

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

April 15, 2010

OFFICE OF BUILDING SERVICES CIRCULAR NO. 7 – 2009/10

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 23, 2010**.
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.

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, 2010**.

RECOMMENDATION: TO EXPEDITE THE REVIEW PROCESS, IT IS REQUESTED THAT YOU ATTACH A COPY OF YOUR FALL 2009 PRINCIPAL'S RATING WITH YOUR "APPLICATION FOR TRANSFER".

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 1-11. 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.
- 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 ENGINEERS (LEVEL II)

SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY
M033*	83		\$ 236,858.13	\$ 87,670.91
M044	143		314,262.18	97,086.69
M045	175		379,204.90	101,596.19
M048*/**	94	Refrig. License	250,102.65	88,843.98
M052	137		335,989.32	96,164.61
M096*	79		233,435.54	86,875.91
M113	117		265,708.08	93,533.28
M115	104		257,359.75	91,766.65
M146*	91		239,159.68	88,843.98
M149	126		291,702.74	94,709.51
M164	96		267,187.13	89,435.96
M171	95		267,966.45	89,435.96
M197*	84		228,528.77	87,670.91
M470** Louis Brandeis HS	232	Refrig. License	496,793.38	106,328.17
M501 Arthur Schomburg (IS 201)	170		395,750.11	100,667.93
M898*/** PS 018	91	Refrig. License	234,763.88	88,843.98

X001	96		\$ 240,894.73	\$ 89,435.96
X015**	126	Refrig. License	313,033.29	94,709.51
X028*	82		260,477.33	86,875.91
X050/817 (M)* PS 050	74/9		289,313.40	89,562.02
X053	98		283,735.86	89,435.96
X054*/**	76	Refrig. License	226,638.70	86,070.08
X090	104		278,720.77	91,766.65
X093*	78		250,840.62	86,070.08
X103	96		279,082.92	89,435.96
X118/853 (M) PS 118	105/17		340,045.05	95,915.65
X121	97		286,327.97	89,435.96
X131	154		314,775.15	98,013.38
X156	95		251,524.40	89,435.96
X180**	150	Refrig. License	393,815.66	97,550.02
X193**	175	Refrig. License	371,799.44	101,596.19
X410/088 (M) William H. Taft HS	281/23		672,205.38	117,051.05
X415 Christopher Columbus HS	262		614,754.55	112,561.69
X600 (C) Alfred E. Smith HS	239	CAP	570,304.67	106,328.17
X884** Health Opportunities HS	110	Refrig. License	274,994.79	92,352.44
X970 Bathgate HS	135		303,294.60	96,164.61

CUSTODIAN ENGINEERS (LEVEL II)

SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY
K003*	84		\$ 229,994.95	\$ 87,670.91
K006/877 (M)*/** PS 006	68/11	Refrig. License	289,610.82	88,018.04
K012**	81	Refrig. License	222,948.46	86,875.91
K019/319 (M) PS 019	93/11		301,473.73	92,992.98
K025	102		274,483.73	91,176.25
K035	113		285,812.69	92,945.99
K054*	80		228,812.01	86,875.91
K067*	92		265,734.59	88,843.98
K120	97		258,665.65	89,435.96
K123/799 (M) PS 123	86/21		299,800.62	92,352.44
K150	95		254,005.72	89,435.96
K158*	85		232,643.73	87,670.91
K189	99		277,198.01	90,020.20
K210	108		296,367.73	92,352.44
K276*	88		255,279.52	88,256.68
K291** (C)	206	Refrig. License/CAP	402,511.69	106,328.17
K296	157		313,380.77	99,284.13
K302/065 (M) PS 065	175/23		511,950.41	105,745.19
K400 Lafayette HS	270		595,425.12	113,045.17
K500 Canarsie HS	248		568,557.70	111,174.70
K515 South Shore HS	407		784,292.29	113,939.30
K655 Brooklyn HS of the Arts	223		436,345.89	106,328.17
K914 Benjamin Banneker Acad.	97		254,499.99	89,435.96

Q080*	84		\$ 254,076.37	\$ 87,670.91
Q086*	77		196,038.11	86,070.08
Q126	116		293,431.23	93,533.28
Q128/878 (M)* PS 128	62/18		261,025.52	87,820.21
Q133*	76		233,009.39	86,070.08
Q145**	127	Refrig. License	308,592.26	95,237.91
Q147*	89		275,798.53	88,256.68
Q148	98		267,002.70	89,435.96
Q156*	83		255,721.45	87,670.91
Q160*	76		258,166.19	86,070.08
Q192	150		310,155.99	97,550.02
Q237	154		312,686.88	98,013.38
Q400 August Martin HS	250		572,790.04	111,174.70

CUSTODIAN ENGINEERS (LEVEL II)

SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY
Q435 Martin Van Buren HS	311		\$ 636,011.22	\$113,939.30
Q455/457 (M) Newtown HS	221/30		488,651.15	111,174.70
Q485/488 (M) Grover Cleveland HS	256/7		711,859.35	114,749.82

