



OVERVIEW



April 2019

Mission

- The Division of School Facilities (DSF) is dedicated to providing a safe, clean and comfortable environment that is conducive to educating and nurturing our children in the most economical and efficient manner possible.
 - The Division of School Facilities (DSF) is primarily responsible for the maintenance, repair, and the safe, efficient operation of over 1,300 buildings that make up the Department of Education infrastructure.
 - We provide expertise in every aspect of building management and maintenance, utilizing a dedicated corps of Custodian Engineers, handymen, and cleaners assigned to each school, and assisted by a group of mobile Skilled Trades Mechanics who tackle complex work beyond the scope of on-site staff.

Overview

- Borough Facilities Management
- Contracts and Technical Services
- Emergency Preparedness
- Environmental Health & Safety
- Facility Management Services
- Field Operations
- Finance
- Human Resources
- IT Services/Enterprise Development & Support

Overview

- Maintenance
- Special Projects
- Sustainability

Division of School Facilities

Area	Description	Key Points	Regulations and Resources
<p>Borough Facilities Management</p>	<p>The Directors of Facilities (Queens North, Queens South, Manhattan, Staten Island, Bronx, Brooklyn North, Brooklyn South) are responsible for the efficient operation, maintenance and repair of all DOE buildings.</p>	<ul style="list-style-type: none"> • Senior liaison with the DOE • Review and resolve concerns and issues of parents, school administrators, elected officials and other community members. • Supervise team of Facilities Managers, Skilled Trades, Contract Managers, Administrative staff, oversee budgets • Work with Office of Emergency Management during weather and other emergencies 	<ul style="list-style-type: none"> • Rules and Regulations for the Custodial Workforce in the Public Schools of NYC • Rules and Regulations Governing Non-Pedagogical Administrative Employees • Collective Bargaining Agreement between NYC Board of Education and Local 891 • Chancellor’s Regulations (various)

Division of School Facilities

Area	Description	Key Points	Regulations and Resources
<p>Contracts and Technical Services</p>	<p>Contracts and Technical Services (CTS) works directly with the Division of Contracts and Purchasing (DCP) to secure requirements, maintenance and repair contracts, including specification preparation, vendor qualification and consultation with the Panel for Educational Policy (PEP) Contracts Committee. CTS provides management of contractor compliance and payment processes; assures contractor compliance with prevailing wage law; provides guidance to DSF Contract Management Units on procurement issues; oversees the Violation Control and Violation Reduction Units and provides DSF engineering and architectural services. Partners with the School Construction Authority on design review and Capital Improvement Projects, and manages Third Party Agreements and Licenses.</p>	<ul style="list-style-type: none"> • Specifications • Contract Management • Procurement • Violations Control • Violations Reduction • Engineering and Architecture • Capital-Funded Projects • Third Party Agreements and Licenses 	<ul style="list-style-type: none"> • NYCDOB Codes • FDNY Code & Regulations • Chancellor Regulations • Comptroller LL220/LL230 Compliance • NYCSCA Design Standards and Specifications • NYCSCA Building Condition Annual Survey • Procurement • LCMS System Backtrack • Third Party Construction Work and Access Agreements • LCGMS System

Division of School Facilities

Area	Description	Key Points	Regulations and Resources
Emergency Preparedness	Emergency Preparedness is responsible for managing and coordinating the agency's resources and response activities during large scale emergency events.	<ul style="list-style-type: none"> • Coordinate DOE Response to Emergencies. • Serves as 24 hour point of contact for OEM's Watch Command and monitor events/incidents for potential impact on schools. • Maintains the DOE Emergency Operations Center (DEOC). • Emergency Preparedness Team serves as liaisons and represents DOE in citywide planning/response activities. 	<ul style="list-style-type: none"> • Chancellor's Regulation <ul style="list-style-type: none"> ○ A-415 Emergency Notification System • Mayor's Executive Order #107 • Continuity of Operations Plan (COOP)

Division of School Facilities

Area	Description	Key Points	Regulations and Resources
Environmental Health and Safety (EHS)	Environmental Health and Safety is responsible for monitoring environmental conditions in our schools.	<ul style="list-style-type: none"> • EHS coordinates appropriate, often time critical responses to potential harmful situations involving: asbestos, lead paint, drinking water, air quality, mold, dust conditions, etc. • EHS will test, remediate and correct any situation that involves suspected exposure to potential hazardous substances. • EHS works closely with federal, state and city health and safety officials. • Mandated AHERA inspections. 	<ul style="list-style-type: none"> • NYS Right to Know Law • PESH Act • DOE Hazard Communication Plan • Office of Occupational Safety and Health http://schools.nyc.gov/offices/DHR/OSH • Occupational Safety and Health Administration (OSHA) • US Environmental Protection Agency (EPA) • Centers for Disease Control and Prevention (CDC) • Department of Health & Mental Health (DOHMH) • NYS Department of Environmental Conservation • NYS Department of Labor • NYS Department of Health • NYC Department of Environmental Protection

