

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

March 28, 2013

OFFICE OF BUILDING SERVICES CIRCULAR NO. 4 – 2012/13

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 **APRIL 8, 2013**.

Note: The Division of School Facilities reserves the right to modify or revise the vacancy list prior to officially 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 REFRIGERATION LICENSE IF LEVEL 1R IS APPLYING).

FAILURE TO ATTACH REQUIRED LICENSE(S) 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 BIDS 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 **MARCH 1, 2013**.

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.

1. Fill in Items 1-11. If you have additional choices you must place an "X" in Item 12. Sign and date Item 13. If you include building choices on page 2 of the application you must also sign and date Item 14.
2. Code Borough as follows: M - Manhattan K - Brooklyn
X - Bronx Q - Queens R - Richmond (Staten Island)
3. Code school as a 3-digit number. Use leading zeros, if necessary.
4. The IBM designation for your present assignment is located in the top center part of your building calculation form (IBM Card).
5. Use the IBM designation listed below for your choices.
6. 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 ENGINEERS (LEVEL II)

SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY
M006*	76		\$ 207,390.54	\$ 86,070.08
M010	246		488,965.99	106,328.17
M017	104		257,592.23	91,766.65
M046*	94		217,499.12	88,843.98
M112	128		307,290.53	95,237.91
M113	117		256,848.61	93,533.28
M123	118		265,565.76	93,533.28
M128	107		294,766.10	92,352.44
M131**	180	Refrig. License	371,374.30	102,866.95
M152	116		286,380.04	93,533.28
M164	96		261,062.60	89,435.96
M171	95		261,960.43	89,435.96
M173	114		288,805.98	92,945.99
M175*	85		234,123.77	87,670.91
M194	75		219,201.22	86,070.08
M197*	84		223,087.16	87,670.91
M470** Louis Brandeis Edu. Complex (C)	232	Refrig. License	493,825.08	106,328.17
M506*/** West Side HS	85	Refrig. License	265,365.86	87,670.91
M600 Fashion Industries	288		448,884.04	113,939.30
M898*/** PS 098 Annex	91	Refrig. License	228,821.57	88,843.98
M970*/** Thurgood Marshall HS	78	Refrig. License	228,709.56	86,070.08

X001	96		\$ 234,609.30	\$ 89,435.96
X023*/**	79	Refrig. License	215,738.98	86,875.91
X026**	124	Refrig. License	331,203.33	94,709.51
X033*	80		234,587.52	86,875.91
X045	120		293,484.71	94,120.60
X053	98		277,615.97	89,435.96
X054*/**	76	Refrig. License	225,466.04	86,070.08
X062*	79		233,988.84	86,875.91
X064*	81		226,336.82	86,875.91
X075	109		258,153.46	92,352.44
X080**	138	Refrig. License	303,721.51	96,164.61
X082	107		291,829.56	92,352.44
X089	106		275,103.81	91,766.65
X090	104		271,096.08	91,766.65

CUSTODIAN ENGINEERS (LEVEL II)

SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY
X099*	77		\$ 237,279.19	\$ 86,070.08
X104	103		279,062.05	91,766.65
X117	115		283,622.57	93,533.28
X126	96		275,765.80	89,435.96
X140*	93		247,165.60	88,843.98
X147	166		338,288.91	100,207.71
X150	107		301,476.14	92,352.44
X152*/**	91	Refrig. License	247,039.60	88,843.98
X154*	88		227,954.90	88,256.68
X156	95		245,469.20	89,435.96
X198**	102		262,784.69	91,766.65
X655** Samuel Gompers HS	164		391,515.40	100,207.71
X884** Health Opportunities HS	110	Refrig. License	277,979.69	92,352.44

