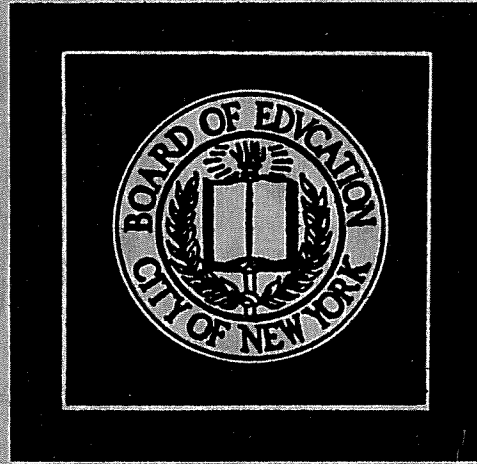


**BOARD OF EDUCATION  
CITY OF NEW YORK**



**DIVISION OF SCHOOL BUILDINGS**

**OFFICE OF PLANT OPERATIONS  
AND MAINTENANCE**

**BUREAU OF MAINTENANCE**

**PROCEDURE MANUAL**

CITY OF NEW YORK  
BOARD OF EDUCATION  
DIVISION OF SCHOOL BUILDINGS  
BUREAU OF MAINTENANCE

PROCEDURE MANUALS

SECTION 1

AREA MAINTENANCE OFFICES AND SHOPS

SECTION 1A - SUPERVISORS OF SCHOOL MAINTENANCE	<u>✓</u>
SECTION 1B - MECHANICS	<u>✓</u>
SECTION 1C - STOREROOM UNIT	<u>✓</u>

CITY OF NEW YORK  
BOARD OF EDUCATION  
DIVISION OF SCHOOL BUILDINGS  
BUREAU OF MAINTENANCE

PROCEDURE MANUAL

SECTION 1A

SUPERVISORS OF SCHOOL MAINTENANCE

AT

AREA MAINTENANCE OFFICES

1977

Prepared by  
ENGINEERING METHODS UNIT

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TABLE OF CONTENTS - SECTION 1A

	<u>Page</u>
1.0 <u>AREA MAINTENANCE OFFICES -ORGANIZATION AND FUNCTION</u>	1A-6
1.1 Organization Chart	1A-6
See Sample No. 1	
1.2 Function Of Area Maintenance Offices	1A-6
1.3 The Area Maintenance Offices	1A-6
1.4 Chief Area Manager	1A-6
2.0 <u>DUTIES OF PERSONNEL ASSIGNED TO THE AREA MAINTENANCE OFFICES</u>	1A-7
2.1 Area Manager Of School Maintenance	1A-7
2.2 Assistant Area Manager Of School Maintenance	1A-9
2.3 General Supervisor Of School Maintenance	1A-9
2.4 Supervisor Of School Maintenance	1A-10
3.0 <u>WORKING HOURS AND TIME RECORDS</u>	1A-13
3.1 Supervisor of School Maintenance and General Supervisor of School Maintenance	1A-13
4.0 <u>ANNUAL LEAVE</u>	1A-14
4.1 Authority	1A-14
4.2 Definition	1A-14
4.3 Annual Leave Allowance	1A-14
4.4 Request For Taking Annual Leave	1A-14
4.5 Quarterly Reports-Annual Leave, Sick Leave, Overtime	1A-14
4.6 Master Vacation Sheets	1A-15
5.0 <u>SICK LEAVE</u>	1A-15
5.1 Sick Leave Time	1A-15
5.2 Sick Leave Accrual	1A-15
5.3 Self Treated Sick Form	1A-15
5.4 Application For Excuse of Absence With Pay On Account Of Serious Personal Illness	1A-15
6.0 <u>EXCUSE OF ABSENCE WITH PAY</u>	1A-16
6.1 Authority	1A-16
6.2 Application for Excuse of Absence With Pay	1A-16
7.0 <u>OVERTIME AND MEAL ALLOWANCE FOR MANAGERS, ASST MANAGERS, GEN. SUPERVISOR AND SUPERVISOR OF SCHOOL MAINTENANCE</u>	1A-16
7.1 Authority	1A-16
7.2 Overtime Use	1A-16
7.3 Overtime Credit	1A-17

TABLE OF CONTENTS - SECTION 1A

Page

8.0	<u>ACCIDENT REPORT</u>	1A-17
8.1	Reporting of Accident While on Official Duty	1A-17
8.2	Leave of Absence Due to Injury Caused by Accident While on Official Duty	1A-17
9.0	<u>CARFARE EXPENSES AND REIMBURSEMENT</u>	1A-18
9.1	Claim For Reimbursement of Employee's Carfare Expenses and Mileage.	1A-18
10.1	<u>PARKING PERMITS</u>	1A-19
10.1	Permission	1A-19
10.2	Use of Parking Permits	1A-19
11.0	<u>OPERATING PROCEDURES FOR SUPERVISORS OF SCHOOL MAINTENANCE</u>	1A-19
11.1	Surveys	1A-19
11.2	Inspections For Contract Compliance	1A-20
12.0	<u>PREPARATION OF SPECIFICATIONS AND ESTIMATES BY SUPERVISORS OF SCHOOL MAINTENANCE</u>	1A-21
12.1	Responsibility	1A-21
12.2	Types of Specifications	1A-22
12.3	Preparation of OMO's and Book Specifications By Supervisors Of School Maintenance	1A-22
13.0	<u>ORAL OR VERBAL ORDERS</u>	1A-24
13.1	Definition	1A-24
13.2	Procedures For Issuing and Processing Oral Orders	1A-25
13.3	Inspections	1A-28
13.4	Scope	1A-28
13.5	Revision of Oral Order	1A-28
13.6	Sub-Contractors	1A-29
13.7	Equipment Rental	1A-29
13.8	Evaluation and Computation of Oral Orders	1A-29
13.9	Labor	1A-29
13.10	Supervision	1A-30
13.11	Non Working Foreman	1A-30
13.12	Superintendence	1A-30
13.13	Travel Time	1A-30
13.14	Shop Time	1A-31
13.15	Materials	1A-31

13.0	<u>ORAL OR VERBAL ORDERS</u>	1A-31
	13.16 Billing	1A-31
	13.17 Partial Payments	1A-33
	13.18 Certificates	1A-33
	13.19 Specialized or Complex Items: (Cat B)	1A-33
	13.20 Laboratory Test and Reports	1A-34
	13.21 Billing	1A-34
	13.22 Proprietary Items	1A-34
14.0	<u>BILLS AND PAYMENTS</u>	1A-35
	14.1 Definition	1A-35
	14.2 Reception of Bills and Payments	1A-35
	14.3 Files For Open Market Orders	1A-35
	14.4 Bill Recording In Area Office	1A-35
	14.5 Payment Recording In Area Office	1A-37
	14.6 Files For Contracts	1A-37
	14.7 Partial Payments	1A-38
	14.8 Substantial Completion Payments	1A-38
	14.9 Final Payments	1A-39
	14.10 Payment For Extra Work	1A-39
	14.11 Bills and Payments on Service Contracts	1A-39
15.0	<u>CHANGE ORDERS</u>	1A-40
	15.1 Definition	1A-40
	15.2 Authority	1A-40
	15.3 OMO's - Soft Specifications	1A-40
	15.4 Classification of Change Orders	1A-41
	15.5 Control and Approval of Change Orders	1A-44
	15.6 Control and Approval of Change Orders for Open Market Orders- Soft Specifications	1A-45
	15.7 Types of Change Orders	1A-46
	15.8 Procedure for Issuing Change Orders	1A-46
	15.9 Emergency Authorization	1A-46
	15.10 Multiple Item Change Orders	1A-49
	15.11 Sub-Contractors	1A-49
	15.12 Equipment Rental	1A-49
	15.13 Labor	1A-50
	15.14 Superintendance	1A-50
	15.15 Materials	1A-50
	15.16 Bonds	1A-51

15.0	<u>CHANGE ORDERS</u>	
15.17	Materials and Equipment Substituted For Those Specified	1A-51
15.18	Change Letters-Washouts (To be used only for items costing \$300 or less).	1A-53
15.19	Revisions of Proceed and Change Orders	1A-54
15.20	Cancellation Of Change Orders	1A-55
15.21	Restocking Change	1A-55
15.22	Recession of Board of Education Approval On Change Orders	1A-56
15.23	Change Order Agreement and Omnibus Report	1A-57
15.24	Omnibus Report	1A-58
15.25	Payment of Change Order For Contract Work	1A-58
15.26	Pre-Audit of All Change Orders Over \$1,000 (For contracts or OMO's)	1A-60
15.27	Relationship With the ABA	1A-60
15.28	Procedure For Processing Change Orders for OMO's	1A-61
15.29	Change Orders on Service Contracts	1A-62
15.30	Types of Service Contracts	1A-62
15.31	Evaluation And Computation of Change Orders	1A-63
16.0	<u>OVERTIME, EXTENSION OF TIME, LIQUIDATED DAMAGES</u>	1A-65
16.1	Overtime	1A-65
16.2	Extension of Time	1A-65
16.3	Liquidated Damages	1A-66
17.0	<u>DEFAULT OF CONTRACT</u>	1A-66

1.0 AREA MAINTENANCE OFFICES - ORGANIZATION AND FUNCTION

1.1 Organization Chart - See Sample No.1

1.2 Function of Area Maintenance Offices.

There are five (5) Area Offices located in: Manhattan, Bronx, Queens, Brooklyn North and Brooklyn South (which includes Richmond). These offices are responsible for the maintenance, repair, alterations, etc. of all buildings in their area under the jurisdiction of the Board of Education. Said work shall be done by means of Open Market Orders, Contract Work, Oral Orders and Shop Orders by Area and Central Shops mechanics.

1.3 The Area Maintenance Offices.

They shall be responsible for the inspection and review of all work performed by contractors and shops. They process without delay all bills and payments for work performed by contractors. They are responsible for an annual survey of all buildings in their respective areas for inclusion in the annual program. They maintain a continuous program for painting, building repairs, etc. so each building will receive necessary maintenance on an equitable basis with available funds.

1.4 Chief Area Manager.

1.4.1 Function.

The Chief Area Managers position is important to the proper functioning of the Bureau of Maintenance in that it involves the supervision and control of all the functions of the five Area Maintenance Offices

1.4.2 Duties of Chief Area Manager.

- A. Procedures: Supervise Area Maintenance Offices so that they are properly carrying out existing procedures and makes recommendations for improving these procedures. The areas involved are field inspectional forces, shop mechanics, and mechanics materials inventories in the Area Offices.
- B. Control: Enforce supervisory control on the part of Area Maintenance Managers so that proper supervisory control is exercised at all levels of supervision. Also, monitor progress on special programs such as the roofing program, the painting program, and the air pollution program.
- C. Field survey problem areas such as building conditions, change orders, contractor performance, adverse reports, personnel performance of the Supervisors of School Maintenance and shop mechanics.
- D. Maintain liaison with Community School Board districts regarding Area Maintenance Office performance.
- E. Special duties as assigned by the Director of Maintenance.
- F. Most of the time of the Chief Area Manager is spent in the field monitoring the performance of the Area Maintenance Offices and visiting schools.



1.0 AREA MAINTENANCE OFFICES - OFFICES - ORGANIZATION AND FUNCTION - CONT'D

1.4.2 G. Chief Area Manager shall bring to the attention of the Director of Maintenance those problem areas that require corrective action and keep the Director informed of the performance of the Area Maintenance Offices.

2.0 DUTIES OF PERSONNEL ASSIGNED TO THE AREA MAINTENANCE OFFICES

2.1 Area Manager of School Maintenance.

Under the direction of the Director or the Assistant Director or Chief Area Manager of the Bureau of Maintenance, the Area Manager of School Maintenance is responsible for the maintenance and repair of all Board of Education buildings, grounds, installations, equipment, furniture, etc. in his area.

He supervises, directs and coordinates the activities of the Area Office personnel through the Assistant Area Manager of School Maintenance. This includes General Supervisors of School Maintenance, Supervisors of School Maintenance, Foreman of Mechanics, Shop Foremen, Mechanics and Office personnel. He holds periodic meetings with all personnel to insure the Bureau's policies are being administered uniformly and insures that all personnel are trained in their duties and responsibilities. He makes recommendations for promotions, commendations or disciplinary action of all personnel under his jurisdiction.

He meets and confers with Community School Boards, District Superintendents, Principals, etc. to discuss and plan maintenance of buildings including the Annual Maintenance and Repair Budget.

He attends regular meetings held in the Office of the Director of Maintenance with the other Area Maintenance Managers to discuss common problems, to coordinate a uniform policy and to suggest improvements, economics, and efficiencies in the work of the Area Offices. Minutes of the regular meetings are transcribed during the meetings and copies promptly distributed to the Area Managers.

He maintains liaison with the Bureau of Plant Operation in his area through the Borough Supervisor of Custodians. The Supervisors of Custodians with their function as Maintenance Coordinators assist in keeping the area personnel informed of repair and maintenance work required in the schools by submitting monthly lists of repair work in each School District in order of priority.

He plans and directs the activities of the Assistant Area Manager, the General Supervisors of School Maintenance and the Supervisors of School Maintenance to see that the following duties are performed:

2.0 DUTIES OF PERSONNEL ASSIGNED TO THE AREA MAINTENANCE OFFICES - CONT'D

- 2.1
1. All schools must be regularly surveyed to determine need for maintenance and repair in each trade.
  2. All letters, telephone requests and PO18's, etc. which request maintenance and repairs must be promptly investigated and acted upon.
  3. Oral Orders must be prepared and recommended to Assistant Director for approval when justified by emergency conditions.
  4. Open Market Orders and book specifications must be prepared when required to perform necessary maintenance and repairs.
  5. Shop Order for Area and Central Shops must be written as required for work of all trades.
  6. The Annual Maintenance Budget must be prepared with the help of each Area Manager by assigning proper priorities to maintenance projects to insure utilization of available funds where most urgently required.
  7. Program of requirements for proposed modernizations and major improvements must be prepared as required.
  8. The Engineering Division is notified to make surveys and prepare specifications on work requiring building permits, drawings and engineering review.
  9. The Area Manager, thru the Directors Office recommends priorities with the Engineering Division for necessary work in the area to provide most efficient production of specifications and to avoid duplication of work.
  10. The Area Manager shall make certain that Award Determination Reports are promptly reviewed and submitted to Main Office.
  11. The Area Manager shall have surveys, reports, priorities, etc, made up for various purposes as requested by the Director, or Assistant Director of Bureau of Maintenance. He shall also assume other duties and responsibilities when assigned by them.
  12. When work is under contract the Area Manager must:
    - a. See that all bills and payments are processed promptly
    - b. Sign all bills and payments to indicate that payment is authorized
    - c. Recommend time extensions on contract work when warranted
    - d. Recommend assessment of liquidated damages upon a contractor when warranted for contract time overruns.
    - e. Request default action be taken against contractor when work is not promptly started or completed and the contractor has not corrected condition when properly notified.

2.0 DUTIES OF PERSONNEL ASSIGNED TO THE AREA MAINTENANCE OFFICES - CONT'D

- 2.1
- f. Request removal of contractor from approved list when warranted
  - g. Recommend change orders when necessary to properly complete work of the specification.
  - h. Expedite processing of change order paper work so contractor may be paid without delay.
  - i. Hold hearings with contractor's to resolve interpretations of drawings and specifications, to evaluate change orders, and to settle disputes on coordination, work procedures etc.
  - j. Arrange a hearing in the Office of Assistant Director when evaluations, interpretations and disputes cannot be resolved at an Area Office hearing.

The Area Manager shall maintain proper time records for all persons under his supervision and for the expenditure of money necessary to conduct the business of the Area Office. He shall review and sign all time records, expense accounts, material requisitions and petty cash vouchers.

2.2 Assistant Area Manager Of School Maintenance

Under the direct supervision of the Area Manager, the Assistant Area Manager shall be responsible for the maintenance and repair of all Board of Education buildings, grounds, installations, equipment, furniture, etc. in the schools or trades assigned to him.

He supervises, directs and coordinates the activities of the General Supervisors of School Maintenance and the Supervisors of School Maintenance assigned to him. He supervises the work of the Area shops through the Foreman of Mechanics and supervises the office personnel.

The Assistant Area Manger supervises the portion of the work of the Area Manager assigned to him and in the absence of the Area Manager assumes full responsibility for all duties and responsibilities as listed for the Area Manager.

The Assistant Area Manager performs all other related duties in the work of the Area Maintenance Office as assigned to him by the Area Manager.

2.3 General Supervisor Of School Maintenance

Under the supervision of the Assistant Area Manager, the General Supervisor of School Maintenance is responsible for the proper maintenance of School Buildings and other Board of Education Facilities in a trade specialty, such as Construction, Sanitary, Heating & Ventilating, or Electric of an assigned number of school buildings, grounds, property, facilities, etc. through supervision of the Supervisors of School Maintenance assigned to him.

2.0 DUTIES OF PERSONNEL ASSIGNED TO THE AREA MAINTENANCE OFFICES - CONT'D

2.3 His duties and responsibilities are as follows:

- a. Planning, directing and coordinating the activities of the Supervisors of School Maintenance under his jurisdiction.
- b. Assists in training of Supervisors of School Maintenance.
- c. Initiates the work in his trade necessary to keep the buildings, facilities, property, etc. in good condition and determines the type and scope to repair work required.
- d. Reviews and recommends Oral Orders for emergency work in accordance with regulations.
- e. Prepares priority schedules for his men on preparation of Open Market Orders, Book Specifications and shop orders.
- f. Reviews Specifications and estimates of cost for Open Market Orders, Book Specifications, etc. prepared by men he supervises.
- g. Reviews Shop Work Orders, Reports, Letters, etc. prepared by men he supervises.
- h. Directs the survey of all schools by his men for annual report on maintenance and reviews the recommendations submitted.
- i. Reviews all complaints, repair requests, requests for changes and improvements, violations, exceptions, etc. and advises his men on action to be taken.
- j. On multi-item contracts, holds job conferences with Contractor, Principal, etc. in order to coordinate the work of his trade with others.
- k. Visits schools during progress of work to spot check contractor's work and makes final inspection with Supervisor of School Maintenance to complete final punch list.
- l. Reviews all bills, payments, change orders, etc. submitted by his men.
- m. Reviews all requests for time extensions, liquidated damages, cancellation of contracts, default of contractors, award determinations, etc. submitted by his men.
- n. Makes investigations and submits reports on his trade as requested by Area Manager or Assistant Area Manager.
- o. Performs other related duties and responsibilities assigned by Area Manager or Assistant Area Manager.

2.4 Supervisor Of School Maintenance.

Under direct supervision of General Supervisor of School Maintenance, the Supervisor of School Maintenance is charged with the responsibility for the maintenance and repair of school buildings and other Bd of Education

2.0 DUTIES OF PERSONNEL ASSIGNED TO THE AREA MAINTENANCE OFFICES - CONT'D

2.4 Facilities within a trade specialty, ie; Construction, Sanitary, Heating and ventilating, and Electric of an assigned number of school buildings, grounds, facilities and property under the jurisdiction of the Board of Education. His duties and responsibilities are as follows:

1. To periodically inspect all buildings in his assigned district and initiate the work of his trade specialty necessary to insure safe and sanitary conditions at all times and full operation of all essential services
2. To investigate complaints by Principals, Custodians and others on need for repairs usually thru receipt of a form PO 18 entitled "Request To Area Office For Repairs" See Sample No. 14.
3. To investigate requests for changes and improvements by Principals Custodians and others.
4. To investigate and initiate means to remove violations placed on buildings by other City Departments.
5. To investigate fires in buildings and submit reports and recommendations.
6. To investigate unlawful entries and submit reports and recommendations.
7. To investigate accidents and to submit reports and recommendations.
8. To investigate damage to work of his trade by storm, vandalism, etc. and decide on work necessary to correct.
9. When inspections and investigations indicate need for action, the Supervisor of School Maintenance is required:
  - a. To recommend the issuance of an Oral Order when work is of an emergent nature and to prepare the Oral Order when proper approval is given.
  - b. To prepare specifications for Open Market Orders, (under \$5,000) and Book specifications (over \$5,000) for repair work not of an engineering nature including estimate of cost and sketch as required.
  - c. To prepare Work Orders for Area Office Shop and Central Shop.
  - d. To prepare letters and reports to Principals, Districts, City Departments, etc. to advise of recommendations and action.
  - e. To revise estimates when indicated and to recommend Award Determination.
  - f. To familiarize himself with Rules and Regulations for Building Department, Fire Department, Air Resources, Health Department and Bureau of Gas & Electricity, etc. that relate to his trade so all

- 2.4 f. specifications are in compliance.
- g. To request assistance for work beyond his scope and responsibility.
- h. For Private Engineer Scope of Work, to prepare "Work Included" maintenance repairs for construction work including cost estimate and a list of items requiring repairs for the mechanical trades.
10. When contract work is underway in building, the Supervisor of School Maintenance is required to do the following:
- a. To inspect the work of the contractor during its progress, checking all material and equipment used. Each visit shall be entered on the Work Progress Report. See Sample No. 2 - and pertinent information recorded on the "History" side of report. All exceptions in material or workmanship shall be reported on the Exception Letter Form without delay. Or a typed letter may be sent to contractor advising him of the exceptions. Inspection Report shall indicate the number of men on the job, work being performed that day and percent of contract completed.
- b. To inspect work of contract when bills and payments are submitted and to approve and sign bills as submitted for work properly completed. Bills and Payments are to be disapproved and returned to Contractor when payments are not warranted, or when bills are excessive.
- c. To prepare change orders for extras or credits as required and to sign bills for change orders.
- d. To prepare time extension reports see Sample No. 4 when warranted.
- e. To recommend assessment of liquidated damages when warranted.
- f. To issue letters to contractors on failure to start or complete work and to recommend default action when warranted.
- g. To recommend removal of contractor from approved list when warranted.
- h. To make final inspection with his General Supervisor of School Maintenance and issue final punch list when contractor reports work is complete.
- i. To appear at hearings, courts, etc. to testify on work progress, claims, change orders, etc. when requested by Corp. Counsel or when in receipt of judicial subpoena.
- j. To attend job meetings with Contractors of other trades and school personnel and to coordinate the work of the contractor for his trade with the work of other trades.
- k. To meet with Principal and Custodian to arrange for contractor

2.0 DUTIES OF PERSONNEL ASSIGNED TO THE AREA MAINTENANCE OFFICES - CONT'D

- k. for his trade to perform work with a minimum of interference with school operation.
- 11. At each visit to a building the Supervisor of School Maintenance shall note condition of school in relation to his trade and shall:
  - a. Submit once a year a comprehensive survey of each building reporting necessary maintenance in his trade and reporting areas to be observed in coming month for future maintenance.
  - b. Recommend schools to be improved under Modernization or Major Maintenance Programs.
  - c. When requested set up priority program for maintenance work in his trade to provide most efficient distribution of available funds.
  - d. Submit parapet wall and roof survey for each building.

3.0 WORKING HOURS AND TIME RECORDS

3.1 Supervisor of School Maintenance & General Supervisor of School Maintenance

- a. The hours of work for Supervisor of School Maintenance and General Supervisor of School Maintenance are 8:00 A.M. to 4:00 P.M.
- b. The Supervisor of School Maintenance and General Supervisor of School Maintenance shall be in the field at 8:00 a.m. and shall call from the first school of the day between 8:00 a.m. and 8:30 a.m. and verify the itinerary which he entered on the Itinerary Sheet before he left the previous working day. They shall report to Area Office at 8:00 A.M. only when directed or permitted to do so by Area Office Manager or Asst Manager.
- c. He shall visit the schools on his itinerary in the order listed or shall telephone the office to advise of any change.
- d. He shall sign the "Employee's Time Book" at each school.
- e. He shall have lunch between 12 noon and 1:00 p.m. and arrive at the office between 1:00 and 1:30 p.m. However, flexibility on this rule is allowed only with permission of Area Manager or Ass't Area Manager and for good reason.
- f. He shall punch time card when he arrives at the office and punch out at 4:00 p.m.
- g. His time records, consisting of the time card, Sample No. 5 the time report form, Sample No. 6 and the Carfare Expense Sheet Sample No. 7 shall be submitted for each month as soon as the month is completed.

3.0 WORKING HOURS AND TIME RECORDS - CONT'D

- g. Said forms shall be reviewed and then signed by his immediate supervisor. All such completely filled out and signed forms shall then be submitted to the Area Maintenance Office Clerical Unit.
- h. For Working Hours and Time Recording for Area Maintenance Office mechanics and per diem employees, see Section 1B.
- i. Exceptions to punching a time clock. Supervisors of School Maintenance or General Supervisors of School Maintenance may be excused from punching a time clock after 20 years of satisfactory service. Personnel excused from punching a clock shall fill out the form entitled, "Time Report For Employees Excused From Recording Attendance On Time Clock", Sample No. 6.

4.0 ANNUAL LEAVE

4.1 Authority.

Annual Leave regulations listed here are in conformity with N.Y.C. Bd of Ed "Rules and Regulations for Administrative Employees (non-pedagogical)", effective July 1, 1967 and as subsequently amended.

4.2 Definition.

A combined vacation, personal business and religious holiday leave allowance shall be established which shall be known as "Annual Leave Allowance",

4.3 Annual Leave Allowance.

Annual Leave Allowance is granted for all titles as follows:

Employed	1	to	7	years	-	20	days	annual	leave	per	year.
	8	to	14	"	-	25	"	"	"	"	"
	15	yrs	&	over	-	27	"	"	"	"	"

4.4 Request For Taking Annual Leave.

When an employee takes Annual Leave he shall fill out appropriate form requesting permission for the time he wants to take and the number of annual leave days he has to his credit. The form is signed by the employee and approved by his immediate supervisor. See Sample No. 8.

Application for the use of annual leave shall be made prior to absence, otherwise it will be deemed unauthorized. Annual leave may be taken only at the convenience of Board of Education.

4.5 Quarterly Reports-Annual Leave, Sick Leave, Overtime.

Area Maintenance Office Time Keeping Unit issues quarterly sum reports of amounts of annual leave, overtime, and sick leave accrual to each Area Office employee.



4.0 ANNUAL LEAVE - CONT'D

4.5 The vacation year starts May 1st and ends the following year on April 30.  
See Sample No. 9.

4.6 Master Vacation Sheets.

Scheduled vacations for a week or more are filled in and so noted on a Master Vacation Sheet. Filled out sheets are evaluated so that employees in a particular unit are not taking vacations at the same time. Filled out Vacation Request Forms shall have dates and no. of days, hours to be deducted from Annual Leave. Forms shall also be signed by employee and approved by his immediate supervisor.

5.0 SICK LEAVE

5.1 Sick Leave Time.

Sick leave is granted for all titles in accordance with "Rules & Regulations For Administrative Employees, 1967", as subsequently amended and as follows:

One (1) day per month for a total of twelve (12) days per year for all titles. Sick leave shall be used only for personal illness of the employee.

5.2 Sick Leave Accrual.

Sick leave accrual is unlimited for all titles except Managerial Titles. For Managerial Titles, the maximum sick leave accrual is 200 days.

5.3 Self Treated Sick Form.

See Sample No. 10.

When a person is sick, he shall immediately notify his supervisor stating cause and probable duration of sickness. The self-treated sick form is used only for up to a maximum of three (3) days sick leave at any one time. A total of no more than six (6) days self treated sick leave may be used in a six (6) month period. When the employee returns to duty, he shall immediately fill out a self-treated sick form, sign it and obtain his immediate supervisor's approval and signature with date. The form shall then be turned in to the Clerical Unit.

5.4 Application For Excuse Of Absence With Pay On Account Of Serious Personal Illness.

See Sample No. 11.

This form is used when the illness is such that the services of a physician is required by the employee.

The attending physician must fill out the spaces on the form that are reserved for his use.

The employee, when his illness begins must notify his supervisor stating

5.0 SICK LEAVE - CONT'D

5.4 cause and probable duration of the illness.

When the employee returns to duty, he shall fill out the above form in spaces provided for his use, sign and obtain his immediate supervisor's signature of approval and make sure that spaces for his attending physician's use are completely filled out and signed.

The form shall then be submitted to the Clerical Unit.

6.0 EXCUSE OF ABSENCE WITH PAY

6.1 . Authority

(a) Excuse of Absence With Pay listed here is in conformity with N.Y.C. Bd of Ed "Rules and Regulations for Administrative Employees (non-pedagogical)", effective July 1, 1967 and as subsequently amended.

(b) Absence of employees for the reasons listed in the "Rules and Regulations" shall be excusable in the discretion of the Personnel Board without charge to sick leave or annual leave balances, upon submittal of evidence satisfactory to the Personnel Board and upon application in the form prescribed by the Personnel Board.

6.2 Application For Excuse of Absence With Pay.

Form used for this purpose is Form No 482-PD and yellow. See Sample No. 12. Employee shall fill out and sign the form, circle and/or describe the reason for the request and together with supporting data as required shall submit it to his immediate supervisor for approval and signature. The form shall then be submitted to the Area Maintenance Office Clerical Unit for processing, approval and signature by the Secretary of Personnel Board.

7.0 OVERTIME AND MEAL ALLOWANCE FOR MANAGERS, ASST MANAGERS, GEN. SUPERVISORS & SUPERVISORS OF SCHOOL MAINT.

7.1 Authority.

Overtime and Meal Allowance as listed here is in conformity with N.Y.C. Bd of Ed "Rules and Regulations for Administrative Employees (non-pedagogical)", effective July 1, 1967 and as subsequently amended.

7.2 Overtime Use.

(a) Overtime is used only when there is an emergency need for it and when the health and safety of persons using Bd of Ed schools and facilities is involved or to prevent further damage to Bd of Ed facilities.

7.0 OVERTIME AND MEAL ALLOWANCE FOR MANAGERS, ASST MANAGERS, GEN. SUPERVISORS  
& SUPERVISORS OF SCHOOL MAINT. - CONT'D

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7.2 (b) Area Manager or Asst Area Manager determine the need for over-time work. They then contact by telephone the Director or Asst Director of Maintenance for his approval. Overtime work cannot proceed without said approval.

7.3 Overtime Credit.

(a) Overtime shall be credited to a separate overtime balance, and may be used at the discretion of the Area Manager at the convenience of the Area Office.

For crediting of overtime and meal allowances see Para 7.1.

8.0 ACCIDENT REPORT

8.1 Reporting of Accident While On Official Duty.

(a) Reporting of accidents and injuries incurred in the performance of official duties shall be in conformity with N.Y.C. Bd of Ed "Rules and Regulations for Administrative Employees (non-pedagogical)", effective July 1, 1967 and as subsequently amended.

(b) All Area Office personnel shall report all accidents whether or not said accidents cause injuries requiring medical treatment and sick leave.

When an accident occurs, the employee shall inform his immediate supervisor and shall fill out "Report Of Accident" form No. P.O.6. See Sample No. 13.

The said form is then checked for completeness by the immediate supervisor and head of Area Office Clerical Unit.

The original copy is then sent to Bd of Ed Personnel Bureau Accident Unit located at 110 Livingston St. A copy of the report is kept on file in each respective Clerical Unit Office for future reference when necessary.

8.2 Leave of Absence Due To Injury Caused By Accident While On Official Duty.

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(a) If the injuries due to an accident require the employee to use sick leave, he shall submit the following forms.

1. "Report Of Accident" form No. P.O. 6 - Sample No. 13.

2. "Application For Excuse of Absence With Pay On Account Of Serious Personal Illness." The "Physicians Certificate" part of the form shall be filled out by the Physician and probable date of return to duty indicated.

8.0 ACCIDENT REPORT - CONT'D

- 8.2 (b) Sick leave allowed to employees due to injury caused by Accident while on Official Duty shall be in conformity with the "Rules and Regulations" as stated in Para 8.1 (a).

9.0 CARFARE EXPENSES AND REIMBURSEMENT

- 9.1 Claim For Reimbursement of Employee's Carfare Expenses and Mileage.  
Claim Form No. OD15C.

- (a) See Sample No. 7.
- (b) All Area Maintenance Office personnel traveling to various job sites on Bd of Ed business shall submit Claim Form No. OD15C at the end of each month. Each employee shall keep a personal record of all his movements from school to school or Bd of Ed facility during working hours. He is not reimbursed for going from home to first work location or from last location to home.
- (c) When he fills out form for carfare reimbursement, he notes mode of transportation used in reaching his destinations.
- (d) When an employee wishes to use his personal car for transportation, he must get permission from the Bd of Ed and submit proof of Insurance with Bd of Ed. Amounts of co-insurance coverage required is \$100,000-\$300,000-\$10,000. He must sign and submit a waiver releasing the Bd of Ed from any responsibility if the car is damaged stolen or is involved in an accident. The employee shall keep a daily itinerary of his traveling from school to school or Bd of Ed facility. He fills out the distance column on form OD15C, adds total mileage, multiplies total mileage by mileage allowance up to 500 miles. After 500 miles he multiplies a different allowance per mile. The employee then enters the total amount on Grand Total heading. He then signs and submits it to his immediate supervisor for his approval and signature. The form is then submitted to the Area Office Clerical Unit for check and summary of total carfare and for processing.
- Personnel using their own automobiles are reimbursed at the rate of 14¢ per mile with minimum payment guarantee of 20 miles per day. Personnel using public transportation are reimbursed subway and bus fares and/or combination of both.
- (e) When any Supervisor of School Maintenance total claim for a month exceeds \$50 when using subway/bus or \$100 when charging mileage then his claim form shall also be approved and signed by the Asst Area Manager or the Area Manager.

9.0 CARFARE EXPENSES AND REIMBURSEMENT - CON'D

- 9.1 (f) A tabulation of claims by all employees of Area Maintenance Office shall be prepared by Area Office Clerical Unit, signed by the Area Office Manager and sent to Bureau of Maintenance Headquarters for processing.
- (g) Upon receipt and cashing of vouches by the Area Office Clerical Unit, the employee then receives payment according to his claim and signs the tabulated list opposite his name signifying that he has received payment.

10.0 PARKING PERMITS

10.1 Permission.

Field personnel that use their cars in traveling from school to school must obtain permission from their supervisors. In requesting permission, the following documents must be presented.

- (a) Certificate of Waiver, see Sample No. 15.
- (b) Certificate of Insurance co-insuring Board of Education in amounts shown in Para 9.1 (d).
- (c) Requests are then submitted to Director of Bureau of Maintenance for approval. Upon approval Parking Permits are then issued to the applicant.

10.2 Use of Parking Permits.

Parking permits may be used at all Bd of Ed schools and facilities that have street areas reserved for use by Bd of Ed personnel and as permitted by the Traffic Dept.

Illegal parking is not permitted.

11.0 OPERATING PROCEDURES FOR SUPERVISORS OF SCHOOL MAINTENANCE

11.1 Surveys.

Surveys are made by Supervisors of School Maintenance of Bd of Ed schools and facilities to obtain data for the following purposes:

- (a) Preparation of specifications, Open Market Order (under \$5000) and Book Specifications (over \$5000) for repair work not of an engineering nature. Information obtained is the extent of work, materials and equipment required, and estimate of cost. Where indicated coordination with the Supervisors of School Maintenance of other trades is required.
- (b) Preparation of Shop Orders for work to be done by Area Office Shop and Central Shop for repair work not of an engineering nature. Information obtained is the extent of work, materials and equipment required.

11.0 OPERATING PROCEDURES FOR SUPERVISORS OF SCHOOL MAINTENANCE - CONT'D

- 11.1
- (b) Estimate of time required for mechanics labor is entered by the Foreman.
  - (c) To recommend the issuance of an Oral Order when work is of an emergent nature and to prepare the Oral Order when proper approval is given and entered in log book.
  - (d) To periodically survey all buildings in his assigned district and initiate the work of his trade specialty necessary to insure safe and sanitary conditions at all times and full operation of all essential services.
  - (e) Submit once a year a comprehensive survey of each building reporting necessary maintenance in his trade and reporting areas to be considered for future maintenance.
  - (f) Recommends schools to be improved under Modernization or Major Maintenance Programs.
  - (g) To investigate complaints and requests for building alterations and improvements by Principals, Custodians and others, and submit reports and recommendations.
  - (h) To investigate physical damages to school buildings and Bd of Ed facilities due to fires, unlawful entries, accidents, vandalism, storm, etc., and submit reports and recommendations.
  - (i) To investigate Code violations placed on Bd of Ed school buildings and facilities by other City Agencies, and submit reports and recommendations.
  - (j) To prepare preliminary estimates of cost to furnish to higher authority for proposed work.
  - (k) Review backlog of Shop Orders and PO18's returned for specification priority or return to Custodial Supervisor of the District.

11.2 Inspections For Contract Compliance.

When contract work is underway in Bd of Ed school building or facility, the Supervisor of School Maintenance is required to do the following:

- (a) To inspect the work of the contractor during its progress checking all material and equipment used and to insure that the work is in compliance with specifications and drawings. Each visit shall be entered on the "Work Progress Report" form see Sample No. 2.

All exceptions in material or workmanship shall be reported on the "Exception Letter" form without delay. See Sample No. 3. Inspection report shall indicate the number of men on the job, work being performed that day and percent of contract completed. All pertinent notations on the "Contract Supervision History" side of the Progress Report shall be made.

