

**MTA NEW YORK CITY TRANSIT
DIVISION OF STATION OPERATIONS
JOB SELECTION PROGRAMS AND PICKS**

STATION ENVIRONMENT AND OPERATIONS

STATION CLEANERS

WINTER 2024

**NORTH SCHEDULES
BOOK**

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0001	Station North	2300 - 0700	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	242 St	1	R197	2300 - 0100
*General Duties- see below				
*Major Duty “Floors”- see below	242 St	1	R197	0100 - 0200
*Major Duty Cleaning- see below	242 St	1	R197	0200 - 0300
Lunch	242 St	1	R197	0300 - 0330
*General Duties- see below	238 St	1	R196	0340 - 0500
*Major Duty “Floors”- see below	238 St	1	R196	0500 - 0600
*Major Duty Cleaning- see below	238 St	1	R196	0600 - 0650
Report Off Duty.	242 St	1	R197	0700 -
*General Duties-Daily-Deodorize entire Station upon arrival & departing Station you are assigned to clean during your tour of duty Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Sweep/mop RTO facilities. "Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”				
*Major Duty Floors-Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.				
*Major Duty Cleaning- Sun: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Sat: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0001A	Station North	2300 - 0700	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	207 St	1	R188	2300 - 0100
General Duties				
Major Duty Floors	207 St	1	R188	0100 - 0230
Major Duty Cleaning	207 St	1	R188	0230 - 0330
Lunch	207 St	1	R188	0330 - 0400
General Duties (See below) Work as Assigned Must be HDC Qualified Distribute Supplies	Various	Various	Various	0400 - 0600
General Duties	207 St	1	R188	0600 - 0700
Report Off Duty.	207 St	1	R188	0700 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. 0400-0600 Work as assigned/Deliver Supplies as needed in Zone 1. Covering for HDC jobs as required. "Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty." *Major Duty Cleaning – Covers NHDC Jobs as required. *Major Duty Cleaning – Daily 207 Street Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat/Sun Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. *Major Duty Cleaning – Daily 207 Street Sun: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Sat: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies Major Duty Floors-Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0002	Station North	2300 - 0700	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	231 St	1	R194	2300 - 0100
General Duties -see below				
Major Duty "Floors" -see below	231 St	1	R194	0100 - 0200
Major Duty "Cleaning"	231 St	1	R194	0200 - 0300
Lunch	231 St	1	R194	0300 - 0330
General Duties -see below	Marble Hill 225 St	1	R192	0340 - 0500
Major Duty "Floors" -see below	Marble Hill 225 St	1	R192	0500 - 0600
Major Duty "Cleaning"	Marble Hill 225 St	1	R192	0600 - 0650
Report Off Duty.	231 St	1	R194	0700 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Clean EL 184 & 185 "Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty."				
*Major Duty Floors-Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and mop Elevator 184,185				
*Major Duty Cleaning – Elevators 231 Street Daily- Clean and polish [ELE #s 184 & 185]. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills.				
*Major Duty Cleaning – Daily 231 Street Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue/Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed/Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.				
*Major Duty Cleaning – Daily 225 Street Sun/Wed/Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue/Thu/Sat: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0002A	Station North	2300 - 0700	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Dyckman St	1	R186	2300 -
General Duties – see below	Dyckman St	1	R186	2300 - 0100
Major Duty “Floors” – see below	Dyckman St	1	R186	0100 - 0200
Major Duty “Cleaning”	Dyckman St	1	R186	0200 - 0300
Lunch	Dyckman St	1	R186	0300 - 0330
General Duties – see below	215 St	1	R190	0340 - 0500
Major Duty “Floors” – see below	215 St	1	R190	0500 - 0600
Major Duty “Cleaning” – see below	215 St	1	R190	0600 - 0650
Report of duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Clean Elevator 178 Operate Scrubber machine on Lower Mezzanine. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Floors-Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. *Major Duty Cleaning - Elevators Dyckman St. Sat/Sun Clean & Polish Elevator 178 Wed: Clean & Polish Elevator 178 Fri: [2310-0010) R185-191 St. Clean, Sweep, Disinfect & hose wash Emergency Stairway (Works with NHDC00l) (0040-0140) R183-181 St. Clean, Sweep, Disinfect & hose wash Emergency Stairway (Works with NHDC096) (0230-0330) N13-168 St. Clean, Sweep, Disinfect & hose wash Emergency Stairway (Works with NHDC127) *Major Duty Cleaning - Daily Dyckman St. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. *Major Duty Cleaning - Daily 215 Street. Sun: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Sat: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies	Dyckman St	1	R186	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0003	Station North	1500 - 2300	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Bronx Park East	2 5	R326	1500 -
*General Duties- see below	Bronx Park East	2 5	R326	1500 - 1620
*Major Duty Cleaning	Bronx Park East	2 5	R326	1620 - 1720
*General Duties- see below	Pelham Pkwy	2 5	R328	1730 - 1900
Lunch	Pelham Pkwy	2 5	R328	1900 - 1930
*Major Duty Cleaning	Pelham Pkwy	2 5	R328	1930 - 2030
*Elevator Duties- see below	Pelham Pkwy	2 5	R328	2030 - 2130
*General Duties- see below	Bronx Park East	2 5	R326	2140 - 2300
Report Off Duty.	Bronx Park East	2 5	R326	2300 -
*Note - In lieu Elevators out of service, listed General Duties will be performed				
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platforms, passageways, mezzanines, and outside areas (3 ft.). Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty.				
*Elevator Duties - Clean and polish ELE 136, 137 & 138. Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				
*Major Duty Cleaning- Sun: Stairways- Bucket wash all street stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers. Mon: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Manhattan bound platform. Tue: Wipe down all digital panels, HPI Units, CAI, HEETS and MVM/MEM. Wed: Deck brush & disinfect all gutters/sanitary bases/platform ends as needed throughout the station Thu: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Manhattan bound platform. Fri: Clean all windows, station sign, and benches. Sat: Stairways- Bucket wash all platform stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0004	Station North	2300 - 0700	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	125 St	1	R174	2300 - 0045
General Duties- see below				
Major Duty "Floors" -see below	125 St	1	R174	0045 - 0200
Major Duty "Cleaning" -see below	125 St	1	R174	0200 - 0300
Lunch	125 St	1	R174	0300 - 0330
General Duties -see below Work as assigned, must be HDC qualified	Various	Various	Various	0330 - 0600
Distribute Supplies	125 St	1	R174	0600 - 0645
Report Off Duty.	125 St	1	R174	0700 -
*General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.				
*Major Duty Cleaning – 125 Street Sun: Clean Upper and Lower landings and polish Escalator 101 Clean Window ledges Mon/Thurs Clean Upper and Lower landings and polish Escalator 103 Clean Window ledges Tues: Clean Upper and lower landings and polish Escalator 103 Clean Window ledges Wed: Clean Upper and lower landings and polish Escalator 102 Clean Window ledges Fri/Sat Clean Upper and lower landings and polish Escalator 103 Clean Window ledges				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0004A	Station North	2300 - 0700	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	125 St	1	R174	2300 - 0100
Escalator Duties – Clean and Polish Escalator 101 (upper and lower landings) Clean Window ledges				
Escalator Duties – Clean and Polish Escalator 102 (upper and lower landings) Clean Window ledges	125 St	1	R174	0100 - 0300
Lunch	125 St	1	R174	0300 - 0330
General Duties -see below	145 St	1	R178	0340 - 0520
Major Duty Floor -see below	145 St	1	R178	0520 - 0600
Major Duty Cleaning -see below	145 St	1	R178	0600 - 0640
Report Off Duty.	125 St	1	R174	0700 -
*General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
**Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean [ESC]. Remove gum and damp mop upper and lower landings. Clean and polish exterior and interior of Escalator panels. Clean adjacent tile walls. Remove all accessible graffiti, stickers, and sticker/glue residue from handrails and overhead Annunciators.				
*Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.				
*Major Duty Cleaning – 145 Street Sun: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. <div>Fri: Refuse Room-</div> <div>Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.</div> <div>Sat:</div> <div>Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies.</div>				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0005	Station North	2300 - 0700	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	79 St	1	R162	2300 - 0045
General Duties – see below				
Major Duty “Floors” – see below	79 St	1	R162	0045 - 0200
Major Duty "Cleaning" – see below	79 St	1	R162	0200 - 0300
Lunch	79 St	1	R162	0300 - 0330
General Duties – see below	157 St	1	R180	0345 - 0500
Major Duty “Floors” – see below	157 St	1	R180	0500 - 0600
Major Duty “Cleaning” – see below	157 St	1	R180	0600 - 0645
Report Off Duty.	79 St	1	R162	0700 -
*General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.				
*Major Duty Cleaning Sun: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Sat: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0006	Station North	2300 - 0700	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform.	14 St	1 2 3	R127	2300 - 0200
*General Duties- see below				
*Major Duty- see below	14 St	1 2 3	R127	0200 - 0300
Lunch	14 St	1 2 3	R127	0300 - 0330
*Major Duty “Floors”- see below	14 St	1 2 3	R127	0330 - 0500
**General Duties- see below	14 St	1 2 3	R127	0500 - 0700
REPORT OFF DUTY.	14 St	1 2 3	R127	0700 -
<div>*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms.14th & 7th Avenue 123 Lines. L passageway to the set of railings in front of the IND signal door (opposite out-front AD panel 322-075. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Sun: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed Mon: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Tue: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing Wed: Supply Room- Tidy and organize supply rooms Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies Fri: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. **Elevator Duties – Newly Construction @ 14th Street- Contract A37129 TBD Clean and polish [ELE #s]. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom. *Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.</div>				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0007	Station North	2300 - 0700	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. (In the absence of coverage for Job NC0355 and/or NHDC018, perform all listed duties and Mop entire platform, including Mezzanines) *General Duties-see below	South Ferry	1	R101	2300 - 0130
PERFORM DUTIES AT WHITEHALL ST "/R" *Escalator Duties-see below *General Duties-see below	South Ferry	R	R101	0130 - 0245
Lunch	South Ferry	1	R101	0245 - 0315
*Major Duties-see below	South Ferry	R	R101	0315 - 0415
RTO Facilities	South Ferry	R	R101	0415 - 0455
*General Duties-see below	South Ferry	R	R101	0455 - 0610
Public Restrooms: (Clean, mop, clean urinals & toilets, wipe down tiled walls, restock toiletries, deodorize)	South Ferry	R	R101	0610 - 0700
Report off duty. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including adjacent to Battery Park & S. Ferry. Clean & disinfect Emergency Exit Stairwells (South-end Exit) crap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Clean and Mop all Mezzanines E&N (A60, A58), Clean all escalators elevators, including tiled walls above & adjacent to escalators. Remove gum & graffiti from escalator steps. Wet mop escalator landing plates Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. RTO Facilities: Clean, sweep, mop floors, wipe down surfaces and empty trash receptacles. *Major Duty Cleaning - (Daily) Clean Booth R101. Wipe booth glass inside & out. Wipe down & dust countertops and equipment. Sweep as needed. Empty trash bin. Wipe down/clean Deal Tray. Clean & bucket wash Emergency Exit Rescue 1 & 2: Bucket wash landings & disinfect, wipe down handrails and push-bars, including stainless steel doors - Clean & Disinfect Whitehall Refuse Room/Housings. Wipe down housings to remove dust. Floors: Sweep, deck brush, mop, and remove all stains & drag marks. Breakdown all empty boxes. Wipe down fire extinguisher. Clean/wipe down walls, as needed. Scrubber Room(s) - Organize room (discard unauthorized items. Remove items/equipment from in front of the eyewash unit. Etc.) Breakdown all empty boxes. Wipe down fire extinguisher. Employee Bathroom & EFR - Clean & disinfect. Sweep and mop; clean toilet, vanity, and sink. Empty trash bins. Clean walls, as needed. Clean stairways: remove gum, mop & deck wash threads, landings, wipe down handrails, remove stains from stairway side walls. Clean Public Restrooms.	South Ferry	1	R101	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0008	Station North	0700 - 1500	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	242 St	1	R197	0700 - 0900
*General Duties -see below				
*Major Duty "Floors" -see below	242 St	1	R197	0900 - 1000
*Major Duty "Cleaning"-see below	242 St	1	R197	1000 - 1100
Lunch	242 St	1	R197	1100 - 1130
*General Duties -see below	242 St	1	R197	1130 - 1300
*Major Duty "Floors"-see below	242 St	1	R197	1300 - 1400
*Major Duty "Cleaning"-see below	242 St	1	R197	1400 - 1500
Report Off Duty.	242 St	1	R197	1500 -
*General Duties-Daily-Deodorize entire Station upon arrival & departing Station you are assigned to clean during your tour of duty Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. "Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty." *Major Duty Floors-Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. *Major Duty Cleaning- Sun: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Sat: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0008A	Station North	0700 - 1500	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	242 St	1	R197	0700 -
242nd Street- RTO Facilities Duties- see below	242 St	1	R197	0700 - 1000
242nd Street- RTO Facilities *Major Duty - see below	242 St	1	R197	1000 - 1100
Lunch	242 St	1	R197	1100 - 1130
240 St. Tower: *RTO Facilities Duties- see below	242 St	1	R197	1140 - 1400
240 St. Tower: *Major Duty - see below	242 St	1	R197	1400 - 1445
Report Off Duty. *RTO Facilities and Offices Duties-Daily (242nd Street and 240th Street Tower) Sweep all stairs (leading to platform and street). Clean/Scrap 3ft around Tower area, and passageways. Wipe down & disinfect all stairway handrails. Remove all pigeon droppings from all railings, stairways to platform and outside areas (3 ft.) around. Empty, disinfect and clean all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from floors. Clean all Stainless Steel. Dust Ledges, Clean Windows throughout RTO Facilities. Clean all porcelain fixtures. Clean All Offices (Dispatchers' Superintendent's, Tower): Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office. Empty all trash bins. Clean all rooms: crew room, lunch room, locker room. Wipe down all surfaces, including Quench machines, tables, and seats. Empty all trash cans, sweep, mop and disinfect floors. Clean and Disinfect All Toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers, and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Empty all trash cans, sweep, mop, and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES. **Remove all trash to refuse housing. ***Maintain availability of all toiletries. *Major Duty Cleaning: 242nd Street Facility (1000-1100); 240th Street Tower (1400-1445) Sun: Refuse Housing 240 St. Tower- Bucket Wash, and Discard all debris and empty boxes. Disinfect areas around housing Clean & Wax floors Mon: Supply Room- Pickup and organize supply rooms. Remove empty boxes. Dust/Wipe down shelves top of Fire Extinguishers Tue: Bathroom Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Housing- 240 St. Tower- Bucket Wash, and Discard all debris and empty boxes. Disinfect areas around housing. Clean & Wax floors. Thu: Supply Room- Pickup and organize supply rooms. Remove empty boxes. Dust/Wipe down shelves top of Fire Extinguishers Fri: Bathroom Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies Sat: Refuse Housing 240 St. Tower- Bucket Wash, and Discard all debris and empty boxes. Disinfect areas around housing Clean & Wax floors.	242 St	1	R197	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0009	Station North	0700 - 1500	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform General Duties -see below	238 St	1	R196	0700 - 0900
Major Duty "Floors" -see below	238 St	1	R196	0900 - 1000
Major Duty "Cleaning" -see below	238 St	1	R196	1000 - 1100
Lunch	238 St	1	R196	1100 - 1130
General Duties -see below	231 St	1	R194	1140 - 1230
Elevator Duties – see below	231 St	1	R194	1230 - 1300
Major Duty "Floors" -see below	231 St	1	R194	1300 - 1400
Major Duty “Cleaning” – see below	231 St	1	R194	1400 - 1450
Report Off Duty *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform, and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Clean EL 184 & 185 Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Floors-Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. *Major Duty Cleaning – Daily 231 Street Daily: Clean & polish Elevators [# 184, 185]. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue/Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed/Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. *Major Duty Cleaning – Daily 238 Street Sun/Wed/Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue/Thu/Sat: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies	238 St	1	R196	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0009A	Station North	0700 - 1500	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform General Duties -see below	Marble Hill 225 St	1	R192	0700 - 0900
Major Duty Floors -see below	Marble Hill 225 St	1	R192	0900 - 1000
Major Duty Cleaning -see below	Marble Hill 225 St	1	R192	1000 - 1100
Lunch	Marble Hill 225 St	1	R192	1100 - 1130
General Duties -see below	215 St	1	R190	1140 - 1300
Major Duty Floors -see below	215 St	1	R190	1300 - 1400
Major Duty Cleaning -see below	215 St	1	R190	1400 - 1450
Report Off Duty *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. "Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty." *Major Duty Floors-Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. *Major Duty Cleaning – Daily Sun: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Sat: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies.	Marble Hill 225 St	1	R192	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0010	Station North	0700 - 1500	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Dyckman St	1	R186	0700 - 0900
Major Duty "Floors" -see below	Dyckman St	1	R186	0900 - 1000
Major Duty "Cleaning" -see below	Dyckman St	1	R186	1000 - 1100
Lunch	Dyckman St	1	R186	1100 - 1130
General Duties -see below	207 St	1	R188	1140 - 1300
Major Duty "Floors" -see below	207 St	1	R188	1300 - 1400
Major Duty "Cleaning" -see below	207 St	1	R188	1400 - 1450
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Clean Elevator 178 "Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty." *Major Duty Floors-Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. *Major Duty Cleaning – Daily Dyckman St. Daily- *Elevator Duties - Clean and polish [ELE 178]. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue/Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. *Major Duty Cleaning – Daily 207 Street. Sun/Wed/Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue/Thu/Sat: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies.	Dyckman St	1	R186	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NC0010AStation North	0700 - 1500	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform General Duties -see below	191 St	1	R185	0700 - 0900
Major Duty "Floors" -see below	191 St	1	R185	0900 - 0930
Elevator Duties- see below	191 St	1	R185	0930 - 1100
Lunch	191 St	1	R185	1100 - 1130
General Duties -see below	181 St	1	R183	1140 - 1300
Major Duty "Floors" -see below	181 St	1	R183	1300 - 1330
Elevator Duties- see below	181 St	1	R183	1330 - 1450
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Clean All EL(103-110) "Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty." *Major Duty Floors-Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. *Elevator Duties – Daily at 191 & 181 Street. Clean and polish [ALL ELEs]. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. *Major Duty Cleaning Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.	191 St	1	R185	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0011	Station North	0700 - 1500	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform General Duties – see below	168 St	A C	N013	0700 - 0930
Major Duty “Cleaning” – see below	168 St	A C	N013	0930 - 1030
General Duties – see below	157 St	1	R180	1040 - 1130
Major Duty "Floors" – see below	157 St	1	R180	1130 - 1200
Lunch	157 St	1	R180	1200 - 1230
Clean and disinfect EL 111, EL 112, EL 113 and EL 114 Clean glass and wipe down stainless steel inside and outside. Sweep and Mop Floors.	168 St	A C	N013	1240 - 1350
Scrap Mezzanine and Platform Areas. Sweep all Street Mezzanine Stairways. Empty and Disinfect all Trash Receptacles. Clean inside (chrome) of all receptacles. Empty trash in GSM/Supervisors office	168 St	A C	N013	1350 - 1500
Report Off Duty. *General Duties-Daily "1"Line Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Re-stock with soap, tissue and hand towel. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Elevator Duties Clean and polish (elevators 111,112,113, and 114). Remove gum, sweep, mop, and disinfect elevator floors, wipe down interior and exterior panels/edges on all levels, (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove debris from elevator door sills. Clean and wipe down the safety edge with dry rag from top to bottom. *Major Duty Floors – Daily 1 line Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. *Major Duty Cleaning 168 Street & 157 Street Sun: Refuse Room SB- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Scrubber Room-NB Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies Tue: Scrubber Room SB- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Room NB- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: Clean EFR – wipe down tables, benches and lockers. Sweep and mop floors. Clean refrigerator and microwave Fri: Clean Booth interior and exterior. Sweep and mop floor, wash walls and remove dust from ledges. Empty trash Sat: Clean and organize supply room. Discard empty boxes	168 St	A C	N013	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0012	Station North	0700 - 1500	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform General Duties – see below	137 St City College	1	R176	0700 - 0950
Major Duty “Cleaning” – see below	137 St City College	1	R176	0950 - 1030
Lunch	137 St City College	1	R176	1030 - 1100
General Duties – see below	145 St	1	R178	1110 - 1300
Major Duty “Cleaning” – see below	145 St	1	R178	1300 - 1350
Re-Scrap Mezzanine and Platform Areas. Sweep all Street and Mezzanine Stairways. Empty and Disinfect all Trash Receptacles	137 St City College	1	R176	1400 - 1500
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Re-stock with soap, tissue and hand towel. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Floors - Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. *Major Duty Cleaning 137 Street & 145 Street Sun: Refuse Room SB- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Scrubber Room-NB Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies Tue: Scrubber Room SB- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Room NB- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: Clean EFR – wipe down tables, benches and lockers. Sweep and mop floors. Clean refrigerator and microwave Fri: Clean Booth interior and exterior. Sweep and mop floor, wash walls and remove dust from ledges. Empty trash Sat: Clean and organize supply room. Discard empty boxes	137 St City College	1	R176	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NC0012A	Station North0700 - 1500	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform General Duties – see below	125 St	1	R174	0700 - 0950
Major Duty “Cleaning” – see below	125 St	1	R174	0950 - 1030
Lunch	125 St	1	R174	1030 - 1100
General Duties – see below	103 St	1	R170	1110 - 1300
Major Duty “Cleaning” – see below	103 St	1	R170	1300 - 1350
Re-Scrap Mezzanine and Platform Areas. Sweep all Street and Mezzanine Stairways. Empty and Disinfect all Trash Receptacles	125 St	1	R174	1400 - 1500
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Re-stock with soap, tissue and hand towel. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Floors - Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. *Major Duty Cleaning 125 Street & 103 Street Sun: Refuse Room SB- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Scrubber Room-NB Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies Tue: Scrubber Room SB- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Room NB- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: Clean EFR – wipe down tables, benches and lockers. Sweep and mop floors. Clean refrigerator and microwave Fri: Clean Booth interior and exterior. Sweep and mop floor, wash walls and remove dust from ledges. Empty trash Sat: Clean and organize supply room. Discard empty boxes	125 St	1	R174	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0013	Station North	0700 - 1500	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform General Duties – see below	116 St Columbia University	1	R173	0700 - 0950
Major Duty “Cleaning” – see below	116 St Columbia University	1	R173	0950 - 1030
Lunch	116 St Columbia University	1	R173	1030 - 1100
General Duties – see below	Cathedral Pkwy 110 St	1	R172	1110 - 1300
Major Duty “Cleaning” – see below	Cathedral Pkwy 110 St	1	R172	1300 - 1350
Re-Scrap Mezzanine and Platform Areas. Sweep all Street and Mezzanine Stairways. Empty and Disinfect all Trash Receptacles	116 St Columbia University	1	R173	1400 - 1500
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Re-stock with soap, tissue and hand towel. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Floors - Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. *Major Duty Cleaning 116 Street & 110 Street Sun: Refuse Room SB- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Scrubber Room-NB Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies Tue: Scrubber Room SB- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Room NB- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: Clean EFR – wipe down tables, benches and lockers. Sweep and mop floors. Clean refrigerator and microwave Fri: Clean Booth interior and exterior. Sweep and mop floor, wash walls and remove dust from ledges. Empty trash Sat: Clean and organize supply room. Discard empty boxes	116 St Columbia University	1	R173	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0014	Station North	0700 - 1500	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform General Duties – see below	96 St	1 2 3	R168A	0700 - 1000
Major Duty “Cleaning” – see below	96 St	1 2 3	R168A	1000 - 1100
Lunch	96 St	1 2 3	R168A	1100 - 1130
Major Duty “Floors” – see below	96 St	1 2 3	R168A	1130 - 1230
Clean and disinfect EL 145 and EL 146 Clean glass and wipe down stainless steel inside and outside. Sweep and Mop Floors. Clean and disinfect N/S/B underpass	96 St	1 2 3	R169	1230 - 1350
Scrap Mezzanine and Platform Areas. Sweep all Street Mezzanine Stairways. Empty and Disinfect all Trash Receptacles. Clean inside (chrome) of all receptacles	96 St	1 2 3	R169	1350 - 1500
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Elevator Duties Clean and polish (elevators 145 and 146). Remove gum, sweep, mop, and disinfect elevator floors, wipe down interior and exterior panels/edges on all levels, (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove debris from elevator door sills. Clean and wipe down the safety edge with dry rag from top to bottom. *Major Duty Floors - Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. *Major Duty Cleaning Sun.: Clean Booth R169 interior and exterior including booth windows. Sweep and mop floor, wash walls and remove dust from ledges. Empty booth garbage. Clean all turnstiles. Mon: Clean Male and Female Locker Rooms. Clean locker tops. Sweep and mop floor Tue: Clean Male and Female Employee Toilet. Clean and disinfect toilet bowl and sink. Sweep and mop floors. Replenish toilet paper, soap and hand towel as needed. Empty trash in consolidated Facility Room. Wed: Scrap and disinfect underpass area. Remove all stains, spills and drag marks on floor. Thurs: Clean and polish all turnstiles including the bottom of turnstiles. Wipe top of MVM’s and MEM’s. Fri: Clean Employee Restroom. Clean and disinfect toilet bowl and sink. Sweep and mop floors. Replenish toilet paper, soap and hand towel. Empty trash in consolidated Facility Room Sat: Mon: Clean Booth R168A interior and exterior. Sweep and mop floor, wash walls and remove dust from ledges. Clean Superintendent and Supervisor offices including bathroom. Empty all garbage.	96 St	1 2 3	R169	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0015	Station North	0700 - 1500	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform General Duties – see below	72 St	1 2 3	R161B	0700 - 0950
Major Duty “Cleaning” – see below	72 St	1 2 3	R161B	0950 - 1030
Lunch	72 St	1 2 3	R161B	1030 - 1100
General Duties – see below	79 St	1	R162	1110 - 1350
Re-Scrap Mezzanine and Platform Areas. Sweep all Street and Mezzanine Stairways. Empty and Disinfect all Trash Receptacles	72 St	1 2 3	R161B	1400 - 1500
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Re-stock with soap, tissue and hand towel. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Floors - Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. *Major Duty Cleaning 72 Street Sun: Refuse Room SB- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Scrubber Room-NB Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies Tue: Scrubber Room SB- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Room NB- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: Clean EFR – wipe down tables, benches and lockers. Sweep and mop floors. Clean refrigerator and microwave Fri: Clean Booth interior and exterior. Sweep and mop floor, wash walls and remove dust from ledges. Empty trash Sat: Clean and organize supply room. Discard empty boxes	72 St	1 2 3	R161B	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0015A	Station North	0700 - 1500	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform General Duties – see below	86 St	1	R164	0700 - 0950
Major Duty “Cleaning” – see below	86 St	1	R164	0950 - 1030
Lunch	86 St	1	R164	1030 - 1100
General Duties – see below	66 St Lincoln Center	1	R160	1110 - 1350
Re-Scrap Mezzanine and Platform Areas. Sweep all Street and Mezzanine Stairways. Empty and Disinfect all Trash Receptacles	86 St	1	R164	1400 - 1500
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Re-stock with soap, tissue and hand towel. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Floors - Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. *Major Duty Cleaning 86 Street Sun: Refuse Room SB- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Scrubber Room-NB Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies Tue: Scrubber Room SB- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Room NB- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: Clean EFR – wipe down tables, benches and lockers. Sweep and mop floors. Clean refrigerator and microwave Fri: Clean Booth interior and exterior. Sweep and mop floor, wash walls and remove dust from ledges. Empty trash Sat: Clean and organize supply room. Discard empty boxes	86 St	1	R164	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NC0016	0700 - 1500	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	50 St	1	R155	0700 -
*General Duties- see below	50 St	1	R155	0700 - 1000
*Major Duty- see below	50 St	1	R155	1000 - 1100
Lunch	50 St	1	R155	1100 - 1130
**General Duties- see below	50 St	1	R155	1130 - 1450
Report off duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Sun: Booth R155- Clean interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Sign Booth Major Duty Form. Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Mon: Refuse Room - Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Employee Toilets- Clean Men/Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Wed: Tile/Concrete Walls: Bucket Wash lower portion of Northbound platform including paid/unpaid mezzanine. Remove spit and shoe marks. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Rooms- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. *Both Scrubber Rooms – Extra 45 minutes allowed to Major Duty Sat: Tile/Concrete Walls: Bucket Wash lower portion of Southbound platform including paid/unpaid mezzanine. Remove spit and shoe marks.	50 St	1	R155	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0017	Station North	0600 - 1400	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM.	Times Sq-42 St	1 2 3	R151	0600 - 1000
*General Duties- see below				
*Major Duty- see below	Times Sq-42 St	1 2 3	R151	1000 - 1100
Lunch	Times Sq-42 St	1 2 3	R151	1100 - 1130
**General Duties- see below	Times Sq-42 St	1 2 3	R151	1130 - 1400
Report off duty.	Times Sq-42 St	1 2 3	R151	1400 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [40th /7Avenue]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT/CVM) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Clean and disinfect tower and employee bathroom at 40th /7th Avenue Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”				
*Major Duty Cleaning- Sun: Booth R147 CSC Booths- Clean interior and exterior of booth. Clean all glass (booths and station entrance). Mop floors. Clean and disinfect chairs in seating area. Wipe down all digital screens Mon: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Tue: Clean, disinfect and polish all trash receptacles on southbound platforms and Mezz of R143 (40th and 7th Ave) Wed: Clean, disinfect and polish all trash receptacles on northbound platforms and Mezz of R151 Thu: Clean, disinfect and polish all MVM, HEET’s, turnstiles and chrome railings at R143 mezzanine area Fri: RTO Tower. Clean all rooms: Wipe down all surfaces including Quench machines, tables and seats, toilet and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES. Sat: Booth- Clean booth [booth R151] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon.				
**Elevator Duties – Job 375 not covered: Clean and Polish [ELE232,233] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NC0018	Station North	0600 - 1400
		2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM.	Times Sq-42 St	1 2 3	R151	0600 - 1000
*General Duties- see below				
*Major Duty- see below	Times Sq-42 St	1 2 3	R151	1000 - 1100
LUNCH	Times Sq-42 St	1 2 3	R151	1100 - 1130
"Sun through Sat: 1130-1200 7-line RTO Supt Office Tower- Clean/mop /empty trash"	Times Sq-42 St	1 2 3	R151	1130 - 1200
**General Duties- see below.	Times Sq-42 St	1 2 3	R151	1200 - 1400
REPORT OFF DUTY.	Times Sq-42 St	1 2 3	R151	1400 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [41st /7th Avenue NW & SW corners] ML5 to ML16 & ML20 to ML23. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR Disinfect Employees' Toilet at R145. Empty Trash Receptacles Between EL 232 and EL 233 On The Upper Mezzanine By R145. Sweep entire 41st Street Passageway from 7th Avenue to 8th Avenue- Clean and mop corridor of EFR. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” Clean RTO Superintendent office upper mezzanine of R145;				
*Major Duty Cleaning- Sun: Male & Female Locker Room-- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Mon: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Tue: Scrubber Room- Mezzanine of R145 Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Wed: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Fri: Scrubber Room- Lower Mezz- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies Sat: Booth Clean [booth R145] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors.				
**Elevator Duties – Job 375 not covered: Clean and Polish [ELE #232, 233] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0019	Station North	0700 - 1500	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM.	34 St Penn Station	1 2 3	R138	0700 - 1100
*General Duties- see below				
*Major Duty- see below	34 St Penn Station	1 2 3	R138	1100 - 1200
Lunch	34 St Penn Station	1 2 3	R138	1200 - 1230
**General Duties- see below	34 St Penn Station	1 2 3	R138	1230 - 1500
Report off duty.	34 St Penn Station	1 2 3	R138	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Scrap R138 Mezzanine Island Platform and underpass to R135 to R137. Clean glass railings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”				
*Major Duty Cleaning- Sun: Clean booth [Booth R138] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Wed: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Thu: Stairways- Bucket Wash [list stairway #'s]. Clean adjacent tile walls. Remove all stickers Fri: Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office. Sat: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.				
**Elevator Duties – Job 365 NO coverage Clean and Polish [ELE214, 215, 216, 618] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0020	Station North	0700 - 1500	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM.	34 St Penn Station	1 2 3	R138	0700 - 1100
*General Duties- see below				
*Major Duty- see below	34 St Penn Station	1 2 3	R138	1100 - 1200
LUNCH	34 St Penn Station	1 2 3	R138	1200 - 1230
**General Duties- see below	34 St Penn Station	1 2 3	R138	1230 - 1500
REPORT OFF DUTY.	34 St Penn Station	1 2 3	R138	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Clean underpass to R142 to R141. Clean glass railings Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”				
*Major Duty Cleaning- Sun: Clean booth [Booth R135] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Wed: Stairways- Bucket Wash [Stairways]. Clean adjacent tile walls. Remove all stickers. Thu: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Mezzanine next to R138 and northbound platform near R141 Sat: Clean booth [Booth R141] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris.				
**Elevator Duties - Job 365 No Coverage Clean and Polish [ELE214, 215, 216, 618] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0021	Station North	0700 - 1500	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty in full Uniform.	South Ferry	1 R	R101	0700 - 0900
In the absence of coverage for Job NC0358, perform all listed duties at Whitehall & South Ferry				
PERFORM DUTIES AT WHITEHALL ST "R"				
*General Duties-see below				
*General Duties-see below	Franklin St	1	R117	0910 - 1030
Lunch	Franklin St	1	R117	1030 - 1100
*Major Duties-see below	Franklin St	1	R117	1100 - 1150
Public Restrooms: (Clean, mop, clean urinals & toilets, wipe down tiled walls, restock toiletries, deodorize)	South Ferry	R	R101	1200 - 1300
RTO Facilities (Tower, Offices, Lunch/Locker rooms)	South Ferry	R	R101	1300 - 1430
*General Duties-see below	South Ferry	R	R101	1430 - 1500
Report Off Duty.	South Ferry	1	R101	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect , clean & polish all trash receptacles. Remove all stains, spills and drag marks on floor areas & spot mop. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. RTO Facilities: Clean, sweep, mop floors, wipe down surfaces and empty trash receptacles. *Major Duty Cleaning - (Daily) Clean Booth R101. Wipe booth glass inside & out. Wipe down & dust countertops and equipment. Sweep as needed. Empty trash bin. Wipe down/clean Deal Tray. Clean & bucket wash Emergency Exit Rescue 1 & 2: Bucket wash landings & disinfect, wipe down handrails and push-bars, including stainless steel doors - Clean & Disinfect Whitehall Refuse Room/Housings. Wipe down housings to remove dust. Floors: Sweep, deck brush, mop, and remove all stains & drag marks. Breakdown all empty boxes. Wipe down fire extinguisher. Clean/wipe down walls, as needed. Scrubber Room(s) - Organize room (discard unauthorized items. Remove items/equipment from in front of the eyewash unit. Etc.) Breakdown all empty boxes. Wipe down fire extinguisher. Employee Bathroom & EFR - Clean & disinfect. Sweep and mop; clean toilet, vanity, and sink. Empty trash bins. Clean walls, as needed. Clean stairways: remove gum, mop & deck wash threads, landings, wipe down handrails, remove stains from stairway side walls. Clean Public Restrooms.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0022	Station North	0700 - 1500	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM.	14 St	1 2 3	R127	0700 - 1000
*General Duties- see below				
*Major Duty- see below	14 St	1 2 3	R127	1000 - 1100
Lunch	14 St	1 2 3	R127	1100 - 1130
**General Duties- see below	18 St	1	R129	1140 - 1350
*Major Duty- see below	18 St	1	R129	1350 - 1450
Report off duty.	14 St	1 2 3	R127	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”				
*Major Duty Cleaning- Sun: Clean booth [Booth R127 & R129] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Tue: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Wed: Supply Room- Tidy and organize supply rooms Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies Fri: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Sat: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles.				
**Elevator Duties – Newly Construction @ 14th Street- Contract A37129 TBD Clean and Polish [ELE#’s] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0023	Station North	0700 - 1500	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM.	28 St	1	R133	0700 - 0930
*General Duties- see below				
*Major Duty- see below	28 St	1	R133	0930 - 1030
Lunch	28 St	1	R133	1030 - 1100
**General Duties- see below	23 St	1	R131	1110 - 1300
*Major Duty- see below	23 St	1	R131	1300 - 1400
**General Duties- see below	28 St	1	R133	1410 - 1500
Report off duty.	28 St	1	R133	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”				
*Major Duty Cleaning- Sun: Clean booth [Booth R131 & R133] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Tue: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Wed: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Thu: Scrubber Room/CTA Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0023A	Station North	0930 - 1730	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full	Chambers St	1 2 3	R116	0930 - 1000
Public Restroom/Elevator Cleaner				
*Public Restroom Duties- see below				
Note- If out of service listed general duties will be performed:				
Mon- Clean men and women’s public toilets				
Tues to Sun- **Station General Duties- see below				
***Elevator Duties- see below	Chambers St	1 2 3	R116	1000 - 1100
***Elevator Duties- see below	South Ferry	1	R101	1110 - 1200
Whitehall St	South Ferry	1	R101	1200 - 1300
*Public Restroom Duties- see below				
Note- If out of service listed duties will be performed:				
Mon- Clean men and women’s public toilets				
Tues to Sun- **Station General Duties- see below				
Lunch	South Ferry	1	R101	1300 - 1330
***Elevator Duties- see below	Chambers St	1 2 3	R116	1340 - 1440
**Station General Duties- see below	Chambers St	1 2 3	R116	1440 - 1530
*Public Restroom Duties- see below	Chambers St	1 2 3	R116	1530 - 1600
***Elevator Duties- see below	South Ferry	1	R101	1610 - 1720
Report Off Duty	Chambers St	1 2 3	R116	1730 -
*Public Restroom Duties				
Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening				
**Station General Duties				
Wipe down all AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Remove graffiti, stickers, and sticker/glue residue. Clean exterior of R101, R116 booth windows- use water only				
***Elevator Duties- Chambers Street, South Ferry				
Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels- street, mezzanine, and platforms. Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				
Public Restroom/Elevator Cleaner				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0024	Station North	0700 - 1500	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM.	Chambers St	1 2 3	R116	0700 - 1000
*General Duties- see below Note- If Job R/D NC0287 not covered- see below.				
*Major Duty- see below	Chambers St	1 2 3	R116	1000 - 1100
Lunch	Chambers St	1 2 3	R116	1100 - 1130
**General Duties- see below	Canal St	1	R119	1140 - 1300
*Major Duty- see below 336,337,338	Canal St	1	R119	1300 - 1400
**General Duties- see below	Chambers St	1 2 3	R116	1400 - 1500
Report off duty.	Chambers St	1 2 3	R116	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”				
*Major Duty Cleaning- Sun: Clean booth [Booth R116 & R119] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Tue: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing Wed: Supply Room- Tidy and organize supply rooms. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Fri: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti, stickers and sticker/ glue residue.				
**Elevator Duties Note- If Job R/D NC0287 not covered listed, General Duties will be performed.				
Clean and Polish [ELE#’s] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0024A	Station North	0700 - 1500	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Christopher St Sheridan Sq	1	R125	0700 - 1000
*General Duties- see below				
*Major Duty- see below	Christopher St Sheridan Sq	1	R125	1000 - 1100
Lunch	Christopher St Sheridan Sq	1	R125	1100 - 1130
**General Duties- see below	Houston St	1	R123	1140 - 1300
*Major Duty- see below	Houston St	1	R123	1300 - 1400
**General Duties- see below	Christopher St Sheridan Sq	1	R125	1400 - 1500
Report off duty.	Christopher St Sheridan Sq	1	R125	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”				
*Major Duty Cleaning- Sun: Clean booth [Booth R125] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Stairways- Bucket Wash. Clean adjacent tile walls. Remove all stickers. Tue: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Wed: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Fri: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Sat: Clean booth [Booth R123] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0025	Station North	2300 - 0700	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM.	28 St	1	R133	2300 - 0200
*General Duties- see below				
*Major Duty- see below	28 St	1	R133	0200 - 0300
Lunch	28 St	1	R133	0300 - 0330
**General Duties- see below	23 St	1	R131	0340 - 0410
*Major Duty “Floors”- see below	23 St	1	R131	0440 - 0500
*Major Duty- see below	23 St	1	R131	0500 - 0600
**General Duties- see below	28 St	1	R133	0610 - 0700
Report off duty.	28 St	1	R133	0700 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”				
*Major Duty Cleaning- Sun: Scrubber Room/CTA Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies- Northbound platform Mon: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Northbound platform Tue: Scrubber Room/CTA Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies- Southbound platform Wed: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Thu: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers- Southbound platform Fri: Stairways- Bucket Wash stairways. Clean adjacent tile walls. Remove all stickers. Sat: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies.				
*Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0026	Station North	1500 - 2300	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform General Duties- see below	242 St	1	R197	1500 - 1700
Major Duty “Floors”- see below	242 St	1	R197	1700 - 1800
Major Duty Cleaning- see below	242 St	1	R197	1800 - 1900
Lunch	242 St	1	R197	1900 - 1930
General Duties- see below	238 St	1	R196	1940 - 2100
Major Duty “Floors”- see below	238 St	1	R196	2100 - 2200
Major Duty Cleaning- see below	238 St	1	R196	2200 - 2250
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. "Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty." *Major Duty Floors-Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. *Major Duty Cleaning- Sun: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Sat: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies	242 St	1	R197	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0026A	Station North	1500 - 2300	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	242 St	1	R197	1500 - 1700
RTO Facility/Dispatchers Office: General Duties- see below				
RTO Facility/Dispatchers Office: Major Duty Floors- see below	242 St	1	R197	1700 - 1800
RTO Facility/Dispatchers Office: Major Duty Cleaning- see below	242 St	1	R197	1800 - 1900
Lunch	242 St	1	R197	1900 - 1930
240 St. Tower: General Duties- see below	242 St	1	R197	1940 - 2100
240 St. Tower: Major Duty Floors- see below	242 St	1	R197	2100 - 2200
240 St. Tower: Major Duty Cleaning- see below	242 St	1	R197	2200 - 2250
Report Off Duty.	242 St	1	R197	2300 -
*General Duties-Daily Inspect Tower, Dispatchers Office, RTO Facilities for unsanitary conditions and correct. Sweep all stairs (leading to platform, and street). Clean/Scrap 3ft around Tower area, and passageways. Wipe down & disinfect all stairway handrails. Remove all pigeon droppings from all railings, stairways to platform and outside areas (3 ft.) around. .Empty, disinfect and clean all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from floors. Clean all Stainless Steels. Dust Ledges, Clean Windows throughout RTO Facilities. Clean and Disinfect All Employee Bathrooms. Clean and polish tops of tables and chairs. Remove all trash to refuse housing. Maintain availability of all toiletries. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Floors-Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from floors and stairs. Clean all porcelain fixtures. Dispose refuse food and drinks left on tables and kitchen counters, Clean and disinfect areas around all refuse containers including housing 240 St. Tower.				
*Major Duty Cleaning- Sun: Refuse Housing 240 St. Tower- Bucket Wash, and Discard all debris and empty boxes. Disinfect areas around housing Clean & Wax floors. Mon: Supply Room- Pickup and organize supply rooms. Remove empty boxes. Dust/Wipe down shelves top of Fire Extinguishers. Tue: Bathroom Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Housing- 240 St. Tower- Bucket Wash, and Discard all debris and empty boxes. Disinfect areas around housing. Clean & Wax floors. Thu: Supply Room- Pickup and organize supply rooms. Remove empty boxes. Dust/Wipe down shelves top of Fire Extinguishers. Fri: : Bathroom Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Refuse Housing 240 St. Tower- Bucket Wash, and Discard all debris and empty boxes. Disinfect areas around housing Clean & Wax floors.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0027	Station North	1500 - 2300	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform General Duties – see below	Dyckman St	1	R186	1500 - 1700
Major Duty “Floors” – see below	Dyckman St	1	R186	1700 - 1800
Major Duty “Cleaning”	Dyckman St	1	R186	1800 - 1900
Lunch	Dyckman St	1	R186	1900 - 1930
General Duties – see below	215 St	1	R190	1940 - 2100
Major Duty “Floors” – see below	215 St	1	R190	2100 - 2200
Major Duty “Cleaning” – see below	215 St	1	R190	2200 - 2250
Report of duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Clean Elevator 178 "Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty." *Major Duty Floors-Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. **Elevator Duties Clean and polish (elevator 178). Remove gum, sweep, mop, and disinfect elevator floors, wipe down interior and exterior panels/edges on all levels, (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove debris from elevator door sills. Clean and wipe down the safety edge with dry rag from top to bottom. Sat/Sun and Wed/ Fri (elevator 178 Dyckman St. *Major Duty Cleaning – Daily Dyckman St. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. *Major Duty Cleaning – Daily 215 Street. Sun: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Sat: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies	Dyckman St	1	R186	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NC0027A	1500 - 2300	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform General Duties- see below	231 St	1	R194	1500 - 1700
Major Duty “Floors” – see below	231 St	1	R194	1700 - 1800
Major Duty “Cleaning”	231 St	1	R194	1800 - 1900
Lunch	231 St	1	R194	1900 - 1930
General Duties – see below	Marble Hill 225 St	1	R192	1940 - 2100
Major Duty “Floors” – see below	Marble Hill 225 St	1	R192	2100 - 2200
Major Duty “Cleaning” – see below	Marble Hill 225 St	1	R192	2200 - 2250
Report of duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Clean EL 184 & 185 Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Floors-Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and mop Elevator 184,185 *Major Duty Cleaning – Elevators 231 Street Sat/Sun Clean & polish Elevator 184, 185 *Major Duty Cleaning – Daily 231 Street Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. *Major Duty Cleaning – Daily 225 Street Sun: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Sat: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies.	231 St	1	R194	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0028	Station North	1500 - 2300	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform General Duties – see below	191 St	1	R185	1500 - 1700
Major Duty “Floors” – see below	191 St	1	R185	1700 - 1800
Major Duty “Cleaning”	191 St	1	R185	1800 - 1900
Lunch	191 St	1	R185	1900 - 1930
General Duties – see below	191 St	1	R185	1930 - 2100
Major Duty “Floors” – see below	191 St	1	R185	2100 - 2200
Major Duty “Cleaning” – see below	191 St	1	R185	2200 - 2300
Report off duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Clean Elevator 103,104,105,106 "Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty." *Major Duty Floors-Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and Mop Elevator floor 103,104,105,106 **Elevator Duties- Daily 191 St Sat/ Sun and Wed/ Fri Clean and polish (elevator 103,104,105,106). Remove gum, sweep, mop, and disinfect elevator floors, wipe down interior and exterior panels/edges on all levels, (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove debris from elevator door sills. Clean and wipe down the safety edge with dry rag from top to bottom. *Major Duty Cleaning – Daily 191 St. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Thu: Refuse Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies.	191 St	1	R185	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0028A	Station North	1500 - 2300	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform General Duties – see below	181 St	1	R183	1500 - 1700
Major Duty “Floors” – see below	181 St	1	R183	1700 - 1800
Major Duty “Cleaning” – see below	181 St	1	R183	1800 - 1900
Lunch	207 St	1	R188	1900 - 1930
General Duties	207 St	1	R188	1940 - 2100
Major Duty “Floors” – see below	207 St	1	R188	2100 - 2200
Major Duty “Cleaning” – see below	207 St	1	R188	2200 - 2250
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Clean Elevator 107,108,109,110. "Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty." *Major Duty Floors-Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and Mop Elevator floor 107,108,109,110. **Elevator Duties- Elevators 181 St Sat/Sun and Wed/Fri Clean and polish (elevator 107,108,109,110). Remove gum, sweep, mop, and disinfect elevator floors, wipe down interior and exterior panels/edges on all levels, (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove debris from elevator door sills. Clean and wipe down the safety edge with dry rag from top to bottom. Major Duty Cleaning – Daily 181 St. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. *Major Duty Cleaning – Daily 207 Street. Sun: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Sat: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies.	181 St	1	R183	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0028B	Station North	1500 - 2300	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	168 St	A C	N013	1500 -
General Duties – see below (A line)	168 St	A C	N013	1500 - 1830
Lunch	168 St	A C	N013	1830 - 1900
Elevator Duties – see below (A line)	168 St	A C	N013	1900 - 2100
Mop and Empty Garbage from RTO Facilities and Dispatchers Office	168 St	A C	N013	2110 - 2200
Scrap Mezzanine and Platform Areas. Sweep all Street Mezzanine Stairways. Empty and Disinfect all Trash Receptacles	168 St	A C	N013	2200 - 2300
Report Off Duty.	168 St	A C	N013	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. ***RTO Facilities Duties Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men restrooms. Wipe down all surfaces including Quench machines, tables and seats. Clean and disinfect toilets, Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES. ***Elevator Duties- EL139, EL140, EL141 Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels- street, mezzanine and platforms. Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0029	Station North	1500 - 2300	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. General Duties – see below	137 St City College	1	R176	1500 - 1730
Major Duty “Cleaning” – see below	137 St City College	1	R176	1730 - 1800
Lunch	137 St City College	1	R176	1800 - 1830
General Duties – see below	145 St	1	R178	1840 - 2045
Major Duty “Cleaning” – see below	137 St City College	1	R176	2045 - 2115
Re-Scrap Mezzanine and Platform Areas. Sweep all Street and Mezzanine Stairways. Empty and Disinfect all Trash Receptacles	137 St City College	1	R176	2125 - 2300
Report off duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Re-stock with soap, tissue and hand towel. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Floors - Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. *Major Duty Cleaning 137 Street & 145 Street Sun: Refuse Room SB- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Scrubber Room-NB Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies Tue: Scrubber Room SB- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Room NB- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: Clean EFR – wipe down tables, benches and lockers. Sweep and mop floors. Clean refrigerator and microwave Fri: Clean Booth interior and exterior. Sweep and mop floor, wash walls and remove dust from ledges. Empty trash Sat: Clean and organize supply room. Discard empty boxes	137 St City College	1	R176	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NC0029A	Station North1500 - 2300	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. General Duties – see below	125 St	1	R174	1500 - 1730
Major Duty “Cleaning” – see below	125 St	1	R174	1730 - 1800
Lunch	125 St	1	R174	1800 - 1830
General Duties – see below	157 St	1	R180	1840 - 2045
Major Duty “Cleaning” – see below	157 St	1	R180	2045 - 2120
Re-Scrap Mezzanine and Platform Areas. Sweep all Street and Mezzanine Stairways. Empty and Disinfect all Trash Receptacles	125 St	1	R174	2130 - 2300
Report off duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Re-stock with soap, tissue and hand towel. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Floors - Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. *Major Duty Cleaning 125 Street & 157 Street Sun: Refuse Room/Housing SB- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Scrubber Room-NB Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies Tue: Scrubber Room SB- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Room/Housing NB- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: Clean EFR – wipe down tables, benches and lockers. Sweep and mop floors. Clean refrigerator and microwave Fri: Clean Booth interior and exterior. Sweep and mop floor, wash walls and remove dust from ledges. Empty trash Sat: Clean and organize supply room. Discard empty boxes	125 St	1	R174	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0029B	Station North	1500 - 2300	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. General Duties-- see below	116 St Columbia University	1	R173	1500 - 1730
Major Duty Cleaning-- see below	116 St Columbia University	1	R173	1730 - 1800
Lunch	116 St Columbia University	1	R173	1800 - 1830
General Duties-- see below	79 St	1	R162	1840 - 2045
Major Duty Cleaning-- see below	79 St	1	R162	2045 - 2120
Re-Scrap Mezzanine and Platform Areas. Sweep all Street and Mezzanine Stairways. Empty and Disinfect all Trash Receptacles	116 St Columbia University	1	R173	2130 - 2300
Report off duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Re-stock with soap, tissue and hand towel. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Floors - Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. *Major Duty Cleaning 116 Street & 79 Street Sun: Refuse Room/Housing SB- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Scrubber Room-NB Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies Tue: Scrubber Room SB- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Room/Housing NB- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: Clean EFR – wipe down tables, benches and lockers. Sweep and mop floors. Clean refrigerator and microwave Fri: Clean Booth interior and exterior. Sweep and mop floor, wash walls and remove dust from ledges. Empty trash Sat: Clean and organize supply room. Discard empty boxes	116 St Columbia University	1	R173	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0030	Station North	1500 - 2300	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform General Duties – see below	96 St	1 2 3	R168A	1500 - 1800
Mop and Empty Garbage from RTO Facilities and Dispatchers Office	96 St	1 2 3	R168A	1800 - 1830
Lunch	96 St	1 2 3	R168A	1830 - 1900
Major Duty “Floors” – see below	96 St	1 2 3	R168A	1900 - 2020
Major Duty “Floors” – see below	96 St	1 2 3	R168A	2020 - 2050
Scrap Mezzanine and Platform Areas. Sweep all Street Mezzanine Stairways. Empty and Disinfect all Trash Receptacles	96 St	1 2 3	R168A	2050 - 2300
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Floors - Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. *Major Duty Cleaning Sun: Refuse Room SB- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Scrubber Room-NB Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies Tue: Scrubber Room SB- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Room NB- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: Scrubber Room-R168 Mezzanine Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Fri: Clean Booth R169 interior and exterior. Sweep and mop floor, wash walls and remove dust from ledges. Sat: Scrubber Room- R168A Mezzanine Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies.	96 St	1 2 3	R168A	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0030A	Station North	1500 - 2300	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform General Duties- see below	Cathedral Pkwy 110 St	1	R172	1500 - 1730
Major Duty Cleaning- see below	Cathedral Pkwy 110 St	1	R172	1730 - 1800
Lunch	Cathedral Pkwy 110 St	1	R172	1800 - 1830
General Duties- see below	103 St	1	R170	1840 - 2045
Major Duty Cleaning- see below	103 St	1	R170	2045 - 2115
Re-Scrap Mezzanine and Platform Areas. Sweep all Street and Mezzanine Stairways. Empty and Disinfect all Trash Receptacles	Cathedral Pkwy 110 St	1	R172	2125 - 2300
Report Off Duty. General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Re-stock with soap, tissue and hand towel. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Floors - Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Major Duty Cleaning 110 Street & 103 Street Sun: Refuse Room/Housing SB- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Scrubber Room-NB Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies Tue: Scrubber Room SB- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Room/Housing NB- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: Clean EFR – wipe down tables, benches and lockers. Sweep and mop floors. Clean refrigerator and microwave Fri: Clean Booth interior and exterior. Sweep and mop floor, wash walls and remove dust from ledges. Empty trash Sat: Clean and organize supply room. Discard empty boxes	Cathedral Pkwy 110 St	1	R172	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0030B	Station North	1500 - 2300	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	168 St	A C	N013	1500 -
Perform Duties on 1 Line				
General Duties – see below (1 line)	168 St	A C	N013	1500 - 1700
Major Duty "Floors" - see below	168 St	A C	N013	1700 - 1800
Major Duty Cleaning	168 St	A C	N013	1800 - 1900
Lunch	168 St	A C	N013	1900 - 1930
General Duties – see below	168 St	A C	N013	1930 - 2100
Major Duty "Floors" - see below	168 St	A C	N013	2100 - 2200
Major Duty Cleaning- see below	168 St	A C	N013	2200 - 2300
Report Off Duty.	168 St	A C	N013	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and poli h AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Clean Elevator 111,112,113,114 Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Clean Employee/Public Bathroom Major Duty Floors-Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and Mop Elevator floor 111,112, 1 I 3,114 * Major Duty Cleaning Elevators - Daily 168 St.#1 Line Sat/Sun Clean & Polish Elevator 111,112,113,114 Wed/Fri Clean & Polish Elevator 111,112,113,114 * Major Duty Cleaning - Daily 168 St. #1 Line Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Thu: Refuse Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0031	Station North	1500 - 2300	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform General Duties – see below	86 St	1	R164	1500 - 1730
Major Duty “Cleaning” – see below	86 St	1	R164	1730 - 1800
Major Duty “Cleaning” – see below	86 St	1	R164	1800 - 1830
General Duties – see below	72 St	1 2 3	R161B	1840 - 2045
Major Duty “Cleaning” – see below	72 St	1 2 3	R161B	2045 - 2115
Re-Scrap Mezzanine and Platform Areas. Sweep all Street and Mezzanine Stairways. Empty and Disinfect all Trash Receptacles.	86 St	1	R164	2125 - 2300
Report of duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Re-stock with soap, tissue and hand towel. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Floors - Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. *Major Duty Cleaning 86 Street & 72 Street Sun: Refuse Room SB- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Scrubber Room-NB Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies Tue: Scrubber Room SB- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Room NB- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: Clean EFR – wipe down tables, benches and lockers. Sweep and mop floors. Clean refrigerator and microwave Fri: Clean Booth interior and exterior. Sweep and mop floor, wash walls and remove dust from ledges. Empty trash Sat: Clean and organize supply room. Discard empty boxes	86 St	1	R164	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NC0031A	1500 - 2300	2751

