

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

April 17, 2008

OFFICE OF BUILDING SERVICES CIRCULAR NO. 5 – 2007/08

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

TO CUSTODIAN ENGINEERS AND BUILDING MANAGERS

1. POLYCHLORINATED BIPHENYLS (PCBs)

Prior to 1977 when PCBs were banned by the Federal Government, PCBs were commonly used in the manufacture of certain types of building caulking. Some old caulking remaining on buildings constructed or renovated before PCBs were banned may contain PCBs. If caulking is disturbed or deteriorated, actions are needed to prevent release of PCBs in dust or debris.

As part of your normal administrative duties required for operating and maintaining your facilities in accordance with the Collective Bargaining Agreement and with the Department's protocols for dust control and lead paint maintenance and stabilization, we are expanding the function of inspecting and cleaning horizontal and vertical surfaces to specifically include the identification of disturbed or deteriorated caulk (e.g. broken caulk, or chips or dust) and proper procedures to follow in such instances.

Accordingly, all Custodian Engineers and Building Managers should include the following areas specifically during your routine daily inspections; window sills, exterior ledges, exterior door frames, as well as grade level areas near caulked structures. Additionally and effective immediately, all Custodian Engineers and Building Managers are required to perform monthly inspections of all exterior window sills and ledges, exterior door frames as well as all grade elevations in proximity of caulked structures to determine if there is any presence of disturbed or deteriorated caulking materials. All monthly inspection results must be documented on the attached inspection form. Completed inspection forms are to be kept on file in the Custodian Engineer's/Building Manager's office. The initial inspection is to be performed immediately. In the event you observe conditions indicative of disturbed or deteriorated exterior building caulking, contact your Deputy Director of Facilities for further instructions.

Custodian Engineers are to be guided by protocols required by Plant Operations Circulars numbered 16 and 21 of 95/96, number 2 of 97/98 regarding lead based paint and number 1 of 01/02 amended 1/24/02 pertaining to Dust Control Procedures (available on the DSF website), the 1977 Rules and Regulations For the Custodial Force in the Public Schools of New York City and Appendix F of the Memorandum of Agreement between Local 891 and the Department of Education.

Building Managers are to be guided by their Facilities Management Service requirements contract.

James F. Lonergan

*Chief Executive Officer
Division of School Facilities*

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Attachment: Building Caulking Inspection Form