11.0 OPERATING PROCEDURES FOR SUPERVISORS OF SCHOOL MAINTENANCE - CONT'D

- 11.2 (b) To inspect work of contract when bills and payments are submitted and to sign bills as submitted for work properly completed. Bills and Payments shall be disapproved when payments are not warranted, or when the amount applied for is not in accord with the value of work actually completed.
- (c) To prepare change orders for extras or credits as required and to sign bills for change orders.
- (d) To prepare time extension reports - see Sample No. 4 when warranted.
- (e) To recommend assessment of liquidated damages when warranted.
- (f) To issue letters to contractors on failure to start or complete work and to recommend default action when warranted.
- (g) To recommend removal of contractor from approved list when warranted.
- (h) To make final inspection with his supervisor when work is completed (Substantial Completion) and issue final punch list when contractor reports work is complete.  
Approve and sign substantial and final payments as soon as all work is completed.
- (i) To attend job meetings with contractors of other trades and to coordinate the work of the contractor for his trade with the work of other trades.
- (j) To meet with the Principal and Custodian to arrange for the contractor for his trade to perform work with a minimum of interference with school operation.
- (k) For investigation, report and recommendations when adverse reports are received from the Comptroller's Office or the Bureau of Engineering Audit of the Administrator of Business Affairs.
- (l) To appear at hearings, courts, etc. to testify on work progress, claims, change orders, etc. when requested by the Corporation Counsel, or when in receipt of a judicial subpoena.

12.0 PREPARATION OF SPECIFICATIONS AND ESTIMATES BY SUPERVISORS OF SCHOOL MAINTENANCE

12.1 Responsibility.

- (a) Supervisors of School Maintenance shall prepare specifications and estimates in their trade specialty for advertisement and bidding by approved contractors.
- (b) Said specifications and any sketches included shall be only for repair work not of an engineering nature.
- (c) Specifications and/or plans shall not be prepared in Area Maintenance Office if the following requirements are involved.

12.0 PREPARATION OF SPECIFICATIONS AND ESTIMATES BY SUPERVISORS OF SCHOOL MAINTENANCE  
CONT'D

- 12.1
1. Engineering and/or Architectural planning and design.
  2. Approval of Plans and/or Specifications by NYC Bldg, Air Pollution, Health, Fire Departments or any other applicable Code enforcement agencies.
  3. Changes in occupancy or alterations involving space dimensions, entrances, means of egress, structural changes, heating and ventilating systems, sanitary, electric.
- (d) Specifications and/or plans for building repairs and alterations that fall under para 12.1 (c) shall be referred to Bureau of Maintenance Engineering Section or the Bureau of Facilities Planning and Design.

12.2 Types of Specifications.

- (a) Open Market Orders (OMO)  
Contracts for Bureau of Maintenance repair work and referred to as OMO's or soft specs are limited to work amounting to no more than \$5000. They are generally limited to one trade only and are publicly advertised and awarded to lowest responsible bidders. Each bidder submits a lump sum bid for all the work covered by said OMO specification.
- (b) Book Specifications.  
Contracts for Bureau of Maintenance repair work and referred to as "Book Specifications" are for work amounting to more than \$5000. Book specifications may cover work for one or more of the building trades. Each trade, however, is specified under an Item No. and is bid separately. Book specifications are publicly advertised and awarded to lowest responsible bidders.  
However, it is possible to combine more than one trade in a book specification of one item for jobs totaling under \$50,000. This may be done when work of one trade such as Construction consists of the major share of the work. Permission for this type of Specification shall be obtained from the Director or Asst Director.

12.3 Preparation of OMO's And Book Specifications By Supervisors Of School Maintenance.

- (a) Each SSM shall prepare a manuscript copy completely as follows:  
Top sheet is known as the "History Sheet" form 140, see Sample No 16.  
Form sheets are then used to write the "Work Included". For OMO's see Sample No 17, and for Book Specs see Sample No 18.  
Parts of format not applicable shall be deleted. Each trade has its own applicable format(s).



12.0 PREPARATION OF SPECIFICATIONS AND ESTIMATES BY SUPERVISORS OF SCHOOL MAINTENANCE  
CONT'D

- 12.3 (b) Specifications shall be written clearly and concisely, using proper nomenclature, and eliminating excessive wording when writing under Work Included. Specification shall include the following:
1. Exact location of work.
  2. Scope or extent of work.
  3. Exact description of replacement fixtures.
  4. Refer to "Standard Spec" wherever possible for materials and workmanship.
  5. Equipment or materials not listed in "Standard" shall have at least three different manufacturers listed where the equipment would be equal and acceptable to Bd of Ed.
  6. All work items must be so stated in the "Work Included" Section, and if ambiguously included under the "Workmanship and Materials" section only is not binding and if required will necessitate a change order.
- (c) Special care shall be taken by the spec writer to avoid ambiguous and catch-all phrases.
- (d) Spec writer shall familiarize himself with applicable "Specification Circulars" issued by Bureau of Maintenance and be guided accordingly.
- (e) Cost estimates - A listing of material and labor cost estimates shall be included for both the OMO and the Book Spec. Said cost estimate total shall be entered on each history sheet. The cost estimate listings shall be shown on back of history sheet in the case of OMO and separate cost estimate sheet in case of book specifications. Items for material and for labor shall be listed separately and then added to obtain a total for material and labor. To this sum shall be added ten percent for overhead and after this sum is obtained another 10 percent of the new sum including the overhead is added for profit. This entire total is then the estimated cost, which is entered in the appropriate space on the front of the history sheet. Estimated costs shall be rounded off to the nearest \$10 for OMO specs and \$100 for book specs. Estimated costs for material may be obtained from price lists listed in catalogues and labor costs may be obtained from Bd of Ed unit price lists up-dated. Unit price sheets include labor and material in many cases.
- (f) Time of Completion - Time required for completion of contract work shall be entered on all specifications in calendar days. The following are general guidelines to be used in allotting time of completion for specification work.

12.0 PREPARATION OF SPECIFICATIONS AND ESTIMATED BY SUPERVISORS OF SCHOOL MAINTENANCE

CONT'D

12.3 (f)

OPEN MARKET ORDERS

3 Day Bids ----- 15 to 60 days  
All Others ----- 90 to 120 days

BOOK SPECIFICATIONS

\$ 5,000----- \$ 25,000            120 to 210 days  
\$ 25,000----- \$100,000           180 to 270 days  
\$100,000----- \$500,000           240 to 440 days

When Shop Drawings or other approvals are required in OMO's add 30 additional days. When Shop Drawings and other approvals including lab testing and reports are required in Book Specifications, add 60 additional days.

- (g) Completed specifications shall be reviewed, approved and signed in the appropriate spaces on the face of the history sheet.
- (h) Files For Specifications are maintained in the Area Office. When specifications are written and approved in the Area Office, a duplicate copy is placed in the Manuscript File, the manuscript number, the title and cost are entered in the Kardex, and the history sheet and the specification are referred to the Community School Board for approval. When approved, the specifications are then sent to the Engineering Section at Bureau of Maintenance Headquarters for review. It is then typed, recorded, numbered and printed, and then advertised for public bidding and awarded to the lowest acceptable bidder.

13.0 ORAL OR VERBAL ORDERS

13.1 Definition.

An oral order is an order issued to a contractor, supplier or manufacturer without the taking of competitive bids.

As the name implies, this type of order is issued orally. Usually by calling the person or corporation by telephone and directing them to proceed to furnish the labor and/or material for a specific purpose.

The regulations governing the issuance of oral orders were approved by the Board of Education on December 7, 1950; these were amended on July 26, 1956 and again on April 17, 1968. These regulations permit the issuance of oral orders for four (4) reasons, they are as follows:

- (a) To immediately perform emergency work necessary to safeguard life, limb and property. (Amount of order is unlimited).

13.0 ORAL OR VERBAL ORDERS - CONT'D

- 13.1
- why oral?*
- (b) To perform minor repair work that cannot be accurately described in the specifications (Each order not to exceed \$500.00).
  - (c) To purchase parts that can only be purchased from manufacturer or an authorized representative. (Each order not to exceed \$500.00).
  - (d) To make repairs that can be performed only by the manufacturer of the equipment. (Each order not to exceed \$500.00).

If both parts and services are necessary, and can only be obtained from the manufacturer or an authorized agent, the total amount for both parts (c) and services (d) shall not exceed \$500.00.

The regulations also require the Executive Director to report the issuance of each oral order to the Administrator of Business Affairs within ten (10) calendar days of the issuance of the order.

Administrative rules require the following approvals before the issuance of all oral orders.

1. For orders whose estimated cost is \$2000.00 or less, the Director of Maintenance or his assistant.
2. For orders whose estimated cost is over \$2000, but not over \$10,000, the Executive Director of the Division of School Buildings.
3. All orders over \$10,000 required the approval of the Executive Director of the Division of School Buildings and the Chancellor.

13.2 Procedures For Issuing And Processing Oral Orders.

- (a) The majority of our oral orders fall into Cat. (a). To immediately perform emergency work necessary to safeguard life, limb and/or property.

When a condition is reported to exist which appear to fall into this category, the cognizant SSM shall immediately visit the site and make an inspection of the reported unsafe condition. If his inspection reveals that the condition does require immediate remedial action, he shall immediately convey this information to his supervisor or, in his absence the Assistant Area Manager or the Area Manager. He shall also determine the scope, an approximate estimate of the cost and the probable consequence if emergency action is not undertaken at once.

SSM must also obtain the following:

- good*
1. Must obtain estimate from three (3) contractors and issue job to lowest estimator.
  2. Attach copy of SSM's estimate to request for authorization.
  3. Take photos of emergency conditions before and after repairs.

13.0 ORAL OR VERBAL ORDERS - CONT'D

- 13.2
- (b) The Area Manager or the Assistant Area Manager will determine whether to request permission to issue an oral order or to have the work done by the shops or others.
  - (c) If the Area Manager or the Assistant Area Manager determines that the work must be done by oral order, he shall immediately call the Assistant Director by telephone and discuss with him the condition which requires emergent action. He (the area manager) shall request permission to issue an oral order to correct the problem, he shall also at this time tell him (the Assistant Director) what the preliminary estimate is and if he had discussed the job with a contractor, and if the contractor had agreed to accept the job. If the Assistant Director agrees that an oral order shall be issued, he will approve the request if it falls within the limit of his of his authority. If it is beyond the limit of his authority he shall secure the needed authorization. When the authorization has been given by any or all persons having jurisdiction, and only then, shall the Area Manager or the Assistant Area Manager direct the SSM to tell the contractor to proceed.
  - (d) If the contractor was not preselected or the preliminary estimate was not known at the time the request was originally made, this information must be called into the Assistant Director as soon as it is known. This information shall be immediately entered into the log maintained by the Assistant Director.
  - (e) Oral orders shall be distributed in value as equitably as possible among contractors currently performing such work, if any, by competitive bidding.
  - (f) Every effort must be made to issue oral orders to contractors on our approved list of bidders because these contractors carry the type of insurance and in the amount as required by our contract. After receiving the go-ahead from the Area Manager, the cognizant SSM shall direct the contractor to proceed immediately. He shall at the same time prepare the formal oral order memorandum on Form No. 106. See Sample No. 19. He shall fill in all pertinent information on the form except the following: Fund, Division, Checked By, Amount of Bill, Appropriation Made, Entered. The specification shall be brief but complete. The reason shall be to correct the emergent condition - state what the emergency was, or to repair a proprietary item and not as directed by some other person. Also, insert the name of the person who approved the issuance of the order.

13.0 ORAL OR VERBAL ORDERS - CONT'D

13.2 (f) After filling in the above information, he shall sign the form on the line marked Inspector and obtain the signature of his supervisor (GSSM) and that of the Area Manager or the Assistant Area Manager, the supervisor shall sign the line marked approved-Chief of Division and the Area Manager on the line marked approved .....Boro Head of ..... The completed form shall be given to the Chief Clerk for processing which shall be as follows:  
Five (5) photo copies shall be made and distributed as follows:

- 1 to cognizant SSM
- 1 to contractor
- 1 to custodian
- 1 to Supervisor of Custodians
- 1 to school file

Insert the number taken from the oral order log (numbers are used in numerical sequence) on the upper right hand corner of the form.

*Over Custodian  
Xerox  
Sheet*

The estimated cost shall be obliterated from the copies sent to the contractor and to the custodian. Four copies of the form entitled Time of Mechanics on Oral Order Work and List of Materials Used shall be sent to the custodian at the same time his copy of the order is sent.

Each area office shall maintain an oral order log and each order, when approved shall be numbered consecutively. The log shall also indicate the following minimum information:

1. The number and date of the order
2. Date approved in Area Office and by whom
3. Date authorized by Main Office and by whom
4. Brief description of the work
5. Name of the contractor to whom the order was issued
6. Estimated cost of the order
7. Date the bill for work was approved and the amount

The SSM shall remind the custodian to keep an accurate record of the number of mechanics, type of mechanics and the hours worked. He shall also keep a record of all material, both permanent and consumable used on the job. He shall submit this information on the forms supplied for this purpose (Time of Mechanics on Oral Order Work) See Sample No. 20, in triplicate as soon as the work is completed. He shall retain one copy for his files. The original of the memorandum form (106) shall be sent to the Contract & Fiscal section at the same time that the order is sent to the contractor and the custodian.

13.0 ORAL OR VERBAL ORDERS - CONT'D

13.2 (f) *be done to* Upon receipt of the memo, the contract and fiscal section shall issue the official confirming order. Copies of this confirming order shall be sent to the Area Office, from where the order emanated, the contractor and the custodian, upon receipt of this order in the Area Office, two copies shall be made, one copy shall be given to the cognizant SSM, the other copy shall be placed in the General Correspondence school file, the original (Borough Office Copy) shall be placed in the OMO school file.

13.3 INSPECTIONS: If the job is expected to last for more than one day, the SSM shall make frequent inspections, at least once a day to check the progress of the work and also to ascertain that all mechanics are gainfully employed and are needed for the progress of the job (to discourage featherbedding). The SSM shall bear in mind that the cost of the work of the oral order is evaluated by Time (Labor) and material. He shall therefore determine in advance, as far as is possible, all the work required to complete the job. He shall determine and select the most expeditious means of accomplishing the task and refrain from methods which materially increase the cost with negligible increase in quality. He shall also see that the work is being done properly as it is performed so as to preclude the need to have the contractor return to correct punch list items.

13.4 SCOPE: The scope of the work shall be limited to the work required to correct the cause of the emergency. If the emergency is falling objects or imminent falling objects, such as loose plaster, tile, brickwork, etc., the order shall be issued to remove the loose plaster, tile, brickwork, etc. and not to replace the material taken down. Replacement of the removed material shall be done by specification or shop order, unless emergency requires replacement immediately. Wherever possible the SSM shall use the Area Office camera to photograph the emergent condition prior to and immediately after the oral order work is performed.

13.5 REVISION OF ORAL ORDER: If after the confirming order has been issued, it is found that the actual work required to correct the condition differs substantially from the work as described in the order, or that the cost has increased substantially beyond the estimate originally given, the order shall be telephoned as revised to conform to the newly discovered conditions. It would be necessary to prepare a new oral order memo on form #106 and listing the new information.

13.0 ORAL OR VERBAL ORDERS - CONT'D

13.6 SUB-CONTRACTORS: When a portion of the work on an oral order is done by a sub-contractor, ten percent (10%) for overhead and five percent (5%) for profit will be allowed the sub-contractor over his basic labor and materials for miscellaneous charge. The prime contractor will be allowed a five percent (5%) profit on the total sub-contractor's invoice (bill). The sub-contractor shall submit his invoice in quadruplicate to the prime contractor who shall retain one copy for his files and submit 3 copies with his invoice to the Area Office where the request originated.

13.7 EQUIPMENT RENTAL: Equipment allowance shall include rental of necessary equipment plus nine percent (9%) of this rental. It is not generally expected that contractors would own specialized equipment such as scaffolds, hoists, compressor, welding machines, etc. hence an allowance is made for the rental. Generally the cost of rental includes the delivery and setting up of the equipment. When the contractor is required to transport the equipment from the renter's warehouse or yard and set it up and upon completion of its use dismantle the equipment and return it to the warehouse, the cost of this phase of the rental shall be included in the contractor's breakdown as work performed by the contractor.

Ten percent (10%) for overhead and ten percent (10%) for profit shall be allowed the contractor on the cost of this transportation and set up. Where the equipment renter, rents the equipment and also delivers and sets up the equipment but submits two invoices to the contractor, one for the rental and the other for delivery and set up, nine percent (9%) shall be allowed the contractor on the rental. Ten percent (10%) for overhead and five percent (5%) for profit shall be allowed the sub-contractor on the cost of delivery and set up. The prime contractor shall be allowed five percent (5%) on the renter's invoice when the renter is acting as a sub-contractor.

13.8 EVALUATION AND COMPUTATION OF ORAL ORDERS: Oral orders are evaluated and computed in the same manner as Method "C" given for change orders, that is, by the actual cost of labor and materials, as observed, plus 10% for overhead and 10% for profit, plus the cost of equipment rental and 9% added to the cost of the equipment rental.

13.9 LABOR: Labor includes foreman, mechanics, laborers, or other workmen directly employed at the site by the contractor or his sub-contractors. Cost of labor includes the wages actually paid to and received by such labor plus a proper proportion of premiums actually paid by the employer

13.0 ORAL OR VERBAL ORDERS - CONT'D

- 13.9 for various fringe benefits such as social security, unemployment insurance, workman's compensation insurance and taxes (except income taxes) pursuant to law on the basis of wages. The percentage to be added shall be taken from the latest issue of the Board of Education Wage Rates & Unit Prices.
- 13.10 SUPERVISION: On small jobs, the cost of which is under \$1000, the work is generally supervised by a working foreman. The working foreman is compensated for this service by a small increase in his hourly wage (.50 to \$1.00 per hour additional). The number of mechanics, which the working foreman is permitted to supervise, varies from trade to trade, however, the average appears to be six.
- 13.11 NON WORKING FOREMAN: When the number of mechanics employed at the site is such that union regulations require the services of a non working foreman, the contractor will be required to provide such foreman and be reimbursed at the rate of pay provided for in the union wage contract.
- 13.12 SUPERINTENDENCE: Generally on oral orders where the cost is \$1000 or less, it is expected that the cost of superintendence will be included in the 10% allowed for overhead. However, if the cost exceeds \$1000 or if the work is very complex, 2 hours a day, generally 1 hour in the morning and 1 hour in the afternoon will be allowed. This would be allowed even when the contractor or an officer of the corporation acts as the Superintendent. On very large jobs, where the day to day planning and execution is done by a non-working foreman, the superintendent's time may be reduced to one hour per day or 10% of the mechanic's time. Superintendence will be allowed when two or more trades are working concurrently under the same oral order.
- 13.13 TRAVEL TIME: A reasonable amount of time will be allowed for travel to the job, generally on the first day the mechanics report to the job and when the job is completed, for the mechanics to travel back to the shop. This is, if the call was made to the contractor after the working day had started and it was necessary for him to call his mechanics away from this work to go to the job where the emergency exists, he is entitled to be paid a reasonable amount of time, not only for travel, but also for some of the lost time in securing the job which he is leaving. A reasonable amount of time is difficult to establish, because the SSM will not know how far away the mechanics are from the job where the emergency exists, therefore, in cases such as this, one (1) hour per mechanic can be arbitrarily allowed. When it is agreed that the contractor shall begin work at the start of the next day, an allowance of up to 3/4 of an hour



13.0 ORAL OR VERBAL ORDERS - CONT'D

13.13 per mechanic shall be allowed. When the job is completed and the mechanics must return to the contractor's shop or to another job, an allowance of up to 3/4 of an hour per mechanic shall be allowed.

13.14 SHOP TIME: Sometimes it is necessary to do a portion of the work in the shop, such as the repair of electric motors, pumps or compressors, sheet metal work, mill work, etc. Since it is not possible to observe the time spent by the mechanics at the shop, this portion of the work must be evaluated by Method "B", as given for change orders-that is by an estimated cost to determine reasonable value or the contractor may submit his actual shop time in the form of an affidavit together with his payroll record for the period. The SSM will compare his own estimate with the contractor's records and together come to a fair and reasonable value for his work.

13.15 MATERIALS: Materials include temporary and consumable materials as well as permanent materials. Cost of materials mean the price (including taxes actually paid by the contractor pursuant to law upon such materials, such as sales taxes for which such materials are sold to the contractor for cash by the manufacturer) or regular dealers, plus the reasonable cost of delivery in case the price paid does not include delivery. Salvage value of temporary or removed materials shall be considered by the contractor in calculating the costs.

13.16 BILLING: No consideration will be given to any items of costs or expense not expressly set forth above. The allowances as set forth above shall cover the cost of contractor's administration, overhead, taxes, (except as otherwise noted), profit, premium on bonds, public liability and property damage insurance, small tools and all other expense incidental to the work.

All bills for work done by oral order shall be prepared and submitted on Form #315 (See Sample No. 21) to the cognizant Area Office. All items shall be broken down into their components of labor and materials, 10% for overhead and 10% for profit shall be added to these items. If a portion of the work was done by a sub-contractor, his bill to the contractor shall also be broken down in labor and material, 10% for overhead and 5% for profit shall be added to the labor and material components by the sub-contractor. The prime contractor shall show this separately on his bill and he shall add 5% for profit to the sub-contractor's cost. If equipment was rented the renter shall submit to the prime contractor his bill in quadruplicate, the contractor shall retain one copy for his files and submit the three (3) remaining copies with his bill. He shall show

13.0 ORAL OR VERBAL ORDERS - CONT'D

13.16 the cost of equipment rental separately from the charge for his labor and material and the charge for work done by the sub-contractor, and to this he shall add 9%.

The following is an example:

X hrs. for carpenters @ \$Y/hr	500	
X hrs. for foreman @ \$Z/hr	200	
	700	
45% for fringe benefits	315	
	1015	
Material	300	
8% Sales Tax	24	324
		1339
	10% for Overhead	134
		1473
	10% for Profit	147
		\$1620.00
Sub contractors bill	400	
5% of bill	20	420.00
Equipment rental	300	
9% of rental cost	27	327.00
	TOTAL COST	2367.00

It is the responsibility of the contractor to report to the custodian on a frequent basis (daily, or more often if necessary) the number and type of mechanics working on the job and also, all material used in connection with the work whether permanent or consumable. The custodian's record is the one used for verifying all charges.

The cognizant SSM shall carefully check all charges for labor and material submitted by the contractor against the custodian's report. He shall also check the travel time and shop time, if any, to ascertain if these fall within the guide lines as previously outlined in paras. 13.13 and - 13.14. The unit charges for labor and material and the percentage allowance for fringe benefits shall also be checked. Bills from sub-contractors and equipment rentals shall also be checked and verified. Finally, both horizontal and vertical computations shall be checked for accuracy.

It should be pointed out that while a detail listing of the material is required, it is not necessary to list every screw or fitting, these may be lumped together and listed as miscellaneous. Also, the labor charge should be listed to the nearest ½ hour.

13.0 ORAL OR VERBAL ORDERS - CONT'D

13.17 PARTIAL PAYMENTS: Partial payments on large oral orders may be processed. To insure that the payment is properly processed, a memo shall be attached clearly stating that the payment is a partial, and that subsequent payment will follow.

13.18 CERTIFICATES: Any work done which requires the inspection and approval of a Regulatory City or State Agency shall be determined in advance. The contractor shall be instructed to make application to the Department involved for the required inspection and to pay the filing fee where required. Two copies of the certificate, letter of approval or sign off slip shall be attached to the bill when it is submitted to the Area Office. Examples of jobs requiring certificates, letters, etc. are:

- (a) Certificate of Approval from the Bureau of Gas & Electricity where the order calls for supplying electrical equipment and/or the performance of electrical work. (Any installation where the voltage exceeds 50 volts needs a certificate).
- (b) Certificate of Approval from the Plumbing Division of the Building Dept. for sprinkler system installation.
- (c) Certificate of Approval by the Boiler Inspection Division of the Dept. of Buildings for boiler repairs.
- (d) Certificate of Approval by the Bureau of Gas & Electricity for the installation of new water mains.
- (e) Release by the Bureau of Gas & Electricity that water taps have in effect been sealed.
- (f) The sign off letter from the Department of Buildings for any work which was filed with that Department. Expansion joints on parapet walls is an example which require filing and a sign off letter. Another is, when the original design of the wall was altered during rebuilding.
- (g) Where the order was issued to correct an Electrical, Building or Fire violation, it is the contractor's responsibility to secure the dismissal of this violation. The letter or post card from the Department stating that the violation has been dismissed shall be attached to the contractor's bill, when required by Specification.

13.19 SPECIALIZED OR COMPLEX ITEMS: (CAT B) When repairs are needed on certain specialized or complex equipment and these repairs cannot be accurately described by specifications it may be advantageous or necessary to issue an oral order to have this work done. Before requesting permission to issue an oral order for work of this nature, the SSM shall check with the

13.0 ORAL OR VERBAL ORDERS - CONT'D

- 13.19 Foreman of mechanics of either the Area Shop or the Central Shop to determine if the job can be handled by them or if they can do exploratory work to determine what is needed to make the repair. Sometimes it may be desirable (when the cost of repair is expected to exceed \$500) to prepare an OMO to do exploratory work and furnish the cognizant Area Office with the information needed to prepare a specification. An example of this is repairs to Automatic telephone Exchanges. The repair and testing of Siamese Connections and obtaining approval from the Fire Department is another example.
- 13.20 LABORATORY TEST AND REPORTS: Sometimes it is necessary to have certain items tested by a laboratory to determine if they are in compliance with codes or specification, this testing may be complex, requiring the use of specialized testing equipment which may only be available in a few laboratories in this Area. In such cases it may be necessary to issue an oral order to the organization selected. The same approvals and procedures as given for the issuance of oral orders issued to correct emergent conditions are required for the issuance of orders for these items.
- 13.21 BILLING: Where the work is done on the premises and the actual labor spent can be observed and verified, the labor, material, plus overhead and profit method shall be used. Where a portion of the work was done in the shop, the shop time shall be treated as outlined in para 13.14 entitled shoptime. Charges for lab work shall be done by negotiation between the Area Office and the lab. There are standard charges for certain work. However, each lab may have a different billing policy and since pay scales are not determined by union contract, they vary from lab to lab.
- 13.22 PROPRIETARY ITEMS: The same approvals and procedures as are necessary for the issuance of an oral order to correct an emergent condition are needed for the issuance of an order to work on a proprietary item. When oral orders are issued to repair or to replace a proprietary item, certain differences may occur in evaluating the cost of the oral order. Many of these companies have a standard billing policy, such as, say, \$10.00 for the first half hour and \$7.50 for each succeeding half hour or hour. This form of billing may approach the same value as our time and material plus 10% for overhead and 10% for profit. Frequently, it doesn't, since the company will not change its billing practice to conform to our billing form, their bill as submitted will be accepted. A memorandum explaining

13.0 ORAL OR VERBAL ORDERS - CONT'D

13.22 the reason for the difference in billing shall be attached to the bill when it is submitted to the Comptroller's office for payment.

14.0 BILLS AND PAYMENTS

14.1 Definition: A "bill" is the term used to describe Form #315 See Sample No. 21, which a contractor fills out and submits for payment of work done on an Open Market Order or an Oral Order. A "payment" is the term used to describe Form #310 See Sample No. 22, which a contractor fills out and submits for payment of work done on a contract for more than \$5,000.

14.2 Reception of Bills and Payments

Contractors are advised to submit all bills and payments to the Area Office where the work was performed. Whether delivered by U.S. Mail, Board of Education mail or hand delivered; all bills and payments are immediately turned over to the clerk who handles the mail. The mail clerk time stamps the bill or payment, checks that it is properly filled out and signed by an officer of the firm and has a completed Labor Law form attached. Incomplete bills and payments are returned to contractor. All bills and payments are logged in.

14.3 Files for Open Market Orders

When an Open Market Order specification is written and approved in the Area Office, the duplicate copy is placed in the Manuscript File, the manuscript number, the title and cost are entered in the Kardex, and the history sheet and the specification are referred to the District for approval. When approved, the specifications are sent to the Engineering Section For Review and to typing sections at Bureau of Maintenance Headquarters for recording, numbering and typing. Emergency specifications are sent to district advising of action. When a proceed order on an open market order is issued, the yellow copy is attached to two (2) copies of the OMO and placed in the OMO file See Sample No. 23. The bill clerk makes up a work progress report (form #325), attaches the remaining copies of the specification to the work progress form and turns the papers to the GSSM for the SSM responsible. The contractor's name, the price and date issued is entered in the Kardex. Every two (2) weeks a list of bills which have not been acted upon is made up and distributed to all GSSM's and SSM's. A requisition form may be used.

14.4 Bill Recording in Area Office

The mail clerk turns the new bills over to the bill clerk who processes them. The bills are numbered and school, contractor, specification number

## 14.0 BILLS AND PAYMENTS

14.4 and date received are entered in the Bill Log. A daily report of bills received is sent to the Ass't. Director. The above information is also entered in the Kardex under the school. The bills are then turned over to the GSSM to be given to the SSM for the school involved. An approved bill is signed by SSM or GSSM and Area Manager.

When the processed bills are returned to the bill clerk, the action taken is noted in the Bill Log and on the Kardex. If the bill is disapproved, only the SSM and GSSM sign it. One copy is placed in the correspondence file for that school, one copy is returned to the SSM and the remainder is returned to the contractor. An approved bill must have a custodian's certificate, see Sample No. 23, a Labor Law Form, the contractor's copy of the Purchase Order, two copies of the specification, the two sheets of the Work Progress Report (Form 325) and any necessary certificates attached. One copy of the approved bill is returned to the contractor. One copy of the approved bill, the custodian's certificate, one copy of the specification and one copy of the Work Progress Report are placed in the correspondence file for that school. The remaining three copies of the approved bill are sent to the Contract and Fiscal section in main office with one copy of the Work Progress Report, the contractor's copy of the original purchase order, one copy of the specification, the Labor Law Form and any necessary certificates. A contractor may submit a bill for a first payment on an Open Market Order for an amount over \$2500. However, on new Purchase Order forms, no partial payments are allowed. In that instance a request is made for the payment amount on the Form #315 and submitted as above with contractor's copy of purchase order and the Labor Law form. No certificates are required but on electric work a copy of payment of Liability Insurance is necessary. The bill for first payment is processed as listed above except that one copy of the bill and work progress report is returned to SSM. Only the purchase order and a copy of the specification are attached to the bill when it is sent to the main office. When the work is completed the contractor submits a bill on Form #315 for the remainder of the money which is processed the same as above except that no copy of purchase order is necessary since it was submitted with bill for first payment.

On an open market order, when work is added, changed or taken away, a proceed order form is prepared. The proceed order details the work specified, the work as per the change, the reason for the change and

## 14.0 BILLS AND PAYMENTS

14.4 the cost breakdown for the change. The order is filled out by the SSM and typed by the bill clerk. When the bill (Form 315) is submitted the contractor details the material and labor cost for extra work on the left hand side of the bill form and adds 10% for overhead and 10% for profit. The approved amount on the bill is the total of the original proceed order, plus the extra as detailed on the proceed order form. In case of a credit only the total of labor and material is deducted, the contractor retains the overhead and profit. The bill is processed in the same manner as described for bills except that a copy of the proceed order is attached to each copy of bill.

### 14.5 Payment Recording in Area Office

The payments received by the mail clerk are turned over to the payment clerk who processes them. All payments are entered in book of current contracts, under the school number on the page for that contract. They are also numbered and entered in the payment log and each day a listing of payments received is sent to the Assistant Director. The payments are then turned over to the GSSM to be given to the SSM for the school involved. Approved payments are signed by the SSM and Area Manager. When the processed payments are returned to the payment clerk, the action taken is noted in the Payment Log and on the page in the current contract book. If the payment is disapproved only the SSM signs and the yellow sheet is returned to the SSM for his file, the blue copy is placed in the contract file in the office and the remainder is returned to the contractor. If a contractor submits bills where work is not satisfactorily performed, a letter should be sent to advise him that such action is irresponsible and the Board of Education may take action to declare him an irresponsible bidder. There are several different payments which are submitted on Form #310; partial payments, substantial completion payments, final payments and payments for change order extras. Every two weeks a list of payments which are still unprocessed is made up and distributed to all GSSM and all SSM's.

### 14.6 Files for Contracts

When a notice is received from Comptroller that a contract has been started, the payment clerk makes up two files and a work progress report. One file with the Comptroller's notice and a copy of the specification is placed in the office contract file for active contracts in order of school number. The second file containing several copies of the specification

14.6 and the work progress report is turned over to the SSM for his records of the contract. All of the contractor's submissions are turned over to the SSM for his file and for action with copy of cover letter in office contract file. All official papers such as change orders, time extensions, sub-contractor approvals, etc. are kept in the office contract file with a copy in SSM contract file. The blue copy of each contract payment is placed in office contract file and the yellow copy of each payment is placed in the SSM contract file. When a contract is finalized, the contract clerk combines both files and submits with the final payment to be placed in the file cabinet for contracts completed that year.

14.7 Partial Payments

During the progress of work the contractor is permitted to submit progress payments once a month when the amount earned during that month exceeds \$1,000 on a contract amounting to less than \$10,000 and when the amount earned during the month exceed \$2,000 on a contract amounting to \$10,000 or more. The contractor must submit for approval an item by item cost breakdown of labor and materials and a proposed progress schedule within five (5) days after notification of receipt of contract. This cost breakdown and progress report, approved by the SSM must accompany the first progress payment and all progress payments must list the money requested according to the items described in cost breakdown.

When a payment is approved the yellow copy of the payment is returned to the SSM for his file, the blue copy of the payment is placed in the office contract file, the orange copy of the payment is sent to the contractor. A partial payment (Form #310) is made out and the green copy and the white copy of the approved payment are sent to the contract and fiscal section at the main office together with, the labor law form, the comptroller's certificate and the payroll report. On the first payment two copies of the approved progress report and cost breakdown must be attached as well.

14.8 Substantial completion Payments

When a substantial completion payment is approved, the back of the payment must include the following information:

Date of expiration of contract

Time extensions if required

Date of substantial completion

Date of completion

A list of all change orders and amounts or the words "no change order"



14.0 BILLS AND PAYMENTS - CONT'D

14.8 The words: "Pay all money due less \$ \_\_\_\_\_ /

The sheets of the payment are distributed in the same manner as described above for partial payment. The voucher form the labor law form, the comptroller's certificate and the payroll report are attached to the payment and sent to contract and fiscal section.

14.9 Final Payments

When all of the work of a contract has been completed and all certificates, approvals, guarantees, etc. are received, the SSM may approve the final payment. When the work of a contract is substantially complete, the GSSM makes an inspection which the SSM to complete a final punch list. This is sent to the contractor and all items on this list must be completed at approval of final payment. The back of the bill on a final payment must include the following information:

Date of Expiration of Contract

Date of substantial completion

Date of time extension or Overtime report if required

Date of completion

A list of all change orders or "no change orders"

The words: "Pay all money due"

Final payments must be initialed by the GSSM

The completed work progress form and all necessary certificates, approvals guarantees, etc. the bill and the two contract files are turned over to the payment clerk for processing. A final payment along with the change order summary sheet, the labor law form, the comptrollers certificate, all certificates, guarantees, approvals, etc. and send to contract and fiscal. The two files are combined and placed in file for book specs completed that year.

14.10 Payment for Extra Work

Contractor receives notice form the Board of Education on form C&F1 (a form typed in red ink) See Sample No. 24, that a change order has been approved. He makes out a payment form (#310) and submits it with copy of the approval notice attached. This is logged in by payment clerk and turned over to SSM. When payment is signed, by the SSM and Area Manager, the copies are distributed as above. No attachments except the form CF1 are required when submitting payment to contract and fiscal.

14.11 Bills and Payments on Service Contracts

Service contracts are contracts under which a contractor agrees to do a specified unit of work at a specified price at locations to be designated or where he agrees to service facilities and equipment at an agreed hourly rate.

14.0 BILLS AND PAYMENTS - CONT'D

14.11 If the contract is an open market order only a first bill for over \$2,500 and a final bill can be paid. The bills are submitted on Form #315 and details of all the work performed are entered on the form. Verification of time at school and work done are attached to bill. If the service contract is over \$5,000, payments can be submitted for each job or once a month for all jobs done that month as designated in the specification. Bills and payments are processed in the same way described for partial payments.

15.0 CHANGE ORDERS

15.1 Definition:

- (a) A change order is a written formal directive, see Sample No. 25, issued by the owner of a facility, either directly or through its authorized agents to a contractor or a vendor directing that a change or changes be made to the specified work or in the delivery of materials, equipment, etc. specified to be supplied.
- (b) Where the facility is being leased and alterations are being made by the owner for the lessor or materials or equipment are being supplied by the owner as part of the lease agreement, the directive is then issued by the lessor to the owner.
- A change order is also a separate contract between the owner and the contractor. While there may be some connection between the work of the original contract, it is administered separately.

15.2 Authority:

- (a) Authority for the issuance of change orders is as follows:  
For Formal Contracts (Book jobs) (over \$5000 in cost) it is derived from article 56 of the contract which reads as follows:
- (b) "The Board, through the Director, reserves the right to make changes from time to time, when it deems necessary, in the plans and specifications. The contractor shall submit a detailed estimate of the value of the work involved. The Director will determine the reasonable value of the work or material omitted from or added to the work by the aforesaid changes. The reasonable value of any work or material required to be omitted shall be deducted from and the reasonable of extra work required to be furnished shall be added to the contract price. Such changes shall be in effect from the date of authorization from the Director."

15.3 OMOs Soft Specifications:

From contract No. 1 which reads as follows:

15.0 CHANGE ORDERS - CONT'D

15.3 "EXTRA WORK AND OMITTED WORK: The Director reserves the right, when deemed necessary, to make changes in the plans and specifications in a manner not materially affecting the substance of such work. The reasonable value of any work or material required to be omitted shall be deducted from and the reasonable value of extra work required to be performed shall be added to the contract price and the Director shall determine the reasonable value of work or materials omitted from or added to the work by the aforesaid changes.