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform General Duties – see below	66 St Lincoln Center	1	R160	1500 - 1800
Major Duty “Cleaning” – see below	66 St Lincoln Center	1	R160	1800 - 1845
Lunch	66 St Lincoln Center	1	R160	1845 - 1915
Major Duty “Floors” – see below	66 St Lincoln Center	1	R160	1915 - 2100
Re-Scrap Mezzanine and Platform Areas. Sweep all Street and Mezzanine Stairways. Empty and Disinfect all Trash Receptacles including chrome.	66 St Lincoln Center	1	R160	2100 - 2300
Report off duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Re-stock with soap, tissue and hand towel. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Floors - Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. *Major Duty Cleaning Sun: Refuse Room SB- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Scrubber Room-NB Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies Tue: Scrubber Room SB- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Room NB- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: Clean EFR – wipe down tables, benches and lockers. Sweep and mop floors. Clean refrigerator and microwave Fri: Clean Booth interior and exterior. Sweep and mop floor, wash walls and remove dust from ledges. Empty trash Sat: Clean and organize supply room. Discard empty boxes	66 St Lincoln Center	1	R160	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0032	Station North	1500 - 2300	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	59 St Columbus Circle	1	R158	1500 - 1730
*General Duties- see below				
*General Duties- see below	50 St	1	R155	1740 - 1900
Lunch	50 St	1	R155	1900 - 1930
**General Duties; *Bathroom Duties	59 St Columbus Circle	1	R158	1940 - 2300
Report off duty.	59 St Columbus Circle	1	R158	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs in the R155 and R158 Mezzanine paid/unpaid control areas, southbound and northbound platforms, mezzanine, and street. Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, southbound and northbound platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty R158 and R155 booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0033	Station North	1400 - 2200	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM.	Times Sq-42 St	1 2 3	R151	1400 - 1800
*General Duties- see below				
*Major Duty- see below	Times Sq-42 St	1 2 3	R151	1800 - 1900
LUNCH	Times Sq-42 St	1 2 3	R151	1900 - 1930
*General Duties- see below	Times Sq-42 St	1 2 3	R151	1930 - 2200
REPORT OFF DUTY.	Times Sq-42 St	1 2 3	R151	2200 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [40th /7Avenue]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT, CVM) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Clean and disinfect RTO Tower and employee bathroom at 40th /7th Avenue. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”				
*Major Duty Cleaning- Sun: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Mezzanine control area R143 Mon: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Northbound platform Tue: Clean, disinfect and polish all trash receptacles on southbound platforms and Mezz of R143 (40th and 7th Ave) Wed: Clean, disinfect and polish all trash receptacles on northbound platforms and Mezz of R151 Thu: Clean, disinfect and polish all CVM, MVM, HEET’s, turnstiles and chrome railings at R143 mezzanine area. Fri: RTO Tower. Clean all rooms: Wipe down all surfaces including Quench machines, tables and seats, toilet and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES. Sat: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles.				
**Elevator Duties – Job 375 not covered: Clean and Polish [ELE's 232, 233] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0034	Station North	1400 - 2200	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Times Sq-42 St	1 2 3	R151	1400 - 1800
*General Duties- see below				
Lunch	Times Sq-42 St	1 2 3	R151	1800 - 1830
*Major Duty- see below	Times Sq-42 St	1 2 3	R151	1830 - 1930
Clean 7 Line RTO Superintendent Office- Upper Mezzanine- R145 control area	Times Sq-42 St	1 2 3	R151	1930 - 2000
*General Duties- see below	Times Sq-42 St	1 2 3	R151	2000 - 2200
Report off duty.	Times Sq-42 St	1 2 3	R151	2200 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including ML20, ML16, ML20, ML 23]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Scrap, clean and disinfect 41st passageway from 7th avenue to 8th Avenue. Clean and mop corridor of EFR. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”				
*Major Duty Cleaning- Sun: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. lower Mezzanine of 7 Line Mon: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. 7-line island platform. Tue: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Wed: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Thu: Clean, disinfect and polish all MVM, HEET’s, turnstiles and chrome railings at R145 mezzanine area. Fri: Male & Female Locker Room Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Sat: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies- Upper Mezzanine near ESC and R145.				
**Elevator Duties – Job 375 not covered: Clean and Polish [ELE 232, 233] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0035	Station North	1500 - 2300	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	34 St Penn Station	1 2 3	R138	1500 - 1800
*General Duties- see below				
*Major Duty- see below	34 St Penn Station	1 2 3	R138	1800 - 1900
Lunch	34 St Penn Station	1 2 3	R138	1900 - 1930
**General Duties- see below	34 St Penn Station	1 2 3	R138	1930 - 2300
Report Off Duty.	34 St Penn Station	1 2 3	R138	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Scrap R138 Mezzanine Island Platform and underpass to R135 to R137. Clean glass railings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”				
*Major Duty Cleaning- Sun: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office. Tue: Stairways- Bucket Wash [stairways]. Clean adjacent tile walls. Remove all stickers. Wed: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Fri: Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office. Sat: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.				
**Elevator Duties - Clean and Polish ELE214, 215, 216, 618 Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0036	Station North	1500 - 2300	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. PERFORM DUTIES AT WHITEHALL ST. "R" In the absence of coverage for Job NC0021, perform all listed duties at S. Ferry & Whitehall *General Duties-see below	South Ferry	1 R	R101	1500 - 1630
*General Duties- see below	Rector St	1	R103	1635 - 1830
Lunch	Rector St	1	R103	1830 - 1900
PERFORM MAJOR DUTIES AT Rector "1"	South Ferry	1	R101	1900 - 2000
*General Duties- see below	South Ferry	R	R101	2005 - 2300
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including adjacent to the Staten Island Ferry entrance. Clean & disinfect Emergency Exit Stairwells (1600-1630). At Rector ST, clean & disinfect south-end stairway entrances on both platforms. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect, clean, polish all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. RTO Facilities: Clean, sweep, mop floors, wipe down surfaces and empty trash receptacles. *Major Duty Cleaning - (Daily) Clean Booth R103. Wipe booth glass inside & out. Wipe down & dust countertops and equipment. Sweep as needed. Empty trash bin. Wipe down/clean Deal Tray. Clean & Disinfect Rector 1 Refuse Rooms. Floors: Sweep, deck brush, mop, and remove all stains & drag marks. Breakdown all empty boxes. Wipe down fire extinguisher. Clean/wipe down walls, as needed. Scrubber Room(s) - Organize room (discard unauthorized items. Remove items/equipment from in front of the eyewash unit. Etc.) Breakdown all empty boxes. Wipe down fire extinguisher. Employee Bathroom & EFR - Clean & disinfect. Sweep and mop; clean toilet, vanity, and sink. Empty trash bins. Clean walls, as needed. Clean stairways: remove gum, mop & deck wash threads, landings, wipe down handrails, remove stains from stairway side walls. Clean Public Restrooms.	South Ferry	1	R101	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0037	Station North	1500 - 2300	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM.	28 St	1	R133	1500 - 1730
*General Duties- see below				
*Major Duty- see below	28 St	1	R133	1730 - 1830
Lunch	28 St	1	R133	1830 - 1900
**General Duties- see below	23 St	1	R131	1910 - 2100
*Major Duty- see below	23 St	1	R131	2100 - 2150
**General Duties- see below	28 St	1	R133	2200 - 2300
Report off duty.	28 St	1	R133	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”				
*Major Duty Cleaning- Sun: Scrubber Room/CTA Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies- Northbound platform Mon: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Northbound platform Tue: Scrubber Room/CTA Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies- Southbound platform Wed: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Thu: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers- Southbound platform Fri: Stairways- Bucket Wash stairways. Clean adjacent tile walls. Remove all stickers. Sat: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0037A	Station North	1500 - 2300	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM General Duties	Chambers St	1 2 3	R116	1500 - 1730
Public Restroom Duties Note- If public restrooms are out of service, listed General Duties will be performed	Chambers St	1 2 3	R116	1730 - 1900
Lunch	Chambers St	1 2 3	R116	1900 - 1930
Major Duty	Chambers St	1 2 3	R116	1930 - 2000
General Duties	Chambers St	1 2 3	R116	2000 - 2300
Report Off Duty. General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duty Cleaning- Sun:. Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Mon: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Tue:. Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers Wed:. Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office. Thu: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Fri: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing Sat: Stairways- Bucket Wash. Clean adjacent tile walls. Remove all stickers. Public Toilet Duties- Job R/D NCO287 not covered EL336, 337, 338 Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.	Chambers St	1 2 3	R116	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0038	Station North	1500 - 2300	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Franklin St	1	R117	1500 - 1800
**General Duties- see below				
*Major Duty- see below	Franklin St	1	R117	1800 - 1900
Lunch	Franklin St	1	R117	1900 - 1930
**General Duties- see below	Canal St	1	R119	1940 - 2200
*Major Duty- see below	Canal St	1	R119	2200 - 2250
Report Off Duty.	Franklin St	1	R117	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”				
*Major Duty Cleaning- Sun: Stairways- Bucket Wash [stairways]. Clean adjacent tile walls. Remove all stickers. Mon: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Tue: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Wed: Supply Room- Tidy and organize supply rooms @ Canal Street Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Fri: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.				
**Elevator Duties Note- If Job R/D NC0287 not covered, listed General Duties, will be performed Clean and Polish [ELE 336,337,338] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0038A	Station North	2300 - 0700	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. **General Duties- see below *Major Duty- see below	Franklin St	1	R117	2300 - 0100
**General Duties- see below *Major Duty- see below	Canal St	1	R119	0110 - 0300
Lunch	Canal St	1	R119	0300 - 0330
**General Duties- see below *Major Duty- see below	Houston St	1	R123	0340 - 0540
**General Duties- see below	Franklin St	1	R117	0550 - 0700
Report off duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Major Duty Cleaning- Sun: Stairways- Bucket Wash [stairways]. Clean adjacent tile walls. Remove all stickers. Mon: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Tue: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Wed: Supply Room- Tidy and organize supply rooms @ Canal Street Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Fri: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Sat: Stairways- Bucket Wash Stairways]. Clean adjacent tile walls. Remove all stickers. *Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.	Franklin St	1	R117	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0039	Station North	1500 - 2300	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Christopher St Sheridan Sq	1	R125	1500 - 1700
*General Duties- see below				
*Major Duty- see below	Christopher St Sheridan Sq	1	R125	1700 - 1800
Lunch	Houston St	1	R123	1810 - 1840
**General Duties- see below	Houston St	1	R123	1840 - 2000
*Major Duty- see below	Houston St	1	R123	2000 - 2200
**General Duties- see below	Christopher St Sheridan Sq	1	R125	2210 - 2300
Report off duty.	Christopher St Sheridan Sq	1	R125	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”				
*Major Duty Cleaning- Sun: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Mon: Stairways- Bucket Wash. Clean adjacent tile walls. Remove all stickers. Tue: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Wed: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Fri: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Sat: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0040	Station North	2300 - 0700	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform *General Duties- see below	233 St	2 5	R334	2300 - 2400
*Major Duty Floors - Nightly - see below	233 St	2 5	R334	2400 - 0045
*Major Duty Cleaning - see below	233 St	2 5	R334	0045 - 0145
*Major Duty Floors - Nightly - see below	Wakefield 241 St	2	R336	0155 - 0240
Lunch	Wakefield 241 St	2	R336	0240 - 0310
*General Duties- see below	Wakefield 241 St	2	R336	0310 - 0410
*Major Duty Cleaning	Wakefield 241 St	2	R336	0410 - 0510
*Elevator Duties - see below	233 St	2 5	R334	0520 - 0620
*General Duties- see below	233 St	2 5	R334	0620 - 0700
Report off duty **General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platforms, mezzanines, passageways, and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty. **Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. **Elevator Duties - Clean and polish El 191, El 193, and El 194 . Clean and Polish [ELE#'s] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom. **Major Duty Cleaning- Sun: Refuse Room/Refuse Housing- Refuse Room: Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Refuse Housing: Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Mon: Fiberglass Panels/Concrete/Tile Walls: Remove stains and scuff marks from Fiberglass Panels/Concrete/Tile Walls in mezzanine. Tue: Stairways- Bucket wash all street and mezzanine stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers. Wed: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Manhattan bound platform. Thu: Refuse Room/Refuse Housing- Refuse Room: Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Refuse Housing: Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Fri: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Bronx bound platform. Sat: Stairways- Bucket wash all platform stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers."	233 St	2 5	R334	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0041	Station North	2300 - 0700	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform *General Duties- see below	225 St	2 5	R333	2300 - 2335
*Major Duty Floors - Nightly - see below	225 St	2 5	R333	2335 - 0020
*Major Duty Cleaning - see below	225 St	2 5	R333	0020 - 0120
*Major Duty Cleaning - see below	Nereid Av	2 5	R335	0130 - 0230
Lunch	Nereid Av	2 5	R335	0230 - 0300
*General Duties- see below	Nereid Av	2 5	R335	0300 - 0445
*Major Duty Floors - Nightly - see below	Nereid Av	2 5	R335	0445 - 0530
*General Duties- see below	225 St	2 5	R333	0540 - 0700
Report off duty **General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platforms, mezzanines, passageways, and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty. **Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. **Major Duty Cleaning- Sun: Refuse Room/Refuse Housing- Refuse Room: Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Refuse Housing: Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Mon: Fiberglass Panels/Concrete/Tile Walls: Remove stains and scuff marks from Fiberglass Panels/Concrete/Tile Walls in mezzanine. Tue: Stairways- Bucket wash all street and mezzanine stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers. Wed: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Manhattan bound platform. Thu: Refuse Room/Refuse Housing- Refuse Room: Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Refuse Housing: Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Fri: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Bronx bound platform. Sat: Stairways- Bucket wash all platform stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers."	225 St	2 5	R333	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0041A	Station North	2300 - 0700	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on duty in full uniform *General Duties- see below	219 St	2 5	R332	2300 - 2335
*Major Duty Floors - Nightly - see below	219 St	2 5	R332	2335 - 0020
*Major Duty Cleaning - see below	219 St	2 5	R332	0020 - 0120
*Major Duty Cleaning - see below	Burke Av	2 5	R330	0130 - 0230
Lunch	Burke Av	2 5	R330	0230 - 0300
*General Duties- see below	Burke Av	2 5	R330	0300 - 0445
*Major Duty Floors - Nightly - see below	Burke Av	2 5	R330	0445 - 0530
*General Duties- see below	219 St	2 5	R332	0540 - 0700
Report off duty **General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platforms, mezzanines, passageways, and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty. **Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings." **Major Duty Cleaning- Sun: Refuse Room/Refuse Housing- Refuse Room: Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Refuse Housing: Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Mon: Fiberglass Panels/Concrete/Tile Walls: Remove stains and scuff marks from Fiberglass Panels/Concrete/Tile Walls in mezzanine. Tue: Stairways- Bucket wash all street and mezzanine stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers. Wed: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Manhattan bound platform. Thu: Refuse Room/Refuse Housing- Refuse Room: Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Refuse Housing: Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Fri: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Bronx bound platform. Sat: Stairways- Bucket wash all platform stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers."	219 St	2 5	R332	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0042	Station North	2300 - 0700	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform *Escalator Duties - see below	Pelham Pkwy	2 5	R328	2300 - 2345
*General Duties- see below	Pelham Pkwy	2 5	R328	2345 - 0030
*General Duties- see below	Allerton Av	2 5	R329	0040 - 0140
*Major Duty Cleaning - see below	Allerton Av	2 5	R329	0140 - 0240
Lunch	Allerton Av	2 5	R329	0240 - 0310
*Major Duty Floors - Nightly - see below	Allerton Av	2 5	R329	0310 - 0355
*Major Duty Floors - Nightly - see below	Pelham Pkwy	2 5	R328	0405 - 0450
*Elevator Duties- see below	Pelham Pkwy	2 5	R328	0450 - 0530
*Major Duty Cleaning - see below	Pelham Pkwy	2 5	R328	0530 - 0630
*General Duties- see below	Pelham Pkwy	2 5	R328	0630 - 0700
Report off duty *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platforms, mezzanines, passageways, and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty. *Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. *Elevator Duties - Clean and polish (ELE 136,137 & 138. Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom. *Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean Es 122 and Es 123. Remove gum and damp mop upper and lower landings. Clean and polish exterior and interior of Escalator panels. Clean adjacent tile walls. Remove all accessible graffiti, stickers, and sticker/glue residue from handrails and overhead Annunciators. *Major Duty Cleaning- Sun: Refuse Room/Refuse Housing- Refuse Room: Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Refuse Housing: Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Mon: Fiberglass Panels/Concrete/Tile Walls: Remove stains and scuff marks from Fiberglass Panels/Concrete/Tile Walls in mezzanine. Tue: Stairways- Bucket wash all street and mezzanine stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers. Wed: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Manhattan bound platform. Thu: Refuse Room/Refuse Housing- Refuse Room: Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Refuse Housing: Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Fri: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Bronx bound platform. Sat: Stairways- Bucket wash all platform stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers.	Pelham Pkwy	2 5	R328	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0043	Station North	2300 - 0700	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform *General Duties- see below	174 St	2 5	R322	2300 - 2335
*Major Duty Floors - Nightly - see below	174 St	2 5	R322	2335 - 0020
*Major Duty Cleaning - see below	174 St	2 5	R322	0020 - 0120
*Major Duty Cleaning - see below	Freeman St	2 5	R320	0130 - 0230
Lunch	Freeman St	2 5	R320	0230 - 0300
*General Duties- see below	Freeman St	2 5	R320	0300 - 0445
*Major Duty Floors - Nightly - see below	Freeman St	2 5	R320	0445 - 0530
*General Duties- see below	174 St	2 5	R322	0540 - 0700
Report off duty *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platforms, mezzanines, passageways, and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty. *Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. *Major Duty Cleaning- Sun: Refuse Room/Refuse Housing- Refuse Room: Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Refuse Housing: Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Mon: Fiberglass Panels/Concrete/Tile Walls: Remove stains and scuff marks from Fiberglass Panels/Concrete/Tile Walls in mezzanine. Tue: Stairways- Bucket wash all street and mezzanine stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers. Wed: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Manhattan bound platform. Thu: Refuse Room/Refuse Housing- Refuse Room: Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Refuse Housing: Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Fri: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Bronx bound platform. Sat: Stairways- Bucket wash all platform stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers.	174 St	2 5	R322	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0043A	Station North	2300 - 0700	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform *General Duties- see below	Simpson St	2 5	R318	2300 - 0100
*Major Duty Cleaning - see below	Simpson St	2 5	R318	0100 - 0200
Lunch	Simpson St	2 5	R318	0200 - 0230
*Elevator Duties:- Clean and polish ELE#127 & 128. Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	Simpson St	2 5	R318	0230 - 0330
*Pick Up and Deliver Cleaning Supplies - Clean main and paper supply rooms. Discard used boxes and stock items neatly. Restock small supply room in paid mezzanine with items from the main supply room. Deliver cleaning supplies to the following stations, or perform other duties as directed by supervision: Sun: E. Tremont Avenue ""2"" Mon: R325- East 180 Street - Assist Job NHDC089 with the cleaning of refuse rooms on platforms. Also, remove cleaning supplies from the main supply at East 180 Street and restock small supply room on paid side of mezzanine at East 180 Street. Tue: Freeman Street southbound supply room Wed: Simpson Street southbound supply room Thu: R325- East 180 Street - Assist Job NHDC089 with the cleaning of refuse rooms on platforms. Also, remove cleaning supplies from the main supply at East 180 Street and restock small supply room on paid side of mezzanine at East 180 Street. Fri: Prospect Avenue southbound supply room Sat: 174 Street southbound supply room	E 180 St	2 5	R325	0340 - 0500
*General Duties- see below	Simpson St	2 5	R318	0510 - 0615
*Major Duty Floors - Nightly - see below	Simpson St	2 5	R318	0615 - 0700
Report off duty *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Clean bus loop at rear of station, wheelchair ramp, and three feet around headhouse. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platforms, mezzanines, passageways, and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty. *Major Duty Floors - Nightly - see below Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. *Major Duty Cleaning- Sun: Refuse Room/Refuse Housing- Refuse Room: Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Refuse Housing: Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Mon: Fiberglass Panels/Concrete/Tile Walls: Remove stains and scuff marks from Fiberglass Panels/Concrete/Tile Walls in mezzanine. Tue: Stairways- Bucket wash all street and mezzanine stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers. Wed: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Manhattan bound platform. Thu: Refuse Room/Refuse Housing- Refuse Room: Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Refuse Housing: Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Fri: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Bronx bound platform. Sat: Stairways- Bucket wash all platform stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers.	Simpson St	2 5	R318	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0044	Station North	2300 - 0700	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform *Major Cleaning - see below	Intervale Av	2 5	R316	2300 - 2400
*Escalator Duties - see below	Intervale Av	2 5	R316	2400 - 0045
*Major Cleaning - see below	Prospect Av	2 5	R314	0055 - 0155
Lunch	Prospect Av	2 5	R314	0155 - 0225
*General Duties- see below	Prospect Av	2 5	R314	0225 - 0345
*Major Duty Floors - Nightly - see below	Prospect Av	2 5	R314	0345 - 0430
*Major Cleaning - see below	Intervale Av	2 5	R316	0440 - 0540
*Major Duty Floors - Nightly - see below	Intervale Av	2 5	R316	0540 - 0625
*General Duties- see below	Intervale Av	2 5	R316	0625 - 0700
Report off duty *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platforms, mezzanines, passageways, and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty. *Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. *Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean Es 108. Remove gum and damp mop upper and lower landings. Clean and polish exterior and interior of Escalator panels. Clean adjacent tile walls. Remove all accessible graffiti, stickers, and sticker/glue residue from handrails and overhead Annunciators. *Major Duty Cleaning- Sun: Refuse Room/Refuse Housing- Refuse Room: Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Refuse Housing: Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Mon: Fiberglass Panels/Concrete/Tile Walls: Remove stains and scuff marks from Fiberglass Panels/Concrete/Tile Walls in mezzanine. Tue: Stairways- Bucket wash all street and mezzanine stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers. Wed: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Manhattan bound platform. Thu: Refuse Room/Refuse Housing- Refuse Room: Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Refuse Housing: Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Fri: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Bronx bound platform. Sat: Stairways- Bucket wash all platform stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers. *Note - In lieu of Escalator out of service, listed General Duties will be performed	Intervale Av	2 5	R316	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0045	Station North	2300 - 0700	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	149 St-Grand Concourse	4	R261	2300 - 0045
*General Duties- see below				
*Major Duties- see below	149 St-Grand Concourse	4	R261	0045 - 0230
(List major duty to be performed from major duty list)				
Lunch	149 St-Grand Concourse	4	R261	0230 - 0300
**General Duties- see below	138 St-Grand Concourse	4 5	R259	0310 - 0430
*Major Duties- see below	138 St-Grand Concourse	4 5	R259	0430 - 0530
*Major Duty Floors-Nightly	149 St-Grand Concourse	4	R261	0540 - 0700
Report off duty *General Duties - Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street, including stairways leading to LL Mezzanine). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Remove stains drag marks, spills, scuff-marks from platform & mezzanine floor, including stairway landing. General Duties-Nightly- Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas and platforms. Disinfect all urine areas. Empty, disinfect and clean all trash receptacles, including chrome tops, interior of trash receptacle base and remove stains on floor at base of all trash receptacles. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all stains, spills, and drag marks from platform and mezzanine floors. Deck brush and disinfect gutters, sanitary bases, stairway landings and all platform ends. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Sweep, clean, disinfect and restock employee restroom.“Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Floors-Nightly. Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Clean and disinfect refuse rooms/refuse housings. Disinfect all urine areas, correct all sanitary conditions, deodorize entire station. Disinfect all urine areas. Sanitize all touch points. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duties-Nightly: Elevator Cabs: Clean and polish interior & exterior surfaces/panels - Street Level, Platform and Mezzanine Sc Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Refuse Room/Housings- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Platform/Stairway/Mezzanine: remove stains, footprints, scruff-marks, stickers and graffiti from walls. clean ADA Tactile as needed. Deck brush & disinfect all gutters/sanitary bases/platform ends as needed throughout the station Wipe down all digital panels, HPI Units, CAI, HEETS and MVM/MEM & Remove Dust. Clean all AFC equipment including turnstile heads and validators throughout the station. Note: Task subject to change and/or chance.	149 St-Grand Concourse	4	R261	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0046	Station North	0700 - 1500	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Nereid Av	2 5	R335	0700 -
*General Duties- see below	Nereid Av	2 5	R335	0700 - 0800
*Major Duty Cleaning	Nereid Av	2 5	R335	0800 - 0900
*General Duties- see below	233 St	2 5	R334	0910 - 1120
Lunch	233 St	2 5	R334	1120 - 1150
*Elevator Duties- see below	233 St	2 5	R334	1150 - 1250
*Major Duty Cleaning	233 St	2 5	R334	1250 - 1350
*General Duties- see below	Nereid Av	2 5	R335	1400 - 1500
Report off duty.	Nereid Av	2 5	R335	1500 -
*Note - In lieu Elevators or toilets out of service, listed duties will be performed				
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platforms, passageways, mezzanines, and outside areas (3 ft.). Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty.				
*Elevator Duties - Clean and polish ELE 191, 193 & 194. Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				
*Major Duty Cleaning- Sun: Booth- Clean booth (R334 and R335) interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Employee Toilets- Clean toilet: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Tue: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Wed: Supply Rooms / CTA Slop Sink Room- Tidy and organize supply rooms and CTA slop sink room. Remove empty boxes. Wipe down Fire Extinguishers. Thu: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on 241 Street bound platform. Fri: Fiberglass Panels/Concrete/Tile Walls: Remove stains and scuff marks from Fiberglass Panels/Concrete/Tile Walls in mezzanine. Sat: Windows: Clean all windows and window ledges in mezzanine.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0047	Station North	0700 - 1500	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	225 St	2 5	R333	0700 -
*General Duties- see below	225 St	2 5	R333	0700 - 0830
*Major Duty Cleaning	225 St	2 5	R333	0830 - 0930
*General Duties- see below	219 St	2 5	R332	0940 - 1100
Lunch	219 St	2 5	R332	1100 - 1130
*Major Duty Cleaning	219 St	2 5	R332	1130 - 1230
*General Duties- see below	219 St	2 5	R332	1230 - 1340
*General Duties- see below	225 St	2 5	R333	1350 - 1500
Report off duty	225 St	2 5	R333	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platforms, passageways, mezzanines, and outside areas (3 ft.). Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty.				
*Major Duty Cleaning- Sun: Booth- Clean booth (R332 and R333) interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Employee Toilets- Clean toilet: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Tue: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Wed: Supply Rooms / CTA Slop Sink Room- Tidy and organize supply rooms and CTA slop sink room. Remove empty boxes. Wipe down Fire Extinguishers. Thu: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Walls: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on 241 Street bound platform. Fri: Fiberglass Panels/Concrete/Tile Walls: Remove stains and scuff marks from Fiberglass Panels/Concrete/Tile Walls in mezzanine. Sat: Windows: Clean all windows and window ledges in mezzanine.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0048	Station North	0700 - 1500	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Gun Hill Rd	2 5	R331	0700 -
*General Duties- see below	Gun Hill Rd	2 5	R331	0700 - 0830
*Major Duty Cleaning	Gun Hill Rd	2 5	R331	0830 - 0930
*General Duties- see below	Burke Av	2 5	R330	0940 - 1130
Lunch	Burke Av	2 5	R330	1130 - 1200
*Major Duty Cleaning	Burke Av	2 5	R330	1200 - 1300
*Elevator Duties- see below	Gun Hill Rd	2 5	R331	1310 - 1400
*General Duties- see below	Gun Hill Rd	2 5	R331	1400 - 1500
Report off duty	Gun Hill Rd	2 5	R331	1500 -
*Note - In lieu Elevators or toilets out of service, listed duties will be performed				
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Clean bus loop at rear of station, wheelchair ramp, and three feet around headhouse (Gun Hill Road). Scrap mezzanines, control area, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platforms, passageways, mezzanines, and outside areas (3 ft.). Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty.				
*Elevator Duties - Clean and polish (ELE 182 & 183). Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				
*Major Duty Cleaning- Sun: Booth- Clean booth (R331 and R330) interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Employee Toilets- Clean toilet: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Tue: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Wed: Supply Rooms / CTA Slop Sink Room- Tidy and organize supply rooms and CTA slop sink room. Remove empty boxes. Wipe down Fire Extinguishers. Thu: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on 241 Street bound platform. Fri: Fiberglass Panels/Concrete/Tile Walls: Remove stains and scuff marks from Fiberglass Panels/Concrete/Tile Walls in mezzanine. Sat: Windows: Clean all windows and window ledges in mezzanine.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0049	Station North	1500 - 2300	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
*General Duties- see below	219 St	2 5	R332	1500 - 1620
Report On Duty In Full Uniform	219 St	2 5	R332	1500 - 1650
*Major Duty Cleaning	219 St	2 5	R332	1620 - 1720
*General Duties- see below	Gun Hill Rd	2 5	R331	1730 - 1900
Lunch	Gun Hill Rd	2 5	R331	1900 - 1930
*Major Duty Cleaning	Gun Hill Rd	2 5	R331	1930 - 2030
*Elevator Duties- see below	Gun Hill Rd	2 5	R331	2030 - 2130
*General Duties- see below	219 St	2 5	R332	2140 - 2300
Report Off Duty.	219 St	2 5	R332	2300 -
*Note - In lieu Elevators out of service, listed General Duties will be performed				
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Clean bus loop at rear of station, wheelchair ramp, and three feet around headhouse (Gun Hill Road). Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platforms, passageways, mezzanines, and outside areas (3 ft.). Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty.				
*Elevator Duties - Clean and polish ELE 182 & 183. Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				
*Major Duty Cleaning- Sun: Stairways- Bucket wash all street stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers. Mon: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Manhattan bound platform. Tue: Wipe down all digital panels, HPI Units, CAI, HEETS and MVM/MEM. Wed: Deck brush & disinfect all gutters/sanitary bases/platform ends as needed throughout the station Thu: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Manhattan bound platform. Fri: Clean all windows, station sign, and benches. Sat: Stairways- Bucket wash all platform stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0050	Station North	0700 - 1500	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Allerton Av	2 5	R329	0700 -
*General Duties- see below	Allerton Av	2 5	R329	0700 - 0800
*Major Duty Cleaning	Allerton Av	2 5	R329	0800 - 0900
*General Duties- see below	Pelham Pkwy	2 5	R328	0910 - 1120
Lunch	Pelham Pkwy	2 5	R328	1120 - 1150
*Elevator Duties- see below	Pelham Pkwy	2 5	R328	1150 - 1250
*Major Duty Cleaning	Pelham Pkwy	2 5	R328	1250 - 1350
*General Duties- see below	Allerton Av	2 5	R329	1400 - 1500
Report off duty	Allerton Av	2 5	R329	1500 -
<div>*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platforms, passageways, mezzanines, and outside areas (3 ft.). Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty.</div> <div>*Elevator Duties - ** Elevator Duties_ Clean and polish (ELE 136, 137 & 138). Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.</div> <div>*Major Duty Cleaning- Sun: Booth- Clean booth (R328 and R329) interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Employee Toilets- Clean toilet: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Tue: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Wed: Supply Rooms / CTA Slop Sink Room- Tidy and organize supply rooms and CTA slop sink room. Remove empty boxes. Wipe down Fire Extinguishers. Thu: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on 241 Street bound platform. Fri: Fiberglass Panels/Concrete/Tile Walls: Remove stains and scuff marks from Fiberglass Panels/Concrete/Tile Walls in mezzanine. Sat: Windows: Clean all windows and window ledges in mezzanine.</div>				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0050A	Station North	0800 - 1600	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	E 180 St	2 5	R325	0800 -
Must be Track Safety Qualified.				
***RTO Tower Duties- see below Union Port Tower (Yard)	E 180 St	2 5	R325	0800 - 0900
*General Duties-Daily - see below	E 180 St	2 5	R325	0900 - 0930
*Public Toilet Duties - see below	E 180 St	2 5	R325	0930 - 1000
*RTO Tower Duties (N/E of Platform) - See below	E 180 St	2 5	R325	1000 - 1100
*Elevator duties (El 159) - see below	E 180 St	5	R325	1100 - 1130
Lunch	E 180 St	5	R325	1130 - 1200
*Public Toilet Duties - see below	E 180 St	2 5	R325	1200 - 1300
*Public Toilet Duties - see below	Eastchester Dyre Av	5	R730	1315 - 1345
*RTO Tower Duties - see below	Eastchester Dyre Av	5	R730	1345 - 1445
*Elevator duties (El 160) - see below	E 180 St	2 5	R325	1500 - 1530
*Public Toilet Duties - see below	E 180 St	2 5	R325	1530 - 1600
Report Off Duty	E 180 St	2 5	R325	1600 -
*Note - In lieu Elevators or toilets out of service, listed duties will be performed				
*General Duties-Daily Sweep all stairs. Scrap all mezzanines, control areas and platforms. Wipe down all AFC equipment in control areas including OMNY validators. Clean booth windows. Remove stickers and graffiti. Wipe down Digital Ad Panels. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty.				
*Elevator Duties - Clean and polish El 159 and El 160 . Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills.				
*RTO Duties Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunchroom, locker room, and women/men bathrooms. Wipe down all surfaces including Quench machines, empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES.				
*Public Restroom Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0051	Station North	0700 - 1500	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on duty in full uniform	E 180 St	2 5	R325	0700 - 0830
*General Duties- see below				
*Public Restroom Duties- Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening.	E 180 St	2 5	R325	0830 - 0900
*General Duties- see below	Morris Park	5	R726	0910 - 1030
Lunch	Morris Park	5	R726	1030 - 1100
*Major Duty Cleaning	Morris Park	5	R726	1100 - 1200
Elevator Duties Clean and polish ELE 159 &160. Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	E 180 St	2 5	R325	1210 - 1300
*Major Duty Cleaning	E 180 St	2 5	R325	1300 - 1400
*General Duties- see below	E 180 St	2 5	R325	1400 - 1500
Report off duty *Note - In lieu Elevators or toilets out of service, listed duties will be performed *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Clean courtyard and empty trash receptacles (East 180 Street). Scrap mezzanines, control area, and platforms, passageways, and courtyard. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platforms, passageways, mezzanines, and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Open public toilets at 0700 hrs (East 180 Street). Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty. *Major Duty Cleaning (East 180 Street)- Sun: Booth- Clean booth R325 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: GSM/GSS Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office. Tue: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Wed: GSM/GSS Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office. Thu: Station Supervisor Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office. Fri: Wall tiles/Fiberglass Panels: Remove stains and scuff marks from “Panels” in mezzanine. Sat: Windows: Clean all windows and window ledges in mezzanine. *Major Duty Cleaning (Morris Park)- Sun: Booth- Clean booth R726 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Employee Toilets- Clean toilet: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Tue: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Wed: Supply Rooms / CTA Slop Sink Room- Tidy and organize supply rooms and CTA slop sink room. Remove empty boxes. Wipe down Fire Extinguishers. Thu: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete Wall on Dyre Avenue platform. Fri: Fiberglass Panels/Concrete/Tile Walls: Remove stains and scuff marks from Fiberglass Panels/Concrete/Tile Wall in mezzanine. Sat: Windows: Clean all windows and window ledges in mezzanine.	E 180 St	2 5	R325	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0051A	Station North	1500 - 2300	2755

