

PROCESSING SPACE SHEETS AND ACCOUNTING FOR CUSTODIAL FEES

General Information:

Space fees will be paid against **central budgetary accounts** for any activity that was authorized by the school, is conducted on behalf of the school, or is conducted in partnership with the school. Such authorized activities include, but may not be limited to:

- Parent meetings or forums (110 hours per year)
- Activities connected with Open School Week or Parent/Teacher Conferences
- Public meeting of the Community/Citywide Education Councils
- Beacon Programs
- Out-of-School Time (OST) activities
- School clubs and other school-sponsored events, e.g., Math Club
- Reimbursable-funded activities

1. Preparation of Space Sheet

Every 28 day payroll cycle, the Custodial Entity will prepare a Report of Authorized Space and Custodian Services Rendered Form (Space Sheet) for each activity in his/her building. Prior to processing, the space sheet must be validated by the user to report actual usage, which determines costs incurred to affect the appropriate custodial payments to cover the additional labor and maintenance services, referencing the approved Permit Application.

Space Sheets are the source documents from which Extended Use services are calculated and paid based on the most recent collective bargaining agreement between the DOE and the Custodians Union Local 891.

2. Custodial Entity's Presence

The custodial entity, which may include the custodian, building manager or his/her designee, is required to be present for all extra activities.

3. What Must be Recorded?

The Custodial Entity is required to record the following information on the Space Sheet prior to the User's signature being affixed:

- Days of the week and dates of use
- Time of use
- Space Used: the number of rooms is entered under the appropriate letter that corresponds to each type of room used. For activities requiring special services, enter the proper code and number of units in the special services box.

The Users in charge of the activity are required to verify and approve all information on the Space Sheet and sign the document in the space(s) provided.

4. Signing and Forwarding the Space Sheet

The Custodial Entity will then sign the document and forward the Space Sheet to the responsible Borough/Citywide Office for payment.