Should the Director deem it inexpedient to delay the completion of the order, or interrupt the progress of the work, by the removal and replacement of defective or damaged work of materials, or those not in accordance with the plans and specifications, the Director shall have the right to accept the work as furnished and to deduct from the Contractor an amount equal to double the amount saved by the contractor, as determined by the Director, for deviation from the contract requirements." However, double deductions may be made only after consultation and approval by the Director or the Ass't Director of Maintenance.

15.4 CLASSIFICATION OF CHANGE ORDERS:

15.4.1 Change orders may be placed into (six) 6 distinct classifications or categories, depending on the circumstance or conditions under which they originated. These (six) 6 classifications are as follows:

1. Design Errors-Typographical errors
2. Unforeseen job conditions
3. Unavailability of specified materials
4. Design or Designer Changes
5. Owner's Change
6. Directed by Higher Authority

15.4.2 Explanation of 1,2,3,4,5, and 6 above:

1. Design Errors: To correct a variety of errors in design. Some of these are
  - (i) Insufficient space or material, improper measurements
  - (ii) omissions, improper materials or incorrect or incomplete procedure specified
  - (iii) Violations: Either existing prior to the design or created by the design.
  - (iv) Typographical errors which affect the meaning, intent of the specification or incorrectly lists locations, quantities, measurements. (It is the designers responsibility to proof read

15.0 CHANGE ORDERS - CONT'D

15.4.2

all typed material and make corrections where needed before the document is printed and distributed to contractors, etc.)

2. Unforeseen Job Conditions: This is usually self explanatory. Any condition which was uncovered during the progress of the job or which the designer could not have determined during the design stages. Some examples of these are:
  - (i) Rotted floor beams or joists
  - (ii) Light weight concrete needed for proper grading of roof
  - (iii) Inability to remove conductors from conduits
  - (iv) Equipment becomes broken or inoperative after preparation of Contract Specifications and/or drawings;
  - (v) Unknown sub surface conditions
  - (vi) Sewer or water lines not at established grades, etc,
  - (vii) Changes in or revision of various building codes
3. Unavailability of Specified Material: This is also usually self-explanatory. This occurs when the specified material, equipment, etc. is not available, either because it is no longer manufactured or that the waiting period for delivery is excessive and will seriously delay the completion of the project. This type of change may originate from three sources: by the contractor through his suppliers notifying him of the condition or independently by the designer or the owner. Contractor or his supplier may suggest the substitution of other available materials. (See para. No. 15.17 for procedures in handling this type of change).
4. Design or Designer's Change: During the progress of the work, changes may suggest themselves or become evident. These changes may be desirable because of several factors, among them are the following:
  - (i) Improve the quality and or appearance of job without appreciable increasing the cost
  - (ii) Reducing the cost while maintaining the quality, appearance, etc.
  - (iii) New techniques or procedures which speeds up the progress and hence accelerates the completion of the project
  - (iv) Unavailability of specified material
  - (v) Changes in criteria or revision of various building codesChange orders of this type may originate from several sources, Following are some of these:
  - (i) An owners change which require a design change

15.0 CHANGE ORDERS - CONT'D

- 15.4.2 4. (ii) A change in material or equipment either suggested by the owner or the designer

(iii) By field supervisory personnel.

Whenever feasible it is desirable to get input and concurrence from the designer.

5. OWNERS CHANGE:

(i) Definition of Owner: The citizens of the City of New York collectively own the building, /grounds, equipment, etc. hereinafter called facilities. Administration of these facilities is vested in the City Board of Education and since the decentralization, the responsibility for administration of all elementary, intermediate and junior high schools has been designated to the thirty two (32) Community School Boards. High schools and special schools are administered by the City School District (The Central Board)

(ii) The Bureau of Facilities Planning & Design acts as a clearing house for preliminary planning and acts as coordinator between the Community School Boards and the Division of School Buildings. The High School Division and Special Education have their own coordinators. Therefore, any change requested by the City Board, Community Board or Bureau of Facilities Planning and Design is an owner's change.

(iii) Owners change are generally changes in the physical plant which affect instruction or some educational program or to curb or control vandalism, to improve appearance of the building etc. Examples of these are as follows:

Removal or installation of partitions, installation of additional electrical outlets or specialized equipment such as language or science labs. Installation of wire guards, intrusion alarms, glass substitutes and painting or decorating of some locations to improve the appearance of the building. Owners changes almost always originate from the owner.

6. Directed by Higher Authority:

This type of change order is invariably the result of a legal or quasilegal settlement of a dispute. Examples of these are the settlement of claims for work done under protest. These may be ordered by the Board of Review after a hearing with the contractor

15.0 CHANGE ORDERS - CONT'D

6. and members of the Bureau of Maintenance. The legal section of the Claims Division of the Comptroller's office or the Office of the Corporation Counsel suggest or may direct that a change order be issued to settle a claim as an alternative to a court settlement. The Executive Director may, after a hearing, direct that the best interests of the Board of Education may be served by the issuance of a change order.

15.5 Control and Approval of Change Orders:

15.5.1 For Contract Work (Book Jobs)

Executive Order No. 59 of the Mayor dated January 15, 1968 (Certificate CS-14) and revision dated June 3, 1968 (Certificate CS-14A) and directive No 8 dated March 4, 1971 from Milton Musicus, Director of Construction, Office of the Mayor directed that a change order control unit be established in each agency. The purpose of this unit is to review each change order for justification and accuracy and to act on the request by either approving or disapproving it. The control officer in the Bureau of Maintenance is the Assistant Director. Executive order 59 basically deals with three categories of change orders.

1. Scope Changes
2. Unit Price Contracts
3. Field Conditions

1. Scope Changes:

Generally change orders shall not be prepared for changes in scope (work which is completely unrelated to the work of the contract) unless when directed in writing by the highest authority.

Changes in scope can be more properly handled by the preparation of a separate specification and award of contract to the lowest bidder. However, there are times when this approach is not feasible, then special permission may be requested to either issue an oral order or a change in scope change order.

EXAMPLE: While working on a job which require securing a permit from the Department of Buildings, another emergency of the same trade classification arises which also require securing a permit from the Department of Buildings. Since the Department of Buildings will only issue one permit at the same building at the same time, there are only two methods by which this problem may be overcome. 1. By change of scope change order or 2. By Oral Order to the same contractor. If the conditions can be justified as a bona-fide emergency, an oral order is the preferred method.

15.0 CHANGE ORDERS - CONT'D

15.5.1 2. Unit Price Contracts:

The majority of our contracts are lump sum contracts, however, some of our service contracts are by unit prices. Para. No 15.30 will deal with this special condition.

3. Field Conditions:

The majority of our change orders are issued to correct some field condition. These conditions are generally those which could not have been determined during the design stages or some unforeseen condition which developed subsequent to the preparation of the contract documents.

15.5.2 DIRECTIVE FROM THE DIRECTOR of the BUDGET

Certificate No. CS-36A dated March 6, 1973 from David A. Grossman, Director of the budget directed that the following additional controls be followed:

For change orders involving extra payment, where the total for all change orders is less than \$2500, only the approval of the change order control officer of the agency is required.

For amounts in excess of \$2500 and also in excess of 5% of the original contract price, approval of the agency's control officer and the change order control board of the Board of Estimate is required.

Paras. under 15.5.2 above are applicable for all classifications, (design errors, unforeseen job conditions, etc.) except changes in scope. Change orders involving changes in scope for any amount, including credits require the approval of the agency's control officer and also that of the change order control board.

15.6 CONTROL and APPROVAL OF CHANGE ORDERS for OPEN MARKET ORDERS-Soft Specifications

On July 23, 1971 at the Area Manager's meeting, the Director of Maintenance delegated the responsibility for approval of changes on OMO's to the Area Managers.

Each area manager has his own informal set of controls so as to forestall abuse in the issuing of change orders. Basically these controls parallels the controls used for change orders on contracts, that is they are issued principally to permit the specified contract work to be completed by correcting design errors, taking care of unforeseen job conditions etc.

15.0 CHANGE ORDERS - CONT'D

15.7 TYPES OF CHANGE ORDERS

There are four (4) basic types:

- a) Change orders for extra payment
- b) Change orders for credits
- c) Change orders for no change in contract price
- d) Special type-washout

15.8 PROCEDURE for ISSUING CHANGE ORDERS

15.8.1 When it becomes evident that a change in the contract work is needed, the originator shall do the following:

If the originator is the inspector (Supervisor of School Maintenance, Assistant Engineer, et al) he shall discuss the proposed change with his Supervisor (usually the General Supervisor of School Maintenance). Together they should carefully review the contract documents (specifications, drawings, etc.) to satisfy themselves that the proposed change is not covered by the contract. Where conditions seem to warrant a field check by the General Supervisor or the designer this should be done at this time.

The proposed changes may be discussed with the contractor at this time to get his ideas relating to cost, his ability to undertake the project or any special problems he anticipates, the approximate time for completion or any other pertinent information.

15.8.2 However, the contract supervisor and his supervisor are cautioned not to direct or permit the contractor to proceed with any work until the construction change request is approved by all persons having jurisdiction and have received written authorization.

15.9 EMERGENCY AUTHORIZATION:

15.9.1 If the nature of the change is such that work on it must proceed immediately, this shall be brought to the attention of the Area Manager or the Assistant Area Manager who shall immediately contact the Assistant Director or in his absence, other cognizant change order control officer and request permission to proceed.

15.9.2 If the proposed changes are uncomplicated, the preparer shall first make a rough estimate to get some indication of the net cost.

15.9.3 If this preliminary estimate indicates that the net cost is \$50.00 or less (extras or credits) a change letter for a "washout" should generally be prepared. (See para. no. 15.18 for information on change letters).



115.9.4 However, under certain circumstances, it may be desirable or advantageous to prepare a change order even though the net cost is \$50.00 or less or when there is No Change in Contract Price. (See Para. No. 15.28 for C.O. at No Change in Contract Price). When these conditions occur, the preparer should discuss the situation with his supervisor for guidance before proceeding. When the net cost of the proposed change exceeds \$50.00, proceed as follows:

1. FOR FORMAL CONTRACTS (Book Jobs);

The preparer should execute Construction Change Request Form (Sample No. 26) in duplicate retaining the copy for his working file. All spaces in the upper portion shall be completely filled in and relevant questions answered. Particular attention shall be paid to the Description of Original Contract, Description of Change and the Reasons for Change. A Detailed estimate of the charges shall be written on the reverse side of the form.

See Para. No. 15.31 for various methods of computing and evaluating of breakdown of estimates.

Upon completion, the form shall be signed by the preparer and submitted to his supervisor (usually the General Supervisor ).

The supervisor shall review all information for completeness and correctness of form and content; when he is satisfied of its accuracy he shall initial it as approved and submit to either the Assistant Area Manager or the Area Manager for their review and approval.

After review and concurrence by the Area Manager or the Assistant Area Manager, the submitted manuscript of the Construction Change Request is signed as approved by them and sent to the clerical section.

The clerical section shall then enter the request into the Change Order Request Log. The request is then typed; one original and three copies. The typed original is signed by the Area Manager and the original and one copy sent to the Assistant Director for his review and determination.

If the value of the change order is under 5% of the contract and under \$2500, the Assistant Director will sign as approved (if he concurs) and return the original change order request to the Area Office. If the value of the change order exceeds 5% or \$2500, the request is sent to the Budget Director's office for their approval

15.0 CHANGE ORDERS - CONT'D

15.9.4 1. of the Change Order Control Board.

The Change Order Control Board within a reasonable time (usually within a week or less) will act on the request by taking one of four courses of action:

- (i) Approving
- (ii) Disapproving
- (iii) Concurring without Prejudice
- (iv) Returning without taking any action. Sometimes with a comment stating their reasons

The Construction Change Request is then returned to the Assistant Director's office where a photo copy of the original is made and retained in the Assistant Director's files for future reference. The original (acted on) Change Request is then returned to the Area Office where it originated.

The returned request shall be time stamped and entry made in the appropriate column of the Construction Change Request log. The date the request is returned is noted in the log.

A copy of the returned request shall be made and given to the preparer. The original shall be kept in the contract file.

If the request was approved, the preparer shall prepare the manuscript for the change order, using the same information which is on the Change Request where appropriate. To avoid duplication of effort he shall only indicate on the manuscript the information he wants to be typed in the appropriate spaces.

The completed form shall be submitted to his supervisor who shall review same for correctness and then initial it as approved for typing. The form shall then be routed through the cognizant Assistant Area Manager or the Area Manager for their approval and transmittal to the clerical unit for typing. The manuscript shall then be typed on the printed change order form.

Overhead and Profit accruing to the contractors including that of his sub-contractors, if any, for work executed under Method B and C shall be computed as follows:

Overhead equal to ten (10) percent of the cost of labor and materials.  
Profit equal to ten (10) percent of the sum of labor, materials and overhead costs.

Change orders which involves both additions and deductions:

15.0 CHANGE ORDERS - CONT'D

When value of extra work exceeds omitted work, overhead and profit shall be computed on the amount which the cost of additional labor and materials exceeds the cost of omitted labor and material.

When the value of omitted work exceeds the value of extra work, the contractor will be permitted to retain the overhead and profit on the differential amount.

15.10 MULTIPLE ITEM CHANGE ORDERS

Whenever it is convenient, multiple item change orders (several items of change combined into one change order) shall be prepared to cover all the known changes required at one time. This accomplishes several purposes;

(1) It keeps the number of change orders to a minimum, (2) credits can offset extras; overhead and profit will only be paid on the cost of the net change (the differential), (3) Time may be saved by keeping the cost of the change below 5% of the contract and \$2500, and thus not require approval by the Budget Director.

15.11 SUB-CONTRACTORS:

When a portion of the work on a change order is done by a sub-contractor, ten percent (10) for overhead and five percent (5%) for profit will be allowed the sub-contractor over his basic Labor and Materials and miscellaneous charge.

The prime contractor will be allowed a five percent (5%) profit on the total sub-contractor's invoice (bill).

This sub-contractor shall submit his invoice in triplicate to the prime contractor who shall retain one copy for his files and submit 2 copies with his invoice to the Area Office where the request originated.

15.12 EQUIPMENT RENTAL

Equipment allowance shall include rental of necessary equipment plus nine percent (9%) of this rental.

It is not generally expected that contractors would own specialized equipment such as scaffolds, hoists, compressors, welding machines, etc. hence an allowance is made for the rental. Generally the cost of rental includes the delivery and setting up of the equipment.

When the contractor is required to transport the equipment from the renter's warehouse or yard and set it up and upon completion of its use dismantle the equipment and return it to the warehouse the cost of this phase of the rental shall be included in the contractor's breakdown as work performed by the contractor.

15.0 CHANGE ORDERS - CONT'D

15.12 Ten percent (10%) for overhead and ten percent (10%) for profit shall be allowed the contractor on the cost of this transportation and set up. Where the equipment renter, rents the equipment and also delivers and sets up the equipment but submits two invoices to the contractor one for the rental and the other for delivery and set up, nine percent (9%) shall be allowed the contractor on the rental. Ten percent (10%) for overhead and five percent (5%) for profit shall be allowed the sub-contractor on the cost of delivery and setup. The prime contractor shall be allowed five percent (5%) on the renter's invoice when the renter is acting as a sub-contractor.

15.13 LABOR

Labor includes foreman, mechanics, laborers, or other workmen directly employed at the site by the contractor or his sub-contractors. Cost of labor includes the wages actually paid to and received by such labor plus a proper proportion of premiums actually paid by the employer for various fringe benefits such as social security, unemployment insurance, workmen's compensation insurance and taxes (except income taxes) pursuant to law on the basis of wages.

15.14 SUPERINTENDENCE:

Generally on change orders where the cost is \$1000 or less, it is expected that the cost of superintendence will be included in the 10% allowed for overhead. However, if the cost exceeds \$1000 or if the changes are very complex 2 hours/day, generally 1 hour in the morning and 1 hour in the afternoon will be allowed. This would be allowed even when the contractor or an officer of the Corporation acts as the Superintendent. On very large jobs where the day to day planning and execution is done by a non-working foreman, the superintendent's time may be reduced to one hour per day or 10% of the mechanic's time.

15.15 MATERIALS:

Materials include temporary and consumable materials as well as permanent materials. Cost of materials mean the price (including taxes actually paid by the contractor pursuant to law upon such materials, such as sales taxes for which such materials are sold to the contractor for cash by the manufacturer) or regular dealers, plus the reasonable cost of delivery in case the price paid does not include delivery.

Salvage value of temporary or removed materials shall be considered by the contractor in calculating the costs. No consideration will be given to any items of cost or expense not expressly set forth above.

15.0 CHANGE ORDERS - CONT'D

15.15 The percentage allowance as set forth above shall cover the cost of contractor's administration, overhead, taxes, (except as otherwise noted) profit, premium on bonds, public liability and property damage insurance, small tools and all other expense incidental to the work.

15.16 BONDS:

If the value of the change order is large in relation to the cost of the total contract, it is conceivable that the coverage of the original bond may be insufficient to cover the cost of the change order. In such cases a separate bond to cover the cost of the change order may be required. In such cases the contractor will be reimbursed for the cost of the premiums of this bond. This item will not be subjected to overhead and profit. It must be shown separately on the estimate breakdown and entered at the end of the total breakdown.

Contractor shall submit a receipt for the premium with his application for payment. The Director will decide in each case of this type whether to allow this change.

15.17 MATERIALS AND EQUIPMENT SUBSTITUTED FOR THOSE SPECIFIED:

(Materials and equipment proposed to be used in lieu of those specified or those given as an equal in the Schedule or in the Standard)

Materials and equipment shall not be substituted for specified material or their equal unless such substitution is absolutely necessary. The following are some examples of valid reasons for substituting:

- a) Unavailability of specified material (see para. 15.4.2)
- b) Material specified not proper type for job (incorrectly specified material)
- c) Obsolete material: (Material available but has been superseded by newer and better material)

When the request for substitution originates with the contractor, he shall submit for approval a complete description of the material or equipment he proposes to substitute, this shall include sketches or drawings, performance and operating data and installation details.

He shall also indicate the reason for the substitution and whether the substitution is to be at additional cost to the Board of Education, at lesser cost or at no change in contract price. Contractor shall, wherever possible, furnish price quotations of the specified material and the material he proposes to substitute to substantiate his claim.

All of the foregoing information shall be submitted to the Engineering Division Bureau of Maintenance at 28-11 Queens Plaza North, Long Island

15.17 City, N.Y. 11101 for review and approval. A copy of this transmittal shall be sent to the cognizant area office at the same time the submission is sent to the Engineering Division.

If the substitution is approved, a letter stating the conditions of approval shall be sent to the contractor with copies to the cognizant area office. The letter shall clearly state whether the substitution is accepted at no change in contract price, as an extra to the contract price or as a credit (deduction) from the contract price. It would be helpful but is not mandatory if the amount of change in price is given, where this is appropriate, when the approval is given.

The contractor shall not be permitted to proceed with the installation of substituted materials until approval has been received. Where an emergency exists and it becomes necessary to proceed immediately, the matter shall be brought to the attention of the Assistant Area Manager or the Area Manager for his determination.

Where the request for substitution originates with personnel within the Bureau of Maintenance, such personnel shall inform the cognizant Area Manager in writing of the substitution he wishes to make giving all data and a comparison between the cost of the specified material and the material submitted for substitution. He shall also state the reason(s) for proposing the substitution. Any request for substitution, either by the contractor or by cognizant personnel shall be made as soon as possible after the award of contract. Prompt action may forestall additional charges for the following reasons.

- a) Restocking charges for material delivered and returned to the vendor.
- b) Modification or acceptance of material or equipment which is especially fabricated for a particular job (Material when accepted has to be stored elsewhere until needed. This requires additional handling and transportation.)

15.0 CHANGE ORDER - CONTINUED

15.17 When the net value of the change exceed \$50 (either as an extra or a credit) a change order shall be prepared and the proceed order shall be sent to the Contractor immediately. All changes to open market orders shall be by change orders regardless of the amount.

When the net value of the change is \$50 or less (extra or credit) a change letter washing out all charges shall be sent to the Contractor. This applies to contract work only.

The caution given in Para. 15.8.2 is repeated here for your information.

The Contractor shall not be permitted to work on oral authorization.

If all approvals have been received and for some reason a proceed order cannot be issued, a letter signed by the Area Manager shall be sent to the Contractor authorizing him to proceed pending the receipt of the formal proceed order.

15.18 CHANGE LETTERS - WASHOUTS (To be used only for items costing \$300 or less)

By agreement between the Board of Education and the Comptroller's office (correspondence dated 4/4/64 and 4/13/65 between former Executive Director and Deputy Comptroller) the Division of School Buildings is authorized to washout small changes involving extras and credits where the net change in price is \$50 or less. (A change letter is a letter authorizing the Contractor to proceed with the indicated changes at no change in contract price). To accomplish this, several items involving extras and credits shall be combined into one change request and a preliminary estimate prepared. Where this estimate indicates that the net change is \$50 or less no change order shall be prepared. The estimate shall be typed and left in the files for future reference. In lieu of preparing a change order, a change letter shall be sent to the Contractor. The letter shall be prepared in sextuplet, the original on Standard area office letter head shall be sent to the Contractor, the other five copies shall be distributed as follows:

- 1 copy to Custodian
- 1 copy to SSM
- 1 copy to contract file
- 2 copies to be attached to final payment

15.0 CHANGE ORDER - CONTINUED

15.19 REVISIONS OF PROCEED AND CHANGE ORDERS:

Sometimes during the progress of work on change orders it is found that the work cannot be done as described in the proceed order. When this occurs the proceed order shall be revised to conform to the new conditions. This requires the complete rewriting and retyping of the proceed order and indicating that the original has been revised, for example the caption should read CHANGE ORDER NO. E-1, REV.1.

If the estimate has been appreciably increased, the SSM and his supervisor shall discuss the matter with the Area Manager or the Assistant Area Manager who will determine if additional approvals of the Assistant Director and the Change Order Control Board is required. If additional approvals are required, a new construction change request shall be prepared and submitted for approval. This new request shall be labelled revision; a brief note shall be attached giving the reason for the revision.

Whenever possible, the Contractor shall not proceed with the work of the revised proceed order until approvals have been received.



15.0 CHANGE ORDER - CONTINUED

15.20 CANCELLATION OF CHANGE ORDERS:

Sometimes after the issuance of a proceed order it becomes necessary to cancel it. Some of the reasons for cancellation are as follows:

1. A review of the contract documents (drawings and specifications) disclosed that the work for which the proceed order was issued for is covered by the contract.
2. Work found to be no longer necessary.
3. Work can be accomplished more efficiently or expeditiously by other means.
4. Excessive cost.
5. Order improperly issued (i.e. for work involving changes in scope).

When it is evident that cancellation is necessary, the Contractor shall be notified by telephone and a letter shall be sent immediately to the Contractor informing him of this action. If no work has been started on the proceed order, he shall be instructed not to commence work. If he has already started, a decision will have to be made as to what point the work shall be stopped. This will depend on the nature of the work and how far along the work has progressed when the decision to cancel was made. Final determination will be made by inspections at the site between representatives of the Board of Education and those of the Contractor. If no work was started, nor material ordered, fabricated or delivered, then no further action is required by Board of Education personnel.

If some work was done or materials or equipment was delivered, a revised change order must be prepared to cover the work done and materials delivered and installed. If the materials or equipment is not of a specialized nature, the Contractor may agree to take back these materials or equipment and use them on other jobs without cost to the Board of Education. Where the Contractor is unwilling to take back the material or equipment and such material or equipment can be used by our repair shops, the Contractor shall be directed to deliver the material or equipment to a specific location.

15.21 RESTOCKING CHARGE:

Where the equipment is such that the Contractor is unwilling to take it back and we have no need for it in our repair shops, the material or equipment may be returned to the supplier or manufacturer for restocking. Generally suppliers and manufacturers require the payment of the cost to them of restocking, this is to cover the cost of handling, freight, and book-keeping and sometimes a penalty for the trouble caused by the loss of a sale, etc. This charge ranges between 15 to 25 percent of the market value of the article.

## 15.0 CHANGE ORDER - CONTINUED

15.21 Sometimes the material or equipment was specially made to conform to certain job conditions and would require extensive modification to be used elsewhere. When a cancellation involving material of this nature occur, it will be necessary to accept the article and store same at the cognizant area shop storeroom, the central shop storeroom or other convenient location for future use.

Cancellations which involve either the return of material to the suppliers or manufacturers for their restocking or the delivery of material to Board of Education storerooms or other locations will require the issuance of a revised change order to cover the cost of restocking where material is returned to the supplier or manufacturer. Where the material is delivered to a Board of Education facility the revised change order shall cover the cost of the article and all handling and freight charges.

Ten (10) percent for overhead and ten (10) percent for profit shall be allowed to the Contractor in all cases where work was actually performed, materials delivered to a Board of Education facility or when materials are returned to the supplier or the manufacturer.

### 15.22 RECESSION OF BOARD OF EDUCATION APPROVAL ON CHANGE ORDERS

If it becomes necessary to revise, correct, modify or cancel a change order after it has been approved by the Board of Education, action by the Board to rescind its original approval must first be taken. To accomplish this, the cognizant Area Manager shall prepare a memo to the Assistant Director of Bureau of Maintenance setting forth the reason for the requested action. The Assistant Director will notify the contract and fiscal unit who in most cases will prepare a resolution to the Board to rescind its approval. Sometimes the resolution is a combination type to rescind and to approve a substitute change order in lieu of the original change order. Some of the reasons leading to request recission of approval are as follows:

Decision by higher authority that the work (either in its entirety or partially) contained in the change order is specified work. This usually results from objections raised by members of the staff of the Office of the Comptroller. Serious disagreements between this office and the Comptroller's office regarding the evaluation of change orders may require recall of the change order for drastic revision, this will require the recission of approval by the Board and approval of the revised change order.

15.0 CHANGE ORDER -- CONTINUED

15.22 Minor revisions or changes in estimates involving credits are usually handled by telephone or by letter between the Area Manager and the Office of the Comptroller. Sometimes it is advantageous for the Office of the Comptroller to take a permanent deduction and notify us of some item that they are taking objection to rather than to go through the process of recalling the payment and change order to rescind approval and then revise and resubmit.

Other examples where rescission and revision may be necessary include correcting errors such as incorrect school or location of work, or where a credit was taken in a multi item change order for work not done by the Contractor and the Contractor subsequently did the work.

15.23 CHANGE ORDER AGREEMENT AND OMNIBUS REPORT:

This is an agreement between the Contractor and the New York City Board of Education, wherein the Contractor by signing the form agrees to accept the stipulated amount as full payment for the work done on the stated change order. This agreement is executed by the Cognizant Area Manager acting for the Board of Education and an officer of the Contractor's company who is authorized to act for the company.

When all the work contained in the change order is satisfactorily completed, the SSM or other technical personnel shall complete the lower portion of the original manuscript copy of the change order as previously mentioned in para No. 15.9.4. At the same time he shall also prepare the manuscript of the change order agreement. He shall fill in all the information required and give a brief description of the work done by the change order and the reason for making the change. The completed copies (change order and C.O. agreement manuscripts) shall be routed through his supervisor for review and approval and given to the clerical unit for typing. The typist will complete the typing of the C.O. at this time and will also type the change order agreement. An original and three copies shall be typed: the original and one copy shall be signed by the Area Manager and sent to the Contractor for his signature. The Contractor shall sign both copies, he shall retain the duplicate for his records and return the signed original to the Area Office. The signed original and one copy of the change order agreement is then attached to copies of the completed change order form and submitted to the Contract and Fiscal Unit for the Omnibus Report Resolution to the Board of Education for their action.

15.0 CHANGE ORDER - CONTINUED

15.24 OMNIBUS REPORT:

In order to save the Board's time, several items involving changes to various contracts are combined into a single resolution and submitted as one item on the Calendar for an open Board meeting and is therefore voted by the Board as a single item.

The Contractor is allowed ten (10) days to sign and return the change order agreement. If during this time the Contractor either declines to sign the agreement or indicates his unwillingness to sign because of dissatisfaction with our evaluation or for other reasons, a meeting with the Contractor and others Cognizant of the changes shall be held in the Area Office to review the changes and to give the Contractor an opportunity to compare his evaluation with ours for the various items of the change order. If after careful consideration of the points raised by the Contractor, the Area Manager still consider our evaluation to be correct and the Contractor is still unwilling to accept this amount an appointment shall be made with the Assistant Director or the Director of Maintenance for resolution at that level.

Every effort should be made to resolve disputes over the content of change orders and the evaluation of the net changes shall be fair and equitable. The change order shall be revised whenever warranted to arrive at this end.

15.25 PAYMENT OF CHANGE ORDER FOR CONTRACT WORK:

After the Board of Education has approved the OMNIBUS REPORT containing the Change Order agreement, the contract and Fiscal section in the Office of Maintenance and Operations issues a "red letter" (letter in red) ink to the Contractor with a copy to the Area Office, informing him of the action of the Board and advising him to submit a request for payment.

The Contractor attaches the red ink letter to his request for payment which is submitted on the regular 315 payment form. The payment is processed in the Area Office in the usual manner. If the amount of all change orders on contract is less than 5% of the contract the payment is handled in the usual manner in the Office of Business Affairs and in the Comptrollers Office. That is, the Contractor is paid the full amount of the change order. Where the total amount of all change orders on the contract exceeds 5% of the contract, a letter is prepared in the Area Office explaining why the 5% had to be exceeded.

15.25 This should be indicated on "Construction Change Request" (Sample No.26) in the space "Previous Change Orders to Date" in order to receive prior approval by the Change Control Board. Under the City Charter, the Board of Estimate must review and approve all payments on change orders in excess of 5% of the contract before Comptroller can approve payment to Contractor. The Comptroller can approve that part of the extra payment which is below 5% of contract but he must submit to the Board of Estimate a request for approval of the amount over 5%. A considerable delay in payment to the Contractor can result from this additional step. For that reason it is in the best interest of the Board of Education and the Contractor to avoid extras over 5% of the contract wherever possible. It is to be noted that the "Change Order" is a Snap Easy multi-copy form and is composed of two (2) components, one is entitled "Change Order", (the first two copies, one for the Contractor and the other for the Custodian) and the other entitled Report of Change Order. When typing the "Change Order" the following procedure shall be followed: The change order shall be typed in two operations. The first operation comprises the completion of the form above the line marked "Space reserved for Office Use." The first two copies shall be signed by the cognizant Area Manager. The clerical unit shall then remove these two copies, the Contractor's copy and the Custodian's copy shall be mailed immediately to them. This is the Contractor's authorization (order) to proceed with the designated changes, the Custodian's copy notifies him that changes to the specified work has been authorized. Also, when making the initial distribution, a copy shall be sent to the Engineering Division of the Comptroller's Office and a copy to Local Office (Boro Office) of the Dept. of Water Supply, Gas & Electricity--for electric work only. A copy shall be sent to the Chief Engineer of the boiler repair division of the Dept. of Buildings for boiler repair work. The remaining copies are to be retained in the contract files until the work of the change order is completed. When the work has been completed, the cognizant SSM shall complete the lower half of the form and thereby complete the "change order report". The Area Manager shall now sign the remaining copies and return them to the clerical unit for distribution. At this time the change order agreement form shall be prepared by the cognizant SSM. (See Para No. 15.23 entitled CHANGE ORDER AGREEMENT AND OMNIBUS REPORT). After the completion of the change order report, the remaining copies shall be distributed as follows:

15.0 CHANGE ORDER - CONTINUED

- 15.25 1. 3 copies to contract and fiscal  
2. 2 copies to Area Contract file

A note at the bottom of the Contractor's copy directs him to submit an itemized breakdown of costs or credits on application for payment form No. 310. The Contractor shall disregard the reference to form No. 310 and submit his breakdown in quadruplicate on his company's letterhead.

15.26 PRE-AUDIT OF ALL CHANGE ORDERS OVER \$1,000. (FOR CONTRACTS OR OMO'S)

1. Where the estimate of any and all net changes (extras or credits) exceeds \$1000 the change order shall be submitted with a letter of transmittal to the Administrator of Business Affairs, Bureau of Engineering Audit, at 49 Flatbush Ave. Ext., Brooklyn, N.Y. 11201 for review, pre-audit and concurrence on contract interpretation and possibly the extent of work the change order should cover.

2. The members of the staff of the ABA may make field checks, may confer with the preparer or check our office records, in order to arrive at their conclusion.

NOTE: The opinion or views of members of the staff of the ABA on contract interpretation and extent of work are not binding on this Bureau because Article No. 6 of the contract delegates the rights to the Director.

However, in the interest of proper administration their views shall be taken into account before a final decision is made.

15.27 RELATIONSHIP WITH THE ABA

After completing their review and pre-audit of the change order, a copy of the submitted change order is returned to the Area Office where it originated together with a report of their findings. Their report may concur with the area offices request as submitted or they may make changes as they deem necessary.

Should there be substantial disagreement between the ABA and the Area Office on either the interpretation of content or language of the change order or a disparity in the estimates, the Area Manager shall arrange a conference with the person who reviewed the change order or other individual as may be assigned by the Director of Engineering Audit Control, to review and reconcile their differences. The conference may be held at such time and place as is mutually agreeable.

This procedure shall also be followed where there is a disagreement between the Area Office and the Contractor which meetings with the Contractor and area office personnel fail to settle (reconcile).

15.28 PROCEDURE FOR PROCESSING CHANGE ORDERS FOR OMO'S

The procedure for OMO's is basically the same as for formal contracts.

1. The SSM shall discuss the proposed change with his supervisor and the Contractor. After they have satisfied themselves that the proposed work is not covered by the drawings and/or specifications and is absolutely necessary to complete the specified work, they shall then discuss the proposed change with either the Assistant Area Manager or the Area Manager. If after these discussions it is agreed that a change order should be issued, the SSM shall prepare the manuscript for the proceed order on the appropriate MSS change order form and obtain the signature of his supervisor and the approving officer.  
(Asst. Area Manager or Area Manager).

The manuscript shall then be submitted to the clerical unit for typing and processing. The typing shall be done in two operations as previously given in Para. No. 15.9.4 it is summarized here for your convenience:

1. The information required to authorize the Contractor to make the change is typed in above the line marked Space Reserved for Office Use. The first three copies shall be signed by the Area Manager or his assistant and distributed as follows:
  - 1 to the Contractor
  - 1 to the Custodian
  - 1 to the Comptroller's Office, Division of Inspection

Generally the work of the change order is completed at the same time as the specified work and payment is made at the same time as that of the specified work. The contractor includes the agreed amount of the change order on his bill for the specified work. The area office attaches three (3) copies of the completed change order to the bill and submits the package to the Contract and Fiscal for further processing.

It shall be noted that the differences in processing change orders for contract work and OMO's are:

1. No formal construction change request or change order agreement is needed for OMO's, nor approval by the Board of Education. Payment is made by adding the cost of the work for the change order to that cost for the specified work on the bill form No. 315. Care shall be taken to keep the total cost below \$5,000. Should this total exceed \$5000, it will become a formal contract and require approval by both the Board of Education and the Board of Estimate. It will then be necessary for the Contractor to file an illegal but equitable claim with the Comptroller to recover the monies in excess of \$5000.00

15.0 CHANGE ORDER - CONTINUED

15.29 CHANGE ORDERS ON SERVICE CONTRACTS:

Most of our service contracts are to service equipment or to make repairs and/or replacements of specific items either in one building or in a number of buildings. This service to be done at unit prices with a stated amount as the limit, such as: Not to exceed \$x or for one (1) year; whichever occurs first.

There are times when it becomes necessary to issue change orders to do work which is not covered by the service contract but is needed to complete some of the work covered by a Service Contract.

15.30 TYPES OF SERVICE CONTRACTS:

15.30.1 STRAIGHT OMO:

When the price of the Service Contract is less than \$5000. the work is usually awarded as an OMO. Therefore the procedure for Change Orders on these service contracts is the same as other OMOS. (see Para. for procedure). It should be noted that the cost of change when added to the contract price cannot exceed \$5000. Generally on this type of service contract there is very little money remaining to permit the issuing of a change order for additional work. Examples of service contracts of this nature are some of the intrusion alarms and replacement of flourescent light ballasts.

15.30.2 STRAIGHT CONTRACT:

When the price of the service contract is in excess of \$5000. and the job is awarded as a formal contract (Book Job) change orders are processed in the same manner as for other contracts (see Para. No. 15.9.4) that is, approval of a construction change request is necessary and the net cost of all changes cannot exceed 5% of the contract price. An example of a Service Contract of this nature is repair of built up roofing.

15.30.3 SERVICE CONTRACTS COMBINING INSPECTIONS:

SERVICE AND REPAIR:(Straight Book)

These type of service contracts are usually for repair and servicing Air Conditioning equipment.

A. Lump sum bids are usually submitted for the repair and service of specific items, and in some cases the Contractor is directed to include in his bid price a stated sum (such as \$20,000.) for repairs or replacements not included among the specific items. Hence his bid price maybe \$5500 for specific items, \$20,000 for unspecified repairs and for replacements, total bid price \$25,500. The Contractor will proceed to do the servicing and specified repairs as directed. Upon completion of this work he may submit payment applications for any portion or all the monies due on the specified servicing and repairs(\$25,500-\$5500) \$5500.



15.0 CHANGE ORDER - CONTINUED

15.30.3 Where the specification allows for specific intervals of payment, such as four payments, the specific lump sum price \$5500 shall be divided by four, and four equal payments of \$1375 shall be paid. The unexpended portion of the additional sum included in the Bid Price shall be credited to BOE.

15.30.4 COMBINATION OMO AND BOOK:

A. In other cases the Contractor submits a lump sum bid for the repair and service items only. The Board will then include an additional amount, which when added to the bid price will equal, say \$20,000. to do the work covered under "Exclusions" in the specification. The Contractor's bid price may be under or over \$5000. when it is under \$5000. the award is made as an O.M.O. but the total amount of the contract is not to exceed \$20,000. If it exceeds \$5000. it is issued as a contract.