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform *RTO Facilities - see below Located in Union port Yard	E 180 St	2 5	R325	1500 - 1600
*RTO Facilities- see below Located at north end of platforms	E 180 St	2 5	R325	1600 - 1700
*RTO Facilities- see below	Eastchester Dyre Av	5	R730	1720 - 1810
Lunch	Eastchester Dyre Av	5	R730	1810 - 1840
Close Public Toilets Pick Up and Deliver Cleaning Supplies - see below	E 180 St	2 5	R325	1900 - 2030
*RTO Facilities - see below Located at 239 Street Yard	Wakefield 241 St	2	R336	2050 - 2150
*RTO Facilities - see below Located on platform	Wakefield 241 St	2	R336	2150 - 2240
Report Off Duty. *RTO Facilities Duties Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men restrooms. Wipe down all surfaces including Quench machines, tables and seats and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES. *Pick Up and Deliver Cleaning Supplies - Clean main and paper supply rooms. Discard used boxes and stock items neatly. Restock small supply room in paid mezzanine with items from the main supply room. Deliver cleaning supplies to the following stations, or perform other duties as directed by supervision: Sun: 241 Street ""2"" Mon: Nereid Avenue-238 Street ""2"" Tue: 233 Street ""2"" Wed: 225 Street ""2"" Thu: 219 Street ""2"" Fri: Burke Avenue ""2"" Sat: Allerton Avenue ""2""	E 180 St	2 5	R325	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0052	Station North	0700 - 1500	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Central Park North 110 St	2 3	R301	0700 -
*General Duties- see below	Central Park North 110 St	2 3	R301	0700 - 0830
*Major Duty Cleaning	Central Park North 110 St	2 3	R301	0830 - 0930
*General Duties- see below	145 St	3	R308	0940 - 1100
Lunch	145 St	3	R308	1100 - 1130
*Major Duty Cleaning	145 St	3	R308	1130 - 1220
*General Duties- see below	145 St	3	R308	1220 - 1320
*General Duties- see below	Central Park North 110 St	2 3	R301	1330 - 1500
Report Off Duty.	Central Park North 110 St	2 3	R301	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty.				
*Major Duty Cleaning- Sun: Booth- Clean booth (R301 and R308) interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Employee Toilets- Clean toilet: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Tue: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Wed: Supply Rooms / CTA Slop Sink Room- Tidy and organize supply rooms and CTA slop sink room. Remove empty boxes. Wipe down Fire Extinguishers. Thu: Concrete/Tile Walls: Remove stains and scuff marks from Concrete/Tile Wall on 241 Street/148 Street bound platform. Fri: Tile Walls: Remove stains and scuff marks from Tile Walls in mezzanine. Sat: Windows: Clean all windows and window ledges in mezzanine. Perform General Duties if none on station.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0052A	Station North	0700 - 1500	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	125 St	2 3	R304	0700 - 1000
*General Duties- see below				
*Major Duty Cleaning-	125 St	2 3	R304	1000 - 1100
Lunch	125 St	2 3	R304	1100 - 1130
*Pick Up and Deliver Cleaning Supplies - see below	3 Av-149 St	2 5	R310	1140 - 1300
*General Duties- see below	125 St	2 3	R304	1310 - 1500
Report Off Duty.	125 St	2 3	R304	1500 -
<div>*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty. *Pick Up and Deliver Cleaning Supplies - Pick up cleaning supplies from the storage rooms at 3rd Avenue - 149 Street and deliver to the following stations, or perform other duties as directed by supervision: Sun: 125 Street ""2"" Mon: 148 Street ""3"" Tue: 145 Street ""3"" Wed: 110 Street ""2"" Thu: 135 Street ""2"" Fri: Time reserved for picking up supplies for Zone 3 from Material Control at 34 Street. Supervisor to adjust schedule or assign other tasks as needed. Sat: Jackson Avenue ""2"" - Southbound supply room *Major Duty Cleaning- Sun: Booth- Clean booth R304 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Bucket wash and disinfect the noth end and south end of the Bronx bound platform. Tue: Tile Walls and Columns: Remove stains and scuff marks from tile walls and columns on the Manhattan bound platform. Wed: Chemical and Paper Supply Rooms - Tidy and organize chemical and paper supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Thu: Tile Walls and Columns: Remove stains and scuff marks from tile walls and columns on 241 Street bound platform. Fri: Tile Walls and Columns: Remove stains and scuff marks from tile walls and columns in mezzanines. Sat: Bucket wash and disinfect the north end and south end of the Manhattan bound platform. "</div>				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0053	Station North	2300 - 0700	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Chambers St	1 2 3	R116	2300 - 0130
*General Duties- see below				
** Major Duty Cleaning	Chambers St	1 2 3	R116	0130 - 0230
Lunch	Chambers St	1 2 3	R116	0230 - 0300
*Major Duty “Floors”- see below	Chambers St	1 2 3	R116	0300 - 0500
*General Duties- see below	Chambers St	1 2 3	R116	0500 - 0700
Report Off Duty.	Chambers St	1 2 3	R116	0700 -
*General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”				
*Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.				
*Major Duty Cleaning- Sun.: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.				
Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Wed: Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office. Thu: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Fri.: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing. Sat: Stairways- Bucket Wash Clean adjacent tile walls. Remove all stickers.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0054	Station North	1500 - 2300	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM.	14 St	1 2 3	R127	1500 - 1800
*General Duties- see below				
*Major Duty- see below	14 St	1 2 3	R127	1800 - 1900
Lunch	14 St	1 2 3	R127	1900 - 1930
**General Duties- see below	18 St	1	R129	1940 - 2100
*Major Duty- see below	18 St	1	R129	2100 - 2150
**General Duties- see below	14 St	1 2 3	R127	2200 - 2300
Report off duty.	14 St	1 2 3	R127	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”				
*Major Duty Cleaning- Sun: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed Mon: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Tue: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Wed: Supply Room- Tidy and organize supply rooms Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies Fri: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Sat: Stairways- Bucket Wash stairways. Clean adjacent tile walls. Remove all stickers.				
**Elevator Duties – Newly Construction @ 14th Street- Contract A37129 TBD Clean and Polish [ELE#’s] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0055	Station North	1500 - 2300	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	233 St	2 5	R334	1500 -
*Elevator Duties- see below	233 St	2 5	R334	1500 - 1530
*General Duties- see below	233 St	2 5	R334	1530 - 1700
*Major Duty Cleaning	233 St	2 5	R334	1700 - 1800
*General Duties- see below	Wakefield 241 St	2	R336	1810 - 1930
Lunch	Wakefield 241 St	2	R336	1930 - 2000
*Major Duty Cleaning	Wakefield 241 St	2	R336	2000 - 2100
*Elevator Duties- see below	233 St	2 5	R334	2110 - 2210
*General Duties- see below	233 St	2 5	R334	2210 - 2300
Report Off Duty.	233 St	2 5	R334	2300 -
*Note - In lieu Elevators out of service, listed duties will be performed				
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platforms, passageways, mezzanines, and outside areas (3 ft.). Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty.				
*Elevator Duties - Clean and polish ELE 191, 193 &194. Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				
*Major Duty Cleaning- Sun: Stairways- Bucket wash all street stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers. Mon: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Manhattan bound platform. Tue: Wipe down all digital panels, HPI Units, CAI, HEETS and MVM/MEM. Wed: Deck brush & disinfect all gutters/sanitary bases/platform ends as needed throughout the station Thu: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Manhattan bound platform. Fri: Clean all windows, station sign, and benches. Sat: Stairways- Bucket wash all platform stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0056	Station North	1500 - 2300	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	225 St	2 5	R333	1500 -
*General Duties- see below	225 St	2 5	R333	1500 - 1630
*Major Duty Cleaning	225 St	2 5	R333	1630 - 1730
*General Duties- see below	Nereid Av	2 5	R335	1740 - 1940
Lunch	Nereid Av	2 5	R335	1940 - 2010
*Major Duty Cleaning	Nereid Av	2 5	R335	2010 - 2110
*General Duties- see below	225 St	2 5	R333	2120 - 2300
Report Off Duty.	225 St	2 5	R333	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platforms, passageways, mezzanines, and outside areas (3 ft.). Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty.				
*Major Duty Cleaning- Sun: Stairways- Bucket wash all street stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers. Mon: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Manhattan bound platform. Tue: Wipe down all digital panels, HPI Units, CAI, HEETS and MVM/MEM. Wed: Deck brush & disinfect all gutters/sanitary bases/platform ends as needed throughout the station Thu: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Manhattan bound platform. Fri: Clean all windows, station sign, and benches. Sat: Stairways- Bucket wash all platform stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0057	Station North	1500 - 2300	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Burke Av	2 5	R330	1500 -
*General Duties- see below	Burke Av	2 5	R330	1500 - 1630
*Major Duty Cleaning	Burke Av	2 5	R330	1630 - 1730
*General Duties- see below	Allerton Av	2 5	R329	1740 - 1950
Lunch	Allerton Av	2 5	R329	1950 - 2020
*Major Duty Cleaning	Allerton Av	2 5	R329	2020 - 2120
*General Duties- see below	Burke Av	2 5	R330	2130 - 2300
Report Off Duty.	Burke Av	2 5	R330	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platforms, passageways, mezzanines, and outside areas (3 ft.). Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty.				
*Major Duty Cleaning- Sun: Stairways- Bucket wash all street stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers. Mon: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Manhattan bound platform. Tue: Wipe down all digital panels, HPI Units, CAI, HEETS and MVM/MEM. Wed: Deck brush & disinfect all gutters/sanitary bases/platform ends as needed throughout the station Thu: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Manhattan bound platform. Fri: Clean all windows, station sign, and benches. Sat: Stairways- Bucket wash all platform stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0058	Station North	1500 - 2300	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	West Farms Sq E Tremont Av	2 5	R323	1500 -
*General Duties- see below	West Farms Sq E Tremont Av	2 5	R323	1500 - 1630
*General Duties- see below	174 St	2 5	R322	1640 - 1850
Lunch	174 St	2 5	R322	1850 - 1920
*Major Duty Cleaning	174 St	2 5	R322	1920 - 2020
*General Duties- see below	West Farms Sq E Tremont Av	2 5	R323	2030 - 2200
*Major Duty Cleaning	West Farms Sq E Tremont Av	2 5	R323	2200 - 2300
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platforms, passageways, mezzanines, and outside areas (3 ft.). Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Sun: Stairways- Bucket wash all street stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers. Mon: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Manhattan bound platform. Tue: Wipe down all digital panels, HPI Units, CAI, HEETS and MVM/MEM. Wed: Deck brush & disinfect all gutters/sanitary bases/platform ends as needed throughout the station Thu: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Manhattan bound platform. Fri: Clean Supervisor's office at E. Tremont. Clean desks, tabletops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Peform General Duties at 174 Street. Sat: Stairways- Bucket wash all platform stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers.	West Farms Sq E Tremont Av	2 5	R323	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0058A	Station North	1500 - 2300	2755

