

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

October 3, 2019

OFFICE OF BUILDING SERVICES CIRCULAR NO. 2 – 2019/20

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

TO ALL CUSTODIAN ENGINEERS

1. VACANCIES

At this time, the Department of Education (Division of School Facilities) declares the following assignments vacant and will accept applications for voluntary transfer for the position of Custodian Engineer Level I and Custodian Engineer Level II. Applications must be postmarked no later than **October 15, 2019**.

Note: The Division of School Facilities reserves the right to modify or revise the vacancy list prior to officially as assigning CE's.

ALL APPLICATIONS MUST BE MAILED. HAND DELIVERED APPLICATIONS WILL NOT BE ACCEPTED.

NOTE: YOU MUST PROVIDE A CURRENT COPY OF THE APPLICABLE LICENSE REQUIRED FOR THE BUILDING YOU ARE APPLYING FOR; I.E., STATIONARY ENGINEER AND/OR REFRIGERATION. (ALL LEVEL II ASSIGNMENTS REQUIRE A CURRENT COPY OF YOUR STATIONARY ENGINEER LICENSE, OR APPROVED EDUCATIONAL EQUIVALENT, OR REFRIGERATION LICENSE IF LEVEL 1R IS APPLYING).

FAILURE TO ATTACH REQUIRED DOCUMENTS WILL PRECLUDE YOU FROM CONSIDERATION FOR ASSIGNMENT.

Additionally, you must attain all building specific required certifications within a reasonable timeline (as soon as practical). Examples include, but are not limited to FDNY Certificates of Fitness, including Fire Safety Director and the Department of Health and Mental Hygiene Swimming Pool Certification.

UNDER NO CIRCUMSTANCES WILL WITHDRAWALS BE CONSIDERED

Applications for transfer must be on the enclosed Application For Transfer form and placed in a plain envelope, sealed, and marked "APPLICATION FOR TRANSFER." No other correspondence is to be placed in the envelope. Applications are to be addressed to the Executive Director, Division of School Facilities, 44-36 Vernon Boulevard, 5th Floor, Long Island City, New York 11101.

Custodian Engineers will be eligible for advancement based upon minimum years of experience. Each year of employment in title will be considered toward the experience requirements except for years where a Custodian Engineer receives a less than satisfactory rating. Experience requirements are as follows:

CUSTODIAN ENGINEER LEVEL I		CUSTODIAN ENGINEER LEVEL I WITH REFRIGERATION LICENSE		CUSTODIAN ENGINEER LEVEL II	
Years of Employment	Building Size	Years of Employment	Building Size	Years of Employment	Building Size
1 - 5	1 M Sq Ft – 50 M Sq Ft	1 - 5	0 M Sq Ft – 100 M Sq Ft	1 - 5	76 M Sq Ft – 100 M Sq Ft
5+ - 10	51 M Sq Ft – 75 M Sq Ft	5+ - 10	101 M Sq Ft – 130 M Sq Ft	5+ - 10	101 M Sq Ft – 130 M Sq Ft
10+ - 15	76 M Sq Ft – 94 M Sq Ft	10+ - 15	131 M Sq Ft – 200 M Sq Ft	10+ - 15	131 M Sq Ft – 200 M Sq Ft
15+	95 M Sq Ft – 100 M Sq Ft	15+	201 M Sq Ft+	15+	201 M Sq Ft+

NOTE: If any school on this transfer list within a given seniority bracket is not filled by a Custodian Engineer with the required number of years seniority, the Custodian Engineer who is in the next lower seniority bracket who applies for that school would be assigned to the school provided the Custodian Engineer meets all of the qualifications for that assignment. The schools listed are offered at this time to Custodian Engineers who meet the following requirement:

In first assignment from a civil service list with a minimum one (1) year of service or you must have two (2) years of service in present assignment as of **September 1, 2019**.

Basic allowances are from the Department of Education IBM records. Details of breakdown are on file at all buildings. Qualified applicants are authorized to ask present Custodian Engineer to see the "Calculation for Custodial Allowance, etc." on file at the school. Allowances as shown are subject to change for good and sufficient reasons such as physical change, unused space, or to correct any substantial errors which may be discovered.

INSTRUCTIONS FOR COMPLETING APPLICATION FOR TRANSFER

NOTE: Any Application For Transfer that is filled out improperly, OR IS NOT SIGNED, will be disqualified.