When issued as an O.M.O. or as Books the proceed orders (change orders) or service orders are treated in the same manner as OMOs, that is a formal change request is not necessary. Care shall be taken that the total of cost of all orders issued does not exceed the contract amount. That as stated in Para. 15.30.3 (A) where the Contractor included a lump sum in his bid to cover anticipated repairs, a credit change order is issued at the termination of the contract to exclude from payment all unused monies. Also, before the start of the contract, a check shall be made to determine if the Contractor included the stated amount in his bid price.

15.31 EVALUATION AND COMPUTATION OF CHANGE ORDERS

As stated under Para 15.2 -Authority- the cost of any change will be determined by the Director in terms of reasonable value. In order to determine the reasonable value, several methods for computing the cost of change orders have been devised. Following are descriptions of each of these methods. The value of each change order shall be computed separately using one or a combination of these methods.

Method A- By unit prices listed in the bid as prescribed in the Specifications

Method B- By estimate of cost of labor and materials, plus overhead and profit, plus equipment allowance

Method C- By the actual cost of labor and materials, as observed, plus overhead and profit, plus equipment allowance

- 15.31 Method A shall be used for computing the value of changes where the specified unit prices are applicable as determined by the Director. The specified unit prices shall be the sum total compensation payable for each unit of extra work and include the cost of removing existing work, overhead, profit, and all other expense incidental to the work. When the value of the omitted work exceeds the value of the extra work in Method A change orders, the amount to be deducted from the Contract price shall be 79% of difference. The Contractor shall include in his base bid price all adjustments in connection with this work which he considers are not compensated for by the unit prices.
- Where several changes of a repetitive nature is anticipated or actually occur it may be advantageous to use Method A unit prices even though it may not be included in the specifications. To do this it will be necessary to compute and establish the cost per unit and to show these computations in the estimate. It will also be necessary to obtain agreement with the Contractor and the Office of Business Affairs. When computing the cost of a change order by unit prices (Method A) care must be taken to check the specifications to see if the cost of overhead and profit is included in the unit prices.
- Method B shall be used for computing the value of change orders where Method A is not applicable. Before proceeding with the work, the Contractor shall submit and obtain approval of the Director of a detailed estimate of cost for all labor, materials and other costs involved in the change.
- Method C shall be used for computing the value of change orders where Method A is not applicable, and no agreement can be reached under Method B as to the value of the change. The Contractor shall submit a certified report of the actual cost of labor, materials and other costs. Where there is no resident inspector, the Custodian shall be requested to keep a record of all labor spent on the work related to the change order.

16.0 OVERTIME, EXTENSION OF TIME, LIQUIDATED DAMAGES

16.1 OVERTIME

A Contractor is overtime when he has not finished all of the work of his contract at the expiration date of the contract. Overtime is reported on form, see Sample No. 4.

16.2 EXTENSION OF TIME

A. An Extension of Time is issued only under the following conditions.

1. The Contractor is not substantially completed by the expiration date of the contract.
2. The Contractor meets one or more of the contractual conditions required for an extension of time.
3. The Contractor provides verifiable documentation to support his request.
4. As can be seen from the foregoing, an extension of time is a privilege which is granted a Contractor if he meets certain conditions. It is not a right to be demanded to excuse any overtime.
5. Area Office personnel shall file an Extension of Time report form, Sample No. 4, on request from the Contractor only if he provides proper documentation. Area Office personnel are responsible for filling out the forms and verifying the Contractors claims.
6. Normally 10% of each partial payment is retained for possible liquidated damages when a contract is considered overtime.

B. Requirements for Extension of Time

1. If the Contractor was delayed or interrupted in the performance of his work under contract by any act or omission of the City or the Board of Education, or by acts or omissions of other Contractors, other than the normal interruption as described in Article 15, indicate detailed causes and number of days for each delay.
2. If delay is due to strikes or difficulty in obtaining workmen, affidavit from the contractor must be attached giving supporting data, i.e., duration of strike and number of days delay caused by the strike. Attach letter from union having jurisdiction certifying dates of strike.
3. If delay is claimed due to abnormal weather, Contractor must furnish U.S. weather service reports for claimed period.

16.0 OVERTIME, EXTENSION OF TIME, LIQUIDATED DAMAGES CONT'D

16.2 4. If delay is due to difficulty in obtaining materials or equipment required under the contract, an affidavit from the Contractor must be attached to include the following:

- (a) Name of Manufacturer
- (b) Kind of Materials or Equipment
- (c) Date confirming order placed
- (d) Date Equipment or materials delivered

5. If delay is caused by other Contractors, state number of days and detail the nature of the delay.

6. Itemized statement and explanation of all other periods during which the Contractor's work was delayed or interrupted during the time of performance established under the contract. The delays previously explained above need not be repeated. Give substantiating evidence for each separate period of delay.

7. Use form sample no. 4

16.3 LIQUIDATED DAMAGES

A. The Bureau of Maintenance will assess a Contractor liquidated damages when the Contractor is overtime in the completion of his project without any acceptable excuse.

B. Liquidated damages may be made up to a maximum of 10% of contract price since a greater percentage has been ruled as confiscatory by the courts.

C. An Area Maintenance Office Representative is always present at Board of Review hearing since said representative will present most of the facts and answer most of the questions that will arise. The Area Office Representative has first hand knowledge of any problems that the Contractor may claim as an excuse for running overtime.

17.0 DEFAULT OF CONTRACT

A. All reasonable steps are taken before Bureau of Maintenance requests Board of Review for Default of Contract proceedings. Series of letters are written to the Contractor, verbal contact and meetings are held.

B. Default of Contract falls into two main areas as follows:

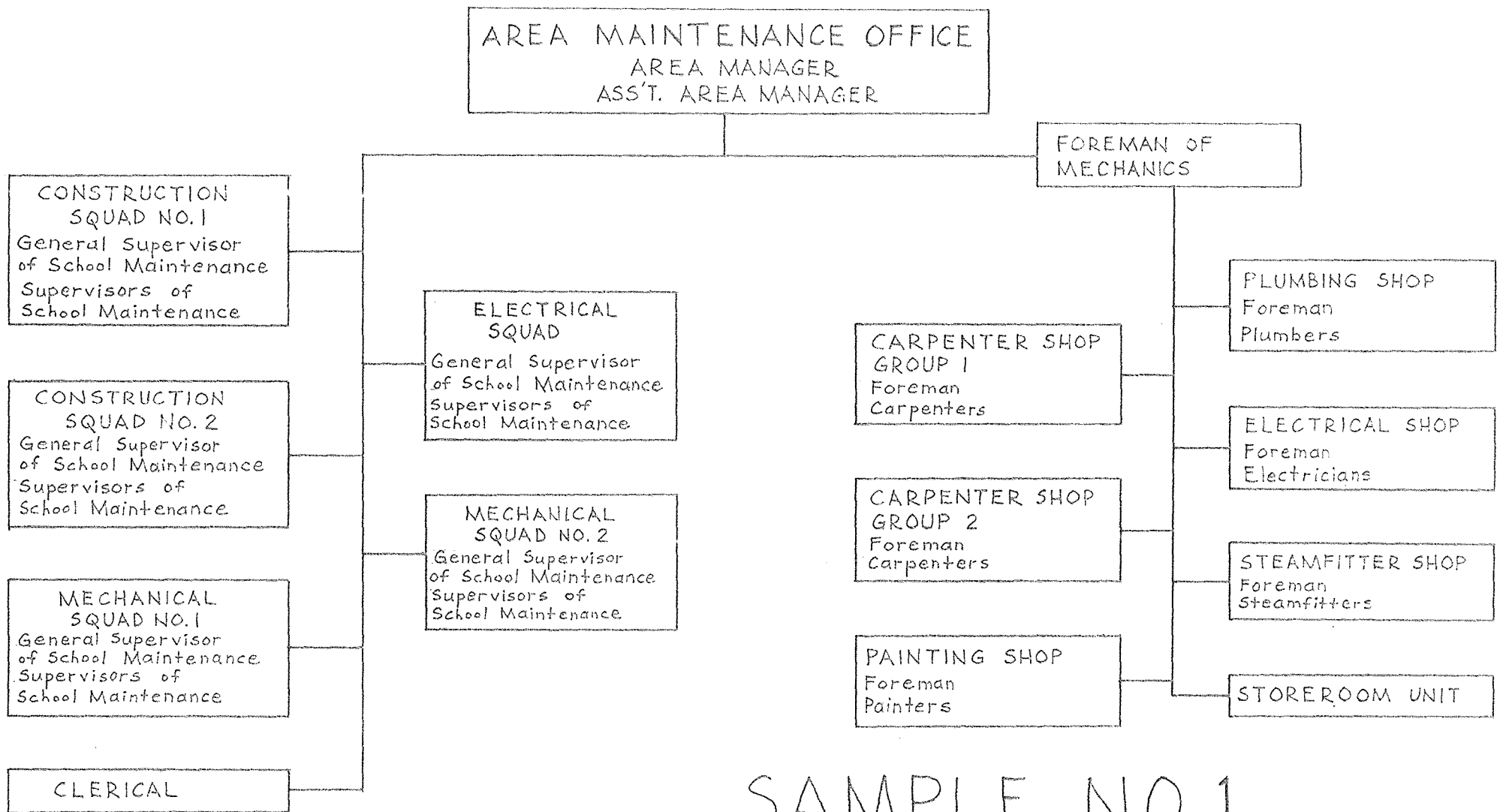
1. Contractor has not started and/or completed work that is past the contract completion date.

2. Contractor has violated provisions of his contract such as not paying minimum legal wages, illegal substitution of inferior and/or unacceptable materials, etc.

## 17.0    **DEFAULT OF CONTRACT**

If necessary, Area Office personnel shall also be present at hearing. Sometimes the Contractor will agree to complete work or rectify other illegal acts upon threat of immediate default. In this case, a definite time limit is established which must be met or the Contractor falls into default immediately upon notification by the Bureau of Maintenance to Board of Review that said contractor has not complied with his deadline for completion. Often the Contractor will not appear at Board of Review hearing, will refuse to complete the work of the Contract or to legalize various provisions of the contract and therefore, he will be found in default.

A Contractor in default may not bid or be given any work not only by the Board of Education but also all City Agencies.



SAMPLE NO.1

BUREAU OF MAINTENANCE  
FIELD SECTION - AREA MAINTENANCE OFFICE  
ORGANIZATION CHART



EXCEPTION LETTER

BOARD OF EDUCATION OF THE CITY OF NEW YORK

OFFICE OF SCHOOL BUILDINGS  
BUREAU OF MAINTENANCE

Contractor \_\_\_\_\_ Expiration Date \_\_\_\_\_

School No. \_\_\_\_\_ Borough \_\_\_\_\_ Kind of Work \_\_\_\_\_ Spec. or Order No. \_\_\_\_\_

An inspection today at the above school indicates that the following items of work do not conform with the plans, specifications, and/or contract conditions. You are directed to take immediate action to remove these exceptions. The items listed are not to be considered as all inclusive. We reserve the right to advise you of additional items of omission or exceptions as the result of subsequent inspections. Your prompt cooperation in removing the unsatisfactory conditions or exceptions listed below will contribute to the progress and early finalization of this project and make it possible for us to expedite the processing of your requests for payment:

Multiple horizontal lines for listing exceptions.

SAMPLE NO. 3

Date \_\_\_\_\_

INSPECTOR

BOROUGH SUPERINTENDENT

FOREMAN'S COPY



BOARD OF EDUCATION OF THE CITY OF NEW YORK  
DIVISION OF SCHOOL BUILDINGS  
BUREAU OF MAINTENANCE

REQUEST # \_\_\_\_\_

Extension of Time [ ]

Overtime [ ]

Contractor \_\_\_\_\_

School & Boro \_\_\_\_\_

Title of Work \_\_\_\_\_  
( Indicate Item # Where Applicable)

Spec. # \_\_\_\_\_ Contract # \_\_\_\_\_ Contract Amount \_\_\_\_\_

Award Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

Number of Days Allowed \_\_\_\_\_ % Complete at Expiration Date \_\_\_\_\_

-----  
Extension of Time

Extension of Time Requested \_\_\_\_\_ Days

New Expiration Date Contingent on Approval of Request \_\_\_\_\_

Circle Reason for Request: 1. Delayed by City 2. Labor Strike 3. Abnormal Weather  
4. Delayed by other Contractors 5. Emergency Conditions 6. Unavailability of materials.

-----  
Overtime

Date of Expiration of Contract \_\_\_\_\_ or Date of Substantial Completion \_\_\_\_\_

Total No. of Calendar Days Overtime: Original \_\_\_\_\_ Rev. \_\_\_\_\_

Rate of Liquidated Damages Per Day \_\_\_\_\_

Report of Unfinished Work is Based on Inspection on the First Day Following: \_\_\_\_\_

Estimated Value of Unfinished Work \_\_\_\_\_ Date of Hearing in Area Office \_\_\_\_\_

Description of Unfinished Work \_\_\_\_\_

-----  
Explanation ( Attach Documentation as Required)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SAMPLE NO. 4

In my judgement this recommendation is fair and reasonable.

Date \_\_\_\_\_

\_\_\_\_\_  
AREA MANAGER

THIS SIDE OUT

No.

NAME \_\_\_\_\_

PERIOD ENDING \_\_\_\_\_

	MORNING IN	NOON OUT	NOON IN	NIGHT OUT	EXTRA IN	EXTRA OUT

I CERTIFY THAT THIS TIME RECORD IS TRUE AND CORRECT FOR THE PERIOD STATED

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

5-032092 SIMPLEX TIME RECORDER CO., GARDNER, MASS., PRINTED IN U.S.A.

SAMPLE NO. 5

Board of Education

City of New York

TIME REPORT FOR EMPLOYEE  
EXCUSED FROM RECORDING ATTENDANCE ON TIME CLOCK  
OFFICE OF SCHOOL BUILDINGS

Name of Employee (Please Print)

Period Covered

EMPLOYEES ARE NOT TO WRITE IN THESE SPACES

Morn. In	Noon		Night Out	Explanation	Form		CHARGE TO		Late- nesses	Over- time
	Out	In			F.D. 19	Sick Leave	Vacation			
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
Sub-totals										

(OVER - 16th-31st)

SAMPLE NO. 6

**BOARD OF EDUCATION  
THE CITY OF NEW YORK**



**CLAIM FOR REIMBURSEMENT OF EMPLOYEE'S  
CARFARE EXPENSES AND MILEAGE**

Date \_\_\_\_\_

Bureau or Division \_\_\_\_\_

Area of Assignment \_\_\_\_\_

Address of Office to Which Assigned \_\_\_\_\_

Pay to \_\_\_\_\_  
Claimant to insert name

Address \_\_\_\_\_  
Claimant to insert address

Borough and Zip Code \_\_\_\_\_

The following expenses have been incurred by me on official travel for the Board of Education during the month of \_\_\_\_\_, 19\_\_\_\_

\*(Give details of trips. Enter only one carfare or one trip on a line and indicate mode of travel by code letter: A—Subway or "L"; B—Bus; C—By Surface Car; D—By Own Automobile.)

Mo. Day	Case No. School or Office Visited	TRAVEL		*Mode of Travel	DISTANCE		AMOUNT SPENT
		FROM	TO		Miles	Fraction of Mile	
		Totals Brought Forward					

\*Where claim for mileage using own automobile, show only the distance traveled on each trip. The "amount spent" claimed for such mileage items shall be computed and entered herein only for the grand total thereof.

Grand total other than mileage \_\_\_\_\_

Grand total mileage at \_\_\_\_\_ cents per mile

GRAND TOTAL \_\_\_\_\_

I hereby certify that the above account of expenditures is a true and correct statement of disbursements actually made by me for and on account of the Board of Education; that the expenditures of the above sums were authorized and necessary in the performance of my official duties; that no payment has heretofore been requested or received by me for any part thereof; and that among the foregoing expenditures is not included travel to and from residence unless so authorized. I further certify, where mileage is claimed for travel by own auto, that I have maintained an insurance policy against claims for personal injury and property damage, and that the Board of Education is co-insured under such policy.

Signature of Claimant \_\_\_\_\_ Title \_\_\_\_\_

Approved:— \_\_\_\_\_

Calculations and Certifications Correct:—

Clerk \_\_\_\_\_

CODE 4050-245-01-19

BOARD OF EDUCATION OF THE CITY OF NEW YORK  
DIVISION OF MAINTENANCE AND OPERATION

Date \_\_\_\_\_

TO THE HEAD OF BUREAU:

Permission is asked to be absent \_\_\_\_\_ days \_\_\_\_\_ hours \_\_\_\_\_ minutes \_\_\_\_\_  
on the following days:

\_\_\_\_\_  
\_\_\_\_\_

Such absence is to be deducted from my vacation allowance.

Signature \_\_\_\_\_

Title \_\_\_\_\_

APPROVED: \_\_\_\_\_

Immediate Supervisor

APPROVED: \_\_\_\_\_

Manager

NOTE: This form is to be used for application for absence of a complete day or days and for any absence after the end of the noon luncheon period. This application must be made by the employee and approved PRIOR to the absence, otherwise the absence will be considered unauthorized. Heads of Borough Offices and Heads of Divisions have full discretion with regard to application of this character.

REMARKS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SAMPLE NO. 8

BOARD OF EDUCATION

OFFICE OF SCHOOL BUILDINGS

CITY OF NEW YORK

EMPLOYEE

QUARTERLY REPORT OF TIME ENDING \_\_\_\_\_

ITEM		ANNUAL LEAVE				RESERVE	OVERTIME			SICK LEAVE				
		1975-1976		1976-1977			D	T	H	D	T	H		
1	BALANCES AS OF _____													
2	EARNED DURING QUARTER (+)													
3	ABSENCES DURING QUARTER (INCLUDING LATENESSES) (-)													
4	BALANCES AS OF _____													
5	# OF LATENESSES DURING QUARTER	ACT	D	H	H	USE OF SELF-TREATED NOTES IN RED								

REMARKS:

SAMPLE NO. 9

IF THIS REPORT DOES NOT AGREE WITH YOUR OWN RECORDS, PLEASE REVIEW REPORT TO THE TELLER/CLERK IN YOUR AREA OFFICE TOGETHER WITH A STATEMENT INDICATING THE AREA OF DISCREPANCY WITHIN TWO WEEKS. TO AVOID UNNECESSARY CHECKING OF RECORDS, PLEASE DOUBLE-CHECK YOUR OWN RECORDS BEFORE CLAIMING ERROR.

**BOARD OF EDUCATION OF THE CITY OF NEW YORK  
APPLICATION FOR EXCUSE OF ABSENCE WITH PAY  
PERSONAL ILLNESS - - - - SELF-TREATED**

TO BE COMPLETED BY EMPLOYEE

1. LAST NAME      FIRST NAME      INITIAL	2. TITLE
3. PERM. PROV. N.C.	4. BUREAU
5. DAY/S OF ABSENCE (CIRCLE) M      TU      W      TH      F	6. DATE/S OF ABSENCE
7. DESCRIPTION OF ILLNESS	8. TOTAL AMOUNT OF      DAYS      HOURS _____ MINUTES, THIS ABSENCE
9. HOME ADDRESS _____ _____ _____	SIGNATURE OF EMPLOYEE _____ _____
	11. DATE SUBMITTED BY EMPLOYEE _____

TO BE COMPLETED BY TIME CLERK

12. SELF-TREATED ABSENCE SINCE MAY 1, INCLUDING PRESENT APPLICATION. NO.      DAYS      HOURS      MINUTES  _____	13. TOTAL OF ALL PREVIOUS EXCUSED AB- SENCES ON ACCOUNT OF PERSONAL ILL- NESS (INCLUDING PHYSICIAN'S CERTI- FICATES SINCE MAY 1. NO.      DAYS      HOURS      MINUTES  _____
14. DATE OF APPOINTMENT  EDUCATION _____  CITY _____	15. BALANCE OF ALLOWANCE FOR ILLNESS (EXCLUDING THIS APPLICATION) DAYS      HOURS      MINUTES  _____

16. THE ABOVE STATEMENT AND THE INFORMATION INDICATED BY THE EMPLOYEE ARE CORRECT.

\_\_\_\_\_  
SIGNATURE OF TIME CLERK

ACTION

17. APPROVED \_\_\_\_\_  
DISAPPROVED \_\_\_\_\_

18. APPROVED \_\_\_\_\_  
DISAPPROVED \_\_\_\_\_

**SAMPLE NO. 10**

IMMEDIATE SUPERVISOR \_\_\_\_\_

HEAD OF BUREAU \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

NOTE: Please consult applicable Rules and Regulations Governing Administrative Employees before submitting this application.

TO BE FILLED IN  
BY EMPLOYEE

BOARD OF EDUCATION, BUREAU OF \_\_\_\_\_

Mr.  
Mrs.

Name of Employee (Print or type) Miss \_\_\_\_\_

Title \_\_\_\_\_

(Indicate Provisional Status, if any)

APPLICATION FOR EXCUSE OF ABSENCE WITH PAY ON ACCOUNT OF  
SERIOUS PERSONAL ILLNESS.

To the Personnel Board:

Date submitted by employee \_\_\_\_\_ 19 \_\_\_\_\_

I hereby apply for excuse of absence, with pay, on account of serious personal illness on the following dates:  
(Identify days when absence is for part of day, indicating exact period of absence).

\_\_\_\_\_ Amounting to: \_\_\_\_\_ days \_\_\_\_\_ hours \_\_\_\_\_ minutes

Permanent Address: \_\_\_\_\_

Temporary Address: \_\_\_\_\_ Signature \_\_\_\_\_

PHYSICIAN'S CERTIFICATE  
(Employee not to make entries)

It is hereby certified that the above named was under my professional care and unable to perform regular duties  
for the dates specified above and was seen and treated by me on the following dates:

\_\_\_\_\_ The technical designation of the illness was \_\_\_\_\_

Probable date of return to duty \_\_\_\_\_

Date \_\_\_\_\_ 19 \_\_\_\_\_

Signature \_\_\_\_\_ M.D.  
(If other than M.D. so state and indicate license)

Address \_\_\_\_\_

NOTE:

If continuous absence on account of serious personal illness commenced on a date prior to period covered on this  
application, indicate date \_\_\_\_\_

Has employee returned to duty? Yes (date) \_\_\_\_\_ No \_\_\_\_\_

Have services of employee ceased? Yes (date) \_\_\_\_\_ No \_\_\_\_\_

Balance of allowance for illness (excluding this application) \_\_\_\_\_

Date of appointment: Education \_\_\_\_\_ City \_\_\_\_\_

The above statement and the period of absence indicated by the employee are correct \_\_\_\_\_

Time Clerk

Date:

Date:

Approved:

Approved:

Disapproved:

Disapproved:

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Head of Bureau

Checked by \_\_\_\_\_

Personnel Board action: Approved \_\_\_\_\_ ; Disapproved \_\_\_\_\_ ; Date \_\_\_\_\_

Recommendation of Medical Staff: \_\_\_\_\_

Remarks: \_\_\_\_\_

SAMPLE NO. II

TO BE FILLED IN  
BY PHYSICIAN

TO BE FILLED IN  
BY TIME CLERK

FOR OFFICE  
USE ONLY



BOARD OF EDUCATION, BUREAU OF

Name of Employee (Print or Type) Mr. Mrs. Miss

Title

APPLICATION for EXCUSE of ABSENCE WITH PAY UNDER RULES 92, 93, 101, 103 and 104 OF RULES AND REGULATIONS FOR ADMINISTRATIVE EMPLOYEES

To the Personnel Board:

Date 19

I hereby apply for excuse of absence with pay on the following dates:

Amounting to days hours minutes, for the following reason (identify by number):

Initials of Time Clerk

Certifying to Record of Absence Signature of Employee

- Note: 1. For attendance at court. State below whether as witness, plaintiff or defendant and the nature of the action, also attach subpoena. 2. For military or naval duty. Furnish certificate from commanding officer. State below the number of calendar days you served for this purpose in this calendar year (excluding this application). 3. For quarantine. Furnish evidence. 4. For death in immediate family or in immediate household. State below the name and relationship of deceased, the date of death and the date of funeral. If additional time is needed because of death or funeral at a place remote from the City of New York, please describe below. 5. For attendance at funeral of a relative (other than No. 4 above). State name of the deceased and relationship. If married, indicate below if the deceased is related to you through your spouse. 6. For time taken in connection with Selective Service Act. Indicate purpose below, and attach notice. 7. For attendance at Department of Personnel (City Civil Service) or Board of Examiners (Education) examination, or for investigation or interview in connection therewith. Indicate below title of examination and whether absence is due to written examination, performance test, medical or physical examination, investigation, or interview. If due to interview, also state by what department(s) interviewed. 8. For attendance at funeral of an associate employee or of some other person connected with the department. State below the name of the deceased. 9. For first week of absence of employee covered by the Workmen's Compensation Law, caused by injury in the course of employment. Attach report from Medical Staff of Board. 10. For time taken for any other authorized reason, describe fully below.

Date: Approved Disapproved

Date: Approved Disapproved

Immediate Superior

Head of Bureau

Checked by

Personnel Board Action: Laid over; Returned for correction or completion

Approved; Disapproved

Remarks:

SAMPLE NO. 12

BOARD OF EDUCATION OF THE CITY OF NEW YORK  
BUREAU OF PLANT OPERATION

REPORT OF ACCIDENT

School ..... Name of Injured .....  
Borough of ..... Address .....  
Date of Accident ..... Age (Instruction — a) .....

IMPORTANT

ALL OF THE FOLLOWING QUESTIONS MUST BE ANSWERED:  
(See instructions on reverse side)

1. Where did accident occur? (Instr. — b) .....
2. Who was in charge of group or activity? .....
3. Cause and nature of accident? .....
4. What was the injury? .....
5. What attention was given the injured? .....
6. Physical and (or) structural defects, if any, or conditions at place of accident? .....
7. Measures taken to correct defects or conditions? .....
8. Original statements enclosed from (Instr. — c):  
Injured person      Person in charge of activity ..... Witnesses  
Number
9. Other facts which you have observed or which you have learned regarding the conditions and circumstances causing and surrounding the accident? (Instr. — d):  
.....  
.....  
.....  
.....

SAMPLE NO. 13

Signed .....  
Title .....

Dated ..... 19 .....



AGREEMENT FOR RESPONSIBILITY IN CONNECTION WITH USE OF  
PRIVATELY OWNED CARS BY BOARD OF EDUCATION EMPLOYEES

TO THE BOARD OF EDUCATION OF THE CITY OF NEW YORK

In consideration of the extension to me of the benefits provided for employees using their own automobiles for school business, as set forth in a resolution adopted by the Board of Education on December 22, 1949, I, the undersigned, do hereby covenant and agree that I will not hold the Board of Education responsible in the event that my automobile should be stolen or damaged, even though it is being used on business of the Board of Education at the time that such loss should be sustained.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature

SAMPLE NO. 15

\_\_\_\_\_  
Title

\_\_\_\_\_  
Bureau

BOARD OF EDUCATION  
CITY OF NEW YORK

Division of School Buildings — Office of Maintenance and Operation — Bureau of Maintenance.

HISTORY SHEET

SPEC. NO.	SCHOOL	BORO.	DIST.	TIME ALLOWED DAYS	AREA OFFICE	ORDER NO.				
MB NO.	DATE	RESUBMITTED	TYPE	CONTRACT ITEM	EST. COST					
			ADVERTISED —		(1)	(2)				
			INVITATION —		(3)	(3)				
CODE	CAT.	PRIOR	TRADE	BLDG	SAN	H&V	ELEC	FURN	SHOP MACH	ELEV

SPECIFICATION FOR:

BID OPENINGS

(1)	(2)	(3)	(4)	(5)
LOW BIDDER			CONTRACTOR NO.	AMT. LOW BID
				NO. BIDDERS

ACTION	NAME	TITLE	DATE
1. Need for work surveyed by and specification written by			
2. Specification Reviewed in Area Office by Indicate if surveyed ( )			
3. Specification Approved in Area Office by			
4. Specification Reviewed in Main Office by Indicate if surveyed ( )	<b>SAMPLE NO.16</b>		
5. Specification Approved in Main Office by			
6. Specification Revised by			
7. Estimate of Cost, Revised by			
8. Special Review (Fuel, Landscaping, etc.)			
9. Specification Typed by			
10. Work Certified by Principal as Necessary (Auth. Gen'l Circ. 25 1949-50)			
11. Work Approved by Board of Education			
12. Specification Disapproved.			

STATE REASONS AND AUTHORITY FOR WORK

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE DO NOT WRITE BELOW THIS LINE — FOR USE OF MAIN OFFICE ONLY.

FIRMS INVITED TO ESTIMATE


LIST COMMENTS AND AWARD RECOMMENDATION

Name	Date	Name	Date

BIDS TO BE RECEIVED UNTIL 10 A.M. ON  
AT ROOM 606, 28-11 QUEENS PLAZA NORTH, L.I.C., N.Y. 11101

BOARD OF EDUCATION OF THE CITY OF NEW YORK  
DIVISION OF SCHOOL BUILDINGS

SPECIFICATION FOR:

SCHOOL: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
BOROUGH OF: \_\_\_\_\_

SCHEDULE SPECIFICATION

A LUMP SUM BID MUST BE SUBMITTED FOR ALL THE WORK OF THIS SPECIFICATION

The work of this specification shall be carried out in accordance with Contract #1, dated Rev. Feb. 1, 1971, which is declared a part of this specification.

NOTE: Time is of the essence on this contract. You are advised not to bid on this specification unless you are able to complete it within the allotted time. Failure to complete the project on schedule for whatever reason including but not limited to unavailability of materials may result in default action.

1. WORK INCLUDED: The work of this contract includes furnishing all necessary labor and materials to complete the following work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. WORKMANSHIP AND MATERIALS:

- A. Standard Specifications: The Standard Specifications for General Construction Work, Tentative May 1960, together with Addenda No. 1 Tentative June 30, 1967 each under separate cover and jointly referred to herein as the Standard, specify the material and workmanship requirements applying to all work of this Contract. Copies of Addenda No. 1 are available in the Bid Room.

SECTION 1, All paragraphs with revisions thereof as included in Addenda No. 1

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SAMPLE NO.17

3. PROTECTION: The Contractor shall at all times cover or protect any drains which are subject to clogging due to any work done under his contract. It is the responsibility of the Contractor to clean any drain found to be clogged because of his neglect.
4. TIME ALLOWED: The time allowed for the satisfactory completion of the specified work shall be \_\_\_\_\_ consecutive calendar days from date of order.
5. NOTE: GENERAL CONDITIONS #1 FOR CONSTRUCTION WORK IS PART OF THIS SPECIFICATION AND COPIES MAY BE OBTAINED IN THE BID ROOM.

PUBLIC SCHOOL \_\_\_\_\_

BOROUGH OF \_\_\_\_\_

SCHEDULE SPECIFICATION FOR

ITEM \_\_\_\_\_

Bid shall be submitted for all the work of this \_\_\_\_\_

1. GENERAL PROVISIONS

1.1 STANDARD SPECIFICATIONS: The Standard Specifications for General Construction Work, Tentative, May 1960, together with Addenda No. 1, Tentative, June 30, 1967 and New Revised Sections as listed below, each under separate cover, and jointly referred to hereinafter as the Standard, specify the material and workmanship requirements, as amended herein, for the work of this contract. The General Conditions, Section One of the Standard, together with the Supplementary General Conditions under this cover, as amended herein, apply to all the work of this contract. Copies of Addenda No. 1 and New Revised Sections are available in the Bid Room. The New Revised Sections are as follows:

- a. SECTION 3, LAWNS, PLANTING AND RELATED SITE WORK (dated July, 1971)
- b. SECTION 5, STRUCTURAL STEEL (dated July, 1972)
- c.
- d.
- e.
- f.

1. RELATED WORK BY OTHERS: Separate contracts, under this cover unless otherwise noted, as follows:

- a.
- b.
- c.
- d.
- e.

1. DRAWINGS: The following drawings, available on request at the Bid Room, are hereby made part of contract to the extent noted hereinafter:

- a.
- b.
- c.
- d.
- e.

1. SKETCHES: The following Sketches, attached hereto, are hereby made part of contract to the extent noted hereinafter:

- a. Sketch No. \_\_\_\_\_, dated \_\_\_\_\_
- b. Sketch No. \_\_\_\_\_, dated \_\_\_\_\_

SAMPLE NO. 18

1. STANDARD DETAILS: The following Standard Details, available on request in Room 212, are hereby made part of contract to the extent noted hereinafter:
  - a.
  - b.
  - c.
  - d.
  - e.
  - f.
  
1. UNIT PRICES FOR EXTRA OR OMITTED WORK: If the Contractor is directed to install or omit work which involves changes in the amount of work specified, the contract sum will be adjusted as specified in the Standard under "General Conditions". The amount of such adjustment will be based on the following unit prices, where applicable, as determined by the Executive Director:
  - a.
  - b.
  - c.
  - d.
  - e.
  
1. ORIENTATION: Reference herein to points of the compass assumes that the Main Entrance on \_\_\_\_\_ faces \_\_\_\_\_.  
Windows are numbered clockwise upon entering room or space.
  
1. AMENDMENTS TO THE STANDARD:
  - A. Correct the text on Addenda No. 1 as follows:  
Top of page 3: Change "Paras. 6.60, 6.65 and 6.62" to read "Paras. 6.60, 6.61 and 6.62".  
Middle of Page 5: Change text as follows:  
PRESENT TEXT:  
"Page 135, Para. 12.19, Workmanship, General: Change first two (2) sentences to read as follows:  
"Materials and Workmanship as per Section 6, Masonry Work, Para. 6.60, 6.61 and 6.62, as amended herein."  
NEW TEXT:  
"Page 135, Para. 12.19, Workmanship, General: Change first two (2) sentences to read as follows:  
"Fit complete new windows, with jamb, sill, head and meeting rail weatherstripping. Also, install new companion weatherstripping at sash, sill and meeting rail replacements."  
Page 136, Para. 12.25, Caulking: Change last sentence to read as follows:  
"Materials and Workmanship as per Section 6, Masonry Work, Paras. 6.60, 6.61 and 6.62, as amended herein."  
Bottom of Page 6: Delete all references to interior varnish.



Bottom of Page 7: Change term "Interior Finish No. 1 and Interior Finish No.2" to read "Interior Finish as per Standard Paragraph 14.35"

b. The following notes, new paragraphs and additions amend the Standard, and also Addenda No. 1, to the extent noted hereinafter:

- NOTES:
1. "Lead Paint" - All paint furnished under this Specification for use on interiors of school buildings and other public spaces shall not contain more than 1% of metallic lead based on the total non-volatile content of the paint. All paint containing metallic lead shall conform to provisions of the New York City Health Code, Section 173.13, latest revision. The above statement shall be printed on the label of all Board of Education paint cans which are to be used for interior paint.
  2. Item 14.16, Red Lead Paint, shall not be used for interior priming of ferrous metal; substitute Federal No. TT P-645 Zinc Chromate for red lead. This will amend Item 14.53 (b) by above substitution. Also, modify the Addenda, Page 5 by substitution of the work "Exterior" for "All" on the line which reads "All Ferrous Metal Work".
  3. Item 14.19, EXTERIOR WOOD PRIMER, shall be used for Exterior Painting only. The interior side of sash and trim shall be primed with paint meeting the Federal Specification TT-F-543 Enamel Undercoater. Amend Item 14.53 (d) by deletion of the word "Interior" and substitution of the word "Exterior".
  4. Item 14.26, L.Z.T. (Lead Zinc Titanium) paint shall not be used for inside painting.

C. STANDARD SECTION 14: Add the following new sub-paragraphs:

14.2 h. Completion: When contract is awarded work must proceed without interruption (unless approved by the Director of Maintenance or his designated supervisors) until completion.

14.2 i. Defects: Contractor is required to correct any reported defect within one week of receipt of same.

14.2 j. Language: On each separate painting contract at least one employee speaking fluent English must be in attendance at all times when work is in progress. Preferably this should be the job foreman.

14.2 k. Rigging: Contractors are hereby advised that before this contract is awarded the contractor must submit to the Bureau of Maintenance a certification in writing identifying the Riggers License under which the scaffolding for exterior painting will be performed. Forward certification to ~~Mr. Joseph S. Houston~~, Director, Bureau of Maintenance, 28-11 Bridge Plaza North, Long Island City, New York 11101, ~~Attention: Mr. Pascariello~~. Special Riggers License can be obtained at the Building Department, Form R.F. 80-3M, cost \$2.00 per year.

14.2 i. Complying with Local Law 49 of the Air Pollution Control Code: Contractor must submit a notarized statement certifying that all paint products and other architectural coating used in the work are in full compliance with Local Law 49, Section 1403.2-9.15, together with voucher for substantial or final payment.

- D. STANDARD SECTION 14: At the end of sub-paragraphs 14.2 d and 14.6, add the following new sentences:

14.2 d. First Class Finish: Work performed with rollers must be done with sufficient care, or supplemented with brush work, so as to produce the same first class painters finish which is obtained by brush work only.

14.6 Cleaning: Contractor is required to maintain at least one cleanup man behind each painting crew such that painting and cleanup will be a continuous uninterrupted operation. The practice of one general cleanup after completion of all painting operations will be strictly prohibited.

1. SAFETY AND HEALTH REGULATIONS: The contractor shall be required to comply with applicable requirements of the Department of Labor, Bureau of Standards, Safety and Health Regulations for Construction, as outlined in the Federal Register, Volume 36, Number 75, Part II, as issued on April 17, 1971, Washington, D.C.
1. PAINTING NOTIFICATION:
  - A. Start of Painting: Contractor to notify Area Office with two (2) copies to the Office of School Buildings, Attention Senior Painting Inspector, in writing 72 hours in advance, of scheduled date for start of painting operations.
  - B. Painting Sub-Contractors name shall be submitted to the Area Office with two (2) copies to the Senior Painting Inspector at the Office of School Buildings, Engineering Section, 6th Floor.
  - C. Paint Contractor to submit list of paints to be used on job and name of Manufacturer prior to start of contract to Senior Painting Inspector. Any change during job shall be verified by additional letter. Submit four (4) copies.