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform	Simpson St	2 5	R318	1500 -
*General Duties- see below	Simpson St	2 5	R318	1500 - 1600
*Elevator Duties- see below	Simpson St	2 5	R318	1600 - 1630
*General Duties- see below	Freeman St	2 5	R320	1640 - 1900
Lunch	Freeman St	2 5	R320	1900 - 1930
*Major Duty Cleaning	Freeman St	2 5	R320	1930 - 2030
*General Duties- see below	Simpson St	2 5	R318	2040 - 2140
*Elevator Duties- see below	Simpson St	2 5	R318	2140 - 2200
*Major Duty Cleaning	Simpson St	2 5	R318	2200 - 2300
Report Off Duty.	Simpson St	2 5	R318	2300 -
*Note - In lieu Elevators out of service, listed duties will be performed				
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platforms, passageways, mezzanines, and outside areas (3 ft.). Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty.				
*Elevator Duties - . Clean and polish ELE 127 & 128. Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				
*Major Duty Cleaning- Sun: Stairways- Bucket wash all street stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers. Mon: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Manhattan bound platform. Tue: Wipe down all digital panels, HPI Units, CAI, HEETS and MVM/MEM. Wed: Deck brush & disinfect all gutters/sanitary bases/platform ends as needed throughout the station Thu: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Manhattan bound platform. Fri: Clean all windows, station sign, and benches. Sat: Stairways- Bucket wash all platform stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0059	Station North	1500 - 2300	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	3 Av-149 St	2 5	R310	1500 -
*General Duties- see below	3 Av-149 St	2 5	R310	1500 - 1630
*Elevator Duties- see below	3 Av-149 St	2 5	R310	1630 - 1700
*General Duties- see below	Jackson Av	2 5	R312	1710 - 1900
Lunch	Jackson Av	2 5	R312	1900 - 1930
*Major Duty Cleaning	Jackson Av	2 5	R312	1930 - 2030
*General Duties- see below	3 Av-149 St	2 5	R310	2040 - 2230
*Elevator Duties- see below	3 Av-149 St	2 5	R310	2230 - 2300
Report Off Duty.	3 Av-149 St	2 5	R310	2300 -
*Note - In lieu Elevators out of service, listed General Duties will be performed				
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platforms, passageways, mezzanines, and outside areas (3 ft.). Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty.				
*Elevator Duties - Clean and polish ELE# 129 & 130. Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				
*Major Duty Cleaning- Sun: Stairways- Bucket wash all street stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers. Mon: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Manhattan bound platform. Tue: Wipe down all digital panels, HPI Units, CAI, HEETS and MVM/MEM. Wed: Deck brush & disinfect all gutters/sanitary bases/platform ends as needed throughout the station Thu: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Manhattan bound platform. Fri: Clean all windows, station sign, and benches. Sat: Stairways- Bucket wash all platform stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0059A	Station North	2300 - 0700	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	3 Av-149 St	2 5	R310	2300 - 0115
*General Duties- see below				
*Major Duty Floors- Nightly- see below	3 Av-149 St	2 5	R310	0115 - 0200
*Major Cleaning	3 Av-149 St	2 5	R310	0200 - 0300
Lunch	3 Av-149 St	2 5	R310	0300 - 0330
*Elevator Duties-Nightly	3 Av-149 St	2 5	R310	0330 - 0430
*Major Duty Cleaning	3 Av-149 St	2 5	R310	0430 - 0530
*General Duties- see below	3 Av-149 St	2 5	R310	0530 - 0700
Report Off Duty	3 Av-149 St	2 5	R310	0700 -
*Note - In lieu Elevators are out of service, listed General Duties will be performed				
*General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty.				
*Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.				
*Elevator Duties- Clean and polish (ELE 129 & 130). Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				
*Major Duty Cleaning (0430 to 0530)- Sun: Underpass: Scrap and disinfect underpass. Discard all debris and empty boxes. Mon: Main Supply Room (Cage). Tidy and organize main supply room. Remove empty boxes. Wipe down Fire Extinguishers. Tue: Paper Supply Rooms (underpass). Tidy and organize both paper supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Wed: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Thu: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Fri: Clean and polish street level housing of El 129 and El 130. Remove all stickers, graffiti, and stains. Sat: Clean Supervisor's office. Clean desks, tabletops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0060	Station North	1500 - 2300	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	149 St-Grand Concourse	4	R261	1500 - 1700
*General Duties- see below				
*Major Duties- see below	149 St-Grand Concourse	4	R261	1700 - 1800
*General Duties- see below	138 St-Grand Concourse	4 5	R259	1810 - 2000
Lunch	138 St-Grand Concourse	4 5	R259	2000 - 2030
*General Duties- see below	149 St-Grand Concourse	4	R261	2040 - 2300
Report Off Duty.	149 St-Grand Concourse	4	R261	2300 -
*General Duties - Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street, including stairways leading to LL Mezzanine). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Remove stains drag marks, spills, scruff-marks from platform & mezzanine floor, including stairway landings. Clean, mop & deodorize elevator cabs. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty Major Duties- Daily: Elevator Cabs: Clean and polish interior & exterior surfaces/panels - Mezzanines and Lower Level Platforms, mop and disinfect floor. Remove stickers, unauthorized postings and graffiti. Deodorize elevators. Clean elevator glass panels with glass cleaner/Windex. Scrubber Rooms- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Refuse Room/Housings- Clean, bucket wash around and inside refuse housings. Disinfect around housings. Remove loose debris from refuse inserts and disinfect. Bucket wash refuse room. Platform/Stairway/Mezzaine: remove stains, footprints, scruff-marks, stickers and graffiti from walls. Remove graffiti from benches, clean underneath and behind benches. Trash receptacles: Clean and polish and remove stickers/graffiti, gunk & stains. Clean behind and around trash cans, including wall to remove unsanitary conditions such as: stains & spills. Spot clean ADA Tactile as needed Deck brush & disinfect all gutters/sanitary bases/platform ends as needed throughout the station Deodorize entire station at the beginning and end of each tour. Note: Task subject to change and/or chance				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0060A	Station North	1500 - 2300	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Note: In the absence of coverage for Job NC0168, perform all listed duties in the entire station.	149 St-Grand Concourse	4	R261	1500 -
*General Duties- see below Perform duties on 2 & 5 lines	149 St-Grand Concourse	2 5	R261	1500 - 1700
*Major Duties- see below	149 St-Grand Concourse	2 5	R261	1700 - 1900
Lunch	149 St-Grand Concourse	2 5	R261	1900 - 1930
*Major Duties- see below	149 St-Grand Concourse	2 5	R261	1930 - 2100
*General Duties- see below	149 St-Grand Concourse	2 5	R261	2100 - 2300
Report Off Duty. *General Duties - Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street, including stairways leading to LL Mezzanine). Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform, and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Remove stains, drag marks, spills, scuffmarks from platform & mezzanine floor, including stairway landings. Clean surfaces of police omega booth. Bucket wash end platforms. Clean passageway and elevator concourse/mezzanines: remove stains, spills, drag marks and graffiti., disinfect & deodorize. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duties- Daily: Elevator Cabs: Clean and polish interior & exterior surfaces/panels - Mezzanines and Lower-Level Platforms, mop and disinfect floor. Remove stickers, unauthorized postings, and graffiti. Deodorize elevators. Clean elevator glass panels with glass cleaner/Windex. Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Refuse Room/Housings- Clean, bucket wash around and inside refuse housings. Disinfect around housings. Remove loose debris from refuse inserts and disinfect. RTO Facilities/Tower/Restroom: Clean, mop and disinfect Platform/Stairway/Mezzanine: remove stains, footprints, scruff-marks, stickers, and graffiti from walls. Remove graffiti from benches, clean underneath and behind benches. Trash receptacles: Clean and polish and remove stickers/graffiti, gunk & stains. Clean behind and around trash cans, including wall to remove unsanitary conditions such as: stains & spills Deodorize entire station at the beginning and end of each tour.	149 St-Grand Concourse	4	R261	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0060B	Station North	2300 - 0700	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Note: In the absence of coverage for Job NC0168, perform all listed duties in the entire station.	149 St-Grand Concourse	4	R261	2300 - 0200
*General Duties- see below	149 St-Grand Concourse	2 5	R261	2300 - 0200
*Major Duties (list task to be performed)- see below	149 St-Grand Concourse	2 5	R261	0200 - 0330
Lunch	149 St-Grand Concourse	2 5	R261	0330 - 0400
*Major Duties(list task to be performed)- see below	149 St-Grand Concourse	2 5	R261	0400 - 0500
*Major Duty Floors-Nightly	149 St-Grand Concourse	2 5	R261	0500 - 0700
Report Off Duty. *General Duties - Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street, including stairways leading to LL Mezzanine). Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform, and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Remove stains, drag marks, spills, scuffmarks from platform & mezzanine floor, including stairway landings. Clean surfaces of police omega booth. Bucket wash end platforms. Clean passageway and elevator concourse/mezzanines: remove stains, spills, drag marks and graffiti., disinfect & deodorize. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duties-Nightly: Elevator Cabs: Clean and polish interior & exterior surfaces/panels - Mezzanines and Lower-Level Platforms, mop and disinfect floor. Remove stickers, unauthorized postings, and graffiti. Deodorize elevators. Clean elevator glass panels with glass cleaner/Windex. Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Refuse Room/Housings- Clean, bucket wash around and inside refuse housings. Disinfect around housings. Remove loose debris from refuse inserts and disinfect. RTO Facilities/Tower/Restroom: Clean, mop and disinfect. Platform/Stairway/Mezzanine: remove stains, footprints, scruff-marks, stickers, and graffiti from walls. Remove graffiti from benches, clean underneath and behind benches. Trash receptacles: Clean and polish and remove stickers/graffiti, gunk & stains. Clean behind and around trash cans, including wall to remove unsanitary conditions such as: stains & spills. Re-inspect entire station to address cleanliness conditions towards the end of the tour and/or before going off-duty.	149 St-Grand Concourse	4	R261	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0061	Station North	2300 - 0700	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform *General Duties- see below	148 St	3	R309	2300 - 2400
*RTO Facilities Duties Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men restrooms. Wipe down all surfaces including Quench machines, tables and seats and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES."	148 St	3	R309	2400 - 0100
*Major Cleaning - see below	145 St	3	R308	0110 - 0210
Lunch	145 St	3	R308	0210 - 0240
*General Duties- see below	145 St	3	R308	0240 - 0345
*Major Duty Floors - Nightly - see below	145 St	3	R308	0345 - 0430
*Major Cleaning - see below	148 St	3	R309	0440 - 0540
*Major Duty Floors - Nightly - see below	148 St	3	R309	0540 - 0625
*General Duties- see below	148 St	3	R309	0625 - 0700
Report Off Duty *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platforms, mezzanines, passageways, and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty. *Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. *Major Duty Cleaning- Sun: Refuse Room/Refuse Housing- Refuse Room: Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Refuse Housing: Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Mon: Fiberglass Panels/Concrete/Tile Walls: Remove stains and scuff marks from Fiberglass Panels/Concrete/Tile Walls in mezzanine. Tue: Stairways- Bucket wash all street and mezzanine stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers. Wed: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Manhattan bound platform. Thu: Refuse Room/Refuse Housing- Refuse Room: Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Refuse Housing: Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Fri: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Bronx bound platform. Sat: Stairways- Bucket wash all platform stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers.	148 St	3	R309	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0062	Station North	0700 - 1500	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	148 St	3	R309	0700 -
*General Duties- see below	148 St	3	R309	0700 - 0815
*RTO facilities	148 St	3	R309	0815 - 0900
*Major Duty Cleaning	148 St	3	R309	0900 - 0930
*General Duties- see below	135 St	2 3	R306	0940 - 1130
Lunch	135 St	2 3	R306	1130 - 1200
*Elevator Duties- see below	135 St	2 3	R306	1200 - 1300
*Major Duty Cleaning	135 St	2 3	R306	1300 - 1330
*General Duties- see below	148 St	3	R309	1340 - 1500
Report off duty	148 St	3	R309	1500 -
*Note - In lieu Elevators out of service, listed General Duties will be performed				
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty.				
*RTO Duties Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunchroom, locker room, and women/men bathrooms. Wipe down all surfaces including Quench machines, empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES.				
*Elevator Duties - Clean and polish ELE 181 & 182. Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				
*Major Duty Cleaning- Sun: Booth- Clean booth (R306 and R309) interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Employee Toilets- Clean toilet: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Tue: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Wed: CTA Slop Sink Room- Tidy and organize CTA slop sink room. Remove empty boxes. Wipe down Fire Extinguishers. Thu: Concrete/Tile Wall: Remove stains and scuff marks from Concrete/Tile Walls on platforms. Fri: Concrete/Tile Wall: Remove stains and scuff marks from Concrete/Tile Walls in mezzanines. Sat: Windows: Clean all windows and window ledges in mezzanine. Perform General Duties if none on station.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0063	Station North	0700 - 1500	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	174 St	2 5	R322	0700 -
*General Duties- see below	174 St	2 5	R322	0700 - 0830
*Major Duty Cleaning	174 St	2 5	R322	0830 - 0930
*General Duties- see below	Freeman St	2 5	R320	0940 - 1100
Lunch	Freeman St	2 5	R320	1100 - 1130
*Major Duty Cleaning	Freeman St	2 5	R320	1130 - 1230
*General Duties- see below	Freeman St	2 5	R320	1230 - 1340
*General Duties- see below	174 St	2 5	R322	1350 - 1500
Report Off Duty.	174 St	2 5	R322	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platforms, passageways, mezzanines, and outside areas (3 ft.). Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty.				
*Major Duty Cleaning- Sun: Booth- Clean booth (R320 and R322) interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Employee Toilets- Clean toilet: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Tue: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Wed: Supply Rooms / CTA Slop Sink Room- Tidy and organize supply rooms and CTA slop sink room. Remove empty boxes. Wipe down Fire Extinguishers. Thu: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall:: Remove stains and scuff marks from Q Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: on 241 Street bound platform. Fri: Fiberglass Panels/Concrete/Tile Walls: Remove stains and scuff marks from Fiberglass Panels/Concrete/Tile Walls in mezzanine. Sat: Windows: Clean all windows and window ledges in mezzanine.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0064	Station North	0700 - 1500	2755