- Fill in Items 1-12. If you have additional choices you must place an "X" in Item 13. Sign and date Item 14. If you include building choices on page 2 of the application you must also sign and date Item 15.
- Code Borough as follows: **M** - Manhattan **K** - Brooklyn
 X - Bronx **Q** - Queens **R** - Richmond (Staten Island)
- Code school as a 3-digit number. Use leading zeros, if necessary.
- The IBM designation for your present assignment is located in the top center part of your building calculation form (IBM Card).
- Use the IBM designation listed below for your choices.
- On High School and Annex choices, use the IBM designation.
Examples: a) Richmond Hill HS Queens should be listed as Q475.
 b) PS 282 Annex Brooklyn should be listed as K902.

TRANSPORTATION CLAIMS RESULTING FROM VACANCY LISTS WILL NOT BE AN ALLOWABLE EXPENSE.

CUSTODIAN ENGINEER (LEVEL II)

School	Floor Area M Sq. Ft.	Qualifications	FY 2020 Building Allowance	Pension Salary
K002**	131	Refrigeration License	\$ 323,820.00	\$ 122,765.41
K006/877**/** (Merged)	68/11	Refrigeration License	\$ 360,287.00	\$ 119,561.19
K009/813 (Merged)	116/14		\$ 418,069.00	\$ 130,627.89
K019/319 (Merged)	93/11		\$ 287,766.00	\$ 124,612.46
K045/842 (Merged)	118/9		\$ 311,177.00	\$ 130,627.89
K115**	123	Refrigeration License	\$ 318,353.00	\$ 121,493.20
K126/034 (Merged)	134/32		\$ 430,678.00	\$ 134,325.09
K136/039 (Merged)	120/26		\$ 382,081.00	\$ 131,381.31
K157/853 (Merged)	102/11		\$ 284,754.00	\$ 127,604.30
K184*	79		\$ 208,359.00	\$ 111,444.27
K204*	93		\$ 301,459.00	\$ 113,968.90
K205/597 (Merged)	108/11		\$ 396,326.00	\$ 129,113.10
K210/883 (Merged)	108/8		\$ 387,688.00	\$ 129,113.10
K211	140		\$ 287,691.00	\$ 123,950.24
K219*	94		\$ 227,274.00	\$ 113,968.90
K234/255 (Merged)	123/76		\$ 576,967.00	\$ 145,574.71
K235*	77		\$ 295,279.00	\$ 110,410.55
K261/124 (Merged)	91/33		\$ 374,625.00	\$ 127,361.51
K278/194 (Merged)	134/70		\$ 495,819.00	\$ 145,574.71
K284*	92		\$ 244,711.00	\$ 113,968.90
K297*	79		\$ 196,705.00	\$ 111,444.27
K299*	81		\$ 253,103.00	\$ 111,444.27
K314/971** (Merged)	147/39	Refrigeration License	\$ 492,172.00	\$ 136,397.57
K320	158		\$ 335,621.00	\$ 127,361.51
K327/763** (Merged)	143/43	Refrigeration License	\$ 630,347.00	\$ 136,397.57
K356**	156	Refrigeration License	\$ 341,356.00	\$ 127,361.51
K384**	123	Refrigeration License	\$ 323,204.00	\$ 121,493.20
K398**	118	Refrigeration License	\$ 323,491.00	\$ 119,984.33
K410/153 (Merged) Abraham Lincoln HS	249/54		\$ 881,046.00	\$ 153,258.28
K420 Franklin K. Lane HS (HP)	344	High Pressure License	\$ 893,672.00	\$ 146,161.13

CUSTODIAN ENGINEER (LEVEL II)

School	Floor Area M Sq. Ft.	Qualifications	FY 2020 Building Allowance	Pension Salary
K455** Boys & Girls HS	384	Refrigeration License	\$ 860,449.00	\$ 146,161.13
K540/212** (Merged) John Dewey HS	282/80	Refrigeration License	\$ 899,946.00	\$ 156,804.69
K650 Harry Van Arsdale HS	182		\$ 394,906.00	\$ 131,957.54
K722** Public School 721 (OTC)	102	Refrigeration License	\$ 300,211.00	\$ 116,960.74
K804/520 (Merged) Cobble Hill HS	96/23		\$ 442,906.00	\$ 125,371.84