## 2. WORK INCLUDED

This section specifies broad areas of work required under contract. See Section 3, Materials and Workmanship, for detail requirements therefor.

### NOTES:

1. All miscellaneous repaired specified for a given work area are to be completed before painting and finishing is performed in that room or work area.
2. No painting and finishing to be performed in work areas directly under roofs or adjoining exterior walls until such roofs and walls have been made watertight. If the necessary roofing and waterproofing is not included in the contract, the Contractor shall notify the Area Manager of adverse conditions which will affect paint job and await instructions to proceed.

BOARD OF EDUCATION  
 OF THE CITY OF NEW YORK  
 BUREAU OF PLANT OPERATION AND MAINTENANCE

R N° 1822

New York, \_\_\_\_\_ 19\_\_\_\_

To the Boro Head of .....

I have issued a verbal order for the work described in the following specification as it was not practical to obtain estimates in advance. The contractor is to render itemized bills, in duplicate, on the basis of day's work and materials used on the job.

S.O. \_\_\_\_\_ Pub. Sch. \_\_\_\_\_  
 Borough of \_\_\_\_\_  
 Date verbal order issued \_\_\_\_\_  
 Contractor \_\_\_\_\_  
 Address \_\_\_\_\_  
 Fund \_\_\_\_\_  
 Division \_\_\_\_\_  
 Estimated Cost \_\_\_\_\_  
 Checked by \_\_\_\_\_  
 Amount of Bill \_\_\_\_\_  
 Appropriation made \_\_\_\_\_  
 Entered \_\_\_\_\_

\_\_\_\_\_  
 Inspector.  
 Approved \_\_\_\_\_ Date \_\_\_\_\_  
 Chief of \_\_\_\_\_ Division \_\_\_\_\_  
 Approved \_\_\_\_\_ Date \_\_\_\_\_  
 Boro Head of \_\_\_\_\_

SPECIFICATION

The contractor shall furnish all material and/or labor necessary to complete the following described work, at once, to the satisfaction of the Superintendent of Plant Operation and Maintenance.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for issuing verbal order :-

SAMPLE NO. 19

Approved. Dated.....  
 \_\_\_\_\_  
 Chief General Inspector

BOARD OF EDUCATION OF THE CITY OF NEW YORK

BUREAU OF MAINTENANCE

Time of Mechanics on Oral Order Work and List of Materials Used

SCHOOL \_\_\_\_\_ BOROUGH OF QUEENS

DATE OF ORAL ORDER \_\_\_\_\_ Inspector \_\_\_\_\_

CONTRACTOR \_\_\_\_\_ TYPE OF WORK \_\_\_\_\_

<u>Type of Mechanic</u>	<u>No.</u>	<u>Date</u>	<u>From</u>	<u>To</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

LIST OF MATERIALS USED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SAMPLE NO. 20**

The time of the contractors mechanics and the materials used, as listed above, are to the best of my knowledge correct.

The above work was completed at \_\_\_\_\_ on \_\_\_\_\_  
Time Date

\_\_\_\_\_  
Custodian-Engineer

PLEASE TYPE OR PRINT

ORIGINAL

REGISTER NO. \_\_\_\_\_  
(CONTRACTORS NOT TO USE THIS SPACE)

**BILL  
TO:**

BOARD OF EDUCATION  
OFFICE OF SCHOOL BUILDINGS  
BUREAU OF MAINTENANCE  
CONTRACT PAYMENT SECTION  
28-11 BRIDGE PLAZA NORTH  
LONG ISLAND CITY, N. Y. 11101

**B**

NAME & ADDRESS OF CONTRACTOR

DATE \_\_\_\_\_

SCHOOL No. \_\_\_\_\_

PURCHASE  
ORDER No. \_\_\_\_\_

SPEC. NO. \_\_\_\_\_

AMOUNT  
OF ORDER \_\_\_\_\_

TOTAL  
REQUESTED \_\_\_\_\_

TOTAL  
APPROVED \_\_\_\_\_

I HEREBY CERTIFY THAT THE WORK PERFORMED, PAYMENT FOR WHICH IS ASKED IN THE FOREGOING, HAS BEEN DONE IN ACCORDANCE WITH THE PROVISIONS OF THE LABOR LAW PERTINENT THERETO & WITH THE TERMS & CONDITIONS OF THE CONTRACT WITH THE BOARD OF EDUCATION OF THE CITY OF NEW YORK

TYPE OF  
WORK \_\_\_\_\_

By \_\_\_\_\_

(SIGNATURE)

AFTER COMPLETING THIS APPLICATION, REMOVE LAST COPY; DO NOT REMOVE CARBONS;  
CONTRACTORS USE SPACE BELOW ONLY FOR ORAL ORDERS OR CHANGE ORDERS.

ITEMIZE LABOR AND MATERIALS		EXCEPTIONS AND REMARKS
ITEM	COST	
<p><b>SAMPLE NO. 2!</b></p>		
<b>TOTAL</b>		

**INSPECTOR'S CERTIFICATION**

1. I [WE] CERTIFY THAT THE MATERIAL HAS BEEN RECEIVED AND/OR THE WORK HAS BEEN PERFORMED IN ACCORDANCE WITH THE TERMS OF THE SPECIFICATIONS AND CONTRACT; AND FOR ORAL OR CHANGE ORDERS THAT THE PRICES CHARGED ARE REASONABLE & JUST. COPY OF CUSTODIAN'S CERTIFICATION IS ON FILE.

2. I HEREBY CERTIFY THAT THIS BILL HAS BEEN APPROVED BY THE PERSON DULY AUTHORIZED TO INSPECT THE WORK.

(PRINT NAME)

SIGNATURE

DATE

FOR DIRECTOR OF MAINTENANCE

DATE

3. I HEREBY CERTIFY THAT ALL CLASSES OF INSURANCE REQUIRED BY THE TERMS OF THE ORDER HAVE BEEN FURNISHED AND THAT CERTIFICATES OF INSURANCE ARE ON FILE IN THE CONTRACT AND FISCAL SECTION OF THE BUREAU OF MAINTENANCE.



8 PART FORM -- USE TYPEWRITER ONLY

PURCHASE ORDER



BOARD OF EDUCATION  
CITY OF NEW YORK

1. REIMBURSABLE = R  
OTHER = P

2602502  
2. ORDER NUMBER

3. TRANS. CODE	4. PRE-ENCUMBRANCE NUMBER	5. CONTRACT	6. BID NO./OTHER BASIS
----------------	---------------------------	-------------	------------------------

7. DELIVER TO: ATTENTION: STREET AND NO. CITY STATE ZIP	ROOM NO	8. SEND INVOICE TO: BOARD OF EDUCATION ATTENTION: STREET AND NO. CITY STATE ZIP
------------------------------------------------------------------	---------	------------------------------------------------------------------------------------------

9a. VENDOR 9b. 9c. STREET 9d. CITY STATE ZIP	10. CERTIFICATION OF DISTRICT OFFICE OR RESPONSIBILITY CENTER I certify that sufficient funds are available and have been encumbered to the codes listed below:	11. VENDOR NO.	12. ELECTRICAL INSP. NO.	13. APPROVAL DATE mo. day year
-------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------	--------------------------	-----------------------------------

14. ITEM NO.	15. Items from one vendor only to appear on order DESCRIPTION	16. UNITS OF MEASURE	17. UNITS ORDERED	18. NET PRICE PER UNIT	19. AMOUNT
SAMPLE NO. 23					

20. TOTAL ORDERED \$

21. F.Y.	22. FUND	23. BUDGET CODE	24. SCH. DIST.	25. PROJECT	26. OBJ. CODE	27. REPORTING CATEGORY	28. LOCATION CODE	29. AMOUNT	Cents
								\$	

30a. PF #  
30b. CP #

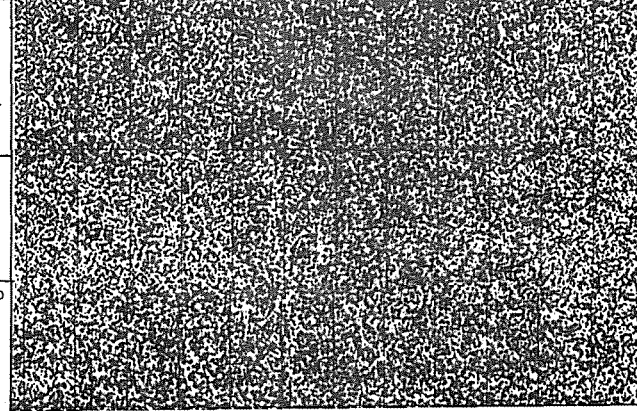
31. EFCB APPROVAL

32. TOTAL \$

33. DELIVERY MUST BE COMPLETED WITHIN 60 DAYS OF ORDER DATE OR DELIVERED BY

See Instruction No. 5 on the reverse side of this order for non-delivery, rejection or delay.

34. SPECIAL DELIVERY INSTRUCTIONS IF ANY



35. I HEREBY CERTIFY THAT THE ITEMS ORDERED ABOVE ARE NEEDED TO CONDUCT THE EDUCATIONAL OR ADMINISTRATIVE PROGRAM AND ARE ON EITHER AN APPROVED LIST OR HAVE BEEN INVESTIGATED AND FOUND TO BE SUITABLE FOR THIS PURPOSE.

Signature of Principal or Authorized Official \_\_\_\_\_ Date \_\_\_\_\_

1. REIMBURSABLE = R  
OTHER = P

2602502  
2. ORDER NUMBER

BOARD OF EDUCATION OF THE CITY OF NEW YORK  
DIVISION OF SCHOOL BUILDINGS  
OFFICE OF MAINTENANCE AND OPERATION

FORM # C & F 1

SCHOOL \_\_\_\_\_

SPEC. NO. \_\_\_\_\_

C/O NO. \_\_\_\_\_

AMOUNT \_\_\_\_\_

Dear Sir:

At its meeting of \_\_\_\_\_, Calendar No. \_\_\_\_\_

The Board of Education approved subject Change Order. In order to receive payment for this change order, only in the case of extra work involving additional payment for the contractor, a copy of this letter must be submitted with your "Application for Payment" to the Area Office.

Very truly yours,

M. Blumenthal

Contract & Fiscal Section

MB:pmc

cc:Area Office

SAMPLE NO. 24



BOARD OF EDUCATION  
CITY OF NEW YORK  
BUREAU OF MAINTENANCE

CHANGE ORDER

CONTRACTOR'S COPY

No. \_\_\_\_\_ Date \_\_\_\_\_  
School & Boro. \_\_\_\_\_ Cont. or P.O. No. \_\_\_\_\_  
Contractor \_\_\_\_\_ Bd. of Ed. No. \_\_\_\_\_  
Address \_\_\_\_\_ Amt. of Contract \_\_\_\_\_  
Spec. No. \_\_\_\_\_ Item No. \_\_\_\_\_ Type of Work \_\_\_\_\_

Contractor is hereby directed to make the following changes, subject to an equitable adjustment of the contract price:

Description of original contract or order:

Description of change now ordered:

(Cont'd on Reverse Side)

(Space reserved for Office use.)

**SAMPLE NO. 25**

Contractor will furnish an itemized breakdown of costs or credits as follows:

- A. For Open Market Orders, on Board of Education Bill Form No. 315.
- B. For Contracts, on Board of Education Application for Payment No. 310.

Contractor will be notified if our evaluation does not agree with his.

NO. \_\_\_\_\_  
 SCHOOL, BOROUGH, SPEC.#, ITEM#, KIND OF WORK \_\_\_\_\_  
 CONTRACT. NO. EXTRA: CREDIT: N.C. \_\_\_\_\_  
 PREPARATION DATE: PREVIOUS CHANGE ORDERS TO DATE \$ \_\_\_\_\_  
 CONTRACTOR: AMOUNT OF CONTRACT \$ \_\_\_\_\_  
 ESTIMATE COST \$ CONTRACTOR'S ESTIMATE \$ \_\_\_\_\_  
SCHEDULING INFORMATION: ESTIMATE DATE WORK ON C.O. WILL START: \_\_\_\_\_

DESCRIPTION OF ORIGINAL CONTRACT:

DESCRIPTION OF CHANGE NOW ORDERED:

REASON FOR CHANGE:

(See back for breakdown of estimate and additional information)  
 Time extension necessary: No: Yes: Approx. Days \_\_\_\_\_  
 Will other contracts be affected: No: Yes: Which Contracts: \_\_\_\_\_  
 Will present status of work be affected: Yes No: \_\_\_\_\_  
 To What Extent: \_\_\_\_\_  
 Is this work within current scope of contracts: No: Yes: \_\_\_\_\_  
 Could this work be readily accomplished by a new contract? No: Yes: \_\_\_\_\_  
 Other (See Attached Sheet) \_\_\_\_\_  
 Will C.O. require Bd. of Estimate approval: (Over 5%) No: Yes: \_\_\_\_\_

Signed: \_\_\_\_\_  
 Prepared By Date Approved By Date

CHANGE CONTROL BOARD ACTION

APPROVED: DISAPPROVED: BUDGET CONCURS: (Will report  
 Field Change under 5% Scope Change recommending approval)  
 Emergency Condition required add'l. Above 5% Field Conditions  
 Scope Change within 5% Justifications: Above 5% Scope Change  
 Design error Make separate-contract justified: \_\_\_\_\_

Contractor's proposal required Notice to proceed authorized prior  
 to notice to proceed to receipt of contractor's proposal

Signed: \_\_\_\_\_  
 Title Date

SAMPLE NO. 26

BUDGET REPORT

BUREAU OF THE BUDGET: APPROVED DISAPPROVED  
 CONCUR

CITY OF NEW YORK  
BOARD OF EDUCATION  
DIVISION OF SCHOOL BUILDINGS  
BUREAU OF MAINTENANCE

PROCEDURE MANUALS

SECTION 1

AREA MAINTENANCE OFFICES AND SHOPS

SECTION 1A - SUPERVISORS OF SCHOOL MAINTENANCE

SECTION 1B - MECHANICS

SECTION 1C - STOREROOM UNIT



CITY OF NEW YORK  
BOARD OF EDUCATION  
DIVISION OF SCHOOL BUILDINGS  
BUREAU OF MAINTENANCE

PROCEDURE MANUAL  
SECTION 1B  
MECHANICS  
AT

AREA MAINTENANCE OFFICE SHOPS

Prepared By  
ENGINEERING METHODS UNIT

HENRY BULKOWSKI  
Administrative Engineer

ANTHONY MONELLO  
Assistant Engineer

## INTRODUCTION

We in the Bureau of Maintenance have a challenging job to maintain a decent physical environment for the school children of our city. This Procedure Manual is an aid in doing our job by providing each employee with a general guide as to the procedures to be followed in carrying out his work and providing both new employees and some of our older employees with background information concerning operations around their area of work.

The primary function of the Bureau of Maintenance is to maintain all public school buildings, leased premises and office buildings under the jurisdiction of the Community School Boards and the Central Board of Education, and to maintain related equipment such as furniture, shop equipment, kitchen equipment, etc. A secondary function of the Bureau is to carry out special programs, such as Minor Betterments, Air Pollution, Security, New Kitchens, etc.

These services are furnished to approximately 1000 buildings by approximately 1000 engineers, architects, field inspectors, shop mechanics, and clerical employees who are assigned to the five Area Offices (110 each), the Central Repair Shops (400), and the Main Office (150).

Most work requests are sent to our Area Offices where the 25 inspectors in each Area Office prepare either contract Specifications for public bidding or Shop Orders to be carried out by the 80 available Area Office mechanics. The Area Office inspectors are also responsible for inspecting and approving payments for all the approximately 6000 contracts emanating from the Bureau of Maintenance annually. There is an Area Office in Manhattan, the Bronx, Queens, two in Brooklyn, and a satellite office in Richmond. A great deal of each Area Office's total effort is directed toward emergency repairs.

The Central Repair Shops, which serves all five boroughs, performs those shop mechanic services which, because of their nature, can best be done from a central shop. These services include such trades as doorstop maintainers, locksmiths, glaziers, thermostat repair men, roofers, shade repair men, machinists, oil burner repair men, elevator repair men, kitchen and shop equipment repair men, radio repair men, etc. In addition, the Betterment Crew, consisting of carpenters and electricians, performs emergent alteration work, and is also located in the Central Shops.

The Main Office of the Bureau of Maintenance, which is located at 28-11 Queens Plaza North, Long Island City, consists of an Engineering Section and a Central Service Section. The Engineering Section provides professional leadership and consultive services to our Area Offices in addition to preparing the larger and more difficult Specifications. The Engineering Section also obtains required approvals from regulatory agencies to carry out maintenance work in our schools. The Supportive Services Section of the Main Office consists of a Furniture Unit, a Materials Procurement Unit and a Contract Administrative Unit. Each of these Units provides supportive services to the entire Bureau in their respective areas.

From time to time additional and substitute pages will be issued for updating the procedure manual. Ask your supervisor for instructions on matters not covered. We will appreciate any recommendations on your part for improving this manual.

TABLE OF CONTENTS

	<u>Page</u>
1.0 <u>PERSONNEL</u>	1B-5
1.1 Outline Organization Chart	1B-5
2.0 <u>WORKING HOURS</u>	1B-5
2.1 Listing of Mechanics Working Hours	1B-5
3.0 <u>LUNCH HOUR</u>	1B-5
3.1 Listing of Mechanics Lunch Hour	1B-5
3.2 Lunch Hour at Time Other Than 12:00 to 12:30	1B-5
4.0 <u>COFFEE BREAK</u>	1B-5
4.1 Time of Coffee Break	1B-5
5.0 <u>TIMEKEEPING RECORDS</u>	1B-5
5.1 Punching Time Clock Card	1B-5
5.2 Exceptions to Punching Time Clock Card	1B-6
5.3 Trade Foreman and Foreman of Mechanics	1B-6
5.4 Time Clocks Unavailable	1B-6
5.5 Time Clock Cards	1B-7
5.6 Reporting Work Location-Mechanics Assigned To Field.	1B-7
5.7 Mechanics Itinerary Log Sheet	1B-8
6.0 <u>WORK ASSIGNMENTS</u>	1B-8
6.1 Geographical Area Of Work Assignments For Area Maintenance Office Shops Mechanics	1B-8
6.2 Supervision of Area Maintenance Office Shops Mechanics	1B-9
6.3 Mechanics Responsibilities When Assigned To Work In The Field.	1B-9
6.4 Mechanics Responsibilities When Assigned To Work In The Shop	1B-10

TABLE OF CONTENTS

	<u>Page</u>
7.0 <u>SHOP ORDERS</u>	1B-10
7.1    Repair Work	1B-10
7.2    Origin of Shop Orders	1B-11
7.3    Shop Order Copies	1B-12
7.4    Processing Completed Shop Order	1B-12
8.0 <u>EMERGENCY SHOP ORDERS</u>	1B-13
8.1    Emergency Work	1B-13
9.0 <u>MATERIALS REQUISITION (FORM NO. P.O. 17)</u>	1B-14
9.1    Purpose of Materials Requisition Form	1B-14
9.2    Mechanics in Field	1B-14
9.3    Materials Requisition Form-Copies	1B-14
9.4    Trucking Tickets	1B-14
9.5    New Materials Procurement	1B-15
9.6    Salvage Materials	1B-16
10.0 <u>MECHANICS HAND TOOLS</u>	1B-16
10.1    Use of Mechanics Hand Tools	1B-16
10.2    Ownership of Mechanics Hand Tools	1B-16
10.3    Care of Mechanics Hand Tools	1B-17
10.4    Lost or Stolen Mechanics Hand Tools	1B-17
10.5    Replacement of Lost or Stolen Mechanics Hand Tools	1B-17
11.0 <u>ANNUAL LEAVE</u>	1B-17
11.1    Authority	1B-17
11.2    Definition	1B-18
11.3    Annual Leave Allowance	1B-18
11.4    Request For Taking Annual Leave	1B-18
11.5    Quarterly Reports-Annual Leave, Sick Leave, Overtime	1B-18
11.6    Master Vacation Sheets	1B-18
12.0 <u>SICK LEAVE</u>	1B-18
12.1    Sick Leave Time	1B-18
12.2    Sick Leave Accrual	1B-19
12.3    Self Treated Sick Form	1B-19
12.4    Application For Excuse of Absence With Pay On Account of Serious Personal Illness.	1B-19

TABLE OF CONTENTS

	<u>Page</u>
13.0 <u>EXCUSE OF ABSENCE WITH PAY</u>	1B- 20
13.1    Authority	1B- 20
13.2    Application For Excuse Of Absence With Pay	1B- 20
14.0 <u>OVERTIME WORK FOR MECHANICS</u>	1B- 20
14.1    Overtime Use	1B- 20
14.2    Authority To Proceed With Overtime Work	1B- 20
14.3    Completion Of Overtime Work	1B- 21
15.0 <u>ACCIDENT REPORT</u>	1B- 21
15.1    Reporting Of Accident While On Official Duty	1B- 21
15.2    Leave Of Absence Due To Injury Caused By Accident While On Official Duty	1B- 22
16.0 <u>CARFARE EXPENSES AND REIMBURSEMENT</u>	1B -22
16.1    Claim For Reimbursement of Employee's Carfare Expenses and Mileage	1B- 22
17.0 <u>PETTY CASH-PROCEDURES</u>	1B- 23
17.1    Authority To Use Petty Cash	1B- 23
17.2    Use of Petty Cash	1B- 24
17.3    Payments Using Petty Cash	1B- 24
18.0 <u>DISTRIBUTION OF PAY CHECKS</u>	1B- 24
18.1    Foreman of Mechanics	1B- 24
18.2    Trade Foremen	1B- 25
18.3    Pay Checks Mailing	1B- 25



1.0 PERSONNEL

1.1 Outline Organization Chart.

1.1.1 See Organization Chart, Sample No. 1

This includes all trades assigned to Area Maintenance Office Shops.

2.0 WORKING HOURS

2.1 Listing of Mechanics Working Hours.

See Sample No. 2.

Working hours of mechanics assigned to Area Maintenance Office Shops are listed alphabetically according to job title. Time of starting and ending work each day, and total time worked varies as shown listed.

3.0 LUNCH TIME

3.1 Listing of Mechanics Lunch Time.

See Sample No. 2.

3.2 Lunch Time Other Than 12:00 to 12:30

Permission to take lunch time other than 12:00 to 12:30 may be granted by the appropriate immediate supervisor (Foreman or Foreman of Mechanics) only in cases of emergency or when it is more expeditious and time-saving to do so. However, such instances are not normal and permission to vary the time of day that the lunch hour is taken shall not be given without good reason.

Approval by Area Manager or Asst. Area Manager is also required.

4.0 COFFEE BREAK

4.1 Time Of Coffee Break.

Fifteen (15) minutes coffee break is allowed in the morning only from 9:15 to 9:30. Time in the morning when coffee break is allowed may be altered at the discretion of the mechanics immediate supervisor and only when he is present. Supervisors shall advise the Manager or Asst. Manager of time of coffee break.

5.0 TIMEKEEPING RECORDS

5.1 Punching Time Clock Card.

All mechanics who work in schools or any other Bd of Education facility, and mechanics and storeroom personnel who are assigned

- 5.1 to work in a shop shall punch their time on a Time Clock Card See Sample No. 3 Area Maintenance Office Shop Mechanics who are assigned to work in schools or other Bd of Ed facilities shall punch their time on a Time Clock Card even though they may have previously been granted the privilege of not punching a clock.
- 5.2 Exceptions to Punching Time Clock Card.  
Those mechanics and storeroom personnel who are permanently assigned to a Shop in either the Central Shops or an Area Office, and work under the continual supervision of a Foreman, may be excused from punching a time clock after 20 years of satisfactory service. Should a shop mechanic, who has been excused from punching a clock, be transferred to a field assignment on a continuing basis, he shall resume punching the clock.  
Those mechanics excused from punching a time clock shall fill out, as for Trade Foreman and Foreman of Mechanics the form entitled "Time Report For Employee Excused From Recording Attendance On Time Clock," See Sample No. 4.
- 5.3 Trade Foremen and Foreman of Mechanics.  
All Trade Foremen and Foreman of Mechanics with over 20 years of service are excused from punching a Time Clock Card whether in the shop or out in the field. However, they shall fill out accurately and completely the form entitled "Time Report For Employee Excused From Recording Attendance On Time Clock," See Sample No. 4. Said form shall be checked and then signed by their immediate supervisor. The form is a monthly record of time for each such employee.  
All such completely filled out and signed forms shall then be submitted to the Timekeeping Unit.  
Trade Foremen and higher with less than 20 years service shall punch Time Clock Card.
- 5.4 Time Clocks Unavailable.  
There are instance when mechanics are required to report to Bd of Ed schools and facilities where time clocks are unavailable. Such instances are as follows:  
(a) Schools that have no time clocks. In such instances, the mechanics supervisors shall keep a list of such schools as a check.

5.0 TIMEKEEPING RECORDS - CONT'D

- 5.4 (b) Leased premises and facilities undergoing reconstruction and where time clocks are not yet installed.
- (c) In all cases where time clocks are unavailable, the mechanic shall enter the time in ink on the time clock card and the Foremen and/or Foreman of Mechanics shall initial said entry.
- 5.5 Time Clock Cards.
- 5.5.1 Issued twice per month from 1st to 15th and from 15th to end of month. Front of card has number, employee's name and period ending. Card must be filled in on the bottom space with the mechanic's signature and title before submitting it to his Foreman. See Sample No. 3.
- 5.5.2 Rear of card is for field use. It is to be filled in by mechanic for date, work order no., location and number of hours at that location. He may have had 3 or 4 moves a day which is so noted.
- 5.5.3 The front of the card is used for punching-in, at the first location by 8 A. M. and last location at end of day. Any intermediate moves are not punched in, but so noted on rear of card. The last column on the right is used for hours per day, such as 8 hrs or 7 hrs.
- 5.5.4 The card is submitted to the Foreman at end of the time period. The time and locations worked are verified and countersigned by the Foreman, signifying that time card is correct. Foreman verifies time clock card by checking it with Mechanics Itinerary Log Sheet.
- 5.5.5. Time Clock Cards are to be turned in no later than 3 days after ending date on card.

5.0 TIMEKEEPING RECORDS - CONT'D

5.6 Reporting Work Location-Mechanics Assigned to Field

5.6.1 All field mechanics reporting to their first field location in the morning shall telephone their respective Foreman or his assigned representative when they arrive for duty at the beginning of the day. All calls shall be received by 8:30 A.M. All field mechanics shall also telephone their respective Foreman or his assigned representative when they intend to move to another field location.

5.6.2 All field mechanics and trade foremen shall sign in a book, located in a locked box on outside of Custodian's office door, at each school that they visit.

All mechanics shall carry a key to open said box.

5.7 Mechanics Itinerary Log Sheet.

Entries in the Mechanics Itinerary Log Sheet Sample No. 5 shall be made by the Foreman of each Shop Unit or his authorized representative on a daily basis.

It shall be completely and accurately filled out and shall be submitted to the appropriate Foreman of Mechanics on a daily basis.

Entries include Area Office or Central Shops, Trade, date, names of mechanics, destination(s), Shop Order(s) Nos. Call in time.

The last column on the form Ck-BACK-SIGN, is used to telephone mechanics at the school or other Bd of Ed facility.

All Foremen shall submit to the itinerary clerk or authorized personnel the schedule of jobs of their mechanics for the next day by 4 P.M. All mechanics shall phone in their whereabouts from the first school or facility to their respective Foreman before 8:30 A.M. each morning. The Foreman shall notify 10% of the mechanics to stand by at the telephone for a spot-check call-back by the Foreman of Mechanics each morning. The mechanics spot-checked shall be listed in the itinerary log sheet for mechanics each day, a copy of which shall be submitted to the Director of Maintenance daily.

Foremen shall bring to the attention of the Area Manager the names of mechanics who fail to respond to call-back spot check.

6.0 WORK ASSIGNMENTS

6.1 Geographical Area of Work Assignments For Area Maintenance Office Shops Mechanics.

- 6.1 All Board of Ed schools, offices and facilities assigned to one of each of five (5) Area Maintenance Offices within the City of New York. Mechanics may be reassigned permanently or temporarily to any of the Area Maintenance Offices according to the needs of the Bureau of Maintenance.
- 6.2 Supervision of Area Maintenance Office Shops Mechanics.
- All mechanics in the various building construction trades shall be under the supervision of a Foreman for each trade or an authorized lead mechanic. All Foremen are under the direct supervision of the Foreman of Mechanics. The foreman assigns the jobs to each mechanic under his supervision, reviews and approves method of work procedure, advises his mechanics whenever special problems arise, checks and inspects progress of work by his mechanics both in the field and in the Shop; and reviews, signs and keeps a record of the Shop Orders when the work is completed.
- The Foreman also reviews, approves and signs all forms pertaining to Timekeeping for the mechanics under his supervision.
- 6.3 Mechanics Responsibilities When Assigned To Work In The Field.
- 6.3.1 All mechanics shall receive a Shop Order issued by their Foreman for work in each location in the field. In the event of an emergency and when the mechanic is already in the field and instructed by his Foreman to proceed to the emergency location, he shall carry a supply of "Supplementary Shop Orders" to fill out and submit to his Foreman when the emergency repairs are completed. The Order No. of the "Supplementary Shop Order" is given to the mechanic by the Foreman over the telephone.
- However, the appropriate Foreman shall fill out completely and process a Shop Order when it originates as an emergency call. Information about the job and custodian's signature is obtained from Supplementary Shop Order. This eliminates a trip to the school.
- 6.3.2. The mechanic may be issued several Shop Orders at the time by his respective Foreman. He then proceeds to the various field locations, surveys each job, then phones in list of materials needed for the job. The storeroom personnel fill in the necessary material requisition form. The pink copy goes to the respective Foreman, the yellow copy is shipped with the material to the mechanic.
- The mechanic comes into the shop to pick up material only in an emergency when trucking is not available or to fabricate a component.

6.0 WORK ASSIGNMENTS CONT'D

- 6.3.2 Issuance of material from inventory stock and entry in Outgoing Kardex File is made by authorized storeroom personnel.  
In cases where the mechanic obtains material at the Area Office Storeroom and depending on weight, size and quantity the mechanic may transport the material from Area Office Shops using his own vehicle or by using a Bd. of Ed. vehicle assigned to his Shop Unit or by filling out and submitting a Trucking Ticket form, See Sample No. 17.  
In some instances the material is small enough so that the mechanic may carry it with him and use public transportation to bring it to the job site.
- 6.3.3 Upon completion of the work required by the Shop Order at the job site the mechanic then obtains the signature of the school Custodian in the appropriate space on the Shop Order form. The completely filled out Shop Order form is then submitted by the mechanic to his Foreman.
- 6.4 Mechanics Responsibilities When Assigned To Work In The Shop.
- 6.4.1 Mechanics when assigned to work in their Shop Unit shall perform work related to their particular trade and to the proper daily operation of their Shop Unit.  
They shall do pertinent work as assigned by their particular Shop Unit Foreman.
- 6.4.2 They inspect, repair and alter various assemblies and sub-assemblies of mechanical, electrical and construction systems in use and needed for Bd of Ed schools and facilities. All such work shall be done under pertinent Shop Orders.
- 6.4.3 They assist their Foreman in the receipt and storage of new material and equipment received from vendors by inspecting and checking said material against Purchase Order for specification compliance as to quality, quantity and defects.

7.0 SHOP ORDERS

- 7.1 Repair Work
- 7.1.1 All repair work to Bd of Ed school buildings, offices and facilities done by Area Maintenance Office Shop Mechanics are initiated by the issuance of Shop Orders. See Sample No. 18.

7.0 SHOP ORDERS - CONT'D

- 7.1.2 A Shop Order is issued for one job location and one trade. Separate Shop Orders are issued if more than one trade is involved for the same job.
- 7.2 Origin of Shop Orders.
- 7.2.1 Shop Orders for repair work to be done by Area Maintenance Office Shop mechanics are issued by the five (5) Area Offices, Central Repair Shops and Bureau of Maintenance Headquarters.
- 7.2.2 When Shop Orders are received or are issued by Area Office, they are time stamped and routed to the Manager and/or Asst. Manager. After review, the Shop Orders are then routed to the Foreman of Mechanics who then transmits them to the proper Shop Unit under his supervision.
- 7.2.3 Upon receipt of Shop Orders, each Foreman of Shop Unit, reviews, determines priority of work, enters estimated time required for the work, and then assigns Shop Orders to mechanics under his supervision. Each Foreman does not allow his backlog to become excessive. The Foremen or their lead mechanics determine the labor requirements for each job. Lead mechanics shall be used only when the Foreman is absent or when there are unusual circumstances. Lead mechanics spend most of their time working on jobs.
- 7.2.4 Material maybe obtained by the mechanic by filling out and presenting a Material Requisition form, approved by his Foreman, to Store-keeping Personnel. The mechanic can then deliver the material to the job site by carrying it using public transportation, using his own car, using Bd of Ed owned vehicle, or by issuing a "Trucking Ticket" form for delivery by Area Office van or carry-all using a laborer as a driver. Mode of delivery depends on size, weight, quantity of the material to be delivered.
- 7.2.5 Mechanics may in emergencies also telephone the Foreman or his designated representative to ship the material to the job site. In that event a Material Requisition form is prepared by the Foreman or his assigned representative, approved, and issued to store-keeping personnel for processing and issuance of material from storage. Delivery of the issued material is made by one of the means indicated in para 7.2.4 above.

7.0 SHOP ORDERS - CONT'D

7.3 Shop Order Copies

7.3.1 Each Shop Order consists of five (5) copies as follows:

1. White - Mechanics copy
2. Yellow - Foreman of Mechanics copy
3. Pink - Trade Foremans copy
4. Blue - Custodians copy
5. White Tissue - Originators copy

7.3.2 White Copy: Mechanic receives from Foreman to do the work. Uses the Order No. to receive materials. He fills in the back of this copy with the Mechanic's Time Report, Travel Time, Time Arr. at Location, Time Departed, Time Worked which is verified by the Custodian's or Foremans signature in the last columns  
Item (H) - The total time worked, Travel Time, hourly rates, mechanic's signature.

Item (HH) - How material was delivered and if work performed was any different from the original Shop Order. If so, fill in details on ruled lines in this area.

7.3.3 Yellow Copy: Is kept in office by the Foreman of Mechanics for control. Removed when job is completed and filed in Area Office files.

7.3.4 Pink Copy: The Foreman retains this copy with notation as to which mechanic was assigned to do this work.

7.3.5 Blue Copy: Is mailed to Custodian who now knows that the work has been assigned to the Shops from his P.O. 18 Form Request. It is mailed by the Supervisor of School Maintenance.

7.3.6 Tissue White: Is kept by the Originator for his record that he has made a request for Shop Work and has so noted all information for this work request to progress to its completion.

7.4 Processing Completed Shop Order.

7.4.1 When a mechanic has completed the job, he turns in the work order completely filled out, with the attached yellow copy of Material Requisitions to his Foreman.

7.4.2 The Foreman then reviews and signs the Shop Order and submits the following to the Foreman of Mechanics for his approval and signature.



7.0 SHOP ORDER - CONT'D

- 7.4.2 1. Mechanics copy (white)
2. Foremans copy (pink)
3. Yellow copies materials requisitions
4. Supplementary Shop Order: If the extent of work was greater than that requested on the original Shop Order.
5. White trucking ticket if any material was so delivered.
6. Enters total cost on white and pink sheet.
7. The mechanics copy (white), the Supplementary Shop Order (if any), materials requisitions and trucking tickets are then sent to review section at headquarters of the Division of School Buildings. The pink and yellow copies are retained in Area Office files for record.

8.0 EMERGENCY SHOP ORDERS

8.1 Emergency Work.

- 8.1.1 Requests for emergency work are telephoned to Area Maintenance Office Shops by the Central Repair Shops Manager or Asst. Manager, or by the Area Office Custodial Supervisors or Boro Supervisors.
- 8.1.2 Emergency work telephone calls are received in Area Maintenance Office Shops by the Foreman of Mechanics or in his absence by the Manager or the Asst. Manager of Area Maintenance Office. A Shop Order No. is issued by telephone to the caller of the emergency by Area Office Shops; or the caller may issue the Shop Order No. This number is for his record and reference on work as a result of his emergency telephone call. Area Office Shops will send him the originators tissue white copy when the job is completed.
- 8.1.3 Upon receipt of emergency telephone call an "Emergency Work Request" Sample No. 19 is filled out and immediately submitted to the appropriate Shop Unit Foreman. The Foreman then telephones the appropriate mechanics in the field and directs them to report to the emergency work location as soon as possible.
- 8.1.4 Each mechanic carries with him a supply of "Supplementary Shop Orders" See Sample No. 20.  
He fills in the Order No. as given to him by his Foreman by telephone. All entries are completed by the Mechanic. He also obtains the Custodian's signature when the emergency work is completed.

8.0 EMERGENCY SHOP ORDERS - CONT'D

8.1.5 The mechanic forwards the completed "Supplementary Shop Order" to his Foreman who reviews it and approves it by signing it. The Foreman then forwards it to the Foreman of Mechanics who reviews, approves and signs it. The Foreman of Mechanics then distributes the Shop Order copies as listed under paragraph 7.4.

In addition, the blue copy is sent to the custodian and the tissue white is sent to the originator of the emergency work request.