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform.	Intervale Av	2 5	R316	0700 -
*General Duties- see below	Intervale Av	2 5	R316	0700 - 0800
*Major Duty Cleaning	Intervale Av	2 5	R316	0800 - 0900
*General Duties- see below	Simpson St	2 5	R318	0910 - 1110
Lunch	Simpson St	2 5	R318	1110 - 1140
*Elevator Duties- see below	Simpson St	2 5	R318	1140 - 1240
*Major Duty Cleaning	Simpson St	2 5	R318	1240 - 1340
*General Duties- see below	Intervale Av	2 5	R316	1350 - 1500
Report Off Duty.	Intervale Av	2 5	R316	1500 -
*Note - In lieu Elevators out of service, listed General Duties will be performed				
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platforms, passageways, mezzanines, and outside areas (3 ft.). Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty.				
*Elevator Duties - Clean and polish ELE 127 & 128. Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				
*Major Duty Cleaning- Sun: Booth- Clean booth (R316 and R318) interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Employee Toilets- Clean toilet: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Tue: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Wed: Supply Rooms / CTA Slop Sink Room- Tidy and organize supply rooms and CTA slop sink room. Remove empty boxes. Wipe down Fire Extinguishers. Thu: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on 241 Street bound platform. Fri: Fiberglass Panels/Concrete/Tile Walls: Remove stains and scuff marks from Fiberglass Panels/Concrete/Tile Walls in mezzanine. Sat: Windows: Clean all windows and window ledges in mezzanine.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0065	Station North	0700 - 1500	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Note: In the absence of coverage for Job NC0168, perform all listed duties in the entire station.	149 St-Grand Concourse	4	R261	0700 -
*General Duties- see below	149 St-Grand Concourse	2 5	R261	0700 - 0900
*Major Duties- see below	149 St-Grand Concourse	2 5	R261	0900 - 1100
Lunch	149 St-Grand Concourse	2 5	R261	1100 - 1130
*Major Duties- see below	149 St-Grand Concourse	2 5	R261	1130 - 1300
*General Duties- see below	149 St-Grand Concourse	2 5	R261	1300 - 1500
Report Off Duty. *General Duties - Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street, including stairways leading to LL Mezzanine). Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform, and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Remove stains, drag marks, spills, scuffmarks from platform & mezzanine floor, including stairway landings. Clean surfaces of police omega booth. Bucket wash end platforms. Clean passageway and elevator concourse/mezzanines: remove stains, spills, drag marks and graffiti., disinfect & deodorize. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duties- Daily: Elevator Cabs: Clean and polish interior & exterior surfaces/panels - Mezzanines and Lower-Level Platforms, mop and disinfect floor. Remove stickers, unauthorized postings, and graffiti. Deodorize elevators. Clean elevator glass panels with glass cleaner/Windex. Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Refuse Room/Housings- Clean, bucket wash around and inside refuse housings. Disinfect around housings. Remove loose debris from refuse inserts and disinfect. RTO Facilities/Tower/Restroom: Clean, mop and disinfect Platform/Stairway/Mezzanine: remove stains, footprints, scruff-marks, stickers, and graffiti from walls. Remove graffiti from benches, clean underneath and behind benches. Trash receptacles: Clean and polish and remove stickers/graffiti, gunk & stains. Clean behind and around trash cans, including wall to remove unsanitary conditions such as: stains & spills Deodorize entire station at the beginning and end of each tour.	149 St-Grand Concourse	4	R261	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0066	Station North	1500 - 2300	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	135 St	2 3	R306	1500 -
*General Duties- see below	135 St	2 3	R306	1500 - 1700
*Elevator Duties- see below	135 St	2 3	R306	1700 - 1730
*General Duties- see below	148 St	3	R309	1740 - 1900
Lunch	148 St	3	R309	1900 - 1930
*RTO Tower Duties - see below	148 St	3	R309	1930 - 2030
*Major Duty Cleaning - see below	148 St	3	R309	2030 - 2130
*General Duties- see below	135 St	2 3	R306	2140 - 2230
*Elevator Duties- see below	135 St	2 3	R306	2230 - 2300
Report Off Duty.	135 St	2 3	R306	2300 -
*Note - In lieu Elevators out of service, listed General Duties will be performed				
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty.				
*Elevator Duties - Clean and polish ELE 180 & 181. Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				
*Major Duty Cleaning- Sun: Stairways- Bucket wash all platform stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers. Mon: Bucket wash and disinfect north end of island platform. Wipe down tool/sandbox near platform stairway. Tue: Wipe down all digital panels, HPI Units, CAI, HEETS and MVM/MEM. Wed: Deck brush & disinfect all gutters/sanitary bases/platform ends as needed throughout the station Thu: Bucket wash and disinfect north end of island platform. Wipe down tool/sandbox near platform stairway Fri: Clean all windows, station sign, and benches. Sat: Bucket wash and disinfect south end of island platform. Wipe down refuse housings. Clean the windows and ledges of the Dispatcher's office.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0066A	Station North	2300 - 0700	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	135 St	2 3	R306	2300 - 2345
*General Duties- see below				
*Major Cleaning Floors - Nightly	135 St	2 3	R306	2345 - 0030
*General Duties- see below	125 St	2 3	R304	0040 - 0145
*Major Cleaning Floors - Nightly	125 St	2 3	R304	0145 - 0230
Lunch	125 St	2 3	R304	0230 - 0300
*Major Cleaning - See Below	125 St	2 3	R304	0300 - 0400
*Major Cleaning - See Below	135 St	2 3	R306	0410 - 0510
*Elevator Duties	135 St	2 3	R306	0510 - 0600
*General Duties- see below	135 St	2 3	R306	0600 - 0700
Report Off Duty	135 St	2 3	R306	0700 -
*Note - In lieu of Elevators out of service, listed General Duties will be performed				
*General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty.				
*Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings."				
**Elevator Duties Clean and polish ELE 180 & 181. Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				
*Major Duty Cleaning- Sun: Refuse Room/Refuse Housing- Refuse Room: Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Refuse Housing: Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Mon: Concrete/Tile Walls: Remove stains and scuff marks from Concrete/Tile Walls in mezzanine. Tue: Stairways- Bucket wash all street and mezzanine stairways. Clean handrails and adjacent tile walls. Remove all stickers. Wed: Concrete/Tile Wall: Remove stains and scuff marks from Concrete/Tile Wall on Manhattan bound platform. Thu: Refuse Room/Refuse Housing- Refuse Room: Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Refuse Housing: Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Fri: Concrete/Tile Wall: Remove stains and scuff marks from Concrete/Tile Wall on Bronx bound platform. Sat: Clean Supervisor's office at 125 Street. Clean desks, tabletops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Perform General Duties at 135 Street.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0067	Station North	1500 - 2300	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform *General Duties- see below	Central Park North 110 St	2 3	R301	1500 - 1730
*General Duties- see below	125 St	2 3	R304	1710 - 1930
Lunch	125 St	2 3	R304	1930 - 2000
*General Duties- see below	125 St	2 3	R304	2000 - 2100
*General Duties- see below	Central Park North 110 St	2 3	R301	2110 - 2200
*Major Duty Cleaning - see below	Central Park North 110 St	2 3	R301	2200 - 2300
Report Off Duty **General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty. **Major Duty Cleaning- Sun: Stairways- Bucket wash street stairways by paid mezzaine. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers. Mon: Bucket wash and disinfect north end of island platform. Wipe down benches and trash receptacles. Tue: Wipe down all digital panels, HPI Units, CAI, HEETS and MVM/MEM. Wed: Deck brush & disinfect all gutters/sanitary bases/platform ends as needed throughout the station Thu: Bucket wash and disinfect north end of island platform. Wipe down benches and trash receptacles. Fri: Clean all windows, station sign, and benches. Sat: Bucket wash street stairways at north end of station near HEETs. Clean and disinfect area.	Central Park North 110 St	2 3	R301	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0068	Station North	1500 - 2300	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Fulton St	2 3	N098	1500 - 1900
*General Duties-see below				
*Elevator Duties-see below (1700-1800)				
Lunch	Fulton St	2 3	N098	1900 - 1930
*Major Duties-see below (2000-2030)	Fulton St	2 3	N098	1930 - 2130
*General Duties-see below	Fulton St	A C	N095	2130 - 2300
Report Off Duty.	Fulton St	2 3	N098	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect, clean & polish all trash receptacles. Remove all stains, spills and drag marks on floor areas & spot mop. Empty booth trash, clean exterior booth panels and booth windows (use water only), remove dust from booth surface. Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean & mop elevators. Wipe down platfrom housings to remove dust. Spot mop Island platform, mezzanines & passageways, Including stairway landings , steps and threads. Wet Mop E-passageway, including escalator niche and stairway niche towards J-Line. Wet mop stairway NS25 steps and landings. ,Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Cleaning- Sun: Refuse Room - Clean & disinfect. Sweep, deck brush, and remove all stains & drag marks. Breakdown all empty boxes. Wipe down fire extinguisher. Clean/wipe down walls, as needed. Daily : Clean & disinfect south-end stairways including the handrails, walls, floors, and AFC equipment. Daily : Employee Bathroom & EFR - Clean & disinfect. Sweep and mop; clean toilet, vanity, and sink. Empty trash bins. Clean walls, as needed. Wed: Scrubber Room(s) - Organize room (discard unauthorized items. Remove items/equipment from in front of the eyewash unit. Etc.) Breakdown all empty boxes. Wipe down fire extinguisher. Daily: Clean & disinfect A077 Passageway @ Nassau ST & Fulton ST SW Corner SW M4A/M4B. Sweep, mop, and disinfect; and remove gum from floors. Wipe down walls and remove stickers and graffiti. Fri: Clean Booth N098. Wipe booth glass inside & out. Wipe down & dust countertops and equipment. Sweep as needed. Empty trash bin. Wipe down/clean Deal Tray. Daily: Employee Bathroom & EFR - Clean & disinfect. Sweep and mop; clean toilet, vanity, and sink. Empty trash bins. Clean walls, as needed.				
*Elevator Duties- Clean & Polish EL-723 and EL-732. Sweep, mop, and disinfect floors; and remove gum. Deodorize accordingly (apply odor eliminator or deodorize). Clean glass & stainless panels, remove stickers, and graffiti.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0069	Station North	2300 - 0700	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties Nightly-	Woodlawn	4	R294	2300 - 0030
*** Major Duties- Floors. See below	Woodlawn	4	R294	0030 - 0200
****Major Duties - See below	Woodlawn	4	R294	0200 - 0230
**Public Restroom Duties (0230-0245) – see below Note- If public restrooms out of service, listed "General Duties" will be performed.	Woodlawn	4	R294	0230 - 0245
Lunch	Woodlawn	4	R294	0245 - 0315
*General Duties- See below	Mosholu Pkwy	4	R293	0330 - 0500
***Major Duties – Floors. See Below	Mosholu Pkwy	4	R293	0500 - 0615
****Major Duties - See below	Mosholu Pkwy	4	R293	0615 - 0645
Report Off Duty. *General Duties Nightly- Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [both side of Jerome Ave]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform, and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and wipe Q-panels on mezzanine and platforms. Clean EFR and employee restrooms. Wipe sand box. Disinfect benches. Clean and wipe map frames. Remove trash from Booth, wipe exterior of booth. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. ***Major Duty Floors-Nightly: Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Bucket wash stairways, Control area, platform, and outside areas of Jerome Avenue (3 ft.) Bucket wash, deck brush, and remove stain from ADA tactile at all sides of platforms. Bucket wash and deck brush refuse housings. **Public Toilet Duties: Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers, and soap as needed. Allow bathroom to dry 10 minutes before reopening. ****Major Duty Cleaning - (0200-0230) Sun: - Clean Mezzanine walls- Deck brush walls in mezzanine. Remove stains and scuff marks from mezzanine. Wipe and clean window ledges on mezzanine. Mon Remove Pigeon droppings – Bucket wash and deck brush / remove pigeon droppings on platforms, mezzanines, and stairways. Deck brush all S/Ws to platforms. Tue: Clean Platform walls- Remove stains and scuff marks from platform walls. Clean outer wall to offices. Wed: Remove Pigeon droppings – Bucket wash and deck brush / remove pigeon droppings on platforms, mezzanines, and stairways including at N/E of island platform over SW P2A/B. Deck brush all S/Ws to platforms. Thu: Wash all Mezzanine and Street S/Ws- Deck Brush all Street S/Ws including 3 feet on both sides of Jerome Avenue. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Remove Pigeon droppings – Bucket wash and deck brush / remove pigeon droppings on platforms, mezzanines, and stairways including at N/E of island platform over SW P2A/B. Deck brush all S/Ws to platforms. ****Major Duty Cleaning - (0615-0645) Sun: Clean Mezzanine walls- Remove stains and scuff marks from mezzanine. Wipe and clean window ledges on mezzanine. Remove pigeons dropping on both mezzanines. Mon: Remove Pigeons’ dropping – Bucket wash, Clean and disinfect pigeons’ dropping on both mezzanines and S/Ws (Mosholu Pkwy). Tue: Clean Platform Tile walls- Remove stains and scuff marks from platform tile walls” on 4 - Line. (0500-0530), Clean and disinfect pigeons’ droppings from both mezzanines (0530-0600). Wed: Remove Pigeon droppings – Bucket wash and deck brush / remove pigeon droppings on platforms, paid & unpaid mezzanines, and all stairways (Mosholu Pkwy). Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. (0500-0530), Clean and disinfect pigeons’ droppings from both mezzanines (0530-0600). Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Remove Pigeon droppings – Bucket wash and deck brush / remove pigeon droppings on platforms, paid & unpaid mezzanines, and all stairways (Mosholu Pkwy).	Woodlawn	4	R294	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0070	Station North	2300 - 0700	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Bedford Pk Blvd Lehman College	4	R291	2300 - 0030
*General Duties- Nightly. See below				
** Major Duties Floors. See below	Bedford Pk Blvd Lehman College	4	R291	0030 - 0200
***Major Duties - See below	Bedford Pk Blvd Lehman College	4	R291	0200 - 0230
Lunch	Bedford Pk Blvd Lehman College	4	R291	0230 - 0300
*General Duties- Nightly. See below	Kingsbridge Rd	4	R290	0315 - 0445
** Major Duties Floors - See below	Kingsbridge Rd	4	R290	0445 - 0615
***Major Duties - See below	Kingsbridge Rd	4	R290	0615 - 0645
Report off duty	Bedford Pk Blvd Lehman College	4	R291	0700 -
<p>*General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [both side of Jerome Ave]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and wipe Q-panels on mezzanine and platforms. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Wipe sand box. Disinfect benches. Clean and wipe map frames. Remove trash from Booth, wipe exterior of booth. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.</p> <p>**Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Bucket wash stairways, Control area, platform and outside areas of Jerome Avenue (3 ft.). Bucket wash, deck brush, and remove stain from ADA tactile at all sides of platforms. Bucket wash and deck brush refuse housings.</p> <p>***Major Duty Cleaning - (Bedford Park Blvd - 0200-0230) (Kingsbridge Rd - 0615-0645) Sun: - Clean Mezzanine walls- Deck brush walls in mezzanine. Remove stains and scuff marks from mezzanine. Wipe and clean Doors and window ledges on mezzanine. Mon: Clean all S/Ws – Bucket wash and deck brush all street and platform S/Ws, Detail cleaning of threads and risers. Tue: Clean Platform Q-Panels – Deck brush Q-Panels on both platforms. Wed: Remove Pigeons’ dropping and Street Stairways – Bucket wash and deck brush, clean and disinfect pigeons’ dropping at the entrance of the station (Bedford Park Blvd). Bucket was all S/Ws at Kingsbridge Road. Thu: Clean Platform Q-Panels - Deck Brush Q-panels on platform. Fri: Scrubber Room and Employee Facility Rooms- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Bucket wash all Platform S/Ws – Bucket wash, deck brush, detail cleaning all platform S/Ws.</p>				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0070A	Station North	2300 - 0700	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform General Duties Nightly- see below	Fordham Rd	4	R289	2300 - 0030
Major Duties Floors- see below	Fordham Rd	4	R289	0030 - 0200
Major Duties- see below	Fordham Rd	4	R289	0200 - 0230
Elevator Duties: [ELE#186, #187, #188]	Fordham Rd	4	R289	0230 - 0300
Lunch	Fordham Rd	4	R289	0300 - 0330
General Duties Nightly- see below	183 St	4	R288	0345 - 0500
Major Duties Floors	183 St	4	R288	0500 - 0615
Major Duties	183 St	4	R288	0615 - 0645
Report off duty *General Duties Nightly- Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [both side of Jerome Ave]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform, and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Wipe Q-panels on mezzanine and platform. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Organize supply rooms in mezzanine. Wipe sand box. Disinfect benches. Clean and wipe map frames. Remove trash from Booth, wipe exterior of booth. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duty Floors Nightly- Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Bucket wash stairways, Control area, platform, and outside areas of Jerome Avenue (3 ft.). Bucket wash, deck brush, and remove stain from ADA tactile at all sides of platforms. Bucket wash and deck brush refuse housings. Elevator Duties- Clean and Polish [EL #186, #187, #188] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom. Major Duty Cleaning - (Fordham Rd - 0200-0230) (183 Street - 0615-0645) Sun: - Clean Mezzanine walls- Deck brush walls in mezzanine. Remove stains and scuff marks from mezzanine. Wipe and clean Doors and window ledges on mezzanine. Mon: Clean all S/Ws – Bucket wash and deck brush all street and platform S/Ws, Detail cleaning of threads and risers. Tue: Clean Platform Q-Panels – Deck brush Q-Panels on both platforms. Wed: Remove Pigeons’ dropping and Street Stairways – Bucket wash and deck brush, clean and disinfect pigeons’ dropping at the entrance of the station (Bedford Park Blvd). Bucket was all S/Ws at Kingsbridge Road. Thu: Clean Platform Q-Panels - Deck Brush Q-panels on platform. Fri: Scrubber Room and Employee Facility Rooms- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Bucket wash all Platform S/Ws – Bucket wash, deck brush, detail cleaning all platform S/Ws.	Fordham Rd	4	R289	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0071	Station North	2300 - 0700	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Burnside Av	4	R287	2300 - 0030
*General Duties- Nightly. See below				
*** Major Duties- Floors. See below	Burnside Av	4	R287	0030 - 0200
*****Major Duties - See below	Burnside Av	4	R287	0200 - 0230
*General Duties- Nightly. See below	Burnside Av	4	R287	0230 - 0245
Lunch	Burnside Av	4	R287	0245 - 0315
*General Duties- See below	176 St	4	R286	0330 - 0500
*** Major Duties- Floors. See below	176 St	4	R286	0500 - 0615
*****Major Duties - See below	176 St	4	R286	0615 - 0645
Report Off Duty. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [both sides of Jerome Ave]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and wipe Q-panels on mezzanine and platforms. Clean EFR and employee restrooms. Wipe sand box. Disinfect benches. Clean and wipe map frames. Remove trash from Booth, wipe exterior of booth. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. ***Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Bucket wash stairways, Control area, platform and outside areas of Jerome Avenue (3 ft.) Bucket wash, deck brush, and remove stain from ADA tactile at all sides of platforms. Bucket wash and deck brush refuse housings. ****Major Duty Cleaning - (0200-0230) Sun: - Clean Mezzanine Walls- Deck brush walls in mezzanine. Remove stains and scuff marks from mezzanine. Wipe and clean window ledges on mezzanine. Mon: Remove Pigeon Droppings – Bucket wash and deck brush platforms, mezzanines, and stairways. Deck brush all S/Ws to platforms. Tue: Clean Platform Walls- Remove stains and scuff marks from platform walls. Clean outer walls. Wed: Remove Pigeon Droppings – Bucket wash and deck brush platforms, mezzanines, and stairways. Deck brush all S/Ws to platforms. Thu: Wash all Mezzanine and Street S/Ws- Deck Brush all Street S/Ws including 3 feet on both sides of Jerome Avenue. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize room. Discard all empty boxes and chemical bottles. Wipe down fire extinguishers and eyewash unit. Restock supplies. Sat: Remove Pigeon Droppings – Bucket wash and deck brush platforms, stairways, and mezzanines. ****Major Duty Cleaning - (0615-0645) Sun: - Clean Mezzanine Walls- Remove stains and scuff marks from mezzanine. Wipe and clean window ledges on mezzanine. Remove pigeons dropping on both mezzanines. Mon: Remove Pigeon Droppings – Bucket wash and deck brush on platforms, mezzanines, and stairways. Deck brush all S/Ws to platforms. Tue: Clean Platform Tile Walls- Remove stains and scuff marks from platform tile walls. Wed Remove Pigeon Droppings – Bucket wash and deck brush platforms, mezzanines, and stairways. Deck brush all S/Ws to platforms. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of fire extinguisher. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize room. Discard all debris and empty chemical bottles. Wipe down fire extinguishers. Restock supplies. Sat: Remove Pigeon Droppings – Bucket wash and deck brush platforms, mezzanines, and stairways. Deck brush all S/Ws to platforms.	Burnside Av	4	R287	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0072	Station North	2300 - 0700	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	170 St	4	R284	2300 - 0030
*General Duties Nightly - see below				
**Major Duties Floors - see below	170 St	4	R284	0030 - 0200
****Major Duties - see below	170 St	4	R284	0200 - 0230
***Elevator Duties – See below	170 St	4	R284	0230 - 0300
Lunch	170 St	4	R284	0300 - 0330
*General Duties Nightly - see below	Mt Eden Av	4	R285	0345 - 0500
**Major Duties Floors - see below	Mt Eden Av	4	R285	0500 - 0615
****Major Duties - see below	Mt Eden Av	4	R285	0615 - 0645
Report Off Duty.	170 St	4	R284	0700 -
*General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [both side of Jerome Ave]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Wipe Q-panels on mezzanine and platform. Clean and disinfect refuse housings. Clean EFR and employee restrooms. Wipe sand box. Disinfect benches. Clean and wipe map frames. Remove trash from Booth, wipe exterior of booth. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
**Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Bucket wash stairways, Control area, platform and outside areas of Jerome Avenue (3 ft.). Bucket wash, deck brush, and remove stain from ADA tactile at all sides of platforms. Bucket wash and deck brush refuse housings.				
***Elevator Duties- Clean and Polish [EL #506, #507, #508]. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				
****Major Duty Cleaning - (170 Street - 0200-0230) (Mt. Eden Ave - 0615-0645) Sun: - Clean Mezzanine walls- Deck brush walls in mezzanine. Remove stains and scuff marks from mezzanine. Wipe and clean Doors and window ledges on mezzanine. Mon: Clean all S/Ws – Bucket wash and deck brush all street and platform S/Ws, Detail cleaning of threads and risers. Tue: Clean Platform Q-Panels – Deck brush Q-Panels on both platforms. Wed: Remove Pigeons’ dropping and Street Stairways – Bucket wash and deck brush, clean and disinfect pigeons’ dropping at the entrance of the station (Bedford Park Blvd). Bucket was all S/Ws at Kingsbridge Road. Thu: Clean Platform Q-Panels - Deck Brush Q-panels on platform. Fri: Scrubber Room and Employee Facility Rooms- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Bucket wash all Platform S/Ws – Bucket wash, deck brush, detail cleaning all platform S/Ws.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0072A	Station North	2300 - 0700	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	167 St	4	R283	2300 -
*General Duties Nightly - see below.	167 St	4	R283	2300 - 0030
**Major Duties Floors - See below.	167 St	4	R283	0030 - 0200
****Major Duties - See below.	167 St	4	R283	0200 - 0230
Lunch	167 St	4	R283	0230 - 0300
*General Duties Nightly - see below.	161 St Yankee Stadium	B D	N203	0315 - 0430
**Major Duties Floors - see below	161 St Yankee Stadium	B D	N203	0430 - 0545
**Major Duties Rotunda – On Baseball Seasons (Other times continue General Duties)	161 St Yankee Stadium	B D	N203	0545 - 0615
****Major Duties - see below.	161 St Yankee Stadium	B D	N203	0615 - 0645
Report Off Duty. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [both side of Jerome Ave]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform, and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Wipe Q-panels on mezzanine and platform. Clean and disinfect refuse housings. Clean EFR and employee restrooms. Organize supply rooms in mezzanine. Wipe sand box. Disinfect benches. Clean and wipe map frames. Remove trash from Booth, wipe exterior of booth. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Bucket wash stairways, (Street S/W at 161 Street is not included with this job), Control area, platform, and outside areas of Jerome Avenue (3 ft.). Bucket wash, deck brush, and remove stain from ADA tactile at all sides of platforms. Bucket wash and deck brush refuse housings. ***Major Duties Rotunda Area (March 1 – Late October) – Bucket wash and Deck brush rotunda area in baseball seasons (regardless of game schedule). Remove Pigeon droppings – Bucket wash and deck brush / remove pigeon droppings on platforms, mezzanines, and stairways. Deck brush all S/Ws and mezzanines leading to rotunda and to both platforms. Clean, wipe, and polish turnstiles and exterior of booths R262A and R262B. Remove graffiti, stickers, and sticker/glue residue. Follow Major Duty schedule above other than baseball season (November – mid March). ****Major Duty Cleaning - (167 Street - 0200-0230) (161 Street - 0615-0645) Sun: - Clean Mezzanine walls- Deck brush walls in mezzanine. Remove stains and scuff marks from mezzanine. Wipe and clean Doors and window ledges on mezzanine. Mon: Clean all Street S/Ws to 4 line– Bucket wash and deck brush all street and platform S/Ws, Detail cleaning of treads and risers. Tue: Clean Platform and Mezzanine Q-Panels – Deck brush Q-Panels on both platforms. Wed: Remove Pigeon droppings – Bucket wash and deck brush / remove pigeon droppings on platforms, mezzanines, and stairways. Thu: Clean Platform and Mezzanine Q-Panels - Deck Brush Q-panels on platform. Fri: Remove Pigeon droppings – Bucket wash and deck brush / remove pigeon droppings on platforms, mezzanines, and stairways. Sat: Bucket wash all Street S/Ws to 4 line – Bucket wash, deck brush, detail cleaning all platform S/Ws.	167 St	4	R283	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0072B	Station North	2300 - 0700	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	161 St Yankee Stadium	B D	N203	2300 -
*General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [161 Street on main mezzanine and unmanned mezzanine]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Wipe sand box. Disinfect benches. Clean and wipe map frames. Clean EFR and employee restrooms. Clean exterior of booth, remove trash from booth N203. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.	161 St Yankee Stadium	B D	N203	2300 - 0030
** Major Duty Floors-Nightly (Unmanned mezzanine and S/Ws on D line) Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from unmanned mezzanine floors. Mop all stairway landings. Deck brush, bucket wash, and disinfect all S/Ws. Spot clean ADA tactile as required from both platforms. Disinfect feces and all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Bucket wash stairways to platforms. Bucket wash, deck brush, and remove stain from ADA tactile at all sides of platforms. Deck brush all tiles walls on D line platforms and unmanned mezzanine. Bucket wash and deck brush refuse rooms.	161 St Yankee Stadium	B D	N203	0030 - 0130
*** Major Duty Floors- (Main Mezzanine S/Ws and Street S/Ws to D and 4 line) Remove dust balls and gum from S/Ws 3 feet outside. Deck brush and disinfect gutters, sanitary bases. Disinfect feces and all urine and areas. Bucket wash passageway tiles walls. Mop EFR, CTA room, and Employees’ restroom. Bucket wash stairways to platforms. Bucket wash, deck brush all street S/W's and mezzanine S/Ws to D and 4 line. Deck brush all tiles walls on main mezzanine.	161 St Yankee Stadium	B D	N203	0130 - 0230
Lunch	161 St Yankee Stadium	B D	N203	0230 - 0300
****Major Duties- Elevator. Clean and Polish EL# 131, 132, 133, 134, 135. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills.	161 St Yankee Stadium	B D	N203	0300 - 0345
*****Major Duties- Escalators. Escalator 113, 114 - Detail Clean, wipe and polish Escalator 113, 114. Remove gum. Sweep, wipe dust from steps, side panels, and from top of escalator 112. Wipe down interior and exterior panels/ledge, top and bottom landing of escalator 113 and 114.	161 St Yankee Stadium	B D	N203	0345 - 0430
*****Major Duty Cleaning - (0430-0500) Sun: - Clean Mezzanine walls- Deck brush walls in main mezzanine and passageway. Remove stains and scuff marks. Mon, Tue: Clean back mezzanine walls- Deck brush all tiles walls on back mezzanine and by S/W's. Wed: Clean mezzanine – Clean main mezzanine Street S/W's to D and 4 line. Thu: Employee Facility Room, Restroom, and CTA Room – Bucket wash all rooms. Organize supply rooms. Fri: Clean Refuse Room- Deck wash, and disinfect refuse room walls and floor on N/B and S/B D line. Sat: ADA Tactile Cleaning – Bucket wash and deck brush, remove stain from ADA tactile on N/B and S/B D platforms.	161 St Yankee Stadium	B D	N203	0430 - 0500
*General Duties-Nightly See Above.	161 St Yankee Stadium	B D	N203	0500 - 0630
*****Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening. Open male and female public toilets.	161 St Yankee Stadium	B D	N203	0630 - 0700
Report Off Duty.	161 St Yankee Stadium	B D	N203	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0073	Station North	0700 - 1500	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	116 St	2 3	R302	0700 -