K006/877 (Merged)*/**	68/11	Refrig. License	\$ 286,280.46	\$ 89,055.29
K012*/**	81	Refrig. License	217,700.96	86,875.91
K022*/**	92	Refrig. License	244,564.79	88,843.98
K023	98		239,036.02	89,435.96
K024/107 (Merged)**	92/32	Refrig. License	367,447.60	94,709.51
K026	124		266,400.08	94,709.51
K058/871 (Merged)	111/18		349,286.17	97,094.99
K092	112		266,661.70	92,945.99
K102	97		264,803.66	89,435.96
K120	97		252,435.41	89,435.96
K136	120		288,180.92	94,120.60
K150	95		252,422.68	89,435.96
K179*	77		279,849.88	86,070.08
K186*	77		229,800.32	86,070.08
K189	99		270,949.17	90,020.20
K210	108		288,488.04	92,352.44
K212*	80		241,931.40	86,875.91
K221*	80		241,446.41	86,875.91
K233**	96	Refrig. License	258,172.49	89,435.96
K238*	88		253,202.07	88,256.68
K262*	82		228,574.23	86,875.91
K269*	81		224,559.80	86,875.91

CUSTODIAN ENGINEERS (LEVEL II)

SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY
K274**	103	Refrig. License	\$ 252,789.72	\$ 91,766.65
K276*	88		249,724.09	88,256.68
K282*	87		232,187.10	88,256.68
K286*/**	86	Refrig. License	337,552.52	87,670.91
K297*	79		222,374.84	86,875.91
K302/065 (Merged)	175/23		498,612.94	105,745.19
K308**	118	Refrig. License	312,905.83	93,533.28
K328*	90		251,343.56	88,256.68
K398**	118	Refrig. License	290,041.06	93,533.28
K425 James Madison HS (HP)	253	High Pressure	614,509.68	111,638.07
K430 Brooklyn Technical HS (HP)	594	High Pressure	988,766.44	113,939.30
K540** John Dewey HS	282	Refrig. License	584,257.30	113,939.30
K914 Benjamin Banneker Academy	97		248,202.24	89,435.96

Q012*	88		\$ 255,841.67	\$ 88,256.68
Q030*	85		228,453.60	87,670.91
Q064/823* (Merged)	52/35		309,595.57	88,256.68
Q072	147		303,632.13	97,550.02
Q073	156		316,338.54	99,284.13
Q105*	86		233,292.82	87,670.91
Q111*	87		244,429.00	88,256.68
Q123/781 (Merged)	77/24		318,143.38	91,176.25
Q150*/**	87	Refrig. License	238,774.20	88,256.68
Q151*	80		283,958.15	86,875.91
Q152	107		271,403.26	92,352.44
Q161*/**	86	Refrig. License	238,713.06	87,670.91
Q185/462 (Merged)	127/3		358,179.86	99,386.91
Q197*	77		232,829.27	86,070.08
Q203*	79		217,043.00	86,875.91
Q212*/**	79	Refrig. License	216,848.82	86,875.91
Q215*	77		220,149.36	86,070.08
Q440 Forest Hills HS	256		543,692.11	111,638.07
Q480 John Adams HS	256		598,138.78	111,638.07
Q570 Frank Sinatra HS	107		272,101.74	92,352.44
Q610/841 (Merged) Aviation HS	262/33		653,590.27	116,710.69
Q667/868 (Merged)*/** Skillman HS	53/32	Refrig. License	298,885.84	87,670.91

CUSTODIAN ENGINEERS (LEVEL II)

SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY
Q690** HS for Law Enforcement	180	Refrig. License	\$ 369,325.41	\$ 102,866.95

R032*	92		\$ 264,958.97	\$ 88,843.98
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CUSTODIAN ENGINEERS (LEVEL I)

SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY
M001	73		\$ 213,375.34	\$ 85,413.02
M004**	70	Refrig. License	207,598.71	84,906.29
M006*	76		207,390.54	86,070.08
M034	55		187,855.26	83,172.19
M046*	94		217,499.12	88,843.98
M015	60		192,381.92	83,671.21
M066**	58	Refrig. License	217,155.34	83,172.19
M110	52		174,585.67	82,673.22
M133	68		206,207.35	84,906.29
M166	73		217,929.66	85,413.02
M175*	85		234,123.77	87,670.91
M191	75		225,795.40	86,070.08
M197*	84		223,087.16	87,670.91
M451** Liberty HS	48	Refrig. License	185,168.17	82,175.77
M495/107 (Merged) Park East HS	46/15		249,861.03	85,825.79
M506*/** West Side HS	85	Refrig. License	265,365.86	87,670.91
M841** PS 008 Annex	65	Refrig. License	210,390.46	84,408.83
M855** Eleanor Roosevelt HS	66	Refrig. License	225,160.63	84,408.83
M874/835** (Merged) Physical City	55/13	Refrig. License	246,123.79	87,321.19
M876** Gregorio Luperon School	52	Refrig. License	182,635.27	82,673.22
M883** Legacy HS for Integr. Studies	45	Refrig. License	213,206.83	81,676.79
M895** Young Women's Leadership	43	Refrig. License	172,309.26	81,676.79
M898*/** PS 098 Annex	91	Refrig. License	228,821.57	88,843.98
M970*/** Thurgood Marshall HS	78	Refrig. License	228,709.56	86,070.08

CUSTODIAN ENGINEERS (LEVEL I)

SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY	
X011	68		\$ 209,841.76	\$ 84,906.29	
X012	70		252,446.61	84,906.29	
X018	70		208,968.93	84,906.29	
X023*/**	79	Refrig. License	215,738.98	86,875.91	
X033*	80		234,587.52	86,875.91	
X042	65		210,177.98	84,408.83	
X044	72		225,929.43	85,413.02	
X054*/**	76	Refrig. License	225,466.04	86,070.08	
X062*	79		233,988.84	86,875.91	
X064*	81		226,336.82	86,875.91	
X099*	77		237,279.19	86,070.08	
X108	41		199,466.03	81,176.26	
X130	68		216,425.29	84,906.29	
X140*	93		247,165.60	88,843.98	
X152*/**	91	Refrig. License	247,039.60	88,843.98	
X154*	88		227,954.90	88,256.68	
X172**	38	Refrig. License	181,212.57	80,680.34	
X175**	50	Refrig. License	195,769.05	82,175.77	
X206**	42	Refrig. License	177,620.24	81,176.26	
X211	42		192,690.17	81,176.26	
X254**	61	Refrig. License	206,959.51	83,671.21	
X826**	PS 226	57	Refrig. License	256,039.86	83,172.19
X839**	Bronx HS for Visual Arts	55	Refrig. License	190,389.19	83,172.19
X878**	Freedom HS	50	Refrig. License	195,016.37	82,175.77

K006/877	(Merged)*/**	68/11	Refrig. License	\$ 286,280.46	\$ 89,055.29
K012*/**		81	Refrig. License	217,700.96	86,875.91
K022*/**		92	Refrig. License	244,564.79	88,843.98
K073		75		237,977.86	86,070.08
K075		63		200,503.84	84,408.83
K090		74		211,191.75	85,413.02
K108		65		228,244.09	84,408.83
K112		45		178,978.54	81,676.79
K116		50		181,393.52	82,175.77
K132		72		222,828.11	85,413.02
K151		56		189,689.04	83,172.19

CUSTODIAN ENGINEERS (LEVEL I)

SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY
K155	68		\$ 229,646.31	\$ 84,906.29
K159	65		220,165.49	84,408.83
K165	62		212,953.81	83,671.21
K179*	77		279,849.88	86,070.08
K186*	77		229,800.32	86,070.08
K194	73		229,333.87	85,413.02
K198	67		223,944.25	84,906.29
K199	69		214,392.76	84,906.29
K209	69		236,186.17	84,906.29
K212*	80		241,931.40	86,875.91
K221*	80		241,446.41	86,875.91
K238*	88		253,202.07	88,256.68
K247	55		187,418.80	83,172.19
K249	56		204,646.26	83,172.19
K253	70		248,366.05	84,906.29
K254	61		209,607.37	83,671.21
K262*	82		228,574.23	86,875.91
K264	52		169,960.93	82,673.22
K269*	81		224,559.80	86,875.91
K276*	88		249,724.09	88,256.68
K282*	87		232,187.10	88,256.68
K286*/**	86	Refrig. License	337,552.52	87,670.91
K290**	63	Refrig. License	215,259.87	84,408.83
K297*	79		222,374.84	86,875.91
K328*	90		251,343.56	88,256.68
K370**	44	Refrig. License	220,662.77	81,676.79
K376**	75	Refrig. License	218,672.21	86,070.08
K743 Adult Training Center	72		248,084.51	85,413.02
K806 Metropolitan Corporate Academy	46		181,568.24	81,676.79
K824** District 17 Office	50	Refrig. License	173,439.79	82,175.77
K864 PS 361 Ext. Use	63		229,175.60	84,408.83
K894** EBC Collaborative HS	70	Refrig. License	222,701.59	84,906.29
K907 Teachers Prep	68		210,068.75	84,906.29
K909** Acorn HS	75	Refrig. License	226,630.32	86,070.08

CUSTODIAN ENGINEERS (LEVEL I)

SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY
Q009	45		\$ 176,803.76	\$ 81,676.79
Q012*	88		255,841.67	88,256.68
Q015	52		171,427.85	82,673.22
Q024	66		223,606.53	84,408.83
Q030*	85		228,453.60	87,670.91
Q036	43		194,063.06	81,676.79
Q045	57		195,106.11	83,172.19
Q050	63		219,568.31	84,408.83
Q054	48		181,369.48	82,175.77
Q064/823* (Merged)	52/35		309,980.46	88,256.68
Q075	43		191,028.68	81,676.79
Q082**	57	Refrig. License	186,085.39	83,172.19
Q084	49		186,682.84	82,175.77
Q098	37		171,164.66	80,680.34
Q105*	86		233,292.82	87,670.91
Q111*	87		244,429.00	88,256.68
Q112	66		208,597.06	84,408.83
Q131	52		186,622.73	82,673.22
Q132	51		182,993.62	82,673.22
Q150*/**	87	Refrig. License	238,774.20	88,256.68
Q151*	80		283,958.15	86,875.91
Q161*/**	86	Refrig. License	238,713.06	87,670.91
Q181**	66	Refrig. License	212,605.09	84,408.83
Q197*	77		232,829.27	86,070.08
Q199	70		222,467.98	84,906.29
Q203*	79		217,043.00	86,875.91
Q212*/**	79	Refrig. License	216,848.82	86,875.91
Q215*	77		220,149.36	86,070.08
Q266**	68	Refrig. License	260,482.42	84,906.29
Q277	70		220,087.41	84,906.29
Q499** PS/IS 499	72	Refrig. License	209,701.25	85,413.02
Q520 Middle College HS	55		192,038.33	83,172.19
Q595 Jamaica Learning Center	47		193,290.68	82,175.77
Q633** Eagle Academy	48	Refrig. License	187,125.49	82,175.77

CUSTODIAN ENGINEERS (LEVEL I)

SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY
Q667/868 (Merged)*/** Skillman HS	53/32	Refrig. License	\$ 298,885.84	\$ 87,670.91
Q680** Young Women's Leadership	55	Refrig. License	196,032.79	83,172.19
Q884 PS 065	50		184,459.40	82,175.77
Q885 Renaissance HS	62		204,730.79	83,671.21

R032*	92		\$ 264,958.97	\$ 88,843.98
R039	43		177,736.05	81,676.79

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

11. 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	(_____)	(_____)

12. 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. (_____)

13. _____
 Signature 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	(_____)	(_____)

14.

Signature

Date