9.0 MATERIALS REQUISITION (FORM NO. P.O.17)

9.1 Purpose of Materials Requisition Form.

This form is used to order and to account for materials used on a repair job for each shop order. See Sample No.22. Foremen, mechanics and custodians use this form to request and to obtain material from storage.

Mechanics must know how to fill out the Materials Requisition form in order to receive materials. The form must be completely and accurately filled out with all signatures as indicated on the form.

9.2 Mechanics In Field.

A mechanic in the field can order material by phone and have materials delivered to the job site. He telephones the appropriate supply room. Storeroom personnel will take the order, fill out the Materials Requisition form, obtain approval from the appropriate Foreman, and arrange for shipping.

9.3 Materials Requisition Form - Copies.

9.3.1 The Trade Foreman or Mechanic fills out a Materials Requisition Form and submits it to the Storekeeper in the Storeroom. The stockman then assembles the material listed on the requisition and places it in one or more packages. The yellow copy of the Materials Requisition is placed inside the package. A Shipping Tag Sample No. 21 is attached on the outside of the package.

The stockman sends the pink copy of the Materials Requisition to the Trade Foreman. The white copy remains in the Storeroom. This copy is used by the Stockman or Asst. Stockman to post the material in Kardex File. After this is completed, he indicates this on the copy and then files it in his office.

9.4 Trucking Tickets.

9.4.1 Shipments of materials are made by the use of Trucking Tickets.

- 9.4.1 See Sample No 17. The Storekeeper or Trade Foremen fill out Trucking Ticket and give the white and yellow copies to the van driver. The pink copy remains in the "Trucking Desk". The driver logs the shipment in the Trucking Logbook. The materials are then delivered to the schools by shop vans. The custodian signs the accompanying Trucking Ticket and keeps the yellow copy. The driver retains the white copy and returns it to the Trade Foreman. After the Trade Foreman receives the white copy, he assigns the Shop Order to a mechanic.
- 9.4.2 The mechanic goes to the school (to perform work indicated on the Shop Order) after the material has been delivered. On arriving at the school, he will open the package or packages of material and check the contents against the yellow copy of Materials Requisition (which is packed together with the material). He discards the Shipping Tag. When the job is completed, the mechanic fills in the back side of his Shop Order, obtains the Custodian's signature and travels to his next assigned job. He returns his completed Shop Order and yellow copy of Materials Requisition to his Foreman. The Foremen review all completed Shop Orders. The Foreman attaches together the yellow Materials Requisition copy, the white Shop Order copy and white Trucking Ticket copy and sends them to the Bureau of Maintenance Review Unit, Headquarters Bldg. The Shop Unit Foreman files the pink Shop Order copy in his office and submits the yellow Shop Order copy to the Foreman of Mechanics for his files.
- 9.5 New Materials Procurement.
- 9.5.1 When new materials are needed or when existing items of stock have reached an order point, the Storekeeper or Trade Foreman or Foreman of Mechanics fill out in triplicate a "Requisition For Material", See Sample No. 23. One copy he keeps, two copies to Foreman of Mechanics for his inspection then to Area Manager for signature. It is then sent to Headquarters Procurement Unit and advertised for bids. After receiving bids, Procurement Unit issues a Purchase Order, See Sample No. 24. The receiving point copy of P.O. with the 2nd copy of the Requisition For Materials is sent to the originator to be kept on file. The vendor mails in the invoice copy and the packing slip copy is shipped with the material.

9.0 MATERIALS REQUISITION (FORM NO. P.O.17) - CONT'D

9.5.1 The receiver of the purchase then stamps the packing slip copy with the receiving report stamps, fills it out and signs it. The invoice and packing slip copy is then given to the Foreman of Mechanics who signs them, logs the P.O. in the receiving report book and sends them to Headquarters Procurement Unit. All incoming new materials to Area Maintenance Office shall be stored and immediately entered in Kardex File.

9.6 Salvage Material.

9.6.1 Material salvaged from Bd. of Education schools or facilities and stored in Area Maintenance Office shall be entered in Kardex file as for new materials.

10.0 MECHANICS HAND TOOLS

10.1 Use of Mechanics Hand Tools.

All mechanics have a need for and must use small hand tools, electric and non-electric, in their daily work.

The tools are portable and are carried in tool boxes. Certain mechanics need small portable testing instruments such as amprobes, Simpson meters, detectors, etc. Said testing instruments have their own cases for portability.

10.2 Ownership of Mechanics Hand Tools.

10.2.1 Small hand tools with tool boxes or carrying cases are owned and issued to each mechanic by the Bureau of Maintenance. Only those tools shall be issued that enable each mechanic in each of the various trades to perform his daily work.

10.2.2 Each Shop Unit shall keep a Kardex File of Bd of Ed owned hand tools that are issued to each mechanic.

If the services of any mechanic are terminated, he must return said tools to his Shop Unit thus clearing his Kardex File card of showing that he is still in possession of any Bd of Ed owned tools. If any mechanic is transferred from one Shop Unit to another, he shall return all Bd. of Ed. owned hand tools to his former Shop Unit and then receive the necessary hand tools from his new Shop Unit.

10.0 MECHANICS HAND TOOLS - CONT'D

10.3 Care of Mechanics Hand Tools.

- 10.3.1 All mechanics are expected to keep their hand tools clean and in good working order. They are expected to take special care of their tools to prevent losses and pilferage. They are not to leave their tools lying about and unattended. They shall not place their tools and/or tool boxes in places that could present a hazard.

10.4 Lost or Stolen Mechanics Hand Tools.

- 10.4.1 A signed report in quadruplicate, prepared by the mechanic, shall be immediately submitted to his Foreman when any of his tools are lost or stolen. One copy the mechanic keeps, one copy the foreman keeps for his inventory, one copy the foreman forwards to the Procurement Unit when ordering a replacement. One copy is kept by the Foreman of Mechanics for his records. Information should include a description of the tools missing, location, date, time of day and any other pertinent circumstances.
- 10.4.2 If the tools are stolen, the mechanic shall immediately notify the police precinct in the area where it occurred. The mechanic shall obtain the Police Case No. and include it in his report to his Foreman.

10.5 Replacement of Lost or Stolen Mechanics Hand Tools.

- 10.5.1 All stolen, lost or worn out mechanics hand tools shall be replaced by the Bureau of Maintenance.
- 10.5.2 The mechanic shall fill out a Materials Requisition Form Sample No. 22. In the case of stolen items, the Police Case No. shall be included on the Materials Requisition form. The mechanic then submits the Materials Requisition form and his report (See para 10.4 above) to his Foreman who reviews the request and then approves it by signing. The request then is routed to the Foreman of Mechanics for his review and approval. The Foreman of Mechanics files the mechanics report of lost or stolen hand tools.

11.0 ANNUAL LEAVE

11.1 Authority.

Annual Leave regulations listed here are in conformity with N.Y.C. Bd of Ed "Rules and Regulations for Administrative Employees

11.0 ANNUAL LEAVE - CONT'D

11.1 (non-pedagogical)", effective July 1, 1967 and as subsequently amended.

11.2 Definition.

A combined vacation, personal business and religious holiday leave allowance shall be established which shall be known as "annual leave allowance".

11.3 Annual Leave Allowance.

Annual Leave Allowance is granted for all titles as follows:

Employed	1 to 7yrs	- 20 days annual leave per year
	8 to 14yrs	- 25 " " " " "
	15 yrs & over	- 27 days annual leave per year

11.4 Request For Taking Annual Leave

When an employee takes Annual Leave he shall fill out mimeo form requesting permission for the time he wants to take and the number of annual leave days he has to his credit. The form is signed by the employee and approved by his immediate supervisor. See Sample No. 6.

Application shall be made prior to absence, otherwise it will be deemed unauthorized.

11.5 Quarterly Reports-Annual Leave, Sick Leave, Overtime.

Area Maintenance Office Clerical Unit issues quarterly sum reports of amounts of annual leave, overtime, and sick leave accrual to each person. The vacation year starts May 1st and ends the following year on April 30th. See Sample No. 7.

11.6 Master Vacation Sheets.

Scheduled Vacations for a week or more are filled in and so noted on a Master Vacation Sheet. Filled out sheets are evaluated so that employees are not taking vacations at the same time. Filled out Vacation Request Forms shall have dates and no. of days, hours to be deducted from annual leave. Forms shall also be signed by employee and approved by his immediate supervisor.

12.0 SICK LEAVE

12.1 Sick Leave Time.

Sick leave is granted for all titles in accordance with "Rules & Regulations For administrative Employees, 1967, as subsequently

12.0 SICK LEAVE - CONT'D

12.1 amended and as follows:

One (1) day per month for a total of twelve (12) days per year for all titles.

Sick Leave shall be used only for personal illness of the employee.

12.2 Sick Leave Accrual.

Sick leave accrual is unlimited for all titles except Managerial titles. For Managerial titles, the maximum sick leave accrual is 200 days.

12.3 Self Treated Sick Form.

See Sample No. 8

When a person is sick, he shall immediately notify his supervisor stating cause and probable duration of sickness. The Self-treated sick form is used only for up to a maximum of three (3) days sick leave at any one time. A total of no more than six (6) days self-treated sick leave may be used in a six (6) month period. When the employee returns to duty, he shall immediately fill out a self-treated sick form, sign it and obtain his immediate supervisor's approval and signature with date. The form shall then be turned in to the time-keeper's desk.

12.4 Application For Excuse Of Absence With Pay On Account Of Serious Personal Illness.

See Sample No. 9.

This form is used when the illness is such that the services of a physician is required by the employee.

The attending physician must fill out the spaces on the form that are reserved for his use.

The employee, when his illness begins, must notify his supervisor stating cause and probable duration of the illness. When the employee returns to duty, he shall fill out the above form in spaces provided for his use, sign and obtain his immediate supervisor's signature of approval and make sure that spaces for his attending physician's use are completely filled out and signed. The form shall then be submitted to the Time Keeper.

13.0 EXCUSE OF ABSENCE WITH PAY

13.1 Authority.

13.1.1 Excuse of Absence With Pay listed here is in conformity with N.Y.C. Bd of Ed "Rules and Regulations for administrative Employees (non-pedagogical)", effective July 1, 1967 and as subsequently amended.

13.1.2 Absence of employees for the reasons listed in the "Rules and Regulations" shall be excusable in the discretion of the Personnel Board without charge to sick leave or annual leave balances, upon submittal of evidence satisfactory to the Personnel Board and upon application in the form prescribed by the Personnel Board.

13.2 Application For Excuse of Absence With Pay.

Form used for this purpose is Form No. 482-PD and yellow. See Sample No. 10. Employee shall fill out and sign the form, circle and/or describe the reason for the request and together with supporting data as required shall submit it to his immediate supervisor for approval and signature. The form shall then be submitted to Time Keeper for processing, and approval and signature by the Secretary of Personnel Board.

14.0 OVERTIME WORK FOR MECHANICS

14.1 Overtime Use.

14.1.1 Overtime is used only when there is an emergency need for it and when the health and safety of persons using Bd of Ed schools and facilities is involved or to prevent further damage to Bd of Ed facilities.

14.1.2 Area Maintenance Office Shop personnel is requested to correct the emergency situation and thus overtime may be required.

14.1.3 Area Managers, Asst. Area Managers or custodial supervisors make requests and determine the need for emergency work.

14.2 Authority to Proceed With Overtime Work.

14.2.1 When the need for overtime work is determined by the Area Office Manager or Asst. Manager, the Director or Asst. Director of Maintenance is then contacted by telephone for his approval. Overtime work cannot proceed without said approval.



14.0 OVERTIME WORK FOR MECHANICS - CONT'D

- 14.2.2 When overtime work is approved, notification of approval is then submitted to the Area Office Foreman of Mechanics who then notifies the involved mechanics to proceed with the overtime work. Form 1351 is issued to the Foreman of Mechanics for this purpose. See Sample No. 11.
- 14.3 Completion of Overtime Work.
- 14.3.1 After overtime work is completed, the hours of overtime work for each mechanic are listed in an overtime journal which is kept up-to-date by the Asst. Manager.
- 14.3.2 A monthly overtime report is compiled by the Asst. Manager and then sent to the Director of Maintenance. A form entitled "Monthly-Overtime-Report" is used for this purpose. See Sample No. 12.
- 14.3.3 The Foreman of Mechanics fills out in triplicate an "Overtime/Compensatory Time Request", form. See Sample No. 11. He keeps one copy and transmits two copies to the supervisor of the Clerical Unit.
- 14.3.4 The clerical supervisor sends one copy of the Overtime/Compensatory Time Request form 1351 and form PRI "Request For Payment Of Overtime" to Chief Timekeeper at Bureau of Maintenance Headquarters. See Sample No. 13. Eventually the yellow "User-Timekeeper" copy of form PRI is returned to the "Clerical Unit Supervisor". This copy is then transmitted thru the appropriate Foreman of Mechanics and Trade Foreman to the mechanic to keep as his copy and for his information that his request for overtime is in a state of being processed for payment by check.
- 14.3.5 The check for overtime is eventually received with the pink copy (Payroll-Employee) of form PR-1 by the Supervisor of Clerical Unit. The check and pink copy is then sent thru the Foreman of Mechanics and the Trade Foreman to the mechanic. Sometimes several pink sheets come with one check. The one check is in payment of overtime to an employee.

15.0 ACCIDENT REPORT

- 15.1 Reporting of Accident While on Official Duty.
- 15.1.1 Reporting of accidents and injuries incurred in the performance of official duties shall be in conformity with N.Y.C. Bd. of Ed. "Rules and Regulations for Administrative Employees (non-pedagogical)",

15.0 ACCIDENT REPORT - CONT'D

- 15.1.1 effective July 1, 1967 and as subsequently amended.
- 15.1.2 Mechanics shall report all accidents whether or not said accidents cause injuries requiring medical treatment and sick leave. The mechanic calls the office immediately after the occurrence of an accident, or someone does it for him, and it is then logged in the "Accident Report Book" (This book has been useful in processing compensation cases) maintained by each Area Office. The Personnel Accident Unit at Headquarters, 28-11 Queens Plaza No. is then notified by phone. When an accident occurs, the mechanic shall inform his Foreman and shall fill out "Report of Accident" form NO. P.O. 6. See Sample No. 14. The mechanic's Foreman or the person in charge of the Clerical Unit checks the form for completeness of entries and signature. The original copy is then sent to Bd or Ed. Personnel Accident Unit located at Headquarters, 28-11 Queens Plaza No. A copy of the Report is kept on file in each respective Clerical Unit Office for future reference when necessary.
- 15.2 Leave of Absence Due to Injury Caused by Accident While On Official Duty.
- 15.2.1 If the injuries due to an accident require the mechanic to use sick leave, he shall submit the following forms.
1. "Report of Accident" form No. P.O. 6
  2. "Application For Excuse of Absence With Pay On Account of Serious Personal Illness". The "Physicians Certificate" part of the form shall be filled out by the Physician and probable date of return to duty indicated.
- 15.2.2 Sick leave allowed to a mechanic due to injury caused by accident while on Official Duty shall be in conformity with the "Rules and Regulations" as stated in Para 15.1.1.

16.0 CARFARE EXPENSES AND REIMBURSEMENT

- 16.1 Claim For Reimbursement of Employee's Carfare Expenses and Mileage. Claim Form No.-OD15C
- 16.1.1 See Sample No. 15.

16.0 CARFARE EXPENSES AND REIMBURSEMENT - CONT'D

- 16.1.2 Mechanics traveling to various job sites shall submit Claim Form No. - OD15C at the end of each month.  
Each mechanic shall keep a personal record of all his movements from school to school during working hours. He is not reimbursed for going from home to first work location or from last location to home.
- 16.1.3 When he fills out form for carfare reimbursement, he notes bus and/or subway taken to go to different destinations.
- 16.1.4 When a mechanic wishes to use his car for transportation, he must get permission from the Board of Ed. and submit proof of Insurance with Bd of Ed. Amounts of insurance must cover \$100,000-\$300,000-\$10,000. He must sign and submit a waiver releasing the Bd of Ed from any responsibility if the car is damaged, stolen or is involved in an accident. The mechanic shall keep a daily itinerary of his traveling from school to school. He fills out the distance column on form OD15C, adds total mileage, multiplies total mileage by mileage allowance up to 500 miles. After 500 miles he multiplies a different allowance per mile. The mechanic then enters the total amount on Grand Total heading. He then signs and submits it to his immediate supervisor for his approval and signature. The form is then submitted to the Clerical Office for check and summary of total carfare and for processing.
- 16.1.5 When any mechanics total claim for a month exceeds \$50 when using subway/bus or \$100 when using mileage then his claim form shall also be approved and signed by the Foreman of Mechanics in addition to the Foreman's signature.
- 16.1.6 A tabulation of claims by all Shops personnel is prepared by Clerical Unit, signed by Shops Manager and sent to Bureau of Maintenance Headquarters for processing.
- 16.1.7 Upon receipt and cashing of voucher by the Clerical Unit, the mechanic then receives payment according to his claim and signs the tabulated list opposite his name signifying that he has received payment.

17.0 PETTY CASH - PROCEDURES

- 17.1 Authority To Use Petty Cash.

PETTY CASH-PROCEDURES - CONT'D

- 17.1 The mechanic must obtain approval of his Foreman or Foreman of Mechanic to purchase items costing up to \$25.  
Items costing more than \$25 must be approved by the Manager or Asst. Manager of Area Maintenance Office.
- 17.2 Use of Petty Cash.  
Petty cash is used as follows:  
(a) Emergency needs.  
(b) Special items that cannot be bought thru regular channels.  
(c) For services like sharpening saw blades, repair tools, fix flats for tires and repairs on Bd of Ed vehicle.  
(d) Needed item to finish job.  
(e) Bridge Tolls.
- 17.3 Payments Using Petty Cash.
- 17.3.1 Petty cash is paid out either with check or cash.
- 17.3.2 Checks have two authorized signatures. All transactions are recorded in Petty Cash book, and money is kept in a separate checking account.
- 17.3.3 When numerous purchases have been made, a summary sheet, 01-19 Form is prepared. See Sample No. 16  
Totals and vendors are listed and then sent to Bureau of Maintenance Headquarters fiscal section with all the original bills. These reports are also summarized for the whole fiscal year which is July 1 to June 30.  
Finance then balances the books. Excess money is sent back to the Fiscal Section for book balance.  
The petty cash used in this procedure comes from the Fiscal Section in the Division of School Buildings.

DISTRIBUTION OF PAY CHECKS

- 18.1 Foreman of Mechanics.  
Pay checks are picked up at a Central Point and distributed to the various Area Offices. The Foreman of Mechanics checks and sorts them, removing any that must be sent back to Payroll Section for various reasons. He then distributes the pay checks to the Trade Foremen.

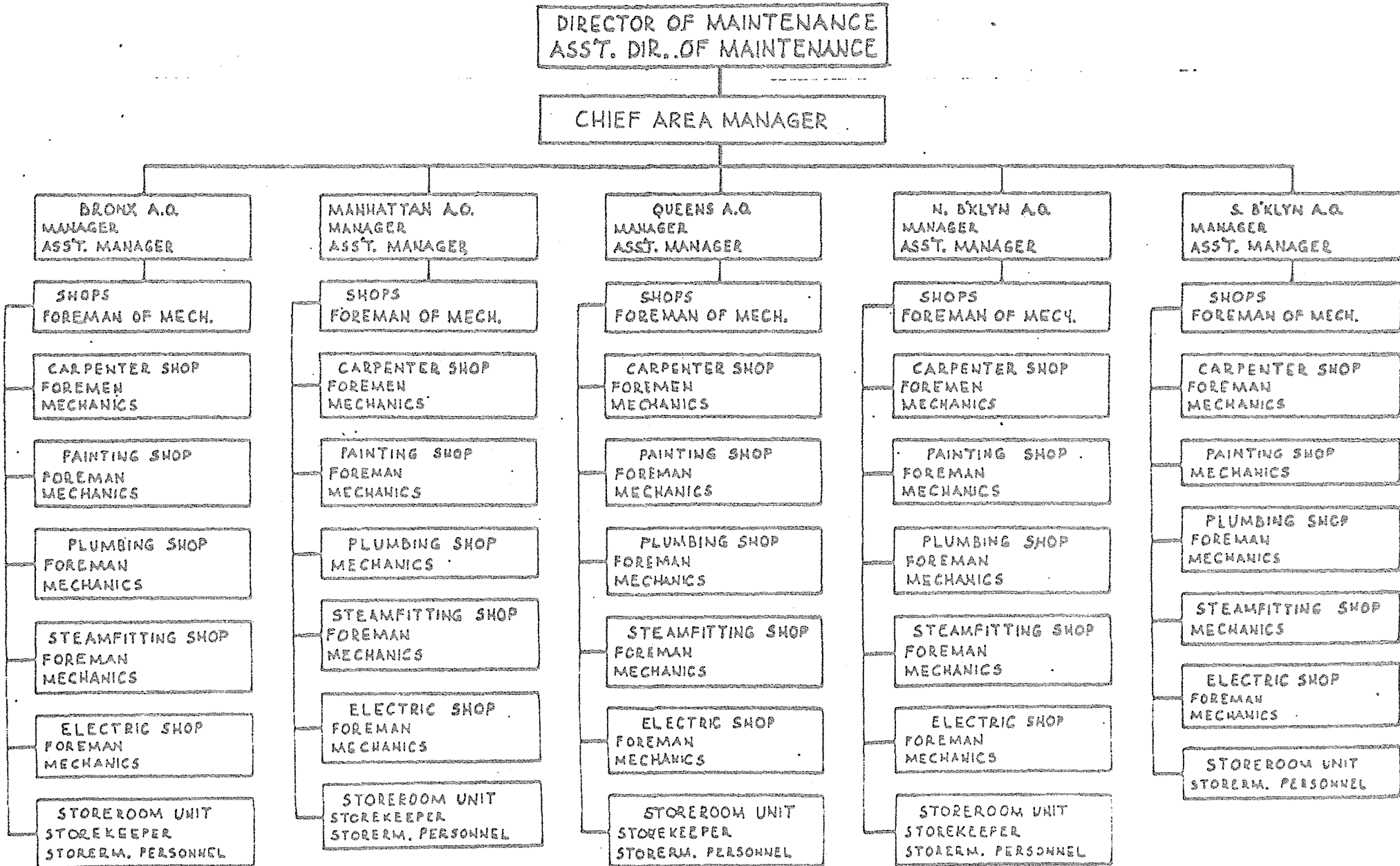
## 18.2 Trade Foremen.

The Trade Foremen then distribute the checks to the mechanics in the field. Only when there is not sufficient time for the Foremen to distribute checks in the field should mechanics be allowed to come into the Shops to pick-up their checks, since Public Law 220 requires that twenty minutes be allowed for the cashing of checks.

## 18.3 Pay Checks Mailing.

Allowing mechanics to come into Area Shops to obtain their pay checks is costly and should only be resorted to when there is no other way. Checks that are mailed to the mechanic or cannot be delivered immediately are stamped on the front, "No signature permitted." All checks mailed are logged by the Clerical Unit.

. OUTLINE ORGANIZATION CHART  
 BOARD OF EDUCATION — DIVISION OF SCHOOL BUILDINGS — BUREAU OF MAINTENANCE  
 AREA MAINTENANCE OFFICE SHOPS



SAMPLE NO. 1

# SAMPLE NO. 2

TITLE	TIME START - A.M.	LUNCH PERIOD	TIME QUIT	TIME HRS./D
Ass't. Stockman	8:00	12 - 12:30	3:30	7
Carpenter	8:00	12 - 12:30	3:30	7
Door Stop Maintainer	8:00	12 - 12:30	4:30	8
Electrician	8:00	12 - 12:30	3:30	7
Foreman	8:00	12 - 12:30	3:30	7
Foreman of Mechanics	8:00	12 - 12:30	4:30	8
Furniture Maint. Helper	8:00	12 - 12:30	4:30	8
Laborer	7:00	12 - 12:30	3:30	8
Maintenance Man	8:00	12 - 12:30	4:30	8
Painter	8:00	12 - 12:30	3:30	7
Plasterer	8:00	12 - 12:30	3:30	7
Plumber	8:00	12 - 12:30	3:30	7
Plumbers Helper	8:00	12 - 12:30	3:30	7
Steamfitter	8:00	12 - 12:30	3:30	7
Steamfitters Helper	8:00	12 - 12:30	3:30	7
Stockman	8:00	12 - 12:30	3:30	7
Storekeeper	8:00	12 - 12:30	3:30	7

THIS SIDE OUT  
 No. **SAMPLE NO. 3**

NAME \_\_\_\_\_

PERIOD ENDING \_\_\_\_\_

MORNING IN	NOON OUT	NOON IN	NIGHT OUT	EXTRA IN	EXTRA OUT	

I CERTIFY THAT THIS TIME RECORD IS TRUE  
 AND CORRECT FOR THE PERIOD STATED.

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_



# SAMPLE NO. 4

Board of Education

City of New York

TIME REPORT FOR EMPLOYEE  
EXCUSED FROM RECORDING ATTENDANCE ON TIME CLOCK  
OFFICE OF SCHOOL BUILDINGS

Name of Employee (Please Print) \_\_\_\_\_

Period Covered \_\_\_\_\_

EMPLOYEES ARE NOT TO WRITE IN THESE SPACES

Morn. In	Noon		Night Out	Explanation	CHARGE TO			Late- nesses	Over- time
	Out	In			Form P.D. 19	Sick Leave	Vacation		
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
Sub-totals									

(OVER - 16th-31st)



BOARD OF EDUCATION OF THE CITY OF NEW YORK  
DIVISION OF MAINTENANCE AND OPERATION

SAMPLE NO. 6

Date \_\_\_\_\_

TO THE HEAD OF BUREAU:

Permission is asked to be absent \_\_\_\_\_ days \_\_\_\_\_ hours \_\_\_\_\_ minutes \_\_\_\_\_

on the following days:

\_\_\_\_\_  
\_\_\_\_\_

Such absence is to be deducted from my vacation allowance.

Signature \_\_\_\_\_

Title \_\_\_\_\_

APPROVED: \_\_\_\_\_

Immediate Supervisor

APPROVED: \_\_\_\_\_

Manager

NOTE: This form is to be used for application for absence of a complete day or days and for any absence after the end of the noon luncheon period. This application must be made by the employee and approved PRIOR to the absence, otherwise the absence will be considered unauthorized. Heads of Borough Offices and Heads of Divisions have full discretion with regard to application of this character.

REMARKS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMPLOYER \_\_\_\_\_

QUARTERLY REPORT OF TIME ENDING \_\_\_\_\_

ITEM		ANNUAL LEAVE												SICK		
		1975-1976				1976-1977				RESERVE			OVERTIME			
		W	T	F	S	W	T	F	S	D	H	M	D		H	M
1	BALANCES AS OF _____															
2	EARNED DURING QUARTER (+)															
3	ABSENCES DURING QUARTER (INCLUDING LATENESSES) (-)															
4	BALANCES AS OF _____															
5	# OF LATENESSES DURING QUARTER	AST	D	H	M	USE OF SELF-TREATED NOTED IN RED										

REMARKS:

SAMPLE NO. 7

IF THIS REPORT DOES NOT AGREE WITH YOUR OWN RECORDS, PLEASE REVISIT REPORT TO THE TIMEKEEPER IN YOUR AREA OFFICE TOGETHER WITH A STATEMENT INDICATING THE AREA OF DISAGREEMENT WITHIN TWO WEEKS. TO AVOID UNNECESSARY CHECKING OF RECORDS, PLEASE DOUBLE-CHECK YOUR OWN RECORDS BEFORE CLAIMING ERROR.

BOARD OF EDUCATION OF THE CITY OF NEW YORK  
 APPLICATION FOR EXCUSE OF ABSENCE WITH PAY  
 PERSONAL ILLNESS - - - SELF-TREATED

*SAMPLE No. 8*

TO BE COMPLETED BY EMPLOYEE

1. LAST NAME	FIRST NAME	INITIAL	2. TITLE
3. PERM. PROV. N.C.			4. BUREAU
5. DAY/S OF ABSENCE (CIRCLE) M    TU    W    TH    F			6. DATE/S OF ABSENCE
7. DESCRIPTION OF ILLNESS			8. TOTAL AMOUNT OF        DAYS        HOURS MINUTES, THIS ABSENCE
9. HOME ADDRESS			10. SIGNATURE OF EMPLOYEE
			11. DATE SUBMITTED BY EMPLOYEE

TO BE COMPLETED BY TIME CLERK

12. SELF-TREATED ABSENCE SINCE MAY 1, INCLUDING PRESENT APPLICATION. NO.        DAYS        HOURS        MINUTES  _____	13. TOTAL OF ALL PREVIOUS EXCUSED AB- SENCES ON ACCOUNT OF PERSONAL ILL- NESS (INCLUDING PHYSICIAN'S CERTI- FICATES) SINCE MAY 1. NO.        DAYS        HOURS        MINUTES  _____
14. DATE OF APPOINTMENT  EDUCATION _____  CITY _____	15. BALANCE OF ALLOWANCE FOR ILLNESS (EXCLUDING THIS APPLICATION ) DAYS        HOURS        MINUTES  _____

16. THE ABOVE STATEMENT AND THE INFORMATION INDICATED BY THE EMPLOYEE ARE CORRECT.

SIGNATURE OF TIME CLERK

ACTION

17. APPROVED  
DISAPPROVED

18. APPROVED  
DISAPPROVED

IMMEDIATE SUPERVISOR

HEAD OF BUREAU

DATE

DATE

NOTE: Please consult applicable Rules and Regulations Governing Administrative Employees before submitting this application.

SAMPLE No. 9

BOARD OF EDUCATION, BUREAU OF \_\_\_\_\_

Name of Employee (Print or type) Miss \_\_\_\_\_  
Mr.  
Mrs.

Title \_\_\_\_\_  
(Indicate Provisional Status, if any)

APPLICATION FOR EXCUSE OF ABSENCE WITH PAY ON ACCOUNT OF  
SERIOUS PERSONAL ILLNESS.

To the Personnel Board: \_\_\_\_\_ Date submitted by employee \_\_\_\_\_ 19 \_\_\_\_\_

I hereby apply for excuse of absence, with pay, on account of serious personal illness on the following dates:  
(Identify days when absence is for part of day, indicating exact period of absence).

\_\_\_\_\_ Amounting to: \_\_\_\_\_ days \_\_\_\_\_ hours \_\_\_\_\_ minutes

Permanent Address: \_\_\_\_\_

Temporary Address: \_\_\_\_\_ Signature \_\_\_\_\_

PHYSICIAN'S CERTIFICATE  
(Employee not to make entries)

It is hereby certified that the above named was under my professional care and unable to perform regular duties  
for the dates specified above and was seen and treated by me on the following dates:

\_\_\_\_\_ The technical designation of the illness was \_\_\_\_\_

Probable date of return to duty \_\_\_\_\_

Date \_\_\_\_\_ 19 \_\_\_\_\_ Signature \_\_\_\_\_ M.D.  
(If other than M.D. so state and indicate license)

Address \_\_\_\_\_

NOTE:

If continuous absence on account of serious personal illness commenced on a date prior to period covered on this  
application, indicate date \_\_\_\_\_

Has employee returned to duty? Yes (date) \_\_\_\_\_ No \_\_\_\_\_

Have services of employee ceased? Yes (date) \_\_\_\_\_ No \_\_\_\_\_

Balance of allowance for illness (excluding this application) \_\_\_\_\_

Date of appointment: Education \_\_\_\_\_ City \_\_\_\_\_

The above statement and the period of absence indicated by the employee are correct \_\_\_\_\_  
Time Clerk

Date: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved: \_\_\_\_\_ Approved: \_\_\_\_\_  
Disapproved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_ Head of Bureau \_\_\_\_\_

Checked by \_\_\_\_\_

Personnel Board action: Approved \_\_\_\_\_ ; Disapproved \_\_\_\_\_ ; Date \_\_\_\_\_

Recommendation of Medical Staff: \_\_\_\_\_

Remarks: \_\_\_\_\_

TO BE FILLED IN  
BY EMPLOYEE

TO BE FILLED IN  
BY PHYSICIAN

TO BE FILLED IN  
BY TIME CLERK

FOR OFFICE  
USE ONLY

SAMPLE

BOARD OF EDUCATION, BUREAU OF \_\_\_\_\_

Name of Employee (Print or Type) Mr. \_\_\_\_\_  
Mrs. \_\_\_\_\_  
Miss \_\_\_\_\_

Title \_\_\_\_\_

APPLICATION for EXCUSE of ABSENCE WITH PAY UNDER RULES 92, 93, 101, 103 and 104 OF  
RULES AND REGULATIONS FOR ADMINISTRATIVE EMPLOYEES

To the Personnel Board:

Date \_\_\_\_\_ 19\_\_\_\_

I hereby apply for excuse of absence with pay on the following dates: \_\_\_\_\_

Amounting to \_\_\_\_\_ days \_\_\_\_\_ hours \_\_\_\_\_ minutes, for the following  
reason (identify by number): \_\_\_\_\_

Initials of Time Clerk \_\_\_\_\_

Certifying to Record of Absence \_\_\_\_\_ Signature of Employee \_\_\_\_\_

- Note:
1. For attendance at court. State below whether as witness, plaintiff or defendant and the nature of the action, also attach subpoena.
  2. For military or naval duty. Furnish certificate from commanding officer. State below the number of calendar days you served for this purpose in this calendar year (excluding this application).
  3. For quarantine. Furnish evidence.
  4. For death in immediate family or in immediate household. State below the name and relationship of deceased, the date of death and the date of funeral. If additional time is needed because of death or funeral at a place remote from the City of New York, please describe below.
  5. For attendance at funeral of a relative (other than No. 4 above). State name of the deceased and relationship. If married, indicate below if the deceased is related to you through your spouse.
  6. For time taken in connection with Selective Service Act. Indicate purpose below, and attach notice.
  7. For attendance at Department of Personnel (City Civil Service) or Board of Examiners (Education) examination, or for investigation or interview in connection therewith. Indicate below title of examination and whether absence is due to written examination, performance test, medical or physical examination, investigation, or interview. If due to interview, also state by what department(s) interviewed.
  8. For attendance at funeral of an associate employee or of some other person connected with the department. State below the name of the deceased.
  9. For first week of absence of employee covered by the Workmen's Compensation Law, caused by injury in the course of employment. Attach report from Medical Staff of Board.
  10. For time taken for any other authorized reason, describe fully below.

Date:  
Approved  
Disapproved

Date:  
Approved  
Disapproved

Immediate Superior

Head of Bureau

Checked by \_\_\_\_\_

Personnel Board Action: Laid over \_\_\_\_\_; Returned for correction or completion \_\_\_\_\_

Approved \_\_\_\_\_; Disapproved \_\_\_\_\_

Remarks: \_\_\_\_\_  
SAMPLE NO. 10

SAMPLE No. 11

FORM 1351

OVERTIME/COMPENSATORY TIME REQUEST (Prepare in Duplicate)	Period covered
	Request Number

TO:	FROM:
-----	-------

Name of Employee	Justification	Hours	
		O.T.	Comp.

Total hours requested		
Total hours approved		

Approval and Authority		
Requested by (typed name & title)	Signature	Date
Approved by (typed name & title)	Signature	Date



BUREAU OF MAINTENANCE

MONTHLY-OVERTIME-REPORT

MONTH \_\_\_\_\_ 19\_\_\_\_

LOCATION \_\_\_\_\_

DATE	NAME	TITLE	SCHOOL	NATURE OF EMERGENCY	HRS.	ESTIMATED COST
<p>SAMPLE NO. 12</p>						
AREA MANAGER _____						TOTALS

BOARD OF EDUCATION OF THE CITY OF NEW YORK

BUREAU OF PAYROLLS

65 COURT STREET, BROOKLYN, N.Y. 11201

REQUEST FOR PAYMENT OF OVERTIME

FOR P/R USE ONLY

BATCH NO. \_\_\_\_\_

PAGE NO. \_\_\_\_\_

NAME F.I. LAST

REASON \_\_\_\_\_

SOC. SEC.

TITLE

O.T. WEEK ENDING REG. HRS. O.T. HRS.

O.T. CERTIFICATION

I hereby certify that the overtime reported herein was properly approved, actually worked, and the method(s) of compensation falls within the purview of the latest Office of Personnel overtime policy.

ACTIVITY FOR WHICH O.T. WAS PERFORMED:

EMPLOYEE CATEGORY: PROG. FUNCTION LINE F.Y.

AUTH. NO.

SIGNATURE OF BUREAU HEAD

DATE

DATES SAT. SUN. MON. TUES. WED. THURS. FRI.

WEEKLY TOTALS

PAYROLL UNIT FILL IN THIS SECTION

REG. HRS.

EMPLOYEE'S ANNUAL SALARY \$

HOURLY RATE \$

O.T. HRS.

P/R NO.

DISTR. NO.

COMP TIME OFF

HRS. MIN.

O.T. FACTOR

ADDITIONAL GROSS \$

JOB CODE

PAY AT HALF TIME

.5

D.M. NO.

STRAIGHT TIME

1

P/R DATE

TIME & ONE HALF

1.5

MO. DAY YR.

SAMPLE NO.13

TOTAL ADD. GROSS \$

CHARGE THIS OVERTIME TO:

LINE

PROG. FUNCTION OBJECT FUND F.Y.

SIGNATURE OF TIMEKEEPER

SIGNATURE OF P/R CLERK

DATE

PHONE NO

DATE

PHONE NO

TIMEKEEPER FILL IN THIS SECTION



BOARD OF EDUCATION  
THE CITY OF NEW YORK



CLAIM FOR REIMBURSEMENT OF EMPLOYEE'S  
CARFARE EXPENSES AND MILEAGE

Bureau or Division  
Area of Assignment  
Address of Office to Which Assigned

Date  
Pay to  
Address  
Borough and Zip Code

The following expenses have been incurred by me on official travel for the Board of Education during the month of \_\_\_\_\_, 19\_\_\_\_

(Give details of trips. Enter only one carrier or one trip on a line and indicate mode of travel by code letter:  
A--Subway or "L"; B--Bus; C--By Surface Car; D--By Own Automobile.)