M005*/**	93	Refrigeration License	\$ 268,184.00	\$ 113,968.90
M044	143		\$ 303,622.00	\$ 124,542.66
M054	114		\$ 257,054.00	\$ 119,230.95
M084*	89		\$ 210,003.00	\$ 113,215.51
M108*	88		\$ 205,242.00	\$ 113,215.51
M115	104		\$ 231,435.00	\$ 117,718.10
M118/166 (Merged)	140/73		\$ 493,336.00	\$ 146,161.13
M128	107		\$ 293,457.00	\$ 118,469.54
M134*	87		\$ 165,907.00	\$ 113,215.51
M142*/**	87	Refrigeration License	\$ 237,944.00	\$ 113,215.51
M164	96		\$ 248,406.00	\$ 114,728.28
M165	120		\$ 299,027.00	\$ 120,737.75
M197*	84		\$ 206,080.00	\$ 112,464.10
M199*	88		\$ 168,656.00	\$ 113,215.51
M435 Man. Ctr. for Math & Science	229		\$ 474,263.00	\$ 136,397.57
M460/874** (Merged) Washington Irving HS	319/55	Refrigeration License (Child Building)	\$ 784,340.00	\$ 156,804.69
M465** George Washington HS (HP)	340	Refrigeration License (High Pressure License)	\$ 1,016,747.00	\$ 146,161.13
M506*/** West Side HS	85	Refrigeration License	\$ 248,154.00	\$ 112,464.10
M535** Park West HS	379	Refrigeration License	\$ 971,039.00	\$ 146,161.13
M540/389 (Merged) A. Philip Randolph HS	163/33		\$ 464,868.00	\$ 139,189.83
M625/486** (Merged) HS of Graphic Arts	251/72	Refrigeration License (Child Building)	\$ 739,567.00	\$ 153,258.28
M646** School for Co-Op Tech. HS	102	Refrigeration License	\$ 292,205.00	\$ 116,960.74
M868 The Clinton School	112		\$ 235,013.00	\$ 119,230.95
M898*/** Public School 98 Annex	91	Refrigeration License	\$ 245,410.00	\$ 113,968.90

CUSTODIAN ENGINEER (LEVEL II)

School	Floor Area M Sq. Ft.	Qualifications	FY 2020 Building Allowance	Pension Salary
Q025**	173	Refrigeration License	\$ 423,806.00	\$ 129,733.02
Q030*	85		\$ 203,563.00	\$ 112,464.10
Q053	164		\$ 373,455.00	\$ 128,546.27
Q059/015 (Merged)	141/52		\$ 454,083.00	\$ 136,397.57
Q064/823* (Merged)	52/35		\$ 308,313.00	\$ 120,737.75
Q076	95		\$ 239,500.00	\$ 114,728.28
Q120*	94		\$ 244,922.00	\$ 113,968.90
Q163	108		\$ 207,982.00	\$ 118,469.54
Q212*/**	79	Refrigeration License	\$ 189,877.00	\$ 111,444.27
Q217	137		\$ 286,550.00	\$ 123,359.80
Q230/297** (Merged)	84/26	Refrigeration License	\$ 365,655.00	\$ 123,359.80
Q234**	110	Refrigeration License	\$ 248,715.00	\$ 118,469.54
Q316/439* (Merged)	57/36		\$ 309,497.00	\$ 122,171.02
Q420/038 (Merged) Springfield Gardens	260/35		\$ 862,727.00	\$ 154,445.07
Q735/980 (Merged) Queens HS Complex	212/24		\$ 579,865.00	\$ 147,041.13
Q849/075** (Merged) IS 77	138/43	Refrigeration License	\$ 543,003.00	\$ 136,397.57

X004/236 (Merged)	106/9		\$ 360,187.00	\$ 128,361.66
X009/209** (Merged)	112/21	Refrigeration License	\$ 380,416.00	\$ 129,874.51
X022/163** (Merged)	132/39	Refrigeration License (Child Building)	\$ 426,917.00	\$ 136,397.57
X040*	90		\$ 214,648.00	\$ 113,215.51
X048/848 (Merged)	88/7		\$ 338,091.00	\$ 123,859.07
X049/027 (Merged)	114/72		\$ 415,503.00	\$ 143,801.51
X055/035 (Merged)	123/45		\$ 462,642.00	\$ 136,397.57
X078/108 (Merged)	91/41		\$ 465,272.00	\$ 129,733.02
X090/042 (Merged)	104/65		\$ 448,983.00	\$ 136,397.57
X100*	81		\$ 194,605.00	\$ 111,444.27
X118/853 (Merged)	105/17		\$ 339,306.00	\$ 128,361.66
X129/781 (Merged)	134/32		\$ 563,783.00	\$ 134,325.09
X143/023** (Merged)	185/79	Refrigeration License	\$ 617,293.00	\$ 146,161.13