*General Duties- see below	116 St	2 3	R302	0700 - 1000
*Major Duty Cleaning	116 St	2 3	R302	1000 - 1100
Lunch	116 St	2 3	R302	1100 - 1130
*Pick Up and Deliver Cleaning Supplies	3 Av-149 St	2 5	R310	1140 - 1300
*General Duties- see below	116 St	2 3	R302	1310 - 1500
Report Off Duty.	116 St	2 3	R302	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty. *Pick Up and Deliver Cleaning Supplies - Pick up cleaning supplies from the storage rooms at 3rd Avenue - 149 Street and deliver to the following stations, or perform other duties as directed by supervision: Sun: 116 Street "2" Mon: Jackson Avenue "2" - Northbound supply room Tue: Time reserved for picking up supplies for Zone 3 from Material Control at 34 Street. Supervisor to adjust schedule or assign other tasks as needed. Wed: Prospect "2" - Northbound supply room Thu: Intervale Avenue "2" Fri: Freeman Street "2" - Northbound supply room Sat: 174 Street "2" - Northbound supply room *Major Duty Cleaning- Sun: Booth- Clean booth R302 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Bucket wash and disinfect the noth end and south end of the Bronx bound platform. Tue: Tile Walls and Columns: Remove stains and scuff marks from tile walls and columns on the Manhattan bound platform. Wed: Chemical and Paper Supply Rooms - Tidy and organize chemical and paper supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Thu: Tile Walls and Columns: Remove stains and scuff marks from tile walls and columns on 241 Street bound platform. Fri: Tile Walls and Columns: Remove stains and scuff marks from tile walls and columns in mezzanines. Sat: Bucket wash and disinfect the north end and south end of the Manhattan bound platform.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0074	Station North	0700 - 1500	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Note: In the absence of coverage for SB and/or Mezzanine Job'(s), perform all listed duties in the SB platform and/or the Mezzanine, including NB platform.	125 St	4 5 6	R258	0700 -
**General Duties- see below- (NB Platform Including Stairways leading to mezzanine.	125 St	4 5 6	R258	0700 - 1100
Lunch	125 St	4 5 6	R258	1100 - 1130
*Major Duties- see below (NB Platform- Including Stairways leading to mezzanine)	125 St	4 5 6	R258	1130 - 1345
**General Duties- see below (NB Platform- Including Stairways leading to mezzanine)	125 St	4 5 6	R258	1345 - 1500
Report off duty . **General Duties - Daily: Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways (NB Platform stairways leading to Mezzanine). Mop entire platform and mezzanine floors. Mop all stairway landings leading to upper-mezzanine and street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty Major Duties – Daily Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. NB Platform: Remove stains, footprints, dust, scruff-marks from tile walls. Clean and polish exterior elevator cab/panels. Clean & polish stairway K-Rails/In-between spindles. RTO Facility/Tower: Clean/mop and disinfect, including restrooms Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.	125 St	4 5 6	R258	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NC0074A	Station North	1500 - 2300
		2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	125 St	4 5 6	R258	1500 -
Note: In the absence of coverage for NB and/or SB platform Job'(s), perform all listed duties on the N/B and/or SB platform, including Mezzanine.				
**General Duties- see below- (Mezzanine, Including Street Stairways & Elevators)	125 St	4 5 6	R258	1500 - 1830
Lunch	125 St	4 5 6	R258	1830 - 1900
*Major Duties- see below- (Mezzanine, Including Street Stairways & Elevators)	125 St	4 5 6	R258	1900 - 2130
**General Duties- see below- - (Mezzanine, Including Street Stairways & Elevators)	125 St	4 5 6	R258	2130 - 2300
Report Off Duty.	125 St	4 5 6	R258	2300 -
**General Duties - Daily: Inspect station for unsanitary conditions and correct. Sweep all stairs (mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all widows and station signs. Wipe down sand boxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Clean & Polish trash receptacles. Remove stains, footprints & scruff marks on tile walls. Clean parabolic mirrors. Clean an polish interior/exterior elevator surface/panels. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. " Duties Daily: Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. <div>Back Mezz -Behind F.</div> Office. Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes <div>RTO</div> Facilities/Tower: Clean, Mop & Disinfect rooms, including restrooms <div>Mezzanine: Remove dust, stains, footprints & scruff marks from tile walls.</div> Clean & polish stairway K-rails/In-between spindles. <div>Booth R258:</div> Mop interior and clean all ledges. Clean & polish interior & exterior glass. Remove stains/scruff marks from booth surface.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0075	Station North	0700 - 1500	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform. *General Duties- See below	Woodlawn	4	R294	0700 - 0830
***RTO Cleaning - Clean and disinfect RTO Men and Women toilets. Restock supplies in RTO restrooms. Remove trash from crew rooms and dispatcher’s rooms. Perform other work as assigned by Station Supervisor or Manager.	Woodlawn	4	R294	0830 - 0900
*General Duties- See below	Mosholu Pkwy	4	R293	0900 - 1050
****Major Duties - See below	Mosholu Pkwy	4	R293	1050 - 1120
Lunch	Mosholu Pkwy	4	R293	1120 - 1150
**Public Restroom Duties and Open public toilets – see below (General duties - 1230-1300) Note- If public restrooms out of service, listed General Duties will be performed.	Woodlawn	4	R294	1200 - 1300
****Major Duties - See below	Woodlawn	4	R294	1300 - 1330
*General Duties- (re-scrap station, empty trash receptacles, Remove pigeons droppings)	Mosholu Pkwy	4	R293	1340 - 1445
Report Off Duty. *General Duties-Daily: Open public restrooms at 0700 hours. Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platforms, and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Empty trash cans at RTO facility, clean and disinfect male and female toilets. Wipe sand box. Disinfect benches. Clean and wipe map frames. Remove trash from Booth, wipe exterior of booth. Remove stain and spot clean ADA tactile. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Public Toilet Duties: Close Public Restroom at 1200 hours. Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers, and soap as needed. Allow bathroom to dry 10 minutes before reopening. Open Public restroom at 1300 hours. ****Major Duty Cleaning - (1300-1330) Sun: Clean Q-panels and exterior wall to offices on side platforms- Deck Brush Q panels on platform. Mon: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Tue: Remove Pigeon droppings – Bucket wash and deck brush / remove pigeon droppings on platforms, mezzanines, and stairways. Deck brush all S/Ws to platforms and station entrances, including N/E of island platform over SW P2A/B and unpaid mezzanine Wed: Clean Mezzanine walls- Deck brush walls in mezzanine. Remove stains and scuff marks from mezzanine. Wipe and clean window ledges on mezzanine. Thu: Remove Pigeon droppings – Bucket wash and deck brush / remove pigeon droppings on platforms, mezzanines, and stairways. Deck brush all S/Ws to platforms and station entrances, including N/E of island platform over SW P2A/B and unpaid mezzanine Fri: Clean Platform walls- Remove stains and scuff marks from platform walls. Sat: Remove Pigeon droppings – Bucket wash and deck brush / remove pigeon droppings on platforms, mezzanines, and stairways. Deck brush all S/Ws to platforms and station entrances, including N/E of island platform over SW P2A/B and unpaid mezzanine. ****Major Duty Cleaning - (1050-1120) Sun: - Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Clean and organize scrubber room Mon: Remove Pigeon droppings – Bucket wash and deck brush / remove pigeon droppings on platforms, mezzanines, and stairways (Mosholu Pkwy). Tue: Clean Platform Tile walls- Remove stains and scuff marks from platform tile walls” on 4 - Line. Clean and disinfect pigeons’ droppings from both mezzanines Wed: Clean Mezzanine walls- Remove stains and scuff marks from mezzanine. Wipe and clean window ledges on mezzanine. Remove pigeons dropping on both mezzanines. Thu: Remove Pigeon droppings – Bucket wash and deck brush / remove pigeon droppings on platforms, mezzanines, and stairways (Mosholu Pkwy). Fri: Clean Platform Tile walls- Remove stains and scuff marks from platform tile walls” on 4 - Line. Clean and disinfect pigeons’ droppings from both mezzanines Sat: Remove Pigeon droppings – Bucket wash and deck brush / remove pigeon droppings on platforms, mezzanines, and stairways (Mosholu Pkwy).	Woodlawn	4	R294	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0076	Station North	0700 - 1500	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	183 St	4	R288	0700 - 0850
*General Duties- See below				
**Major Duties – See Below	183 St	4	R288	0850 - 0920
*General Duties- See below	Fordham Rd	4	R289	0930 - 1100
Lunch	Fordham Rd	4	R289	1100 - 1130
***Major Duties – Elevators, See Below	Fordham Rd	4	R289	1130 - 1200
**Major Duties – See Below	Fordham Rd	4	R289	1200 - 1230
*General Duties- See Below	Fordham Rd	4	R289	1230 - 1330
*General Duties- See Below	183 St	4	R288	1340 - 1500
Report Off Duty.	183 St	4	R288	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways on both sides of Jerome Ave. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Clean Q-panels. Wipe sand box. Disinfect benches. Clean and wipe map frames. Remove stain and spot clean ADA tactile. Clean and disinfect pigeons’ dropping. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Cleaning Sun: - Clean Q-panels: Clean, wipe Q-panels on N/B and S/B platform. Mon: Clean Mezzanine and walls including Window ledges - Remove stains and scuff marks from main mezzanine and S/Ws. Clean and wipe window ledges. Tue: Clean Q-panels: Clean, wipe Q-panels on S/B platform. Wed: Clean Q-panels: Clean, wipe Q-panels on N/B platform. Thu: Clean Mezzanines and walls including Window ledges - Remove stains and scuff marks from mezzanines and S/Ws. Clean and wipe window ledges. Fri: Clean Elevators – Thoroughly mop, wipe, clean, disinfect all elevators (Fordham Rd). Clean, mop, disinfect refuse housings thoroughly. Sat: Clean S/Ws thoroughly: Clean, mop, wipe all street, mezzanine, and platform S/Ws thoroughly including 3 feet on both sides of Jerome Ave. Elevator Duties Clean and Polish [ELE#’s #186, #187, #188]. Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0077	Station North	0700 - 1500	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	176 St	4	R286	0700 - 0900
*General Duties- See below				
**Major Duties - See below	176 St	4	R286	0900 - 0930
*General Duties- See below	Burnside Av	4	R287	0940 - 1130
Lunch	Burnside Av	4	R287	1130 - 1200
**Major Duties – See Below	Burnside Av	4	R287	1200 - 1230
*General Duties- See Below	Burnside Av	4	R287	1230 - 1350
*General Duties- See Below	176 St	4	R286	1400 - 1500
Report Off Duty.	176 St	4	R286	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways on both sides of Jerome Ave. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Clean Q-panels. Wipe sand box. Disinfect benches. Clean and wipe map frames. Remove stain and spot clean ADA tactile. Clean and disinfect pigeons’ dropping. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
**Major Duty Cleaning Sun: - Clean Mezzanine and walls including Window ledges - Remove stains and scuff marks from main mezzanine and S/Ws. Clean and wipe window ledges. Mon: Q-panels on 4 line: clean, wipe Q-panels on S/B platform. Tue: Clean Q-panels on 4 line: clean, wipe Q-panels on N/B platform. Wed: Clean Mezzanines and walls including Window ledges - Remove stains and scuff marks from mezzanines and S/Ws. Clean and wipe window ledges. Thu: Clean S/Ws thoroughly: Clean, mop, wipe all street, mezzanine, and platform S/Ws thoroughly. Fri: Clean Refuse Housings – Thoroughly mop, clean, disinfect Refuse housings. Sat: Clean Q-panels on 4 line: clean, wipe Q-panels on N/B and S/B platform.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0078	Station North	1500 - 2300	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Bedford Pk Blvd Lehman College	4	R291	1500 -
*General Duties- See below	Bedford Pk Blvd Lehman College	4	R291	1500 - 1700
. **Major Duties – See Below	Bedford Pk Blvd Lehman College	4	R291	1700 - 1730
*** RTO Yard Cleaning, See below	Bedford Pk Blvd Lehman College	4	R291	1730 - 1830
Lunch	Bedford Pk Blvd Lehman College	4	R291	1830 - 1900
*General Duties- See below	Kingsbridge Rd	4	R290	1910 - 2110
**Major Duties – See Below	Kingsbridge Rd	4	R290	2110 - 2150
*General Duties- See below	Bedford Pk Blvd Lehman College	4	R291	2200 - 2300
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform, and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Clean Q-panels. Wipe sand box. Disinfect benches. Clean and wipe map frames. Remove stain and spot clean ADA tactile. Clean and disinfect pigeons’ dropping. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Cleaning Sun: - Clean Mezzanines and walls including Window ledges - Remove stains and scuff marks from mezzanines and S/Ws. Clean and wipe window ledges. Mon: Clean S/Ws thoroughly: Clean, mop, wipe all street, mezzanine, and platform S/Ws thoroughly. Tue: Clean Refuse Housings – Thoroughly mop, clean, disinfect Refuse housings. Wed: Clean Q-panels on 4 line: clean, wipe Q-panels on N/B and S/B platform. Thu: Clean Mezzanine and walls including Window ledges - Remove stains and scuff marks from main mezzanine and S/Ws. Clean and wipe window ledges. Fri: Clean Q-panels on 4 line: clean, wipe Q-panels on N/B & S/B platform. Sat: Remove Pigeon droppings – Bucket wash and deck brush / remove pigeon droppings on platforms, mezzanines, and stairways. Deck brush all S/Ws to platforms and station entrances. ***RTO Cleaning: Clean Yard Crew room, tower. Remove trash from crew rooms and offices. Work per station GSS/ supervisor’s direction. Clean and disinfect RTO Mosholu/Bedford Yard toilets. Restock supplies in RTO restrooms.	Bedford Pk Blvd Lehman College	4	R291	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0078A	Station North	1500 - 2300	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform General Duties- See below	Burnside Av	4	R287	1500 - 1700
Major Duties – See Below	Burnside Av	4	R287	1700 - 1730
General Duties- See below	176 St	4	R286	1740 - 1930
Lunch	176 St	4	R286	1930 - 2000
Major Duties – See Below	176 St	4	R286	2000 - 2030
General Duties- See below	176 St	4	R286	2030 - 2130
General Duties- See below	Burnside Av	4	R287	2140 - 2240
Report Off Duty. General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Clean Q-panels. Wipe sand box. Disinfect benches. Clean and wipe map frames. Remove stain and spot clean ADA tactile. Clean and disinfect pigeons’ dropping. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duty Cleaning Sun: - Clean Mezzanines and walls including Window ledges - Remove stains and scuff marks from mezzanines and S/Ws. Clean and wipe window ledges. Mon: Clean S/Ws thoroughly: Clean, mop, wipe all street, mezzanine, and platform S/Ws thoroughly. Tue: Clean Refuse Housings – Thoroughly mop, clean, disinfect Refuse housings. Wed: Clean Q-panels on 4 line: clean, wipe Q-panels on N/B and S/B platform. Thu: Clean Mezzanine and walls including Window ledges - Remove stains and scuff marks from main mezzanine and S/Ws. Clean and wipe window ledges. Fri: Clean Q-panels on 4 line: clean, wipe Q-panels on S/B platform. Sat: Clean Q-panels on 4 line: clean, wipe Q-panels on N/B platform.	Burnside Av	4	R287	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0079	Station North	0700 - 1500	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	161 St Yankee Stadium	B D	N203	0700 - 0845
*General Duties- See below				
***Major Duties – Escalators, See below	161 St Yankee Stadium	B D	N203	0845 - 0930
**Major Duties – See below	161 St Yankee Stadium	B D	N203	0930 - 1000
*General Duties- See below	167 St	4	R283	1010 - 1145
Lunch	167 St	4	R283	1145 - 1215
**Major Duties – See below	167 St	4	R283	1215 - 1245
*General Duties- See below	167 St	4	R283	1245 - 1345
*General Duties- See below	161 St Yankee Stadium	B D	N203	1400 - 1500
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean employee restrooms on ‘4’ mezzanine. Clean Q-panels. Wipe sand box. Disinfect benches. Clean and wipe map frames. Remove stain and spot clean ADA tactile. Clean Rotunda area and remove pigeons’ dropping in game season. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Cleaning Sun: - Clean ‘4’ Mezzanine and walls including Window ledges - Remove stains and scuff marks from main mezzanine and S/Ws. Clean and wipe window ledges. Mon: Clean Rotunda area thoroughly (in game season, other times Nov- early March, clean All 4-line S/Ws thoroughly): Remove stains and scuff marks, and pigeons’ droppings thoroughly from floor. Off baseball seasons, clean, mop, wipe all 4-line S/Ws thoroughly. Tue: Clean Exterior of ES 113, 114 – Thoroughly wipe, clean, disinfect outer and upper panels of ES113, and 114 including top landing. Wed: Clean 4 Mezzanine and walls- Deck brush walls in mezzanine including passageway. Remove stains and scuff marks from main mezzanine and S/Ws. Clean ‘4’ Mezzanine and walls including Window ledges - Remove stains and scuff marks from main mezzanine and S/Ws. Clean and wipe window ledges. Thu: Clean Rotunda area thoroughly (in game season, other times Nov- early March, clean All 4-line S/Ws thoroughly): Remove stains and scuff marks, and pigeons’ droppings thoroughly from floor. Off baseball seasons, clean, mop, wipe all 4-line S/Ws thoroughly. Fri: Clean Q-panels on 4 line: clean, wipe Q-panels on S/B platform. Sat: Clean Q-panels on 4 line: clean, wipe Q-panels on N/B platform. *****Major Duties Escalator 113, 114 - Detail Clean, wipe and polish Escalator 113, 114. Remove gum. Sweep, wipe dust from steps, side panels, and from top of escalator 113, 114. Wipe down interior and exterior panels/ledge, top and bottom landing of escalator 113, 114.	161 St Yankee Stadium	B D	N203	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0079A	Station North	1000 - 1800	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform Public Restroom/Elevator Cleaner Clean men and women’s public toilets *Public Restroom Duties- see below Note- If toilets are out of service, General Duties listed will be performed:	161 St Yankee Stadium	B D	N203	1000 - 1200
Clean and disinfect ELE (EL131,EL132, EL133, EL134, & EL135) **Elevator Duties- see below Note- If Elevators or Public Toilets are out of service, General Duties listed will be performed:	161 St Yankee Stadium	B D	N203	1200 - 1330
Lunch	161 St Yankee Stadium	B D	N203	1330 - 1400
Clean men and women’s public toilets	161 St Yankee Stadium	B D	N203	1400 - 1600
Clean and disinfect ELE (EL131, EL132, EL133, & EL135) **Elevator Duties- see below	161 St Yankee Stadium	B D	N203	1600 - 1800
Report Off Duty *Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening. **General Duties Sweep all stairs. Scrap all mezzanines, control areas and platforms. Wipe down all AFC equipment in control areas including OMNY validators, clean booth glass. Sweep, mop & remove gum *Elevator Duties Clean, disinfect and wipe down all elevators on station. Clean interior and exterior glass. Wipe down interior and exterior panels. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	161 St Yankee Stadium	B D	N203	1800 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0080	Station North	0700 - 1500	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Bronx Park East	2 5	R326	0700 -
*General Duties- see below	Bronx Park East	2 5	R326	0700 - 0820
*Major Duty Cleaning	Bronx Park East	2 5	R326	0820 - 0920
*General Duties- see below	West Farms Sq E Tremont Av	2 5	R323	0930 - 1100
Lunch	West Farms Sq E Tremont Av	2 5	R323	1100 - 1130
*Major Duty Cleaning	West Farms Sq E Tremont Av	2 5	R323	1130 - 1230
*General Duties- see below	West Farms Sq E Tremont Av	2 5	R323	1230 - 1340
*General Duties- see below	Bronx Park East	2 5	R326	1350 - 1500
Report off duty	Bronx Park East	2 5	R326	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platforms, passageways, mezzanines, and outside areas (3 ft.). Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty.				
*Major Duty Cleaning- Sun: Booth- Clean booth (R323 and R326) interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Employee Toilets- Clean toilet: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Tue: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Wed: Supply Rooms / CTA Slop Sink Room- Tidy and organize supply rooms and CTA slop sink room. Remove empty boxes. Wipe down Fire Extinguishers. Thu: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete Walls: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete Walls on 241 Street bound platform. Fri: Wall tiles/Fiberglass Panels/Concrete Walls: Remove stains and scuff marks from Wall Tiles/Fiberglass Panels/Concrete Walls in mezzanines. Sat: Windows: Clean all windows and window ledges in mezzanines.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0081	Station North	0700 - 1500	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	125 St	4 5 6	R258	0700 -
Note: In the absence of coverage for NB and/or Mezzanine Job'(s), perform all listed duties in the NB platform and/or the Mezzanine, including S/B platform.				
**General Duties- See below (SB Plat & SW to NB)	125 St	4 5 6	R258	0700 - 0930
*Major Duties- See below (SB Plat & SW to NB)	125 St	4 5 6	R258	0930 - 1200
Lunch	125 St	4 5 6	R258	1200 - 1230
**General Duties- See below (SB Plat & SW to NB)	125 St	4 5 6	R258	1230 - 1500
Report off duty.	125 St	4 5 6	R258	1500 -
**General Duties - Daily: Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways (NB Platform stairways leading to Mezzanine). Mop entire platform and mezzanine floors. Mop all stairway landings leading to upper-mezzanine and street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scuff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duties – Daily: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. NB Platform: Remove stains, footprints, dust, scruff-marks from tile walls. Clean and polish exterior elevator cab/panels. Clean & polish stairway K-Rails/In-between spindles. RTO Facility/Tower: Clean/mop and disinfect including restrooms Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0082	Station North	0700 - 1500	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform Note: In the absence of coverage for SB Job'(s), perform all listed duties on the SB platform and Mezzanines, including NB platform.	86 St	4 5 6	R250	0700 -
**General Duties- see below (NB Platforms)	86 St	4 5 6	R250	0700 - 0930
*Major Duties- see below (NB Platforms)	86 St	4 5 6	R250	0930 - 1200
Lunch	86 St	4 5 6	R250	1200 - 1230
**General Duties- see below (NB Platforms)	86 St	4 5 6	R250	1230 - 1500
Report Off Duty. **General Duties - Daily: Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways (NB Platform leading to Mezzanine). Mop entire platform and mezzanine floors. Mop all stairway landings leading to upper-mezzanine and street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duties - Daily: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. NB Platform: Remove stains, footprints, dust, scruff-marks from tile walls. Clean and polish exterior elevator cab/panels. Clean & polish stairway K-Rails/In-between spindles. Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.	86 St	4 5 6	R250	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0082A	Station North	0700 - 1500	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Note: In the absence of coverage for SB Job'(s), perform all listed duties on the SB platform and Mezzanines, including NB platform.	86 St	4 5 6	R250	0700 -
**General Duties- see below (SB Platform)	86 St	4 5 6	R250	0700 - 0930
*Major Duties- see below (SB Platform)	86 St	4 5 6	R250	0930 - 1230
Lunch	86 St	4 5 6	R250	1230 - 1300
**General Duties- see below (SB Platform)	86 St	4 5 6	R250	1300 - 1500
Report Off Duty. **General Duties - Daily: Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways (NB Platform leading to Mezzanine). Mop entire platform and mezzanine floors. Mop all stairway landings leading to upper-mezzanine and street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duties - Daily: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. NB Platform: Remove stains, footprints, dust, scruff-marks from tile walls. Clean and polish exterior elevator cab/panels. Clean & polish stairway K-Rails/In-between spindles. Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.	86 St	4 5 6	R250	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0083	Station North	0700 - 1500	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform. *Perform General Duties and Elevator Duties*-see below	59 St	4 5 6	R244	0700 - 0900
*Perform General Duties *Northbound Platform Upper Level and Underpass/Passageway				
*Perform General Duties * Northbound Upper Level Mezzanine & Stairways.	59 St	4 5 6	R244	0900 - 1000
Lunch	59 St	4 5 6	R244	1000 - 1030
*Perform General Duties *Northbound Platform Lower Level and Underpass/Passageway	59 St	4 5 6	R244	1030 - 1230
Major Duty See below	59 St	4 5 6	R244	1230 - 1330
*Perform General Duties * Entire Station	59 St	4 5 6	R244	1330 - 1500
Report off duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Deck brush stains on concrete floors. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Major Duty Cleaning- Sun: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Mon: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office.	59 St	4 5 6	R244	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0084	Station North	0600 - 1400	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform. *Perform General Duties-see below	Grand Central 42 St	4 5 6	R238	0600 - 0630
Major Duty* Refuse Room				
*Perform General Duties *North and Southbound Platforms including R240 Paid Mezzanine to N/S/B Platforms	Grand Central 42 St	4 5 6	R238	0630 - 0830
Elevator Duties See below - ELE205, ELE206	Grand Central 42 St	4 5 6	R238	0830 - 0930
Lunch	Grand Central 42 St	4 5 6	R238	0930 - 1000
** Major Duty** See below	Grand Central 42 St	4 5 6	R238	1000 - 1100
*Perform General Duties *North and Southbound Platforms including R240 Paid Mezzanine to N/S/B Platforms including Turnstiles & MVMs cleaning duties	Grand Central 42 St	4 5 6	R238	1100 - 1400
Report off duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMS, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Deck brush stains on concrete floors. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Major Duty Cleaning- Sun: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies Mon: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Booth- Clean booth [booth R240] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Sat: Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office. **Elevator Duties - Clean and polish [ELE 205 & ELE 206]. Remove gum. Sweep, mop, and disinfect elevator floors. Wipe down interior and exterior panels/ ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	Grand Central 42 St	4 5 6	R238	1400 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0084A	Station North	0600 - 1400	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Public Restrooms, Elevator/RTO Tower Cleaner. Must be Track Safety Qualified. *Station Cleaning Duties (GSS/GSM office)- see below	Grand Central 42 St	4 5 6	R238	0600 -
**Stations Cleaning duties* GSM/GSS Office- see below	Grand Central 42 St	4 5 6	R238	0600 - 0700
**RTO Duties- Shuttle Crew Room/Toilet- see below Note- If Shuttle Crew Room and/or Toilets are not opened listed Station Cleaning duties will be performed inside of Stations Employee Facility Room, Locker Room and Employee Toilet.	Grand Central 42 St	4 5 6	R238	0700 - 0830
**RTO Duties- Platform, Reporting/Crew Rooms-see below	Grand Central 42 St	4 5 6	R238	0830 - 0930
Lunch	Grand Central 42 St	4 5 6	R238	0930 - 1000
**RTO Duties- Line Supt Office-see below	Times Sq-42 St	7	R151	1000 - 1045
**RTO Duties- #1 Line Supt. Office -see below	Times Sq-42 St	1 2 3	R151	1100 - 1145
**RTO Duties- #7 Line Tower-see below	Times Sq-42 St	1 2 3	R151	1145 - 1245
**RTO Duties- Superintendent Master Tower-see below	Grand Central 42 St	4 5 6	R238	1300 - 1400
Report Off Duty *Station Cleaning Duties- Office/Facilities Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office. Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. **RTO Duties RTO Platform/Reporting Location/Crew Room: Sweep, remove all dust balls. Clean and disinfect passageway floor from swipe gate to front of refuse room door. Offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men bathrooms. Wipe down all surfaces including Quench machines, refrigerator, microwave. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES.	Grand Central 42 St	4 5 6	R238	1400 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0085	Station North	0600 - 1400	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Perform General Duties-see below	Grand Central 42 St	4 5 6	R238	0600 - 0630
Major Duty* Refuse Room				
*Perform General Duties *Entire Mezzanine Paid / Unpaid, including Lexington Avenue Passageway.	Grand Central 42 St	4 5 6	R238	0630 - 0830
Lunch	Grand Central 42 St	4 5 6	R238	0830 - 0900
Elevator Duties See below - ELV244, ELV296	Grand Central 42 St	4 5 6	R238	0900 - 1000
** Major Duty** See below	Grand Central 42 St	4 5 6	R238	1000 - 1100
*Perform General Duties *Entire Mezzanine Paid / Unpaid, including Lexington Avenue Passageway including AFC MVMs equipment's/Turnstiles	Grand Central 42 St	4 5 6	R238	1100 - 1400
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Deck brush stains on concrete floors. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Sun: Booth- Clean booth [booth R238] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon/Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. <div>Tue: Chemical Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers.</div> <div>Wed: Clean Glass Surrounding Stairways in Mezzanine (weekly)- Remove all dirt/debris from coping surrounding glass panels. Use water and rag to clean and polish glass panels surrounding stairways.</div> <div>Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX.</div> <div>Sat: Dry Supply Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies.</div> <div>**Elevator Duties - Clean and polish [ELE 205 & ELE 206]. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills.</div>	Grand Central 42 St	4 5 6	R238	1400 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0086	Station North	1400 - 2200	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Grand Central 42 St	4 5 6	R238	1400 -
*Perform General Duties-see below				
Major Duty* Refuse Room	Grand Central 42 St	4 5 6	R238	1400 - 1430
