annum for this year commensurate with your monetary reduction and adjust your annual building plan accordingly.**

**As a result of this funding modification, Custodian Engineers should meet with their Principals to discuss the impact of the reduction as well as the requirements contained in both Appendix G of the Collective Bargaining Agreement and the annual building plan, to make certain that the most efficient means of operation and maintenance services are being provided. Under the performance-based system, the Principal formulates the annual building plan based upon the manpower and resources available to the Custodian Engineer. Since the annual plan is also the basis for the bi-annual Principal evaluations, it is imperative that there is an 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.**

**In cases involving annual building plan modifications that impact expectations or requirements, Principals should rely on the expertise of their Custodian Engineers to make recommendations for finding alternative and innovative means of providing acceptable levels of service with minimal disruption. Any changes should be documented on the plan. Should the need arise; Deputy Directors of Facilities are also available to assist Principals and Custodian Engineers regarding options available under the Indirect System governing the Custodial Allocation and the Custodial Workforce.**

**John T. Shea  
Chief Executive Officer  
Division of School Facilities**

**JFL/SC**

**C: Principals**