CUSTODIAN ENGINEER (LEVEL II)

School	Floor Area M Sq. Ft.	Qualifications	FY 2020 Building Allowance	Pension Salary
X148/582 (Merged)	157/10		\$ 452,449.00	\$ 138,005.07
X150	107		\$ 290,276.00	\$ 118,469.54
X156	95		\$ 230,451.00	\$ 114,728.28
X174	169		\$ 344,295.00	\$ 129,136.65
X198**	102	Refrigeration License	\$ 271,037.00	\$ 116,960.74
X400/172** (Merged) Morris HS	186/38	Refrigeration License	\$ 665,538.00	\$ 144,393.94
X401/817 (Merged) Bronx Regional HS	162/9		\$ 462,579.00	\$ 138,595.43
X460** HS for Law, Government & Justice	113	Refrigeration License	\$ 290,339.00	\$ 119,230.95
X790 Mott Haven Educational Campus	217		\$ 495,402.00	\$ 136,397.57
X884** Health Opportunities HS	110	Refrigeration License	\$ 276,222.00	\$ 118,469.54

R061/829 (Merged)	172/34		\$ 504,901.00	\$ 140,376.58
R069**	104	Refrigeration License	\$ 298,210.00	\$ 117,718.10
R450/077 (Merged) Curtis HS (HP)	242/20	High Pressure License	\$ 742,607.00	\$ 147,041.13

CUSTODIAN ENGINEER (LEVEL I)

School	Floor Area M Sq. Ft.	Qualifications	FY 2020 Building Allowance	Pension Salary
K006/877*/** (Merged)	68/11	Refrigeration License	\$ 360,287.00	\$ 119,561.19
K119	52		\$ 179,100.00	\$ 106,053.06
K165	62		\$ 175,915.00	\$ 107,333.26
K184*	79		\$ 208,359.00	\$ 111,444.27
K198	64		\$ 236,452.00	\$ 108,279.49
K204*	93		\$ 301,459.00	\$ 113,968.90
K219*	94		\$ 227,274.00	\$ 113,968.90
K235*	77		\$ 295,279.00	\$ 110,410.55
K284*	92		\$ 244,711.00	\$ 113,968.90

CUSTODIAN ENGINEER (LEVEL I)

School	Floor Area M Sq. Ft.	Qualifications	FY 2020 Building Allowance	Pension Salary
K297*	79		\$ 196,705.00	\$ 111,444.27
K299*	81		\$ 253,103.00	\$ 111,444.27
K333	62		\$ 152,755.00	\$ 107,333.26

M004**	70	Refrigeration License	\$ 183,613.00	\$ 108,917.63
M005*/**	93	Refrigeration License	\$ 268,184.00	\$ 113,968.90
M058/444 (Merged)	56/10		\$ 150,736.00	\$ 117,336.71
M084*	89		\$ 210,003.00	\$ 113,215.51
M097	71		\$ 231,426.00	\$ 109,567.67
M108*	88		\$ 205,242.00	\$ 113,215.51
M121	71		\$ 182,972.00	\$ 109,567.67
M134*	87		\$ 165,907.00	\$ 113,215.51
M142*/**	87	Refrigeration License	\$ 237,944.00	\$ 113,215.51
M197*	84		\$ 206,080.00	\$ 112,464.10
M199*	88		\$ 168,656.00	\$ 113,215.51
M506*/** West Side HS	85	Refrigeration License	\$ 248,154.00	\$ 112,464.10
M898*/** Public School 98 Annex	91	Refrigeration License	\$ 245,410.00	\$ 113,968.90