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Area	Description	Key Points	Regulations and Resources
<p>Facilities Management Services (FMS)</p>	<p>The Office of Facilities Management Services (FMS) primary responsibility is the oversight and administration of DSF’s contract with the Not-For-Profit corporation, NYC School Support Services, Inc. NYC SSS employs approximately 7,000 custodial helpers throughout the entire DOE portfolio. The FMS office is also responsible for the DOE’s fleet of over 300 vehicles. In addition, the FMS office oversees the DSF’s Trucking Department, central warehouse operations and DSF’s T12 light fixture replacement program.</p>	<ul style="list-style-type: none"> • Provides overall guidance to field based personnel as it relates to the DSF’s contract with NYC SSS. • Reviews and approves all payment invoices submitted by NYC SSS. • Procures and maintains the Department’s fleet of vehicles. • Serves as a liaison between DCAS and the DOE for all Fleet related issues. • Oversees and manages the DSF’s relocation services contracts. • Manages DSF’s central warehouse operations. • Manages the DSF’s T12 light fixture replacement program. • Serves as the liaison between the DSF and U.S. EPA for all PCB related issues. 	<ul style="list-style-type: none"> • NYC SSS Contract • DCAS Vehicle Handbook http://www.nyc.gov/html/dcas/downloads/pdf/fleet/city_vehicle_driver_handbook.pdf • PCB Consent Order • NYC Council, Local Law 69 –Reporting Information Related to PCBs • 2013-5-23 Consent Decree and Order 11-CV-3494 (8J) (CLP) –PCB containing T12 Light Fixture removal

Division of School Facilities

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Field Operations	<p>Field Operations is responsible for determining building allocations, managing contractor permits, building assignments, transfer lists, custodial banking, custodial supply program. Field Operations also acts as the Board of Elections liaison.</p>	<ul style="list-style-type: none"> • Elections Facilities coordination. • Formulates building supply allocations. • Issues permits for contractors working in DOE schools. • Ensures buildings are properly staffed with Custodial Engineers or Building Managers. • Assists Custodial Engineers with bank related issues. • Coordinates training for newly hired Custodial Engineers. 	<ul style="list-style-type: none"> • Collective Bargaining Agreement between NYC Board of Education and Local 891. • Rules and Regulations for the Custodial Force in the Public Schools of NYC. • NYS mandate regarding election facilities and access. • Ensure compliance with NYS law on Green Cleaning.

Division of School Facilities

Area	Description	Key Points	Regulations and Resources
Finance	<p>The Finance Office is responsible for developing DSF's budget, finalizing its spending plan, monitoring expenditures, issuing analytical reports, managing the RESO A and Leasing programs and processing vendor, fuel and rental payments.</p>	<ul style="list-style-type: none"> • Develops Annual Spending Plan for the Division. • Analyzes and provides projections on financial operations of the Division including Maintenance and Repair budget, Capital program, Lease and energy expenditures. • Prepares funding requests for new initiatives. • Liaisons with the NYC School Construction Authority on DOE's RESO A Capital Program. • Manages the Market Maker Program. • Liaison for audits and document requests from outside agencies and citizens. • Assists NYC in preparing its Financial Statements. 	<ul style="list-style-type: none"> • OMB and DFO Guidelines and Practices • Procurement Policies • Standard Operating Policies and Procedures
Human Resources	<p>The Department of Human Resources (DHR) serves the Division of School Facilities population of the Department of Education (DOE), including administrative and skilled trade staff, and custodian engineers.</p>	<ul style="list-style-type: none"> • Personnel Actions • Health Benefits • Leaves (Medical) and Worker's Compensation • Classification of Positions/ Job Posting • Payroll/Timekeeping 	<ul style="list-style-type: none"> • Chancellor's Regulations • Rules and Regulations Governing Non-Pedagogical Administrative Employees • Payroll Portal • Management Benefits Fund • Cybershift

Division of School Facilities

Area	Description	Key Points	Regulations and Resources
IT Services/ Enterprise Development and Support	<p>The Office of Enterprise Development and Support (EDS) provides management, administration and support of third-party and enterprise applications, and systems. Design and development technical solutions for the Division of School Facilities (DSF). EDS performs system integration, installations, upgrades and maintenance. In addition, perform systems tests, train and develop end-users, data-analysis, data-mining, data-warehousing and reporting.</p>	<ul style="list-style-type: none"> • Project manage and developed third-party and enterprise applications. • Maintain call center for receiving, tracking and resolving end-user issues. • Maintain and support DSF's computerized maintenance management system (CMMS). • Perform data analyses and reporting in support of key performance metrics. • Manage all electronic data exchanges to external systems. • Providing staff development, application training and technical support. • Design and maintain DSF's website, content and workflows. • Budget, manage and coordinate IT inventory and computer systems deployment. 	<ul style="list-style-type: none"> • DIIT Guidelines regarding security and passwords • Mayors directive #81-2 (Electronic data processing security statement of policy), regarding Data Processing Security

