

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

June 16, 2011

OFFICE OF BUILDING SERVICES CIRCULAR NO. 5-2010/11

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

**TO ALL CUSTODIAN ENGINEERS**

**1. REDUCTION OF CUSTODIAL BUILDING ALLOCATIONS**

Given our current economic state, the Department of Education must implement cost saving measures to insure fiscal stability for our future. As part of this initiative, the Division of School Facilities must reduce custodial building operating costs by \$10 Million for FY12. Commencing Friday, July 1, 2011 the following reductions to the current floor area schedules will take effect:

School Buildings	50,000 Sq Ft and below	\$.05 Sq Ft
School Buildings	51,000 Sq Ft up to 100,000 Sq Ft	\$.08 Sq Ft
School Buildings	101,000 Sq Ft up to 200,000 Sq Ft	\$.09 Sq Ft
School Buildings	201,000 Sq Ft and above	\$.11 Sq Ft

As a result of these reductions, Custodian Engineers should meet with their Principals as soon as practical to discuss the impact related to custodial operations at your assignment. Under the performance-based system, the Principal formulates the annual custodial building plan based upon the manpower and resources available to the Custodian Engineer. In recognition of the implementation of several prior reductions to custodial allocations, it is expected that modifications will be required to the annual performance plan based upon these further reductions. Since the annual plan is the basis for the bi-annual Principal evaluations via Custodial Service Ratings, it is imperative that there be a clear documented 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 and memorialized on a case by case basis.

In cases involving annual building plan modifications that impact expectations or requirements, Principals should rely on their Custodian Engineers to recommend the best available means of providing acceptable levels of operation and maintenance services. Additionally, Deputy Directors of Facilities are available for consultation to assist Principals and Custodian Engineers regarding options available under the indirect system to mitigate the impact of these further reductions and impart the least disruption to the educational mission. Custodian Engineers are reminded that this is an excellent opportunity to re-evaluate your labor expenditures in order to maximize your available resources and provide cost effective services. Custodian Engineers, who routinely schedule discretionary overtime for their employees, may consider alternatives such as rescheduling employees' shifts in order to reduce premium rate labor costs where possible. Since the building allocations are predicated on cleaner, handyperson and fireperson rates, employees paid above scale are to be reviewed for possible cost savings as well.

Please provide a copy of this circular to your Principal(s).

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

SC/ng  
Copy: Principals