



NEW YORK CITY PUBLIC SCHOOLS

July 5, 2024

Amended August 23, 2024

CUSTODIAL CIRCULAR NO. 25.002

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

TO ALL CUSTODIAN ENGINEERS

Payroll Submission Schedule

The FY25 submission schedule for NYCSSS Payroll is outlined below. Please review the deadlines to ensure timely submissions, as NYCSSS payroll must be submitted by 10:00 AM on the specified dates.

Fiscal Year 25 Submission Schedule for NYCSSS Payroll

Payroll Cycle	Deadline
Payroll 1	Friday, July 12, 2024
Payroll 2	Friday, July 26, 2024
Payroll 3	Friday, August 9, 2024
Payroll 4	Friday, August 23, 2024
Payroll 5	Friday, September 6, 2024
Payroll 6	Friday, September 20, 2024
Payroll 7	Friday, October 4, 2024
Payroll 8	Friday, October 18, 2024
Payroll 9	Friday, November 1, 2024
Payroll 10	Friday, November 15, 2024

Payroll Cycle	Deadline
Payroll 11	Wednesday, November 27, 2024
Payroll 12	Friday, December 13, 2024
Payroll 13	Friday, December 27, 2024
Payroll 14	Friday, January 10, 2025
Payroll 15	Friday, January 24, 2025
Payroll 16	Friday, February 7, 2025
Payroll 17	Friday, February 21, 2025
Payroll 18	Friday, March 7, 2025
Payroll 19	Friday, March 21, 2025
Payroll 20	Friday, April 4, 2025
Payroll 21	Friday, April 18, 2025
Payroll 22	Friday, May 2, 2025
Payroll 23	Friday, May 16, 2025
Payroll 24	Friday, May 30, 2025
Payroll 25	Friday, June 13, 2025
Payroll 26	Friday, June 27, 2025

Fiscal Year 25 Submission Schedule for Space Sheet Forms

Space Sheet	Deadline
PO67	Sunday, June 30, 2024
PO67	Thursday, July 11, 2024
PO67	Thursday, August 8, 2024
PO67	Thursday, September 5, 2024
PO67	Thursday, October 3, 2024
PO67	Thursday, October 31, 2024
PO67	Thursday, November 28, 2024
PO67	Thursday, December 26, 2024
PO67	Thursday, January 23, 2025
PO67	Thursday, February 20, 2025
PO67	Thursday, March 20, 2025
PO67	Thursday, April 17, 2025
PO67	Thursday, May 15, 2025
PO67	Thursday, June 12, 2025

Space Sheet	Deadline
PO67	Monday, June 30, 2025

25.001 - FY25 Custodian Engineers' Budget Allocation

Published June 29, 2024

In Fiscal Year 2025 (FY25) which begins on July 1 and ends on June 30, Custodian Engineers (CEs) will receive expanded spending authority in response to the [Chancellor's goal of directing resources closer to schools\(Open external link\)](#). This change allows CEs greater discretion and fewer restrictions when purchasing materials despite financial challenges at the NYC Public Schools (NYCPS) due to the end of federal stimulus funding.

► Systems Update

[Galaxy\(Open external link\)](#) is the primary source of budget information, and the [Financial Accounting Information System \(FAMIS\)](#) is the purchasing system for NYCPS. Beginning this upcoming fiscal year, we will use these systems instead of Passport Portal J for contract and finance transactions and reporting.

► Allocations

Methodology

All building allocations are informed by

- Square footage of the building
- Building age
- Unique building components
- Historical repair data

Each site in the priority [districts\(Open external link\)](#) will receive an additional \$5,000 in their budget for supplies and equipment. The priority districts are

- District 05
- District 07
- District 29

Supply Allocation



All NYCPS buildings will receive an allocation to support the operation and upkeep of the facility. This allocation is called TL Custodial Bldg Supplies, and is designed to fund the purchase of supplies, commodities, and services for the building.

In FY25, CEs will have additional line codes available to them. Each line code is allocated \$5 to start. The 'Set Aside' code will function as a budget reserve for the Custodian Engineer to pull from as needed. CEs can now purchase items beyond supplies and equipment and have access to the full FAMIS catalog of materials and vendors. CEs can transfer funds between object codes.