*Perform General Duties * Entire Mezzanine (Shuttle Passageway to R240 Control Area) Paid / Unpaid including Ramp Area leading to LIRR and MNR.	Grand Central 42 St	S	R238	1430 - 1700
**Major Duty* see below	Grand Central 42 St	4 5 6	R238	1700 - 1800
Lunch	Grand Central 42 St	4 5 6	R238	1800 - 1830
*Perform General Duties * Lexington Avenue Passageway, Shuttle Mezzanine Paid / Unpaid including Unpaid Passageway (R233 & R236 Control Area).	Grand Central 42 St	4 5 6	R238	1830 - 2030
**Elevator Cleaning* Clean & Disinfect ELV296	Grand Central 42 St	4 5 6	R238	2030 - 2100
*Perform General Duties * Entire Mezzanine (Shuttle Passageway to R240 Control Area) Paid / Unpaid including Ramp Area leading to LIRR and MNR	Grand Central 42 St	4 5 6	R238	2100 - 2200
Report Off Duty.	Grand Central 42 St	4 5 6	R238	2200 -
<div>*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Deck brush stains on concrete floors. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.</div> <div>** Elevator Duties** Clean and polish elevators. Remove gum. Sweep, mop, and disinfect elevator floors. Wipe down interior and exterior panels/ ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.</div> <div>*Major Duty Cleaning- Sun: Booth- Clean booth [booth R238] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office.</div>				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0087	Station North	0600 - 1400	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Perform General Duties-see below	Grand Central 42 St	4 5 6	R238	0600 - 0630
Major Duty* Refuse Room				
*Perform General Duties * Island Platform and Escalator 207 & 210 Landing Area	Grand Central 42 St	7	R238	0630 - 0800
*Perform General Duties *Passageway / Ramp Area Leading to 7 Line (including stairways).	Grand Central 42 St	7	R238	0800 - 1000
Lunch	Grand Central 42 St	7	R238	1000 - 1030
*Perform General Duties** R241 Control Area Mezzanine and Stairways, Esc 203 & 204 landing Area, Clean and Disinfect ELE 244	Grand Central 42 St	7	R238	1030 - 1200
Major Duty See below	Grand Central 42 St	4 5 6	R238	1200 - 1300
*Perform General Duties * Entire Station	Grand Central 42 St	4 5 6	R238	1300 - 1400
Report off duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Deck brush stains on concrete floors. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” ** Elevator Duties** Clean and polish elevators. Remove gum. Sweep, mop, and disinfect elevator floors. Wipe down interior and exterior panels/ ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom. *Major Duty Cleaning- Sun: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Mon: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Sat: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies.	Grand Central 42 St	4 5 6	R238	1400 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0088	Station North	0600 - 1400	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Perform General Duties-see below	Grand Central 42 St	4 5 6	R238	0600 - 0630
Major Duty* Refuse Room				
*Perform General Duties * Platform and Shuttle Passageway including ramp leading to MNR, LIRR.	Grand Central 42 St	S	R238	0630 - 0800
*Perform General Duties *R233 Control Area (Madison Avenue Exit).	Grand Central 42 St	S	R238	0800 - 0900
Lunch	Grand Central 42 St	4 5 6	R238	0900 - 0930
Clean & Disinfect Supv Office/ Employee's Facility Room & Toilets' (Note: If job #279 is not covered, RTO Facility cleaning apply at G/C in lieu of cleaning supervisor's office & EFR).	Grand Central 42 St	S	R238	0930 - 1030
*Perform General Duties** R236 Control Area and Unpaid Passageway (including Golden Steps).	Grand Central 42 St	S	R238	1030 - 1130
Major Duty See below	Grand Central 42 St	S	R238	1130 - 1230
*Perform General Duties * Entire Station cleaning including Golden Steps*See Below	Grand Central 42 St	S	R238	1230 - 1400
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Deck brush stains on concrete floors. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Major Duty Cleaning- Sun: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Mon: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Sat: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies.	Grand Central 42 St	4 5 6	R238	1400 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0089	Station North	1500 - 2300	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Woodlawn	4	R294	1500 -
*General Duties- See below	Woodlawn	4	R294	1500 - 1700
**Public Restroom Duties and Open public toilets – see below Note- If public restrooms out of service, listed General Duties will be performed	Woodlawn	4	R294	1530 - 1600
**Major Duties - See below	Woodlawn	4	R294	1700 - 1730
***RTO Cleaning - See below	Woodlawn	4	R294	1730 - 1800
Lunch	Woodlawn	4	R294	1800 - 1830
*General Duties- (re-scrap station, empty trash receptacles, and close public restrooms)	Woodlawn	4	R294	1830 - 1900
*General Duties- See below	Mosholu Pkwy	4	R293	1910 - 2115
**Major Duties - See below	Mosholu Pkwy	4	R293	2115 - 2145
*General Duties- (re-scrap station, empty trash receptacles, Remove pigeons droppings)	Mosholu Pkwy	4	R293	2145 - 2220
*General Duties- (re-scrap station, empty trash receptacles)	Woodlawn	4	R294	2230 - 2300
Report off duty. *General Duties-Daily: Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platforms, and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Empty trash cans at RTO facility, clean and disinfect male and female toilets. Wipe sand box. Disinfect benches. Clean and wipe map frames. Remove trash from Booth, wipe exterior of booth. Remove stain and spot clean ADA tactile. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Public Toilet Duties: Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers, and soap as needed. Allow bathroom to dry 10 minutes before reopening. ****Major Duty Cleaning - (1700-1730) Sun: - Clean Q-panels and exterior wall to offices on side platforms- Deck Brush Q panels on platform. Mon: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Tue: Remove Pigeon Droppings – Bucket wash and deck brush platforms, mezzanines, and stairways. Deck brush all S/Ws to platform and station entrances, including N/E of island plat over SW P2A/B and unpaid mezzanine. Wed: Clean Mezzanine Walls- Deck brush walls in mezzanine. Remove stains and scuff marks from mezzanine. Wipe and clean window ledges on mezzanine. Thu: Remove Pigeon Droppings – Bucket wash and deck brush platforms, mezzanines, and stairways (Woodlawn). Fri: Clean Platform Walls- Remove stains and scuff marks from platform walls. ****Major Duty Cleaning - (2115-2145) Sun: - Employee Facility Room & Scrubber Room: Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of fire extinguisher. Clean and organize scrubber room including wipe down fire extinguisher and eyewash unit. Mon: Remove Pigeon Droppings – Deck brush, Clean / remove from both mezzanines and S/Ws (Mosholu Pkwy). Tue: Clean Platform Tile Walls- Remove stains and scuff marks from platform tile walls. Wed: Clean Mezzanine Walls- Remove stains and scuff marks from mezzanine. Wipe and clean window ledges on mezzanine. Thu: Remove Pigeon Droppings – Deck brush / clean from both mezzanines and S/Ws (Mosholu Pkwy). Fri: Clean Platform Tile Walls- Remove stains and scuff marks from platform tile walls. Sat: Remove Pigeon Droppings – Deck brush / clean from both mezzanines and S/Ws (Mosholu Pkwy). ***RTO Cleaning: Clean and disinfect RTO Men and Women toilets. Restock supplies in RTO restrooms. Remove trash from crew rooms and dispatcher’s room. Perform other work as assigned by Station Supervisor or Manager.	Woodlawn	4	R294	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0090	Station North	1500 - 2300	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Fordham Rd	4	R289	1500 -
*General Duties- See below	Fordham Rd	4	R289	1500 - 1630
**Major Duties – See Below	Fordham Rd	4	R289	1630 - 1700
***Major Duties – Elevators, See Below	Fordham Rd	4	R289	1700 - 1800
Lunch	Fordham Rd	4	R289	1800 - 1830
*General Duties- See below	183 St	4	R288	1840 - 1930
**Major Duties – See Below	183 St	4	R288	1930 - 2000
*General Duties- See below	183 St	4	R288	2000 - 2130
*General Duties- See below	Fordham Rd	4	R289	2140 - 2240
***Major Duties – Elevators, See Below	Fordham Rd	4	R289	2240 - 2300
Report Off Duty.	Fordham Rd	4	R289	2300 -
<div>*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways on both sides of Jerome Ave. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMS, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform, and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Clean Q-panels. Wipe sand box. Disinfect benches. Clean and wipe map frames. Remove stain and spot clean ADA tactile. Clean and disinfect pigeons’ dropping. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.</div> <div>**Major Duty Cleaning Sun: - Clean Mezzanines and walls including Window ledges - Remove stains and scuff marks from mezzanines and S/Ws. Clean and wipe window ledges. Mon: Clean S/Ws: Clean, mop, wipe all street, mezzanine, and platform S/Ws including remove pigeon droppings. Tue: Clean Elevators – Clean Elevators – Thoroughly mop, wipe, clean, disinfect all elevators (Fordham Rd). Clean, mop, disinfect refuse housings thoroughly. Wed: Clean Q-panels on 4 line: clean, wipe Q-panels on N/B and S/B platform. Thu: Clean Mezzanine and walls including Window ledges - Remove stains and scuff marks from main mezzanine and S/Ws. Clean and wipe window ledges. Remove stickers and graffiti. Fri: Clean Q-panels on 4 line: clean, wipe Q-panels on S/B platform. Sat: Clean Q-panels on 4 line: clean, wipe Q-panels on N/B platform.</div> <div>***Elevator Duties- Clean and Polish [EL #186, #187, #188]. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.</div>				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0091	Station North	1500 - 2300	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	167 St	4	R283	1500 -
*General Duties- See below.	167 St	4	R283	1500 - 1700
**Major Duties - See below	167 St	4	R283	1700 - 1730
*General Duties- See below	161 St Yankee Stadium	B D	N203	1740 - 1930
Lunch	161 St Yankee Stadium	B D	N203	1930 - 2000
**Major Duties - See below	161 St Yankee Stadium	B D	N203	2030 - 2100
*Major Duties-Escalators, See Below.	161 St Yankee Stadium	B D	N203	2100 - 2200
*General Duties- (re-scrap station, empty trash receptacles, Correct unsanitary conditions)	167 St	4	R283	2210 - 2300
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform, and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean employee restrooms on ‘4’ mezzanine. Clean Q-panels. Wipe sand box. Disinfect benches. Clean and wipe map frames. Remove stain and spot clean ADA tactile. Clean Rotunda area and remove pigeon droppings in game season. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Cleaning Sun: - Clean ‘4’ Mezzanine and walls including Window ledges - Remove stains and scuff marks from main mezzanine and S/Ws. Clean and wipe window ledges. Mon: Clean Rotunda area (in game season, other times Nov- early March, clean All 4-line S/Ws): Remove stains and scuff marks, and pigeon droppings from floor. Off baseball seasons, clean, mop, wipe all 4-line S/Ws. Tue: Clean Exterior of ES 113, 114 – Clean, wipe, and disinfect outer and upper panels of ES113, and 114 including top landing. Wed: Clean 4 Mezzanine and walls- Deck brush walls in mezzanine including passageway. Remove stains, drag marks, and scuff marks from main mezzanine and S/Ws. Clean ‘4’ Mezzanine and walls including Window ledges - Remove stains, drag marks, and scuff marks from main mezzanine and S/Ws. Clean and wipe window ledges. Thu: Clean Rotunda area (in game season, other times Nov- early March, clean All 4-line S/Ws): Remove stains and scuff marks, and pigeon droppings from floor. Off baseball seasons, clean, mop, wipe all 4-line S/Ws. Fri: Clean Q-panels on 4 line: clean, wipe Q-panels on S/B platform. Sat: Clean Q-panels on 4 line: clean, wipe Q-panels on N/B platform. *****Major Duties Escalator 113, 114 - Detail Clean, wipe and polish Escalator 113, 114. Remove gum. Sweep, wipe dust from steps, side panels, and from top of escalator 113, 114. Wipe down interior and exterior panels/ledge, top and bottom landing of escalator 113,114.	167 St	4	R283	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0091A	Station North	1500 - 2300	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	170 St	4	R284	1500 -
*General Duties- See below.	170 St	4	R284	1500 - 1630
**Major Duties - See below.	170 St	4	R284	1630 - 1700
***Major Duties Elevators - See Below.	170 St	4	R284	1700 - 1800
Lunch	170 St	4	R284	1800 - 1830
*General Duties- See below.	Mt Eden Av	4	R285	1840 - 1930
**Major Duties – See Below.	Mt Eden Av	4	R285	1930 - 2000
*General Duties- See below.	Mt Eden Av	4	R285	2000 - 2130
*General Duties- See below.	170 St	4	R284	2140 - 2230
***Major Duties Elevators - See Below.	170 St	4	R284	2230 - 2300
Report Off Duty.	170 St	4	R284	2300 -
<div>*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Clean Q-panels. Wipe sand box. Disinfect benches. Clean and wipe map frames. Remove stain and spot clean ADA tactile. Clean and disinfect pigeons’ dropping. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Cleaning Sun: - Clean Mezzanines and walls including Window ledges - Remove stains and scuff marks from mezzanines and S/Ws. Clean and wipe window ledges. Mon: Clean S/Ws thoroughly: Clean, mop, wipe all street, mezzanine, and platform S/Ws thoroughly. Tue: Clean Elevators – Thoroughly mop, wipe, clean, disinfect all elevators. Wed: Clean Q-panels on 4 line: clean, wipe Q-panels on N/B and S/B platform. Thu: Clean Mezzanine and walls including Window ledges - Remove stains and scuff marks from main mezzanine and S/Ws. Clean and wipe window ledges. Fri: Clean Q-panels on 4 line: clean, wipe Q-panels on S/B platform. Sat: Clean Q-panels on 4 line: clean, wipe Q-panels on N/B platform. ***Elevator Duties- Clean and Polish [EL #506, #507, #508]. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.</div>				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0092	Station North	1500 - 2300	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	125 St	4 5 6	R258	1500 -
Note: In the absence of coverage for SB and/or Mezzanine Job'(s), perform all listed duties in the SB platform and/or the Mezzanine, including NB platform.				
**General Duties- see below (NB Platform) - Including Stairways leading to Mezzanine	125 St	4 5 6	R258	1500 - 1730
*Major Duties- see below (NB Platform)- Including Stairways leading to Mezzanine	125 St	4 5 6	R258	1730 - 1930
Lunch	125 St	4 5 6	R258	1930 - 2000
**General Duties- see below (NB Platform) - Including Stairways leading to Mezzanine	125 St	4 5 6	R258	2000 - 2300
Report off duty.	125 St	4 5 6	R258	2300 -
**General Duties - Daily: Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways (NB Platform stairways leading to Mezzanine). Mop entire platform and mezzanine floors. Mop all stairway landings leading to upper-mezzanine and street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duties - Daily: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. NB Platform: Remove stains, footprints, dust, scruff-marks from tile walls. Clean and polish exterior elevator cab/panels. Clean & polish stairway K-Rails/In-between spindles. Clean/mop and disinfect RTO Facility/Tower, including restrooms Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0093	Station North	1500 - 2300	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	125 St	4 5 6	R258	1500 -
Note: In the absence of coverage for NB platform and/or Mezzanine Job'(s), perform all listed duties on the NB platform and/or the Mezzanine, including SB platform.				
**General Duties- see below (SB Platform including stairways leading to upper platform)	125 St	4 5 6	R258	1500 - 1730
*Major Duties- see below (SB Platform including stairways leading to upper platform)	125 St	4 5 6	R258	1730 - 2000
Lunch	125 St	4 5 6	R258	2000 - 2030
**General Duties- see below (SB Platform including stairways leading to upper platform)	125 St	4 5 6	R258	2030 - 2300
Report Off Duty.	125 St	4 5 6	R258	2300 -
**General Duties - Daily: Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways (NB Platform stairways leading to Mezzanine). Mop entire platform and mezzanine floors. Mop all stairway landings leading to upper-mezzanine and street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duties - Daily: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. NB Platform: Remove stains, footprints, dust, scruff-marks from tile walls. Clean and polish exterior elevator cab/panels. Clean & polish stairway K-Rails/In-between spindles. RTO Facility/Tower: Clean/mop and disinfect including restrooms Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0094	Station North	1500 - 2300	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Note: In the absence of coverage for SB Job'(s), perform all listed duties on the SB platform and Mezzanines, including NB platform.	86 St	4 5 6	R250	1500 -
**General Duties- see below (NB Platforms)	86 St	4 5 6	R250	1500 - 1800
*Major Duties- see below (NB Platforms)	86 St	4 5 6	R250	1800 - 2030
Lunch	86 St	4 5 6	R250	2030 - 2100
**General Duties- see below (NB Platforms)	86 St	4 5 6	R250	2100 - 2300
Report Off Duty. **General Duties- Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways (SB Platform stairways leading to Upper platform). Mop entire platform and mezzanine floors. Mop all stairway landings leading to upper mezzanine and street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duties - Daily: Scrubber Room: Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. NB Platform: Remove stains, footprints, dust, scruff-marks from tile walls. Clean and polish exterior elevator cab/panels. Clean & polish stairway K-Rails/In-between spindles. Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.	86 St	4 5 6	R250	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0094A	Station North	1500 - 2300	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Note: In the absence of coverage for NB Job'(s), perform all listed duties on the NB platform and Mezzanines, including SB platform and Mezzanines	86 St	4 5 6	R250	1500 -
**General Duties- see below (SB Platforms- Including stairways and Mezzanine)	86 St	4 5 6	R250	1500 - 1800
*Major Duties- see below (SB Platforms- Including stairways and Mezzanine)	86 St	4 5 6	R250	1800 - 2000
Lunch	86 St	4 5 6	R250	2000 - 2030
**General Duties- see below (SB Platforms- Including stairways and Mezzanine)	86 St	4 5 6	R250	2030 - 2300
Report Off Duty. **General Duties - Daily: Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways (NB Platform leading to Mezzanine). Mop entire platform and mezzanine floors. Mop all stairway landings leading to upper-mezzanine and street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duties- Daily Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies NB Platform: Remove stains, footprints, dust, scruff-marks from tile walls. Clean and polish exterior elevator cab/panels. Clean & polish stairway K-Rails/In-between spindles Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect	86 St	4 5 6	R250	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0095	Station North	1500 - 2300	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform.	59 St	4 5 6	R244	1500 - 1730
*Perform General Duties-see below				
*Perform General Duties *Southbound Platform Lower Level and Underpass/Passageway				
*Perform General Duties *Southbound Platform Upper Level and Underpass/Passageway	59 St	4 5 6	R244	1730 - 1800
**Major Duty* see below	59 St	4 5 6	R244	1800 - 1900
Lunch	59 St	4 5 6	R244	1900 - 1930
*Perform General Duties * Southbound Upper and Lower Level, Clean and Disinfect Booth R244.	59 St	4 5 6	R244	1930 - 2300
Report off duty.	59 St	4 5 6	R244	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Deck brush stains on concrete floors. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”				
*Major Duty Cleaning- Sun: Booth- Clean booth [booth R244] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0095A	Station North	0700 - 1500	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Perform General Duties-see below	5 Av/59 St	N R W	A006	0700 - 0830
*Perform General Duties *Mezzanine Control Area A006 and Passageway				
*Perform General Duties *North and Southbound Platforms	5 Av/59 St	N R W	A006	0830 - 1030
Lunch	5 Av/59 St	N R W	A006	1030 - 1100
Major Duty See below	5 Av/59 St	N R W	A006	1100 - 1200
*Perform General Duties *Mezzanine Control Area A007 and Passageway	5 Av/59 St	N R W	A006	1200 - 1330
*Perform General Duties * Entire Station and Clean and Disinfect Booth A006	5 Av/59 St	N R W	A006	1330 - 1500
Report off duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Deck brush stains on concrete floors. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Major Duty Cleaning- Sun: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies Mon: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Booth- Clean booth [booth A006] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Sat: Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office.	5 Av/59 St	N R W	A006	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0095B	Station North	1500 - 2300	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Perform General Duties-see below *Perform General Duties *Mezzanine Control Area A006 and Passageway	5 Av/59 St	N R W	A006	1500 - 1700
*Perform General Duties *North and Southbound Platforms	5 Av/59 St	N R W	A006	1700 - 1900
Lunch	5 Av/59 St	N R W	A006	1900 - 1930
Major Duty See below	5 Av/59 St	N R W	A006	1930 - 2030
*Perform General Duties *Mezzanine Control Area A007 and Passageway	5 Av/59 St	N R W	A006	2030 - 2130
*Perform General Duties * Entire Station and Clean and Disinfect Booth A006	5 Av/59 St	N R W	A006	2130 - 2300
Report off duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Deck brush stains on concrete floors. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Major Duty Cleaning- Sun: Booth- Clean booth [booth A006] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office.	5 Av/59 St	N R W	A006	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0096	Station North	1500 - 2300	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform.	59 St	4 5 6	R244	1500 - 1630
*Perform General Duties-see below				
*Perform General Duties *Northbound Platform Upper Level and Underpass/Passageway				
*Perform General Duties *Northbound Platform Lower Level and Underpass/Passageway	59 St	4 5 6	R244	1630 - 1800
*Perform General Duties * Mezzanine & Street S/W Cleaning Duties- See below	59 St	4 5 6	R244	1800 - 1930
Lunch	59 St	4 5 6	R244	1930 - 2000
**Major Duty* see below	59 St	4 5 6	R244	2000 - 2100
*Perform General Duties * Northbound Upper and Lower Level	59 St	4 5 6	R244	2100 - 2300
Report off duty.	59 St	4 5 6	R244	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Deck brush stains on concrete floors. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”				
*Major Duty Cleaning- Sun: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Mon: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0097	Station North	1400 - 2200	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Perform General Duties-see below *Major Duty Refuse Room	Grand Central 42 St	4 5 6	R238	1400 - 1430
*Perform General Duties * Northbound Platform including platform stairways and stairways leading to the 7 line.	Grand Central 42 St	4 5 6	R238	1430 - 1600
*Perform General Duties * Southbound Platform Platform including platform stairways and stairways leading to the 7 line	Grand Central 42 St	4 5 6	R238	1600 - 1730
Lunch	Grand Central 42 St	4 5 6	R238	1730 - 1800
*Perform General Duties * Southbound Platform Platform including platform stairways and stairways leading to the 7 line	Grand Central 42 St	4 5 6	R238	1800 - 1930
*Perform general Duties** R240 Paid Mezzanine Area over N/S/B Platforms. Clean & Disinfect ELE 205 & ELE 206	Grand Central 42 St	4 5 6	R238	1930 - 2030
**Major Duty* see below	Grand Central 42 St	4 5 6	R238	2030 - 2100
*Perform General Duties * Northbound & Southbound Platforms	Grand Central 42 St	4 5 6	R238	2100 - 2200
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Deck brush stains on concrete floors. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” ** Elevator Duties** Clean and polish elevators. Remove gum. Sweep, mop, and disinfect elevator floors. Wipe down interior and exterior panels/ ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom. *Major Duty Cleaning- Sun: Booth- Clean booth [booth R240] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office.	Grand Central 42 St	4 5 6	R238	2200 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0098	Station North	1400 - 2200	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Perform General Duties-see below Major Duty* Refuse Room	Grand Central 42 St	4 5 6	R238	1400 - 1430
*Perform General Duties *Passageway / Ramp Area Leading to 7 Line (including stairways)	Grand Central 42 St	7	R238	1430 - 1630
*Perform General Duties * Island Platform and Escalator 207 & 210 Landing Area	Grand Central 42 St	7	R238	1630 - 1830
Lunch	Grand Central 42 St	4 5 6	R238	1830 - 1900
*Perform General Duties** R241 Control Area Mezzanine and Stairways. **Elevator Duties** see below - ELE 244	Grand Central 42 St	7	R238	1900 - 2000
**Major Duty* see below	Grand Central 42 St	7	R238	2000 - 2100
*Perform General Duties * Entire Station	Grand Central 42 St	7	R238	2100 - 2200
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMS, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Deck brush stains on concrete floors. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” ** Elevator Duties** Clean and polish elevators. Remove gum. Sweep, mop, and disinfect elevator floors. Wipe down interior and exterior panels/ ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom. *Major Duty Cleaning- Sun: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Mon: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office.	Grand Central 42 St	4 5 6	R238	2200 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0099	Station North	2300 - 0700	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Perform General Duties-see below *Perform General Duties * .	23 St	6	R227	2300 - 0015
** Major Duty "Floor" see below	23 St	6	R227	0015 - 0100
Elevator Duties** see below - S/B and N/B Elevators	23 St	6	R227	0100 - 0200
Lunch	23 St	6	R227	0200 - 0230
*Perform General Duties *	28 St	6	R229	0245 - 0345
** Major Duty "Floor" see below	28 St	6	R229	0345 - 0430
Major Duty Cleaning - see below	23 St	6	R227	0445 - 0600
*Perform General Duties *	23 St	6	R227	0600 - 0700
Report off duty. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Deck brush stains on concrete floors. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. ** Elevator Duties** Clean and polish elevators. Remove gum. Sweep, mop, and disinfect elevator floors. Wipe down interior and exterior panels/ ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom. *Major Duty Cleaning- Sun: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Sat: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies.	23 St	6	R227	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0100	Station North	2300 - 0700	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties-see below *Major Duties-see below (0130-0200) Major Duty Floors Nightly	Bowling Green	4 5	R200A	2300 - 0300
Lunch	Bowling Green	4 5	R200A	0300 - 0330
*General Duties-see below	Bowling Green	4 5	R200A	0330 - 0700
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including Battery Park entrance. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect, clean & polish all trash receptacles. Remove all stains, spills and drag marks on floor areas & spot mop. Empty booth trash, clean exterior booth panels and booth windows (use water only), remove dust from booth surfaces. Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duty: Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Remove gum, bucket wash & mop all stairway landings/Steps. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize touch points. Clean and disinfect refuse rooms/refuse housings. Platforms/Mezzanines/Stairways/Entrances/Doors: Clean and Wipe down tiled walls & Doors to remove residue, stains, dirt, footprints & Dust. Clean glass canopy adjacent to 2 Broadway. *Major Duty Cleaning Mon: Scrubber Room(s) - Organize room (discard unauthorized items. Remove items/equipment from in front of the eyewash unit.) Breakdown all empty boxes. Wipe down fire extinguisher & eyewash unit. Tue: Clean Booth R200A Interior & Exterior Including Deal Tray & Control Area & Supervisor's Office. Removal all stickers and graffiti. Thu: Refuse Room, NE Northbound Platform. Clean & disinfect. Sweep, deck brush, and remove all stains & drag marks. Breakdown all empty boxes. Wipe down fire extinguisher. Clean/wipe down walls, as needed. Bucket washroom Daily: Employee Bathroom & EFR. Clean & disinfect. Sweep and mop, clean toilet, vanity, and sink. Empty trash bins. Wash/wipe down walls.	Bowling Green	4 5	R200A	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0100A	Station North	2300 - 0700	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	Bowling Green	4 5	R200A	2300 - 0030
Elevator Duties-see below				
*General Duties-see below Lower level Paid/Unpaid Mezzanines & Head house				
Escalator Duties-see below ESC-339, 340, 341, & 342	Bowling Green	4 5	R200A	0030 - 0230
Lunch	Bowling Green	4 5	R200A	0230 - 0300
Perform duties on Fulton St. “4” Line	Fulton St	4 5	N095	0315 - 0415
Elevator Duties- see below [EL716]				
Escalator Duties- see below [ES364, 367, 368]				
*General Duties-see below ES-345 In Front of 2 Broadway, Paid & Unpaid Mezzanines and Stairways	Bowling Green	4 5	R200A	0425 - 0525
Elevator Duties-see below	Bowling Green	4 5	R200A	0525 - 0625
Escalator Duties-see below ESC-336, 338, 343, & 345	Bowling Green	4 5	R200A	0525 - 0625
Escalator Duties-see below ESC-336, 338, 343				
*General Duties-see below	Bowling Green	4 5	R200A	0625 - 0700
Report Off Duty.	Bowling Green	4 5	R200A	0700 -
*General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways . Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Scrap/Sweep, Mop and deodorize passageway/tunnel, stairways, including threads, risers, copings & landings, remove dust from side of stairways and windows). Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Escalator Duties- Nightly: All Escalators Clean & Polish Escalators interior & exterior, including top & bottom landing plates, remove gum, stickers, & graffiti, and wipe down outer area walls and stainless steel panels. Clean tiled walls & Overhead wall to remove stains, residue & dust.				
*Elevator Duties- Nightly: All Elevators Clean & Polish Elevators Including Sweep, mop, and disinfect floors and remove gum. Deodorize accordingly (apply odor eliminator). Clean glass & stainless panels exterior/interior, and remove stickers and graffiti. Remove dust from elevator/escalator surfaces & surrounding.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0101	Station North	Sun - Sun:0800 - 1600 Mon - Fri:0600 - 1400 Sat - Sat:0630 - 1430	2755

