

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

June 26, 2008

OFFICE OF BUILDING SERVICES CIRCULAR NO. 7 – 2007/08

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

TO ALL CUSTODIAN ENGINEERS

**REDUCTIONS IN CUSTODIAL BUILDING ALLOCATIONS AND
EMERGENCY REIMBURSEMENT CLAIMS**

Given the turbulence of our City's current economic state, the Department of Education will implement cost saving measures to insure fiscal stability for our future. As part of this initiative, the Division of School Facilities will reduce building operating costs effective Tuesday, July 1, 2008. The specifics of these actions are explained as follows:

- a) Floor area allocations will be reduced by \$.05 per square foot, regardless of building size.**
- b) Funding for all feeding kindergartens will be reduced by fifty percent.**
- c) It will no longer be allowable for Custodian Engineers to claim emergency reimbursement on PO 1's for bagging trash. Going forward Custodian Engineers will continue to provide this service by utilizing their regular building allocations.**

As a result of these building funding modifications, Custodian Engineers should meet with their Principals to discuss the impact of the reduction as well as the requirements contained in the annual building plan to insure that the most efficient means of operation and maintenance service is 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 with respect to the expectations and requirements contained in the plan. If necessary, the plan may be modified.

Custodian Engineers are advised that this is an excellent opportunity to evaluate both labor and material (goods and services) expenditures in order to maximize services. Custodian Engineers who routinely schedule discretionary overtime for their employees, may consider alternatives such as rescheduling employees or hiring part-time employees in order to reduce premium rate labor costs. Employees paid above scale are to be reviewed for possible cost savings as well. Material costs may also be reduced through economies of scale by making bulk purchases over \$250 while adhering to all procurement requirements.

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. 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.

***James F. Lonergan
Chief Executive Officer
Division of School Facilities***

**JFL/SC
copy: Principals**