Mo. Day	Case No. School or Office Visited	TRAVEL		*Mode of Travel	DISTANCE		AMOUNT SPENT
		FROM	TO		Miles	Fraction of Mile	
		Totals Brought Forward					
		<b>SAMPLE No. 15</b>					
				Grand total other than mileage			
				Grand total mileage at _____ cents per mile			
				GRAND TOTAL			

Where claim for mileage using own automobile, show only the distance traveled on each trip. The "amount spent" claimed for such mileage items shall be computed and entered herein only for the grand total thereof.

I hereby certify that the above account of expenditures is a true and correct statement of disbursements actually made by me for and on account of the Board of Education; that the expenditures of the above sums were authorized and necessary in the performance of my official duties; that no payment has heretofore been received or received by me for any part thereof; and that among the foregoing expenditures is not included travel to and from residence unless so authorized. I further certify, where mileage is claimed for travel by own auto, that I have maintained an insurance policy against claims for personal injury and property damage, and that the Board of Education is co-insured under such policy.

Signature of Claimant

Title

CODE 4050-245-01-19

Approved:—

Calculations and Certifications Correct:—

Clerk

Signature of Claimant



# SAMPLE NO.17

BOARD OF EDUCATION

OFFICE of SCHOOL BUILDINGS  
BUREAU'S REPAIR SHOPS  
QUEENS AREA OFFICE  
78-02 LIBERTY AVENUE  
OZONE PARK, N. Y. 11417

## TRUCKING TICKET

Date \_\_\_\_\_

School \_\_\_\_\_

Work Order No. \_\_\_\_\_

Ship To \_\_\_\_\_  
ADDRESS \_\_\_\_\_

From \_\_\_\_\_  
ADDRESS \_\_\_\_\_

QUANTITY	DESCRIPTION

Remarks \_\_\_\_\_

Received By \_\_\_\_\_  
NAME TITLE

Ticket No. **Q 17761**

ORIGINAL

BOARD OF EDUCATION OF THE CITY OF NEW YORK  
OFFICE OF SCHOOL BUILDINGS  
BUREAU OF MAINTENANCE  
WORK ORDER

To Be Returned To  
Main Office Upon  
Completion of Job

(C) (CIRCLE ONE) MAN-1 BX-2 BKLYN-3 QNS-4 RICH-5

(D) School \_\_\_\_\_ ( )

Address \_\_\_\_\_

Borough \_\_\_\_\_ Dist. No. \_\_\_\_\_

(A) Order No. 581379

(B) To: \_\_\_\_\_ SHOP  
T 2 C 4 L 6 7 (CIRCLE ONE)

CIRCLE TRADE UNIT APPLICABLE

Limit each Shop Order to one Trade Unit. If one repair requires work by more than one Trade Unit, prepare a separate Shop Order for each Trade Unit and cross reference all Shop Orders. State exact location of equipment or item requiring repair. Describe symptoms of malfunction and apparent repair need. List name plate data, special equipment and materials required.

(E) AREA SHOP (F) Foreman No. \_\_\_\_\_

- 1. Carpentry
- 2. Electric
- 3. Painting-Plastering
- 4. Plumbing
- 5. Steamfitting

CENTRAL SHOP

General Trades

- 10. Betterments
- 11. Doorchecks
- 12. Glazing
- 13. Locksmith
- 14. Sign Painting
- 15. Roofing
- 16. Sheet Metal
- 17. Stage Rigging

Mechanical Trades

- 20. Machine Shop
- 21. Oil Burner
- 22. Kitchen Equipment
- 23. School Machinery
- 24. Elevator-Hoist

Electrical Trades

- 30. Clocks
- 31. Program Systems
- 32. Telephones
- 33. Radio & Language Lab.
- 34. Public Address System
- 35. Thermostat
- 36. Motor Repair

Miscellaneous Trades

- 40. Exterminating
- 41. Furniture Refinishing
- 42. Furniture Repairs
- 43. Window Shades
- 44. Trucking Transfer

SAMPLE NO. 18

(FF) Date Work Completed \_\_\_\_\_  
MO DAY YR

(GG) Estimated Labor Time \_\_\_\_\_ man hours

Actual Labor Time \_\_\_\_\_ man hours

DATE

- (G) 1 - Surveyor's visit to site ( ) \_\_\_\_\_
- 2 - Phone call from Custodian ( ) \_\_\_\_\_
- 3 - P. O. 18 only ( ) \_\_\_\_\_
- 4 - State other source ( ) \_\_\_\_\_

The contents of this scope of work were derived from:

Approved \_\_\_\_\_

Date \_\_\_\_\_

Prepared by \_\_\_\_\_

Date MO DAY YR

CENTRAL REPAIR SHOPS

EMERGENCY WORK REQUEST

SAMPLE No. 19

DATE RECEIVED \_\_\_\_\_ SCHOOL \_\_\_\_\_ SHOP ORDER NO \_\_\_\_\_

TRADE CLOCK FOREMAN \_\_\_\_\_

ORIGIN OF REQUEST \_\_\_\_\_

NATURE OF WORK REQUESTED \_\_\_\_\_

DISPOSITION \_\_\_\_\_

DATE OF COMPLETION \_\_\_\_\_

ADDITIONAL WORK REQUIRED? \_\_\_\_\_



BOARD OF EDUCATION OF THE CITY OF NEW YORK  
OFFICE OF SCHOOL BUILDINGS  
BUREAU OF MAINTENANCE  
SUPPLEMENTARY SHOP ORDER

To Be Returned To  
Main Office Upon  
Completion of Job

Mechanic's  
Copy

School \_\_\_\_\_  
Address \_\_\_\_\_  
Borough \_\_\_\_\_

Order No. \_\_\_\_\_  
To: \_\_\_\_\_ Shop  
1 2 C 4 L 6 7  
District No. \_\_\_\_\_ Foreman \_\_\_\_\_

CIRCLE TRADE UNIT APPLICABLE

AREA SHOP

1. Carpentry
2. Electric
3. Painting-Plastering
4. Plumbing
5. Steamfitting

Limit each Shop Order to one Trade Unit. If one repair requires more than one Trade Unit, prepare a separate Shop Order for each Trade Unit and cross reference all Shop Orders. State exact location of element or item requiring repair. Describe symptoms of malfunction and apparent repair need. List name plate data, special equipment and materials required.

CENTRAL SHOP

General Trades

10. Betterments
11. Doorchecks
12. Glazing
13. Locksmith
14. Sign Painting
15. Roofing
16. Sheet Metal
17. Stage Rigging

SAMPLE No. 20

Mechanical Trades

20. Machine Shop
21. Oil Burner
22. Kitchen Equipment
23. School Machinery
24. Elevator-Hoist

Electrical Trades

30. Clocks
31. Program Systems
32. Telephones
33. Radio & Language Lab.
34. Public Address System
35. Thermostat
36. Motor Repair

Miscellaneous Trades

40. Exterminating
41. Furniture Refinishing
42. Furniture Repairs
43. Window Shades
44. Trucking Transfer
50. Repairs to Central Shop

Estimated Labor Time \_\_\_\_\_ man hours

Actual Labor Time \_\_\_\_\_ man hours

Date Work Completed \_\_\_\_\_

DATE

Surveyor's visit to site ( ) \_\_\_\_\_

Phone call from Custodian ( ) \_\_\_\_\_

P. O. 18 only ( ) \_\_\_\_\_

State other source ( ) \_\_\_\_\_

The contents of this scope of work were derived from:

Approved

Date

Prepared by

1 2 C 4 L 6 7 8 9 0

Date

M X K Q R

**SHIPPING TAG**

BOARD OF EDUCATION  
**MECHANICS' MATERIALS**

SCHOOL	TRADE DESIGNATION
NO. PKGS.	

**HOLD FOR SHOP MECHANICS ONLY**

SAMPLE NO. 21

REQUISITION NO. **597791**

SHOP ORDER NO. \_\_\_\_\_  
 SHOP: MAN . 1 QUEENS . 4  
 (CIRCLE ONE) BRONX . 2 CENTRAL . 6  
 BKLYN . 3 RICHMOND . 7

## MATERIALS REQUISITION

DATE REQUESTED: \_\_\_\_\_

DATE ISSUED: \_\_\_\_\_

DATE RETURNED: \_\_\_\_\_

THE MATERIALS LISTED BELOW ARE FOR USE IN \_\_\_\_\_  
 ( )  
 SCHOOL \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 BOROUGH \_\_\_\_\_

FOR USE BY:  
 MECHANIC   
 CUSTODIAN   
(CHECK ONE)

DELIVER TO:  
 JOB SITE   
 BEARER   
(CHECK ONE)

MAN . 1 BKLYN . 3 RICH . 5  
 BRONX . 2 QUEENS . 4  
(CIRCLE ONE)

ITEM NO.	STORE ROOM NO.	DESCRIPTION	QUANTITY				COST ACCOUNTING	
			REQUESTED	ISSUED	RETURNED	USED	UNIT PRICE	AMOUNT
		<b>SAMPLE NO. 22</b>						

REQUIRED DELIVERY DATE \_\_\_\_\_

TOTAL COST \_\_\_\_\_

REQUESTED BY \_\_\_\_\_  
MECHANIC - CUSTODIAN ENGINEER

ISSUED BY \_\_\_\_\_

APPROVED BY \_\_\_\_\_  
FOREMAN - CUSTODIAN SUPERVISOR

RECEIVED BY \_\_\_\_\_  
NAME TITLE

ENTERED ON KARDEX BY: \_\_\_\_\_

### REQUISITION FOR MATERIAL

BOARD OF EDUCATION OF THE CITY OF NEW YORK  
 BUREAU OF MAINTENANCE

REASON FOR NEED OF THIS MATERIAL \_\_\_\_\_  
 \_\_\_\_\_

CODE NO. \_\_\_\_\_

EMERGENCY

WORK ORDER NO. \_\_\_\_\_

UNFORSEEN

DELIVER TO BOARD OF EDUCATION \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL \_\_\_\_\_

FORESEEN

BOROUGH \_\_\_\_\_

MM: REQ. \_\_\_\_\_

BID OPENING \_\_\_\_\_

TAB NO. \_\_\_\_\_

ATTENTION \_\_\_\_\_ SHOP

ANNUAL USAGE	ON HAND	STD. QTY.	VENDORS INVITED TO SUBMIT BIDS	B. of E. CATALOG ITEM NO.	UNITS REQ.	UNITS OF MEAS.	MATERIALS DESCRIPTION	FORESEEN ONLY	
								EST. PR.	TOT. COST

SAMPLE NO. 23

DATE \_\_\_\_\_ FOREMAN \_\_\_\_\_ AREA MANAGER \_\_\_\_\_ BUYER \_\_\_\_\_

PURCHASE ORDER

BOARD OF EDUCATION  
CITY OF NEW YORK

1. REIMBURSABLE - R  
OTHER - P

2537247

2. ORDER NUMBER

1. DATE CODE		4. THE ENCOMBRANCE NUMBER		5. CONTRACT		6. BUYER OTHER BASIS	
7. DELIVER TO:				8. SEND INVOICE TO BOARD OF EDUCATION			
ATTENTION:		ROOM NO.		ATTENTION			
STREET AND NO.				STREET AND NO.			
CITY		STATE		CITY		STATE	
ZIP				ZIP			
9a. VENDOR				10. CERTIFICATION OF DISTRICT OFFICER RESPONSIBILITY CENTER I certify that sufficient funds are available and have been encumbered to the codes listed below:			
9b.							
9c. STREET							
9d. CITY		STATE		ZIP			
11. VENDOR NO.		12. ELECTRICAL INSP. NO.		13. APPROVAL DATE mo. day year			
14. ITEM NO.		15. Items from one vendor only to appear on order		16. UNITS OF MEASURE		17. UNITS ORDERED	
DESCRIPTION				18. NET PRICE PER UNIT		19. AMOUNT	

1. REIMBURSABLE - R  
 OTHER - P  
 2. ORDER NUMBER  
 2537247

SAMPLE NO. 24

TOTAL ORDERED \$

21. F.Y.	22. FUND	23. BUDGET CODE	24. SCH. DIST.	25. PROJECT	26. OBJ. CODE	27. REPORTING CATEGORY	28. LOCATION CODE	29. AMOUNT	Cents
								\$	

10a. F.Y. #  
10b. F.F. #  
11. ELEC APPROVAL

TOTAL \$

13. DELIVERY MUST BE COMPLETED WITHIN 60 DAYS OF ORDER DATE OR DELIVERY

See Instruction No. 5 on the reverse side of this order for non-delivery, rejection or delay.

14. SPECIAL DELIVERY INSTRUCTIONS IF ANY

15. THE BUYER CERTIFY THAT THE ITEMS ORDERED ABOVE ARE NEEDED TO CONDUCT THE EDUCATIONAL OR ADMINISTRATIVE PROGRAM AND ARE ON EITHER AN APPROVED LIST OR HAVE BEEN INVESTIGATED AND FOUND TO BE SUITABLE FOR THIS PURPOSE.

Signature of Principal or Authorized Official

Date

CITY OF NEW YORK  
BOARD OF EDUCATION  
DIVISION OF SCHOOL BUILDINGS  
BUREAU OF MAINTENANCE  
PROCEDURE MANUALS

SECTION 1

AREA MAINTENANCE OFFICES AND SHOPS

- SECTION 1A - SUPERVISORS OF SCHOOL MAINTENANCE \_\_\_\_\_  
SECTION 1B - MECHANICS \_\_\_\_\_  
SECTION 1C - STOREROOM UNIT \_\_\_\_\_ ✓

CITY OF NEW YORK  
BOARD OF EDUCATION  
DIVISION OF SCHOOL BUILDINGS  
BUREAU OF MAINTENANCE

PROCEDURE MANUAL  
SECTION 1C  
STOREROOM UNIT

AT  
AREA MAINTENANCE OFFICES

1977

Prepared By  
ENGINEERING METHODS UNIT

HENRY SULKOWSKI  
Administrative Engineer

ANTHONY MONELLO  
Assistant Engineer

TABLE OF CONTENTS

	<u>Page</u>
1.0	<u>PERSONNEL</u> 1C-5
1.1	Outline Organization Chart 1C-5
1.2	Storeroom Unit Personnel 1C-5
1.3	Storekeeper 1C-5
1.4	Stockman 1C-5
1.5	Assistant Stockman 1C-6
2.0	<u>WORKING HOURS</u> 1C-6
2.1	Listing of Storeroom Personnel Working Hours 1C-6
3.0	<u>LUNCH TIME</u> 1C-6
3.1	Listing of Storeroom Personnel Lunch Time 1C-6
3.2	Lunch Time Other Than 12:00 to 12:30 1C-6
4.0	<u>COFFEE BREAK</u> 1C-7
4.1	Time of Coffee Break 1C-7
5.0	<u>TIME KEEPING RECORDS</u> 1C-7
5.1	Punching Time Clock Card 1C-7
5.2	Exceptions to Punching Time Clock Card 1C-7
5.3	Time Clock Cards 1C-7
6.0	<u>ANNUAL LEAVE</u> 1C-7
6.1	Authority 1C-7
6.2	Definition 1C-7
6.3	Annual Leave Allowance 1C-7
6.4	Request For Taking Annual Leave 1C-8
6.5	Quarterly Reports - Annual Leave, Sick Leave, Overtime 1C-8
6.6	Master Vacation Sheets 1C-8
7.0	<u>SICK LEAVE</u> 1C-8
7.1	Sick Leave Time 1C-8
7.2	Sick Leave Accrual 1C-8
7.3	Self Treated Sick Form 1C-8
7.4	Application For Excuse Of Absence With Pay On Account Of Serious Personal Illness 1C-9



TABLE OF CONTENTS

	<u>Page</u>
8.0	<u>EXCUSE OF ABSENCE WITH PAY</u> 1C-9
8.1	Authority 1C-9
8.2	Application For Excuse Of Absence With Pay 1C-9
9.0	<u>ACCIDENT REPORT</u> 1C-10
9.1	Reporting of Accident While on Official Duty 1C-10
9.2	Leave of Absence Due to Injury Caused by Accident While on Official Duty 1C-10
10.0	<u>DUTIES OF STOREROOM PERSONNEL</u> 1C-10
10.1	Storeroom Personnel 1C-10
10.2	Supervision 1C-10
10.3	Duties 1C-10
11.0	<u>DEFINITION OF SHOPS INVENTORY</u> 1C-11
12.0	<u>MECHANICS MATERIALS INVENTORY PROCEDURES THE KARDEX - INVENTORY</u> 1C-11
12.1	Standardization 1C-11
12.2	Outgoing 1C-11
12.3	Incoming 1C-12
13.0	<u>ANNUAL PHYSICAL INVENTORY</u> 1C-13
13.1	Material and Equipment 1C-13
13.2	Personnel Conducting the API 1C-13
13.3	Continuity of Material Supply 1C-13
13.4	Material Temporarily Out of Stock 1C-13
13.5	No Stockage of an Item 1C-13
13.6	Parts Catalogue 1C-13
13.7	Standardization 1C-15
14.0	<u>SPOT CHECKING INVENTORY</u> 1C-15
14.1	Random (Spot Check) Reports 1C-15
14.2	Items Selected for Spot Checking 1C-15
14.3	Personnel Performing Spot Check 1C-16

TABLE OF CONTENTS

	<u>Page</u>
15.0	<u>SAFE STORAGE AND ACCESS TO STOREROOMS</u> 1C-16
15.1	Safe Storage 1C-16
15.2	Access To Storerooms 1C-16
16.0	<u>NEW MATERIALS AND EQUIPMENT - INCOMING</u> 1C-17
16.1	Request for New Material and/or Equipment by Area Maintenance Office Shops 1C-17
16.2	Procurement Unit Purchase Order 1C-17
16.3	Receipt of Materials or Equipment 1C-17
16.4	Inventory Posting 1C-17
16.5	Flow Chart 1C-18 New Materials and Equipment-Incoming
17.0	<u>NEW MATERIAL AND EQUIPMENT - OUTGOING</u> 1C-19
17.1	Authorization for Outgoing New Material and Equipment 1C-19
17.2	Verbal Authorization 1C-19
17.3	Material Requisition 1C-19
17.4	Materials Requisition Form-Copies 1C-19
17.5	Trucking Tickets 1C-20
17.6	Flow Chart 1C-21 New Material and Equipment-Outgoing

1.0 PERSONNEL

1.1. Organization.

See Organization Chart. Sample No.1.

1.2 Storeroom Unit Personnel

- 1.2.1 Each Area Maintenance Office Shop shall have a Storeroom Unit which is supervised by a Storekeeper who in turn is supervised by the Foreman of Mechanics.

The following personnel are also assigned to the Storeroom Unit and who are under the supervision of the Storekeeper.

Stockman

Asst. Stockman

Laborer

1.3 Storekeeper.

- 1.3.1 Under general direction of the Foreman of Mechanics supervises the storeroom of one Area Maintenance Office.

- 1.3.2 Is responsible for the receipt, classification, storage, care, distribution requisitioning and inventory of materials, supplies and equipment.

- 1.3.3 Develops methods and procedures for handling and storing stock.

- 1.3.4 Prepares requisitions for stock replenishment.

- 1.3.5 Supervises subordinate employees, assigns work, shifts personnel, establishes schedules and routes deliveries.

- 1.3.6 Supervises maintenance of perpetual inventories, checking uniformity and accuracy of postings and directing the replenishment of stock when necessary.

- 1.3.7 Prepares lists of surplus, obsolete or obsolescent materials and arranges for their transfer or other disposition.

- 1.3.8 Takes necessary precautions to protect stock from deterioration or spoilage.

- 1.3.9 May prepare data for budget estimates for supplies, materials and equipment.

- 1.3.10 Supervises loading, unloading and dispatching of vans or trucks.

- 1.3.11 Contacts vendors and discusses deliveries, shipments, amounts, shortages, damages, etc.

- 1.3.12 Submits reports as required by his supervisors.

1.4 Stockman.

- 1.4.1 Under supervision of the Storekeeper, supervises a section of Store-rooms, storage yard or equivalent storage unit, or may act as principal assistant to the Storekeeper. Performs related work as directed by the Storekeeper.

1.0

PERSONNEL - CONT'D

- 1.4.2 Acts as foreman, exercising direct supervision over Assistant Stockman and/or other subordinate employees engaged in receiving, checking, storing, distributing and caring for materials, supplies and equipment. Maintains or assists in the maintenance of perpetual inventories and detailed inventory records. Verifies, counts and checks orders before shipping or distribution; keeps records and prepares reports.
- 1.5 Assistant Stockman.
  - 1.5.1 Under direct supervision, assists in receiving, storing, distributing and caring for materials, supplies and equipment; performs related work.
  - 1.5.2 Packs, unpacks, counts, weighs and measures materials, supplies and equipment.
  - 1.5.3. Checks materials received against invoices and notes breakage and discrepancies in quantity.
  - 1.5.4 Picks supplies from shelves to fill requisitions, lifting and carrying supplies when necessary.
  - 1.5.5 Operates electric transports and lift trucks.
  - 1.5.6 Keeps storage facilities and materials clean and orderly. Cares for stock.
  - 1.5.7 Keeps records and assists in preparing inventories.

2.0

WORKING HOURS

- 2.1 Listing Of Storeroom Personnel Working Hours.  
Refer to Sample No. 2. Time of starting and ending work each day, and total time worked is as shown listed for Storekeeper, Stockman, Assistant Stockman, Laborer.

3.0

LUNCH TIME

- 3.1 Listing of Storeroom Personnel Lunch Time.  
Refer to Sample No. 2.
- 3.2 Lunch Time Other Than 12:00 to 12:30.  
Permission to take lunch time other than 12:00 to 12:30 may be granted by the appropriate immediate supervisor (Storekeeper or Foreman of Mechanics) only in cases of emergency or when it is more expeditious and time-saving to do so.  
However, such instances are not normal and permission to vary the time of day that the lunch hour is taken shall not be casually given without good reason.  
Approval by Area Manager or Asst Area Manager is also required.

4.0

COFFEE BREAK

4.1 Time of Coffee Break.

Fifteen (15) minutes coffee break is allowed in the morning only. Time in the morning when coffee break is allowed is at the discretion of the storekeeper.

Supervisors shall advise the Manager or Asst Manager of time of coffee break.

5.0

TIME KEEPING RECORDS

5.1 Punching Time Clock Card.

All storeroom personnel shall punch their time on a Time Clock Card see Sample No. 3.

5.2 Exceptions to Punching Time Clock Card.

Those storeroom personnel who are assigned to Central Shops or an Area Office, and work under the continual supervision of a Foreman, may be excused from punching a time clock after 20 years of satisfactory service.

Those employees excused from punching a time clock shall fill out the form entitled "Time Report For Employee Excused From Recording Attendance On Time Clock", see Sample No. 4.

5.3 Time Clock Cards.

5.3.1 Time clock cards are issued once per month from 1st to 15th on one side and from 16th to end of month on the other side. Front of card has number, employee's name and period ending. Card must be filled in on the bottom space with the employee's signature before submitting it to his Supervisor.

See Sample No. 3.

5.3.2 Time Clock Cards are to be turned in no later than 3 days after ending date on card unless employee is sick, on vacation or excused absence. Card shall be all filled out, approved and signed.

6.0

ANNUAL LEAVE

6.1 Authority.

Annual Leave regulations listed here are in conformity with NYC Bd of Ed "Rules and Regulations for Administrative Employees (non-pedagogical)", effective July 1, 1967 and as subsequently amended.

6.2 Definition.

A combined vacation, personal business and religious holiday leave allowance shall be established which shall be known as "annual leave allowance".

6.3 Annual Leave Allowance.

Annual Leave Allowance is granted for all titles as follows:

6.0

ANNUAL LEAVE - CONT'D

- 6.3    Employed    1 to 7 yrs - 20 days annual leave per year  
                  8 to 14 yrs - 25 "    "    "    "    "  
                  15 yrs and over- 27 "    "    "    "    "

6.4    Request For Taking Annual Leave.

When an employee takes Annual Leave he shall fill out mimeo form requesting permission for the time he wants to take. The form is signed by the employee and approved by his immediate supervisor. See Sample No. 10. Application shall be made prior absence, otherwise it may be deemed unauthorized.

6.5    Quarterly Reports-Annual Leave, Sick Leave, Overtime.

Area Maintenance Office Clerical Unit issues quarterly sum reports of amounts of annual leave, overtime, and sick leave accrual to each person. The vacation year starts May 1st and ends the following year on April 30. See Sample No. 11.

6.6    Master Vacation Sheets.

Scheduled Vacations for a week or more are filled in and so noted on a Master Vacation Sheet. Filled out sheets are evaluated so that employees are not taking vacations at the same time.

Filled out Vacation Request Forms shall have dates and no. of days, hours to be deducted from annual leave.

Forms shall also be signed by employee and approved by his immediate supervisor.

7.0

SICK LEAVE

7.1    Sick Leave Time.

Sick leave is granted for all titles in accordance with "Rules and Regulations For Administrative Employees, 1967," as subsequently amended and as follows:

One (1) day per month for a total of twelve (12) days per year for all titles.

Sick Leave shall be used only for personal illness of the employee.

7.2    Sick Leave Accrual.

Sick leave accrual is unlimited for all titles except Managerial titles.

For Managerial titles the maximum sick leave accrual is 200 days.

7.3    Self Treated Sick Form.

See Sample No. 12.

7.0

SICK LEAVE - CONT'D

7.3 When a person is sick, he shall immediately notify his supervisor stating cause and probable duration of sickness. The self-treated sick form is used only for up to a maximum of three (3) days sick leave at any one time. A total of no more than six (6) days self treated sick leave may be used in a six (6) month period. When the employee returns to duty, he shall immediately fill out a self-treated sick form, sign it and obtain his immediate supervisor's approval and signature with date. The form shall then be turned in to the time-keeper's desk.

7.4 Application For Excuse of Absence With Pay On Account Of Serious Personal Illness.

See Sample No. 13.

This form is used when the illness is such that the services of a physician is required by the employee.

The attending physician must fill out the spaces on the form that are reserved for his use.

The employee, when his illness begins, must notify his supervisor stating cause and probable duration of the illness.

When the employee returns to duty, he shall fill out the above form in spaces provided for his use, sign and obtain his immediate supervisor's signature of approval and make sure that spaces for his attending physician's use are completely filled out and signed.

The form shall then be submitted to the Time Keeper.

8.0

EXCUSE OF ABSENCE WITH PAY

8.1 Authority.

8.1.1 Excuse of Absence With Pay listed here is in conformity with NYC Bd of Ed "Rules and Regulations for Administrative Employees (non-pedagogical)", effective July 1, 1967 and as subsequently amended.

8.1.2 Absence of employees for the reasons listed in the "Rules and Regulations" shall be excusable in the discretion of the Personnel Board without charge to sick leave or annual leave balances, upon submittal of evidence satisfactory to the Personnel Board and upon application in the form prescribed by the Personnel Board.

8.2 Application For Excuse of Absence With Pay.

Form used for this purpose is Form No 482-PD and yellow. See Sample No. 14.

8.0 EXCUSE OF ABSENCE WITH PAY CONT'D

8.2 Employee shall fill out and sign the form, circle and/or describe the reason for the request and together with supporting data as required shall submit it to his immediate supervisor for approval and signature. The form shall then be submitted to Time Keeper for processing, and approval and signature by the Secretary of Personnel Board.

9.0 ACCIDENT REPORT

9.1 Reporting of Accident While on Official Duty.

9.1.1 Reporting of accidents and injuries incurred in the performance of official duties shall be in conformity with N.Y.C. Bd of Ed "Rules and Regulations for Administrative Employees (non-pedagogical)", effective July 1, 1967 and as subsequently amended.

9.1.2 Storekeeping personnel shall report all accidents whether or not said accidents cause injuries requiring medical treatment and sick leave. When an accident occurs, the mechanic shall inform his Foreman and shall fill out "Report Of Accident" form No. P.O.6. See Sample No. 15. The employees Supervisor or the person in charge of the Clerical Unit checks the form for completeness of entries and signature. The original copy is then sent to Bd of Ed Personnel Bureau Accident Unit located at 110 Liv. St. A copy of the Report is kept on file in each respective Clerical Unit Office for future reference when necessary.

9.2 Leave of Absence Due to Injury Caused by Accident While on Official Duty.

9.2.1 If the injuries due to an accident require the employee to use sick leave, he shall submit the following forms.

1. "Report of Accident" form No. P.O. 6
2. "Application For Excuse Of Absence With Pay On Account Of Serious Personal Illness". The "Physicians Certificate" part of the form shall be filled out by the Physician and probable date of return to duty indicated.

9.2.2 Sick leave allowed to an employee due to injury caused by accident while on Official Duty shall be in conformity with the "Rules and Regulations" as stated in Para 9.1.1.

10.0 DUTIES OF STOREROOM PERSONNEL

10.1 Storeroom Personnel.

It is the duty of all Storeroom Personnel viz. storekeeper/stockman/ass't stockman/laborer to provide a continuous flow of materials to the trade mechanics.

10.2 Supervision.

The storekeeper/stockman/asst stockman shall perform their function



10.0 DUTIES OF STOREROOM PERSONNEL-CONT'D

10.2 under the supervision of the Foreman of Mechanics and the various trade foremen.

10.3 Duties.

10.3.1 Maintain the physical inventory of materials. Maintain accurate records of inventory on Kardex. Conduct the annual physical inventory Spot Checking inventory. Issue materials to mechanics from inventory. Receive and store mechanics materials. Aid mechanics in determining alternate items that may function for a particular job. Prepare any necessary reports. Propose suggestions for improvements to existing systems.  
Maintains the physical condition of the storeroom. Do related work as directed by the Foreman of Mechanics, the Area Manager or the Assistant Area Manager.

11.0 DEFINITION OF SHOPS INVENTORY

Shops inventory is material and equipment that is temporarily stored for use by Area Shops mechanics for making daily repairs to Board of Education school building and/or facilities.

12.0 MECHANICS MATERIALS INVENTORY PROCEDURES THE KARDEX - INVENTORY

12.1 Standardization.

The following standardized method of utilizing the Kardex for mechanics materials shall be implemented and strictly followed. These modifications may necessitate certain changes in the method used by individual shops to record inventory items, but systemwide standardization of procedures is an absolute necessity.

Each shop, in both the Area Offices and Central Repair Shops, shall maintain a Kardex for all mechanics materials items used by that shop and/or stored by that shop. A separate set of Kardex cards (that is "Incoming" and "Outgoing") shall be kept for every individual item in stock.

12.2 OUTGOING:

12.2.1 No entries will be permitted in pencil. Only pen, as hereinafter specified, will be acceptable in keeping the Kardex.

12.2.2 No lines will be skipped. Each entry shall immediately follow the preceding entry.

12.2.3 Standardization numbers and reorder points will be entered as indicated on example attached.

12.2.4 The Kardex shall be organized in strict numerical order by stock number, and stock number shall be readily visible when the Kardex drawer is opened.

- 12.2.5 Cards which are completely filed shall be removed from the Kardex, kept in a properly labelled box, and be stored near the Kardex.
- 12.2.6 School numbers shall be entered in the Kardex next to the shop order number. (See example 1).
- 12.2.7 Complete last names shall be used in the column headed "By Whom". If the material is issued to a mechanic or foreman, his last name shall be entered; if the material is issued to a School Custodian, the custodian's last name along with his title (either CE or SC) shall be entered (See example 2).
- 12.2.8 (a) All notations on the Kardex concerning dispersement of materials will be made in blue or black ink only.
- (b) All notations on the Kardex concerning receipts, returns, supervisors' spot checks, inventory taking, etc. will be made in red pen.
- 12.2.9 Only authorized personnel shall have access to the Kardex.
- 12.2.10 When a supervisor's monthly check of the inventory is performed, that fact shall be noted in the Kardex (see examples 1 and 2). The total amounts shall not be changed if an error is detected, but the deviation shall be noted on the supervisor's monthly report sheet.
- 12.2.11 When a yearly inventory is performed, the notation of the performance of that inventory shall be entered in the Kardex (see examples 1 and 2). If an error is discovered as a result of the yearly inventory, changes to the Kardex shall be made to reflect the discovery of that error. Therefore, after the yearly inventory, all amounts in the Kardex shall exactly coordinate with the amounts in the bin.
- 12.2.12 All corrections to the Kardex shall be made by drawing a single line through the erroneous information and then entering the correct information (see example 1).
- 12.2.13 There shall always be an amount entered in the column labelled "BALANCE". Note in the examples how there is an amount entered in the "BALANCE" column showing the amount of the item currently available and awaiting the next entry of dispersement.
- 12.2.14 If an item is found to be defective, it shall be removed from inventory and disposed of, after proper entry is made in the Kardex (see example 1)
- 12.3 INCOMING:
- 12.3.1 All entries shall be made in red pen and no lines shall be skipped.
- 12.3.2 All columns on the Incoming Kardex card shall be completed ( a possible exception is the column headed "REMARKS") with information as follows:

12.0

MECHANICS MATERIALS INVENTORY PROCEDURES THE KARDEX - INVENTORY - CONT'D

- 12.3.2 a) Date Rec'd: the date the item is received from the vendor and signed for.
- b) Amount: the number of pieces received along with the units ( i.e., each, pounds, feet, etc.)
- c) Rec'd From: name of vendor.
- d) Authority: enter Purchase Order Number from copy #8 (pink).
- e) Unit Price: enter price per item from copy #8 of Purchase Order.
- f) REMARKS: comments by foreman, storekeeper, etc.
- 12.3.3 In addition, all bins used for the storage of mechanics materials shall be labelled with the stock number of the item stored. All items of the same stock number shall be stored in the same bin, and none shall be stored elsewhere (be it above the cabinet or in more distant locations) without a notice being posted on the bin stating how many and where the excess is stored.

13.0

ANNUAL PHYSICAL INVENTORY

- 13.1 Material and Equipment.  
For all new and salvageable materials and equipment, there shall be an Annual Physical Inventory (API).  
The API shall be completed and delivered to the Office of the Director of Maintenance by May 1st of each year.
- 13.2 Personnel Conducting the API.  
The API shall be conducted by the storeroom personnel - Storekeepers, stockmen and assistant stockmen. All under the general supervision of the Trade Foreman and/or the Foreman of Mechanics.
- 13.3 Continuity of Material Supply.  
The API shall be conducted with no halt in the issuance of mechanics materials.
- 13.4 Material Temporarily Out of Stock.  
When an item usually stocked is temporarily out of stock, a zero "0" is to be entered in the inventory.
- 13.5 No Stockage of an Item.  
If there is no stockage of an item, a slash (/) mark shall be entered in the inventory.
- 13.6 Parts Catalogue.
- 13.6.1 The Annual Physical Inventory (API) shall be reported in the respective parts catalogue for each individual trade.
- 13.6.2 On each page of the catalogue, three (3) columns shall be created. They shall be labeled "PHYSICAL COUNT" "KARDEX COUNT", "DEVIATION".

ANNUAL PHYSICAL INVENTORY - CONT'D

- 13.6.3 When the API commences, no postings will be made to the Kardex until the complete inventory is finished.
- 13.6.4 For each item listed in the catalogue:
1. Enter the number physically on hand in the column headed "PHYSICAL COUNT".
  2. Then enter the number shown for that item on the Kardex in the column headed "KARDEX COUNT".
  3. When the inventory is completed, the "DEVIATION" column will be completed, and a number entered. It shall be computed as follows:
    - a) If the amounts shown in the "physical count" and "Kardex Count" columns are the same, a "0" will be entered in the "DEVIATION" column.
    - b) If the amount shown in the "PHYSICAL COUNT" column exceeds the amount shown in the "KARDEX COUNT" column, a Positive Deviation exists. For example, if 32 appears in the "PHYSICAL COUNT" column for an item, and 28 appears in the "KARDEX COUNT", a deviation of + 4 exists; there are 4 more items on hand than the record indicates.
    - c) If the amount in the "PHYSICAL COUNT" column is less than the amount shown in the "KARDEX COUNT" column, a Negative Deviation exists. For example, if 16 appears in the "PHYSICAL COUNT" column, and 21 appears in the "KARDEX COUNT", a deviation of -5 exists; there are 5 less items on hand than the record indicates.
  4. Deviations shall be entered for all items (+,-or 0)
- 13.6.5 After the Kardex amount is recorded in the parts catalogue, the next line of the Kardex will be completed as follows:
- 1) The actual physical amount on hand will be entered in pencil in the column marked "BALANCE".
  - 2) The date will be entered in pen.
  - 3) The word "INVENTORY" will be printed across the next 2 columns and the name of the person doing the entering will be entered in the last column.
- 13.6.6 After the inventory is complete (i.e., all entries made in Kardex and in parts catalogue) the postings that may have accumulated (requisitions) will be entered in the Kardex, together with any materials that may have been received.

13.0

ANNUAL PHYSICAL INVENTORY - COMPLETION

13.7 STANDARDIZATION.

- 13.7.1 The amounts of materials items stocked by the shops is standardized, and no storeroom is authorized to stock the items, but not to exceed the amounts permitted.
- 13.7.2 The Standardization card is to be entered on the Kardex for each particular item stocked (see examples 1 and 2).
- 13.7.3 There is a Standardization book for each individual trade of the Area Shops.
- 13.7.4 A Shop shall not order an item until a predetermined reorder point is reached. The reorder point is defined as that stockage amount where only a three day supply of the item remains. For the present time, the reorder point shall be 25% of the authorized stockage. Parts shall not be reordered until and unless the amounts reach the reorder point.
- 13.7.5 The proper Standardization number for an item must be included on all material requisitions submitted to Mr. Fitzsimmons of the Procurement Section.