R058**	103	Refrig. License	\$ 261,151.75	\$ 91,766.65
R825/826 (M) South Richmond HS	75/21		317,410.41	89,389.28

CUSTODIAN ENGINEERS (LEVEL I)

SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY
M001	73		\$ 218,032.64	\$ 85,413.02
M004**	70	Refrig. License	212,065.98	84,906.29
M008**	75	Refrig. License	297,958.66	86,070.08
M033*	83		236,858.13	87,670.91
M048*/**	94	Refrig. License	250,102.65	88,843.98
M066**	58	Refrig. License	220,688.58	83,172.19
M096*	79		233,435.54	86,875.91
M102	69		211,014.85	84,906.29
M146*	91		239,159.68	88,843.98
M190	44		166,009.14	81,676.79
M194	75		223,972.20	86,070.08
M197*	84		228,528.77	87,670.91
M451** Liberty HS	48	Refrig. License	186,779.16	82,175.77
M841** PS 811	65	Refrig. License	214,484.59	84,408.83
M874/835 (M)** School for the Physical City	55/13	Refrig. License	248,877.17	86,283.94
M876** Gregorio Luperon Prep.	52	Refrig. License	185,927.44	82,673.22
M895** Young Womens Leadership	43	Refrig. License	173,767.60	81,676.79
M898*/** PS 018	91	Refrig. License	234,763.88	88,843.98

X012	70		\$ 256,615.24	\$ 84,906.29
X028*	82		260,477.33	86,875.91
X050/817 (M)* PS 050	74/9		289,313.40	89,562.02
X054*/**	76	Refrig. License	226,638.70	86,070.08
X058	62		201,072.69	83,671.21
X093*	78		250,840.62	86,070.08
X172**	38	Refrig. License	182,320.08	80,680.34

CUSTODIAN ENGINEERS (LEVEL I)

SCHOOL	FLOOR AREA M. SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY
X206**	42	Refrig. License	\$ 178,986.74	\$ 81,176.26
X211	42		193,911.27	81,176.26
X254**	61	Refrig. License	210,768.04	83,671.21
X722** PS 721 (OTC)	65	Refrig. License	262,964.34	84,408.83
X826** PS 226 MiniSchool	57	Refrig. License	259,139.17	83,172.19
X839** Bronx HS for the Visual Arts	55	Refrig. License	193,857.28	83,172.19
X878** Fannie Lou Hamer Freedom HS	50	Refrig. License	196,652.43	82,175.77

K003*	84		\$ 229,994.95	\$ 87,670.91
K006/877 (M)*/** PS 006	68/11	Refrig. License	289,610.82	88,018.04
K012*/**	81	Refrig. License	222,948.46	86,875.91
K054*	80		228,812.01	86,875.91
K067*	92		265,734.59	88,843.98
K075	63		204,482.89	84,408.83
K108	65		232,176.66	84,408.83
K116	50		183,096.33	82,175.77
K130	50		194,504.73	82,175.77
K158*	85		232,643.73	87,670.91
K185	54		191,580.42	82,673.22
K249	56		208,050.39	83,172.19
K276*	88		255,279.52	88,256.68
K290**	63	Refrig. License	219,129.44	84,408.83
K370**	44	Refrig. License	221,811.19	81,676.79
K806 Metropolitan Corporate Academy	46		183,070.83	81,676.79
K824** W.E.B. Dubois HS	50	Refrig. License	175,145.55	82,175.77
K838** PS 053	40	Refrig. License	218,152.02	81,176.26
K855 PS 135/PS 235 Annex	46		206,271.79	81,676.79
K864 PS 361 (Old 89)	63		232,941.93	84,408.83
K894** HS for Public Service - ENY	70	Refrig. License	223,748.50	84,906.29
K908** Public School 230 Annex	40	Refrig. License	171,287.32	81,176.26
K913** EBC HS for Public Service-Bushwick	65	Refrig. License	209,744.41	84,408.83

Q013	73		\$ 244,945.77	\$ 85,413.02
Q028**	39	Refrig. License	164,051.87	81,176.26
Q029	56		199,312.95	83,172.19
Q068	72		216,481.61	85,413.02
Q080*	84		254,076.37	87,670.91

CUSTODIAN ENGINEERS (LEVEL I)

SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY
Q086*	77		\$ 196,038.11	\$ 86,070.08
Q128/878 (M)* PS 128	62/18		261,025.52	87,820.21
Q132	51		186,171.55	82,673.22
Q133*	76		233,009.39	86,070.08
Q147*	89		275,798.53	88,256.68
Q156*	83		255,721.45	87,670.91
Q160*	76		258,166.19	86,070.08
Q181**	66	Refrig. License	216,724.34	84,408.83
Q680** Gateway to Health & Science	55	Refrig. License	199,458.64	83,172.19
Q798** School for Global Education	40	Refrig. License	194,065.22	81,176.26
Q891 R.F. Wagner - Arts & Tech.	70		236,400.33	84,906.29

*** 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