Object Codes and Descriptions

Object Description	Object Code
Cleaning Services	624
Contractual Services - General	600
Data Processing Repair - Contractual	613
Equipment - General	300
Maintenance & Repairs - General Contract	608
Maintenance Gen Repairs & Operational Infrastructure	676
Non-contractual Services	400
Non-dp Equipment Repair	612
Printing Services - Contractual	615
Professional Service - Engineer & Architect	683
Professional Service - Other	686
Supplies - General	100
Transportation of Staff - Non-contract	451

Object Description	Object Code
Set Aside	499

CEs should use the budgeting process to evaluate maintenance and repair needs and plan accordingly to maximize available resources.

NYCSSS Allocation

The allocations listed below are for NYCSSS labor budget items.

- TL Custodial Base Bldg Allocation
- TL Custodian Bldg Emergency Staff
- TL Building Constr Permits Staff
- TL Custodial Bldg. Permits Staff
- TL Custodial Bldg. Supplies

TL Custodial Base Bldg Allocation (202)

The items below will be covered by the TL Custodial Base Bldg Allocation

- Prevailing Wage Increase (½ Year)
- Portfolio Growth
- Death*
- Director Directives*
- Jury Duty*
- Lead-Based Paint*
- Lead Testing (Water)*
- Meal Allowance*
- Restructuring*
- Sick Leave (32BJ)*
- Vacation/Holiday (Z123)*

**These items are newly assigned as Base Operation reserve covers as they were previously Emergency Work reserve covers.*

TL Custodian Bldg Emergency Staff (202S)

TL Custodian Bldg Emergency Staff covers:



- Building Emergencies
- Elections
- Migrant Shelters
- Weather
- Cooling Centers
- Earthquake
- Snow Removal
- Storm Surge
- Sub-20 Degree Days

202S Reserve Covers are utilization-based allocations, providing funding to offset these items.

TL Building Constr Permits Staff (113C)

TL Building Constr Permits Staff is utilization-based for FY25 to avoid deficit spending. Additional funding requests must include supporting documentation and space sheets.

TL Custodial Bldg. Permits Staff (113)

TL Custodial Building Permits Staff (113) funding covers Extended Use activity. This is activity outside the normal school day which is funded in 202.

TL Custodial Bldg. Supplies

TL Custodian Building Supplies funding covers general custodial supplies required to clean/maintain the building. This is funded in object code 100.

► Purchasing

CEs must follow all [NYCPS guidelines for purchasing](#).

- Vendor may only begin work or render services after receipt of a fully approved NYCPS purchase order from FAMIS
- FAMIS will automatically check that funds are available and that the contract has capacity
- Passport Portal J can be used to generate the Work Order; this must be uploaded into FAMIS for each purchase order
- The FAMIS purchase order will be electronically delivered to the vendor

Only vendors active in FAMIS may be used. To add a vendor, complete the [Add Vendor Form](#).

Purchasing Commodities



SDI will no longer be the Department's custodial supply vendor as of July 1, 2024. CEs can purchase using their allocations in [FAMIS](#) and may optionally use [ShopDOE](#) to develop a shopping cart of contracted items sent to FAMIS for processing. A [video overview of ShopDOE\(Open external link\)](#) is available.

The following vendors will be available for building supplies beginning July 2.

- [National Industries for the Blind \(NIB\)\(Open external link\)](#)
- [New York State Industries for the Disabled \(NYSID\)\(Open external link\)](#)
- [Grainger\(Open external link\)](#)
- [MSC Direct\(Open external link\)](#)
- [Fastenal\(Open external link\)](#)

Purchasing Services

To initiate a purchase of service for your building:

1. Issue a Work Order Request in Passport Portal J.
2. The borough team will review and issue a Work Order.
3. CE can then purchase the Work Order by issuing a Purchase Order in FAMIS.

Purchases of the following services may not be initiated at a school level and must be managed by the borough team after CE enters a request in Portal J.

- Asbestos/Lead testing or remediation
- Fire and life safety equipment
- Boiler and HVAC work
- Mechanical Equipment
- Gas work
- Exterior Masonry
- Accessibility projects

Deputy Directors of Facilities (DDFs) are available for consultation to assist Custodian Engineers.

Certification of Delivery

Once a vendor delivers services, CEs should certify the delivery of services in FAMIS. Vendors will [submit their invoices online\(Open external link\)](#), along with supporting documentation.