Division of School Facilities

Area	Description	Key Points	Regulations and Resources
Maintenance	<p>General maintenance includes the day-to-day operations of the facility and repair or replacement of equipment due to normal wear and tear of the operating components of the building's facility and grounds.</p>	<ul style="list-style-type: none"> • Coordinates and integrates: <ul style="list-style-type: none"> -Operations -Maintenance -Repair • Preventative Maintenance Initiatives • Engineering Support • Energy Management • Fuel Management • Elevator Maintenance Management • Water Treatment- HVAC Systems • Sustainable practices • Supply Chain & Materials Management. • Training • Funded Programs and Special Projects • DSF Training Center Internships- CTE Strategic Planning & Workforce Development 	<ul style="list-style-type: none"> • NYSDEC Compliance-Petroleum Bulk Storage Tanks • Legionella/Cooling Towers- Local Law 77 • NYCDEP Compliance-Boilers • USEPA Compliance-Boilers • Plumbing work that requires filing with NYCDOB • NYC Local Law 43 &87 compliance

Division of School Facilities

Area	Description	Key Points	Regulations and Resources
Special Projects	<p>The function of the Special Projects Unit is to ensure effective implementation and adherence to DOE policies in all school facilities areas. This includes managing the School Stat Program (visual inspection of schools), as well as oversight of a varied portfolio of diverse projects in areas such as security, technology, strategic planning, construction and administration, custodial operations, etc.</p>	<ul style="list-style-type: none"> • SchoolStat • SchoolStat Special Compliance & Data Gathering Projects (internal & external) • PlaNYC Schoolyards to Playgrounds Program • Relationship-building within the DOE as well as with other NYC agencies such as Parks Department, DOT, DEP, DOH, Cultural Affairs, etc. as well as private not-for-profit foundations (i.e. Trust for Public Land). 	<ul style="list-style-type: none"> • School Stat Annual Survey Report • PlaNYC Initiative • Chancellor's Regulations (various) • Rules and Regulations • NYC DOE Athletic Field Condition Assessment Survey

Division of School Facilities

Area	Description	Key Points	Regulations and Resources
Sustainability	<p>The Office of Sustainability works year-round to transform the DOE into a more sustainable and efficient public entity regarding facility operations and student environmental education. In order to make schools more sustainable, the Office of Sustainability partners with various non-profit organizations as well as city and state agencies to provide staff with the necessary resources to optimize school operations. Most recently, in support of the City’s ambitious goal of diverting all recyclable and compostable waste by 2030, DOE implemented the Zero Waste Schools program into 100 schools. The Office of Sustainability also provides bi-annual training programs to Sustainability Coordinators and Custodian engineers/building managers, so they can be kept abreast on sustainable initiatives.</p>	<ul style="list-style-type: none"> • Climate & Ecology • Energy Conservation • Waste Reduction & Recycling • Education awareness & engagement • Water Conservation 	<ul style="list-style-type: none"> • Chancellor’s Regulation A-850 • Local Law 41 • OneNYC Plan • NYS Green Cleaning Law • NYC Department of Sanitation • GrowNYC • Solar 1 • Green School Alliance • National Wildlife Federation

Contacts

High-level facilities issues concerning DOE schools, administrative buildings, field staff; stakeholder relationships	Borough Facilities Management	Team 1 Bronx Team 2 Queens North Team 3 Manhattan Team 4 Brooklyn North Team 5 Brooklyn South Team 6 Queens South Team 7 Staten Island	Jean Delgrosso Hugh DiDonna Timothy George Joseph Lazarus Mark Harri John Rodriguez Anthony Salvatore
Emergency Planning, Disaster Recovery/Continuity of Operations, Shelters, Citywide and Weather Emergency Planning, DSF Accessibility Programs, Emergency Management Unit	Emergency Management		Keith Grossman
Potential hazardous conditions (contagious diseases, lead, asbestos, PCBs, etc.)	Environmental Health & Safety		Bernard Orlan
High level oversight of all DSF departments	Executive, Administration		John Shea Salvadore Calderone Diana Ferrer Schwartz
Fleet, Trucking, Warehouse Operations, PCBs, FMS contract/building management	Facilities Management Services		Phil Napolitano
Custodial Banking, Building Allocations, Custodial Supplies Program, Contractor Permits, Election liaison, School-building Assignments	Field Operations		Vacant
Contractor payments, budget and spending plan development, analysis and monitoring, Market Maker coordination and implementation, audits, FOIL and Document requests, rental payments to landlords	Finance		Mark David
Employee benefits, payroll, employee relations, civil service, terminations, hiring, FMLA	Human Resources		Brian Weekes

Contacts

Computerized Maintenance Management System (Passport), Application development and support, Data analysis and reporting, Training	IT Services/Enterprise Development and Support	Connor Brosnahan
Fuel, Equipment and Supplies (Materials Catalog), Central Shops, Work Order database, Energy Optimization	Maintenance	Ken Mahadeo
Violations, Specifications, Procurement, Capital Planning	Contracts and Technical Services	Stephen Valente
School Stat, Relationship-building, OneNYC (schoolyard to playground initiative)	Special Projects	Meryl Labella
Recycling, composting, energy, green curriculum	Sustainability	Meredith McDermott