



BULLETIN

BULLETIN NO. 033-20 **(Supersedes Bulletin No. 023-20)** September 3, 2020

TO: All Division of Station Environment and Operations Employees
FROM: David Santoro, Chief Stations Officer, Station Environment and Operations
SUBJECT: **RESUMPTION OF MODIFIED STATIONS INSPECTION SCHEDULES**

Effective immediately, the Division of Station Environment and Operations will resume a modified inspection schedule to better align with current staffing availability. Infor EAM (Enterprise Asset Management) has adjusted these schedules to support an altered inspection schedule.



- **Mandatory Weekly Inspections.** All stations must be inspected at least once every seven days by Station Supervisors.
- **Privately-owned elevator and escalator (equipment) inspections** will continue for privately-owned elevators and escalators (equipment) twice per tour and NYCT-owned equipment once per day.
- **Mandatory Daily Slips, Trips, and Falls Inspection.** The top 25 stations identified by the Office of System Safety for Slips, Trips, Falls, and customer accidents must be inspected daily by Station Supervisors to identify non-conformities in public areas.

Supervisors are responsible for encouraging social distancing rules during safety talks. Safety talks will be conducted through the window, not inside the booth. Upon completion, supervisors will place their initials next to the employee's name to confirm attendance. Additionally, supervisors are responsible for encouraging social distancing rules and the proper use of masks during all work hours.

On hold until further notice:

There will be no random booth audits, bag audits, and no STOP cards.

A copy of this Bulletin can be obtained from the Station Environment and Operations' Operations Support and Assignment Center (OSAC) located at 130 Livingston Street, 5th Floor, cubicles 5029-5032 or via MTA stations homepage TENS NYCT.