14.0

SPOT CHECKING INVENTORY.

- 14.1 Random (Spot Check) Inventories.
  - 14.1.1 In order to assure adequate inventory, monthly spot check reports will be required from all Trade Foremen, Foremen of Mechanics, Asst Area Manager and Manager.
  - 14.1.2 Each month the Trade Foreman and Foreman of Mechanics shall spot check 10 items; the Asst Manager other 5 items and the Manager 5 other items. Each spot check report due the first week of each succeeding month. Form to be used is "SUPERVISORS MONTHLY INVENTORY REPORT" see Sample No. 5. Said monthly report shall be collected and sent to the Director of Maintenance by the Area Manager. Spot checks should also include a "tracing" of materials from receipt of materials to Kardex and vice versa.
- 14.2 Items Selected for Spot Checking.
  - 14.2.1 The items chosen to be spot checked at each level shall be picked completely at random. At each level, the items spot checked shall be different items, and shall be varied each time a spot check is made. The physical count of each item shall be checked against the Kardex postings.

14.0

SPOT CHECKING INVENTORY - CONT'D

14.3 Personnel Performing Spot Check.

14.3.1 Personnel performing the spot check shall not concern themselves with possible duplicate checking of certain items; they are to proceed completely on their own.

All Foremen of Mechanics and Trade Foremen shall keep a check on materials used on jobs against shop order material requisitions. All large deviations shall immediately be resolved and explained in writing as part of spot checking report.

Errors in posting and/or physical count should be corrected and so noted by personnel doing the spot checking and initialed. Large deviations that cannot be resolved shall immediately be brought to the attention of the Area Manager and then the Assistant Director and the Director of Maintenance.

In the event many small "deviations" are found in one shop, the Area Manager should seriously review the management of that shop.

15.0

SAFE STORAGE AND ACCESS TO STOREROOMS

15.1 Safe Storage.

15.1.1 Each individual storeroom shall maintain safe cabinets for the storage of valuable items.

15.1.2 Items to be included shall be those of sufficient value to warrant the valuable space provided.

15.1.3 Items shall also include those fast moving items of wide ranging utilization and common usage.

15.1.4 The cabinets shall be kept locked during non-working hours (including lunch period), and unlocked during working hours.

15.1.5 The trade Foreman and the Storekeeper shall be in sole possession of the keys to these cabinets.

15.2 Access to Storerooms.

15.2.1 The following personnel shall have access to the storerooms.

1. Area Manager (all storerooms)
2. Assistant Area Manager (all storerooms)
3. Foreman of Mechanics ( " " )
4. Trade Foreman ( storeroom of responsibility only )
5. Storekeeper ( " " " " )
6. Stockman ( " " " " )
7. Assistant Stockman ( " " " " )

15.2.2 All other persons are strictly forbidden to enter the storerooms without the approval of the Area Manager or Foreman of Mechanics.

NEW MATERIALS AND EQUIPMENT - INCOMING

- 16.1 Request for New Material and/or Equipment by Area Maintenance Office Shops.

When new material and/or equipment in Area Shops storage reaches a minimum quantity (predetermined ordering point) based upon usage rate, the Storekeeper shall submit to his Foreman of Mechanics a correct and completely filled out REQUISITION FOR MATERIAL form, Sample No. 6.

The form is then submitted to Area Manager, who then submits it to Bureau of Maintenance Procurement Unit.

- 16.2 Procurement Unit Purchase Order.

Bureau of Maintenance Procurement Unit orders the new items through competitive bidding, whenever possible, and issues a Purchase Order, see Sample No. 7.

- 16.3 Receipt of Materials or Equipment.

Upon receipt of delivery of new material to Area Shop, authorized storekeeping personnel sign the Vendor Shipping Ticket and enter in ledger with shipping ticket number and Purchase Order No. Storekeeping personnel only note the number of packing cases, bags or cartons received. However, large items that are unpacked and that can be counted are so entered as to quantity.

- 16.4 Inventory Posting.

Upon receipt of new items each Shop Foreman or his designated representative shall check the new items for quantity, quality, and condition against copy of Purchase Order. Vendor is notified directly if shipment received is unacceptable. If the incoming new items are acceptable by the appropriate Foreman or his designated representative, Storekeeping personnel shall place the new items in appropriate storage bins or places and designated Storekeeping personnel shall immediately post the new items on the incoming Kardex inventory card and a new inventory balance total entered on the outgoing card.

16.5

FLOW CHART

NEW MATERIALS AND EQUIPMENT -- INCOMING

Each Shop Foreman or Storekeeper submits REQUISITION FOR MATERIAL form thru his Foreman of Mechanics and Area Manager to Maintenance Bureau Procurement Unit when existing stock inventory reaches predetermined reordering point.

Bureau of Maintenance Procurement Unit then orders new items thru competitive bidding (whenever possible) and issues PURCHASE ORDER, Sample No. 7.

Incoming new items are delivered to Receiving Platform. Vendor's Shipping Ticket is signed, then material is moved to proper storage area.

Upon receipt of new items each Shop Foreman or his designated representative shall check for quantity, quality, and conditions of said items against copy of Purchase Order; or inspection is made by Bureau of Supplies Inspector. Then new items shall be posted on incoming Kardex inventory card and a new inventory balance total entered on the outgoing card.



NEW MATERIAL AND EQUIPMENT - OUTGOING

## 17.1 Authorization for Outgoing New Material and Equipment.

New material and equipment shall be removed from storerooms only thru proper authorization which means that a signed Material Requisition form must be presented.

## 17.2 Verbal Authorization.

When verbal instructions are received, the appropriate Shop Unit shall prepare the Shop Order and the Material Requisition with a copy sent to the originator.

Shop Orders and Material Requisitions originate from Bureau of Maintenance Headquarters, Area Office, Custodial Forces, Central Shops.

Shop Orders and Material Requisitions shall be completely filled out with exact quantities and descriptions. If the forms are not filled out correctly, then they shall be corrected by the appropriate Shop Unit if the information is available, and so noted on the Shop Order, or returned to issuing persons for correction if the information is not available. Substitution must be approved in writing by the issuing offices or persons and so noted on the Shop Order.

## 17.3 Material Requisition.

17.3.1 In order to remove material and/or equipment from storage, the mechanic or custodial representative shall prepare a MATERIAL REQUISITION form, see Sample No. 8.

The Material Requisition shall be checked for complete and accurate entries. The material is then issued and recorded on the Kardex. If not all material is used, then the remaining material must be returned to inventory and reentered into Kardex.

## 17.4 Materials Requisition Form - Copies.

## 17.4.1 When the Trade Foreman or Mechanic fills out a Materials Requisition Form, he submits it to the Storekeeper in the Storeroom.

A Stockman then assembles the material listed on the requisition and places the material in one or more packages. The pink copy of the Material Requisition is placed inside the package. A Shipping Tag Sample No. 9 is attached to the outside of the package. The stockman sends the yellow copy of the Materials Requisition to the Trade Foreman.

17.0

NEW MATERIAL AND EQUIPMENT - OUTGOING - CONT'D

17.4.1 The white copy remains in the Storeroom. This copy is used by the stockman or asst stockman to post the material in Kardex File.

After this is completed, he indicates this on the copy and then files it in his office.

17.5 Trucking Tickets.

17.5.1 Shipments of materials are made by the use of Trucking Tickets. See Sample No. 16.

The Storekeeper or Trade Foremen fill out Trucking Ticket and give the white and yellow copies to van driver. The pink copy remains with the Foreman. The materials are the delivered to the schools by shop vans. The custodian signs the accompanying Trucking Ticket and keeps the white copy. The driver retains the yellow copy and returns it to the Trade Foreman. After the Trade Foreman receives the yellow copy, he assigns the Shop Order to a mechanic.

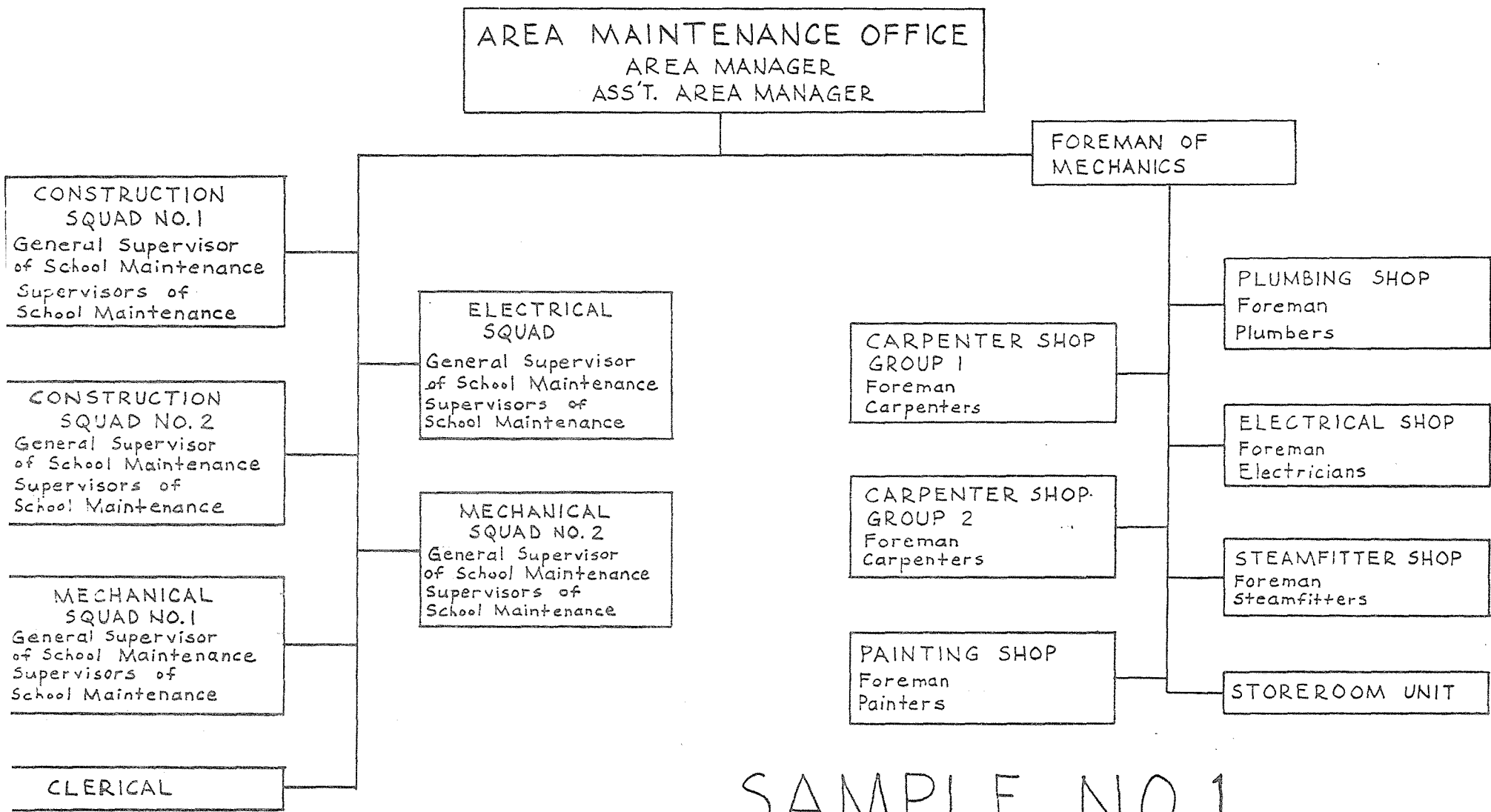
17.5.2 When the job is completed, the yellow copy of the trucking ticket is sent to Bureau of Maintenance Review Unit, Headquarters Bldg. along with the white Shop Order copy and the yellow materials requisition copy.

17.6 FLOW CHART

NEW MATERIAL AND EQUIPMENT - OUTGOING

Storekeeping personnel receive correctly filled out Material Requisition. Shop Unit to prepare shop order and material requisition when verbal instructions are received.

Storekeeping personnel issue material and/or equipment from storage and post on Kardex. Material put into bags with pink copy of Materials Requisition and a Shipping Tag attached to outside of bag. Yellow copy of materials requisition sent to the Trade Foreman and white copy is filed in storeroom.



SAMPLE NO.1

BUREAU OF MAINTENANCE  
 FIELD SECTION - AREA MAINTENANCE OFFICE  
ORGANIZATION CHART

TITLE	TIME START - A.M.	LUNCH PERIOD	TIME QUIT	TIME WORKED HRS./DAY
Ass't. Stockman	8:00	12 - 12:30	3:30	7
Carpenter	8:00	12 - 12:30	3:30	7
Door Stop Maintainer	8:00	12 - 12:30	4:30	8
Electrician	8:00	12 - 12:30	3:30	7
Foreman	8:00	12 - 12:30	3:30	7
Foreman of Mechanics	7:00	12 - 12:30	3:30	8
Furniture Maint. Helper	8:00	12 - 12:30	4:30	8
Laborer	7:00	12 - 12:30	3:30	8
Maintenance Man	8:00	12 - 12:30	4:30	8
Painter	8:00	12 - 12:30	3:30	7
Plasterer	8:00	12 - 12:30	3:30	7
Plumber	8:00	12 - 12:30	3:30	7
Plumbers Helper	8:00	12 - 12:30	3:30	7
Steamfitter	8:00	12 - 12:30	3:30	7
Steamfitters Helper	8:00	12 - 12:30	3:30	7
Stockman	8:00	12 - 12:30	3:30	7
Storekeeper	8:00	12 - 12:30	3:30	7

SAMPLE NO. 2

THIS SIDE OUT

No.

NAME \_\_\_\_\_

PERIOD ENDING \_\_\_\_\_

	MORNING IN	NOON OUT	NOON IN	NIGHT OUT	EXTRA IN	EXTRA OUT	

I CERTIFY THAT THIS TIME RECORD IS TRUE  
AND CORRECT FOR THE PERIOD STATED

SIGNATURE

TITLE

SAMPLE NO. 3

TIME REPORT FOR EMPLOYEE  
 EXCUSED FROM RECORDING ATTENDANCE ON TIME CLOCK  
 OFFICE OF SCHOOL BUILDINGS

Name of Employee (Please Print)

Period Covered

EMPLOYEES ARE NOT TO WRITE IN THESE SPACES

Morn. In	Noon Out	In	Night Out	Explanation	Form		CHARGE TO		Late- nesses	Over- time
					P.D.	19	Sick Leave	Vacation		
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
Sub-totals										

(OVER - 16th-31st)

SAMPLE NO.4

EMPLOYEES ARE NOT TO WRITE IN THESE SPACES

Morn. In	Noon		Night		Explanation	Form P.D. 19		Charge to		Late- nesses	Over- time
	Out	In	Out	In		Sick	Vacation				
Sub-totals											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											
Grand Total											

I hereby certify that the above time record is a true and correct statement of my attendance, and that I have been actually present in the performance of my official duties for the period covered except as indicated above.

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Signature of supervisor





REQUISITION FOR MATERIAL

BOARD OF EDUCATION OF THE CITY OF NEW YORK  
BUREAU OF MAINTENANCE

CODE NO. \_\_\_\_\_  
WORK ORDER NO. \_\_\_\_\_  
SCHOOL \_\_\_\_\_  
BOROUGH \_\_\_\_\_

EMERGENCY   
UNFORSEEN   
FORESEEN

REASON FOR NEED OF THIS MATERIAL \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
DELIVER TO BOARD OF EDUCATION  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MM: REQ. \_\_\_\_\_

BID OPENING \_\_\_\_\_

TAB NO. \_\_\_\_\_

ATTENTION \_\_\_\_\_ SHOP \_\_\_\_\_

ANNUAL USAGE	ON HAND	STD. QTY.	VENDORS INVITED TO SUBMIT BIDS	B. of E. CATALOG ITEM NO.	UNITS REQ.	UNITS OF MEAS.	MATERIALS DESCRIPTION	FORESEEN ONLY	
								EST. PR.	TOT. COST

SAMPLE NO. 6

DATE \_\_\_\_\_ FOREMAN \_\_\_\_\_ AREA MANAGER \_\_\_\_\_ BUYER \_\_\_\_\_

8 PART FORM - USE TYPEWRITER ONLY

PURCHASE ORDER

BOARD OF EDUCATION  
CITY OF NEW YORK

REIMBURSABLE \* R  
OTHER \* P

2537247  
ORDER NUMBER

1. TRANS. CODE		4. PREVIOUS ORDER NUMBER		5. CONTRACT		6. OTHER BASIS	
7. DELIVER TO				8. SEND INVOICE TO BOARD OF EDUCATION			
ATTENTION:		ROOM NO.		ATTENTION			
9. STREET AND NO.				STREET AND NO.			
CITY		STATE		CITY		STATE	
CITY		STATE		CITY		STATE	
9a. VENDOR				10. CERTIFICATION OF DISTRICT OFFICE OR RESPONSIBILITY CENTER I certify that sufficient funds are available and have been encumbered to the codes listed below:			
9b.							
9c. STREET							
9d. CITY		STATE		CITY		STATE	
9e. VENDOR NO.		12. ELECTRICAL INSP NO.		13. APPROVAL DATE (mo. day year)			
14. ITEM NO.		15. Items from one vendor only to appear on order		16. UNITS OF MEASURE		17. UNITS ORDERED	
DESCRIPTION				18. NET PRICE PER UNIT		19. AMOUNT	

1. REIMBURSABLE \* R  
 OTHER \* P  
 2537247  
 2. ORDER NUMBER

SAMPLE NO. 7

20. TOTAL ORDERED \$

21. F.Y.	22. FUND	23. BUDGET CODE	24. SCH. DIST.	25. PROJECT	26. OBJ. CODE	27. REPORTING CATEGORY	28. LOCATION CODE	29. AMOUNT	Cents
								\$	

30a. PE #      31. ETCB APPROVAL      32. TOTAL \$

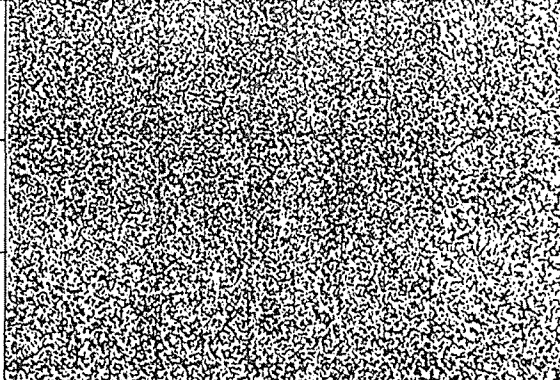
33. DELIVERY MUST BE COMPLETED WITHIN 60 DAYS OF ORDER DATE OR DELIVERED BY

See Instruction No. 5 on the reverse side of this order for non-delivery, rejection or delay.

34. SPECIAL DELIVERY INSTRUCTIONS IF ANY

35. I HEREBY CERTIFY THAT THE ITEMS ORDERED ABOVE ARE NEEDED TO CONDUCT THE EDUCATIONAL OR ADMINISTRATIVE PROGRAM AND ARE ON EITHER AN APPROVED LIST OR HAVE BEEN INVESTIGATED AND FOUND TO BE SUITABLE FOR THIS PURPOSE.

Signature of Principal or Authorized Official      Date



THIS ORDER IS SUBJECT TO THE INSTRUCTIONS, TERMS, AND CONDITIONS PRINTED ON THE REVERSE SIDE HEREOF

BOARD OF EDUCATION OF THE CITY OF NEW YORK  
OFFICE OF SCHOOL BUILDINGS  
DIVISION OF MAINTENANCE AND OPERATION

REQUISITION NO. **597791**

SHOP ORDER NO. \_\_\_\_\_

SHOP: MAN - 1 QUEENS 4  
(CIRCLE ONE) BRONX - 2 CENTRAL - 6  
BKLYN - 3 RICHMOND - 7

### MATERIALS REQUISITION

DATE REQUESTED: \_\_\_\_\_

DATE ISSUED: \_\_\_\_\_

DATE RETURNED: \_\_\_\_\_

THE MATERIALS LISTED BELOW ARE FOR USE IN  
SCHOOL \_\_\_\_\_ ( \_\_\_\_\_ )  
ADDRESS \_\_\_\_\_  
BOROUGH \_\_\_\_\_  
MAN - 1 BKLYN - 3 RICH - 5  
BRONX - 2 QUEENS - 4  
(CIRCLE ONE)

FOR USE BY: MECHANIC  CUSTODIAN   
(CHECK ONE)  
DELIVER TO: JOB SITE  BEARER   
(CHECK ONE)

ITEM NO.	STORE ROOM NO.	DESCRIPTION	QUANTITY				COST ACCOUNTING	
			REQUESTED	ISSUED	RETURNED	USED	UNIT PRICE	AMOUNT
		SAMPLE NO. 8						

REQUIRED DELIVERY DATE \_\_\_\_\_  
REQUESTED BY \_\_\_\_\_  
MECHANIC - CUSTODIAN ENGINEER  
APPROVED BY \_\_\_\_\_  
FOREMAN - CUSTODIAN SUPERVISOR

TOTAL COST \_\_\_\_\_  
ISSUED BY \_\_\_\_\_  
RECEIVED BY \_\_\_\_\_  
NAME \_\_\_\_\_ TITLE \_\_\_\_\_

# SHIPPING TAG

BOARD OF EDUCATION  
MECHANICS' MATERIALS

SCHOOL

TRADE DESIGNATION

NO. PKGS.

HOLD FOR SHOP MECHANICS ONLY

SAMPLE NO. 9

BOARD OF EDUCATION OF THE CITY OF NEW YORK  
DIVISION OF MAINTENANCE AND OPERATION

Date \_\_\_\_\_

TO THE HEAD OF BUREAU:

Permission is asked to be absent \_\_\_\_\_ days \_\_\_\_\_ hours \_\_\_\_\_ minutes \_\_\_\_\_  
on the following days:

\_\_\_\_\_  
\_\_\_\_\_

Such absence is to be deducted from my vacation allowance.

Signature \_\_\_\_\_

Title \_\_\_\_\_

APPROVED: \_\_\_\_\_

Immediate Supervisor

APPROVED: \_\_\_\_\_

Manager

NOTE: This form is to be used for application for absence of a complete day or days and for any absence after the end of the noon luncheon period. This application must be made by the employee and approved PRIOR to the absence, otherwise the absence will be considered unauthorized. Heads of Borough Offices and Heads of Divisions have full discretion with regard to application of this character.

REMARKS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SAMPLE NO.10

EMPLOYEE

QUARTERLY REPORT OF TIME ENDING \_\_\_\_\_

EM	ANNUAL LEAVE															
	1975-1976				1976-1977				RESERVE			OVERTIME			SICK LEAVE	
BALANCES AS OF _____		D	H	M	D	H	M	D	H	M	D	H	M	D	H	M
EARNED DURING QUARTER (+)																
ABSENCES DURING QUARTER (INCLUDING LATENESSES) (-)																
BALANCES AS OF _____																

# OF LATENESSES DURING QUARTER	AM	D	H	M

USE OF SELF-TREATED NOTED IN RED

REMARKS:

SAMPLE NO. 11

IF THIS REPORT DOES NOT AGREE WITH YOUR OWN RECORDS, PLEASE RETURN REPORT TO THE TIMEKEEPER IN YOUR AREA OFFICE TOGETHER WITH A STATEMENT INDICATING THE AREA OF DISAGREEMENT WITHIN TWO WEEKS. TO AVOID UNNECESSARY CHECKING RECORDS, PLEASE DOUBLE-CHECK YOUR OWN RECORDS BEFORE CLAIMING ERROR.

BOARD OF EDUCATION OF THE CITY OF NEW YORK  
 APPLICATION FOR EXCUSE OF ABSENCE WITH PAY  
 PERSONAL ILLNESS - - - - SELF-TREATED

TO BE COMPLETED BY EMPLOYEE

1. LAST NAME	FIRST NAME	INITIAL	2. TITLE
3. PERM. PROV. N.C.			4. BUREAU
5. DAY/S OF ABSENCE (CIRCLE) M    TU    W    TH    F			6. DATE/S OF ABSENCE
7. DESCRIPTION OF ILLNESS			8. TOTAL AMOUNT OF _____ DAYS _____ HOURS _____ MINUTES, THIS ABSENCE
9. HOME ADDRESS			10. SIGNATURE OF EMPLOYEE
			11. DATE SUBMITTED BY EMPLOYEE

TO BE COMPLETED BY TIME CLERK

12. SELF-TREATED ABSENCE SINCE MAY 1, INCLUDING PRESENT APPLICATION. NO.        DAYS        HOURS        MINUTES _____	13. TOTAL OF ALL PREVIOUS EXCUSED AB- SENCES ON ACCOUNT OF PERSONAL ILL- NESS (INCLUDING PHYSICIAN'S CERTI- FICATES) SINCE MAY 1. NO.        DAYS        HOURS        MINUTES _____
14. DATE OF APPOINTMENT  EDUCATION _____  CITY _____	15. BALANCE OF ALIQUANCE FOR ILLNESS (EXCLUDING THIS APPLICATION ) DAYS        HOURS        MINUTES _____

16. THE ABOVE STATEMENT AND THE INFORMATION INDICATED BY THE EMPLOYEE ARE CORRECT.

\_\_\_\_\_  
SIGNATURE OF TIME CLERK

ACTION

17. APPROVED  
DISAPPROVED

18. APPROVED  
DISAPPROVED

IMMEDIATE SUPERVISOR

HEAD OF BUREAU

DATE

DATE

NOTE: Please consult applicable Rules and Regulations Governing Administrative Employees before submitting this application.

SAMPLE NO.12



Name of Employee (Print or type) Mr. \_\_\_\_\_  
Mrs. \_\_\_\_\_  
Miss \_\_\_\_\_

Title \_\_\_\_\_  
(Indicate Provisional Status, if any)

**APPLICATION FOR EXCUSE OF ABSENCE WITH PAY ON ACCOUNT OF  
SERIOUS PERSONAL ILLNESS.**

To the Personnel Board: \_\_\_\_\_ Date submitted by employee \_\_\_\_\_ 19\_\_\_\_

I hereby apply for excuse of absence, with pay, on account of serious personal illness on the following dates:  
(Identify days when absence is for part of day, indicating exact period of absence).

\_\_\_\_\_ Amounting to: \_\_\_\_\_ days \_\_\_\_\_ hours \_\_\_\_\_ minutes

Permanent Address: \_\_\_\_\_

Temporary Address: \_\_\_\_\_ Signature \_\_\_\_\_

**PHYSICIAN'S CERTIFICATE**  
(Employee not to make entries)

It is hereby certified that the above named was under my professional care and unable to perform regular duties for the dates specified above and was seen and treated by me on the following dates:

\_\_\_\_\_

The technical designation of the illness was \_\_\_\_\_

Probable date of return to duty \_\_\_\_\_

Date \_\_\_\_\_ 19\_\_\_\_ Signature \_\_\_\_\_ M.D.  
(If other than M.D. so state and indicate license)

Address \_\_\_\_\_

**NOTE:**

If continuous absence on account of serious personal illness commenced on a date prior to period covered on this application, indicate date \_\_\_\_\_

Has employee returned to duty? Yes (date) \_\_\_\_\_ No \_\_\_\_\_

Have services of employee ceased? Yes (date) \_\_\_\_\_ No \_\_\_\_\_

Balance of allowance for illness (excluding this application) \_\_\_\_\_

Date of appointment: Education \_\_\_\_\_ City \_\_\_\_\_

The above statement and the period of absence indicated by the employee are correct \_\_\_\_\_

Time Clerk

Date: \_\_\_\_\_  
Approved: \_\_\_\_\_  
Disapproved: \_\_\_\_\_

Date: \_\_\_\_\_  
Approved: \_\_\_\_\_  
Disapproved: \_\_\_\_\_

Immediate Superior

Head of Bureau

Checked by \_\_\_\_\_

Personnel Board action: Approved \_\_\_\_\_; Disapproved \_\_\_\_\_; Date \_\_\_\_\_

Recommendation of Medical Staff: \_\_\_\_\_

Remarks: \_\_\_\_\_

**SAMPLE NO. 13**

TO BE FILLED IN  
BY EMPLOYEE

TO BE FILLED IN  
BY PHYSICIAN

TO BE FILLED IN  
BY TIME CLERK

OFFICE  
USE ONLY

BOARD OF EDUCATION, BUREAU OF \_\_\_\_\_

Name of Employee (Print or Type) Mr. \_\_\_\_\_  
Mrs. \_\_\_\_\_  
Miss \_\_\_\_\_

Title.....

APPLICATION for EXCUSE of ABSENCE WITH PAY UNDER RULES 92, 93, 101, 103 and 104 OF  
RULES AND REGULATIONS FOR ADMINISTRATIVE EMPLOYEES

To the Personnel Board:

Date.....19.....

I hereby apply for excuse of absence with pay on the following dates:.....

.....Amounting to .....days.....hours.....minutes, for the following  
reason (identify by number) :.....

Initials of Time Clerk

Certifying to Record of Absence.....Signature of Employee.....

- Note:
1. For attendance at court. State below whether as witness, plaintiff or defendant and the nature of the action, also attach subpoena.
  2. For military or naval duty. Furnish certificate from commanding officer. State below the number of calendar days you served for this purpose in this calendar year (excluding this application).
  3. For quarantine. Furnish evidence.
  4. For death in immediate family or in immediate household. State below the name and relationship of deceased, the date of death and the date of funeral. If additional time is needed because of death or funeral at a place remote from the City of New York, please describe below.
  5. For attendance at funeral of a relative (other than No. 4 above). State name of the deceased and relationship. If married, indicate below if the deceased is related to you through your spouse.
  6. For time taken in connection with Selective Service Act. Indicate purpose below, and attach notice.
  7. For attendance at Department of Personnel (City Civil Service) or Board of Examiners (Education) examination, or for investigation or interview in connection therewith. Indicate below title of examination and whether absence is due to written examination, performance test, medical or physical examination, investigation, or interview. If due to interview, also state by what department(s) interviewed.
  8. For attendance at funeral of an associate employee or of some other person connected with the department. State below the name of the deceased.
  9. For first week of absence of employee covered by the Workmen's Compensation Law, caused by injury in the course of employment. Attach report from Medical Staff of Board.
  10. For time taken for any other authorized reason, describe fully below.

Date:  
Approved  
Disapproved

Date:  
Approved  
Disapproved

Immediate Superior

Head of Bureau

Checked by .....

Personnel Board Action: Laid over.....; Returned for correction or completion.....

Approved.....; Disapproved.....

Remarks:.....  
SAMPLE NO. 14

BOARD OF EDUCATION OF THE CITY OF NEW YORK  
BUREAU OF PLANT OPERATION

REPORT OF ACCIDENT

School ..... Name of Injured .....

Borough of ..... Address .....

Date of Accident ..... Age (Instruction—*a*) .....

Time of Accident .....

IMPORTANT

ALL OF THE FOLLOWING QUESTIONS MUST BE ANSWERED:  
(See instructions on reverse side)

1. Where did accident occur? (Instr.—*b*) .....
2. Who was in charge of group or activity? .....
3. Cause and nature of accident? .....
4. What was the injury? .....
5. What attention was given the injured? .....
6. Physical and (or) structural defects, if any, or conditions at place of accident? .....
7. Measures taken to correct defects or conditions? .....
8. Original statements enclosed from (Instr.—*c*):  
 Injured person  Person in charge of activity ..... Witnesses  
*Number*
9. *Other facts* which you have observed or which you have learned regarding the conditions and circumstances causing and surrounding the accident? (Instr.—*d*):  
.....  
.....  
.....  
.....

SAMPLE NO. 15

Signed .....

Title .....

Dated ..... 19 .....

## INSTRUCTIONS REQUIREMENTS OF REPORTS

The Rules and Regulations for the custodial force in the public schools provide that all accidents and other unusual happenings that occur on or about the school premises shall be reported immediately to the Principal and by telephone to the Borough Supervisor of Custodians. Such Telephone reports must be confirmed immediately thereafter by a written report to the Borough Supervisor of Custodians.

All accidents, and particularly those involving physical defects, and those occurring outside of regular school hours or authorized activities, and all occurrences requiring medical assistance or first aid treatment must be reported promptly.

Please note that we require a report bearing the personal signature of Custodian-engineer, Custodian or cleaner-in-charge. The mere transmittal of statements of witnesses is not a compliance therewith.

*Two copies* are to be made of this report. *One copy* to be mailed to the Borough Supervisor of Custodians and one copy to be retained for your files.

Principals will require the compliance by the Custodian-engineer, Custodian or cleaner-in-charge, with provisions of the Rules and Regulations for the Custodial force herein referred to.

### USE OF THIS REPORT FORM

This report form should be used to report all accidents resulting in physical injuries occurring on or about school premises. Separate or individual reports should be made for each person injured.

- a. *Age*—The entry "adult" will suffice for adults.
- b. *Where did accident occur*—Define carefully, e.g., "home making room," "stairway 7, a two way stairway, between 3rd and 4th floors," "west outdoor yard," etc.
- c. *Original statements enclosed*—If you have any signed statements please send them with your report and indicate the enclosures submitted by putting an "X" in the box. If possible, have the statements of witnesses written by and signed by such witnesses.
- d. *Other facts which you have observed or which you have learned regarding the conditions and circumstances causing and surrounding the accident*—Answer this question specifically, describing fully all conditions that were contributory to the accident, e.g.,—"Structural defects, when first noticed?—when were repairs made?—if beyond repair when was condition reported?"—"weather conditions, snow or ice on walk"—"Steps, etc."—"Rain, etc."

### WITHHOLDING OF INFORMATION

All information concerning accidents must be withheld from all persons except:

- (1) Known representatives of the Board of Education; and
- (2) Representatives of the Corporation Counsel, Commissioner of Investigation, and of the Comptroller, who will properly identify themselves by badges or other credentials.

BOARD OF EDUCATION  
OFFICE of SCHOOL BUILDINGS  
BUREAU'S REPAIR SHOPS  
QUEENS AREA OFFICE  
78-02 LIBERTY AVENUE  
OZONE PARK, N. Y. 11417

**TRUCKING TICKET**

Date \_\_\_\_\_

School \_\_\_\_\_ Work Order No. \_\_\_\_\_

Ship To \_\_\_\_\_ ADDRESS \_\_\_\_\_

From \_\_\_\_\_ ADDRESS \_\_\_\_\_

QUANTITY	DESCRIPTION

Remarks \_\_\_\_\_

SAMPLE NO. 16

Received By \_\_\_\_\_

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

Ticket No. **Q 17761**

**ORIGINAL**

Amount carried over from previous card or side

OUTGOING

882 - RHN 28022 A

BALANCE	DATE	P. S. B.W.O. NUMBER	AMOUNT	BY WHOM	BALANCE	DATE	P. S. B.W.O. NUMBER	AMOUNT	BY WHOM
7	11/2/76	41-73841	4	A. Jones (b)					
3	12/3/76	Received	20	JCL (r)					
23	1/20/77	180-12871	7	B. Zorn (b)					
16	2/1/77	Supervisors Monthly Check	15	KRC (r)					
16	3/18/77	450-17678	7	R. Wagner (b)					
9	5/1/77	Inventory	8	JCL (r)					
8	5/5/77	Return 180-12871	2	JCL (r)					
<del>10</del>	<del>5/7/77</del>	<del>2-18438</del>	<del>6</del>	<del>L. Nacht (b)</del>					
10	5/10/77	Defective Items	2	JCL (b)					
8									

Shop Order #73841 for P-41

Twenty received on 12/3/76

Entry for Supervisors Monthly Check. If error is found, the amount on the card is not changed

Shop Order #17678 for XHS

Annual Physical Inventory taken on 5/1/77. Where the Kardex was showing 9 of the item, only 8 were found in the bin. Therefore the Kardex was changed to show the true amount. A line is drawn through the incorrect amount and the proper figure is entered on the next line

Return from previous order. Stockman to initial entry.

Erroneous entry. A single line is drawn through.

Defective items found. Stockman to initial entry.

NIPPLE WI BLK XH RH IPS

1/2 X 2

47-20-122

MAX. 25  
MIN. 5

(b) - blue or black ink

(r) - red ink

Description

Item Number

Standard Amt. Reorder Point

EXAMPLE 1

## OUTGOING

682 - RRNT-28822-A

BALANCE	DATE	P. S. B.W.O. NUMBER	AMOUNT	BY WHOM	BALANCE	DATE	P. S. B.W.O. NUMBER	AMOUNT	BY WHOM
70	1/8/77	141-87184	40	L.Klein (SC)	(b)				
30	1/20/77	80-17871	20	J.Carter (CE)	(b)				
10	1/27/77	Received	100	LXR	(r)				
110	2/1/77	Supervisors Monthly Check	110	RNM	(r)				
110	2/7/77	14-77707	55	A Burkley (CE)	(b)				
55	3/15/77	Returns	3	LXR	(r)				
<del>58</del> 50	5/1/77	Annual Inventory	50	LXR	(r)				

DEPENDENT OF ANNUAL PADLOCK MASTER #5 KA 2 KEYS 2	UNIT 33-31-205	MAX. <u>125</u> MIN. <u>30</u>
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EXAMPLE 2

DESCRIPTION OF ARTICLE

NIPPLE WI BLK XH RH IPS 1/2 X 2

INCOMING

FORM 1786.1

47-20-122

DATE REC'D	AMOUNT	RECEIVED FROM	AUTHORITY	UNIT PRICE	REMARKS
6/1/72	100	Davis & Warsaw	P2987613	.82 <sup>ea</sup>	(R)
2/7/74	50	NY Plumb Spec.	P378812	1.46 <sup>ea</sup>	(R)
12/3/76	20	Davis & Warsaw	P499877	1.98 <sup>ea</sup>	(R)

EXAMPLE 3