

**Environmental Control Board Dirty Sidewalk/Area; Failure to Sweep 18" into Street: 16-118(2) / AS06, AS26, AS6M; 151.03(a) / AH50; 153.19 / AH54**

*To support a defense to the allegation of allowing a dirty sidewalk or dirty area or failing to sweep 18" into the street, please include answers to the following questions. If you choose to do a one-click hearing, include your answers on the e-form. If choose a hearing by mail, submit a sworn, notarized statement containing the relevant information. In either case, you may submit supporting documentation.*

If you are not the respondent named on the Notice of Violation, submit a written statement explaining:

- (a) your relationship to that named respondent, and
- (b) whether you are authorized to represent that party.

- Are there subways or bus stops in front of or near your building?
- Are there schools and playgrounds nearby? If yes, how far away are they?
- Is there a lot of pedestrian or vehicular traffic?
- Are there times of the day that pedestrian traffic is heaviest? When?
- How often is the area, sidewalk and street (18" from the curb) swept and cleaned?
- Who sweeps and cleans and at what times do they do so?
- If you are not the person doing the cleaning, how are you aware of what efforts are being made?
- When was the area, or sidewalk and street (18" from the curb) last swept and cleaned prior to the time indicated on the Notice of Violation?
- Describe in detail what efforts were made, on the violation date, to clean the street (18" from the curb)/area?

**If you are the owner or managing agent of a purely residential building or mixed-use building please address the following questions:**

- Is the premises involved a one- or two-family home?
- How many units/apartments does the building contain?
- Are there commercial tenants? If there are commercial tenants, how many are there and what type of businesses are they?
- Is the surrounding neighborhood, residential, commercial or mixed?
- Are there commercial establishments, i.e., delis, fast food stores, etc., near the premises? If yes, what types of businesses are they? How far away are they?
- Is there a superintendent or caretaker for the premises? If yes, does he /she reside at the premises?
- What days and hours does the superintendent or caretaker work?
- What are his / her duties?

**If you are the owner or managing agent of a purely commercial building or if you are a commercial tenant in any building please respond to the following questions:**

- What are the Routing Program hours during which Sanitation Enforcement Agents are scheduled to patrol your block? Please submit proof of such routing hours.
- How and when did you become aware of the routing hours?
- Describe in detail the efforts that are made to clean the area described in the Notice of Violation immediately before and during these routing hours.
- What tools are being used to clean the area?

- If you are a commercial tenant and you are claiming that it is not your responsibility to clean the cited area, why do you think that? Please submit supporting documentation, such as a diagram or photo.
- What floor is your business located on?
- What days of the week is your commercial premises open?
- What are the store hours?
- How many employees work at the premises?