Q030*	85		\$ 203,563.00	\$ 112,464.10
Q034	61		\$ 196,191.00	\$ 107,333.26
Q064/823* (Merged)	52/35		\$ 308,313.00	\$ 120,737.75
Q082**	57	Refrigeration License	\$ 148,914.00	\$ 106,693.15
Q120*	94		\$ 244,922.00	\$ 113,968.90
Q199	70		\$ 237,795.00	\$ 108,917.63
Q201	73		\$ 223,282.00	\$ 109,567.67
Q212*/**	79	Refrigeration License	\$ 189,877.00	\$ 111,444.27
Q316/439* (Merged)	57/36		\$ 309,497.00	\$ 122,171.02
Q680** Young Womens' Leadership	55	Refrigeration License	\$ 162,968.00	\$ 106,693.15
Q811 Public School 811 (Old PS 187)	71		\$ 242,407.00	\$ 109,567.67
Q884 Public School 65	50		\$ 139,543.00	\$ 105,414.94

CUSTODIAN ENGINEER (LEVEL I)

School	Floor Area M Sq. Ft.	Qualifications	FY 2020 Building Allowance	Pension Salary
X040*	90		\$ 214,648.00	\$ 113,215.51
X081	62		\$ 184,640.00	\$ 107,333.26
X100*	81		\$ 194,605.00	\$ 111,444.27
X130	68		\$ 229,616.00	\$ 108,917.63

* PREFERENCE WILL BE GIVEN TO

1. CUSTODIAN ENGINEER (LEVEL II);
2. CUSTODIAN ENGINEER (LEVEL I);

** REFRIGERATION LICENSE REQUIRED

- (M) MERGED BUILDINGS
- (C) CAP BUILDINGS
- (HP) HIGH PRESSURE BUILDINGS

John Shea

*Chief Executive Officer
Division of School Facilities*

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

APPLICATION FOR TRANSFER

1. Refrigeration License RQ Number: _____
2. Stationary Engineers License Number: _____
3. DSF Approved Educational Equivalent for Stationary Engineer's License? (Circle One) Yes No

4. Social Security Number: (Last 4 Digits Only)

 -

 -
5. Print Last Name: _____
6. Print First Name: _____
7. Title: _____
8. Present Assignment: _____
9. Date Assigned at Present School: _____
10. Appointment Date in Title: _____
11. List Number: _____

12. List in order of preference the first twelve (12) schools you wish to transfer to.

	<u>BOROUGH</u>	<u>SCHOOL</u>
CHOICE #1	(_____)	(_____)
CHOICE #2	(_____)	(_____)
CHOICE #3	(_____)	(_____)
CHOICE #4	(_____)	(_____)
CHOICE #5	(_____)	(_____)
CHOICE #6	(_____)	(_____)
CHOICE #7	(_____)	(_____)
CHOICE #8	(_____)	(_____)
CHOICE #9	(_____)	(_____)
CHOICE #10	(_____)	(_____)
CHOICE #11	(_____)	(_____)
CHOICE #12	(_____)	(_____)

13. Place an "X" in the box at the right if you have additional choices of schools and list them on the back of this sheet from choice #13 showing borough and school number. (_____)

14. _____
Signature Page 1 of 2 Date

APPLICATION FOR TRANSFER

	<u>BOROUGH</u>	<u>SCHOOL</u>
CHOICE #13	(_____)	(_____)
CHOICE #14	(_____)	(_____)
CHOICE #15	(_____)	(_____)
CHOICE #16	(_____)	(_____)
CHOICE #17	(_____)	(_____)
CHOICE #18	(_____)	(_____)
CHOICE #19	(_____)	(_____)
CHOICE #20	(_____)	(_____)
CHOICE #21	(_____)	(_____)
CHOICE #22	(_____)	(_____)
CHOICE #23	(_____)	(_____)
CHOICE #24	(_____)	(_____)
CHOICE #25	(_____)	(_____)
CHOICE #26	(_____)	(_____)
CHOICE #27	(_____)	(_____)
CHOICE #28	(_____)	(_____)
CHOICE #29	(_____)	(_____)
CHOICE #30	(_____)	(_____)

15. _____
Signature

Date

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

October 9, 2019

ADDENDUM TO BUILDING SERVICES CIRCULAR NO. 2 - 2019/20

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

TO ALL CUSTODIAN ENGINEERS

1. VACANCIES

Please note the following assignment change:

CUSTODIAN ENGINEERS (LEVEL II)

School	Floor Area M Sq. Ft.	Qualifications	FY 2020 Annual Allowance	Pension Salary
Q735 Queens HS Complex	212		\$ 438,625.00	\$ 136,397.57

John Shea

*Chief Executive Officer
Division of School Facilities*