INSTRUCTIONS

	STATION	LINE	BOOTH	HOURS
Sunday				
Report on Duty in Full Uniform	Eastchester Dyre Av	5	R730	0800 -
*Public Restroom Duties	Eastchester Dyre Av	5	R730	0800 - 0830
*General Duties- see below	Eastchester Dyre Av	5	R730	0830 - 0930
*Major Duty Cleaning	Eastchester Dyre Av	5	R730	0930 - 1030
*General Duties- see below	Baychester Av	5	R729	1040 - 1200
Lunch	Baychester Av	5	R729	1200 - 1230
*Major Duty Cleaning	Baychester Av	5	R729	1230 - 1330
*General Duties- see below	Baychester Av	5	R729	1330 - 1450
*General Duties- see below	Eastchester Dyre Av	5	R730	1500 - 1600
Report off duty	Eastchester Dyre Av	5	R730	1600 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, passageways, and outside areas. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platforms, passageways, mezzanines, and outside areas (3 ft.). Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty.				
*Public Restroom Duties Clean public toilet: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening. Open public toilet at 0700 hrs.				
*Major Duty Cleaning- Sun: Booth- Clean booth (R729 and R730) interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Employee Toilets- Clean toilet: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Tue: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Wed: Supply Rooms / CTA Slop Sink Room- Tidy and organize supply rooms and CTA slop sink room. Remove empty boxes. Wipe down Fire Extinguishers. Thu: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete Walls: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete Walls on Dyre Avenue bound platform. Fri: Wall tiles/Fiberglass Panels/Concrete Walls: Remove stains and scuff marks from Wall Tiles/Fiberglass Panels/Concrete Walls in mezzanine. Sat: Windows: Clean all windows and window ledges in mezzanine.				

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0101	Station North	Sun - Sun:0800 - 1600 Mon - Fri:0600 - 1400 Sat - Sat:0630 - 1430	2755

INSTRUCTIONS

STATION LINE BOOTH HOURS

Monday-Friday

Report On Duty In Full Uniform	Eastchester Dyre Av	5	R730	0600 -
*Public Restroom Duties	Eastchester Dyre Av	5	R730	0600 - 0630
*General Duties- see below	Eastchester Dyre Av	5	R730	0630 - 0730
*Major Duty Cleaning	Eastchester Dyre Av	5	R730	0730 - 0830
*General Duties- see below	Baychester Av	5	R729	0840 - 1000
Lunch	Baychester Av	5	R729	1000 - 1030
*Major Duty Cleaning	Baychester Av	5	R729	1030 - 1130
*General Duties- see below	Baychester Av	5	R729	1130 - 1250
*General Duties- see below	Eastchester Dyre Av	5	R730	1300 - 1400
Report off duty	Eastchester Dyre Av	5	R730	1400 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, passageways, and outside areas. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platforms, passageways, mezzanines, and outside areas (3 ft.). Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty.				
*Public Restroom Duties Clean public toilet: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening. Open public toilet at 0700 hrs.				
*Major Duty Cleaning- Sun: Booth- Clean booth (R729 and R730) interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Employee Toilets- Clean toilet: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Tue: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Wed: Supply Rooms / CTA Slop Sink Room- Tidy and organize supply rooms and CTA slop sink room. Remove empty boxes. Wipe down Fire Extinguishers. Thu: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete Walls: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete Walls on Dyre Avenue bound platform. Fri: Wall tiles/Fiberglass Panels/Concrete Walls: Remove stains and scuff marks from Wall Tiles/Fiberglass Panels/Concrete Walls in mezzanine. Sat: Windows: Clean all windows and window ledges in mezzanine.				

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0101	Station North	Sun - Sun:0800 - 1600 Mon - Fri:0600 - 1400 Sat - Sat:0630 - 1430	2755

INSTRUCTIONS

	STATION	LINE	BOOTH	HOURS
Saturday				
Report on Duty in Full Uniform	Eastchester Dyre Av	5	R730	0630 -
*Public Restroom Duties	Eastchester Dyre Av	5	R730	0630 - 0700
*General Duties- see below	Eastchester Dyre Av	5	R730	0700 - 0800
*Major Duty Cleaning	Eastchester Dyre Av	5	R730	0800 - 0900
*General Duties- see below	Baychester Av	5	R729	0910 - 1030
Lunch	Baychester Av	5	R729	1030 - 1100
*Major Duty Cleaning	Baychester Av	5	R729	1100 - 1200
*General Duties- see below	Baychester Av	5	R729	1200 - 1320
*General Duties- see below	Eastchester Dyre Av	5	R730	1330 - 1430
Report off Duty	Eastchester Dyre Av	5	R730	1430 -
<div>*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, passageways, and outside areas. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platforms, passageways, mezzanines, and outside areas (3 ft.). Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty.</div> <div>*Public Restroom Duties Clean public toilet: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening. Open public toilet at 0700 hrs.</div> <div>*Major Duty Cleaning- Sun: Booth- Clean booth (R729 and R730) interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Employee Toilets- Clean toilet: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Tue: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Wed: Supply Rooms / CTA Slop Sink Room- Tidy and organize supply rooms and CTA slop sink room. Remove empty boxes. Wipe down Fire Extinguishers. Thu: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete Walls: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete Walls on Dyre Avenue bound platform. Fri: Wall tiles/Fiberglass Panels/Concrete Walls: Remove stains and scuff marks from Wall Tiles/Fiberglass Panels/Concrete Walls in mezzanine. Sat: Windows: Clean all windows and window ledges in mezzanine.</div>				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0101A	Station North	0700 - 1500	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	E 180 St	2 5	R325	0700 -
* Special Cleaning Duties Wipe down OutFront Media screens and frames. Clean sandboxes. Wipe down and disinfect benches. Clean and polish trash receptacles. Clean and polish turnstiles and vending machines. Remove stains from mezzanine walls and from wind barriers on platforms. Wipe down signs. Remove graffiti and stickers. Sweep platform and mezzanine stairways	E 180 St	2 5	R325	0700 - 0800
* Special Cleaning Duties Bucket wash and disinfect unstaffed northbound mezzanine. Sweep stairways. Perform the following tasks on the entire station: (1) Wipe down OutFront Media screens and frames. (2) Clean sandboxes. (3) Wipe down and disinfect benches. (4) Clean and polish trash receptacles. (5) Clean and polish turnstiles and vending machines.(6) Remove stains from mezzanine walls and from Q panels on platforms (7) Wipe down signs. (8) Remove graffiti and stickers. (9) Bucket wash and disinfect refuse housings. "	174 St	2 5	R322	0810 - 0930
* Special Cleaning Duties Bucket wash and disinfect unstaffed northbound mezzanine. Sweep stairways. Perform the following tasks on the entire station: (1) Wipe down OutFront Media screens and frames. (2) Clean sandboxes. (3) Wipe down and disinfect benches. (4) Clean and polish trash receptacles. (5) Clean and polish turnstiles and vending machines.(6) Remove stains from mezzanine walls and from Q panels on platforms (7) Wipe down signs. (8) Remove graffiti and stickers. (9) Bucket wash and disinfect refuse housings.	Freeman St	2 5	R320	0940 - 1100
Lunch	Freeman St	2 5	R320	1100 - 1130
* Special Cleaning Duties Bucket wash and disinfect unstaffed northbound mezzanine. Sweep stairways. Perform the following tasks on the entire station: (1) Wipe down OutFront Media screens and frames. (2) Clean sandboxes. (3) Wipe down and disinfect benches. (4) Clean and polish trash receptacles. (5) Clean and polish turnstiles and vending machines.(6) Remove stains from mezzanine walls and from Q panels on platforms (7) Wipe down signs. (8) Remove graffiti and stickers. (9) Bucket wash and disinfect refuse housings. "	Prospect Av	2 5	R314	1140 - 1300
* Special Cleaning Duties Bucket wash and disinfect unstaffed northbound mezzanine. Sweep stairways. Perform the following tasks on the entire station: (1) Wipe down OutFront Media screens and frames. (2) Clean sandboxes. (3) Wipe down and disinfect benches. (4) Clean and polish trash receptacles. (5) Clean and polish turnstiles and vending machines.(6) Remove stains from mezzanine walls and from Q panels on platforms (7) Wipe down signs. (8) Remove graffiti and stickers. (9) Bucket wash and disinfect refuse housings.	Jackson Av	2 5	R312	1310 - 1445
Report off duty	E 180 St	2 5	R325	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0102	Station North	Sun - Sun:0800 - 1600 Mon - Fri:0600 - 1400 Sat - Sat:0630 - 1430	2755

INSTRUCTIONS

	STATION	LINE	BOOTH	HOURS
Sunday				
Report on Duty in Full Uniform	Pelham Pkwy	5	R727	0800 -
*General Duties- see below	Pelham Pkwy	5	R727	0800 - 0930
*General Duties- see below	Gun Hill Rd	5	R728	0940 - 1030
Lunch	Gun Hill Rd	5	R728	1030 - 1100
*Elevator Duties- see below	Gun Hill Rd	5	R728	1100 - 1200
*Major Duty Cleaning	Gun Hill Rd	5	R728	1200 - 1300
*Major Duty Cleaning	Pelham Pkwy	5	R727	1310 - 1410
*General Duties- see below	Pelham Pkwy	5	R727	1410 - 1600
Report off duty	Pelham Pkwy	5	R727	1600 -
*Note - In lieu Elevators or toilets out of service, listed duties will be performed				
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platforms, passageways, mezzanines, and outside areas (3 ft.). Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty.				
*Elevator Duties - Clean and polish ELE 198 & 199. Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				
*Major Duty Cleaning- Sun: Booth- Clean booth (R727 and R728) interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Employee Toilets- Clean toilet: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Tue: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Wed: Supply Rooms / CTA Slop Sink Room- Tidy and organize supply rooms and CTA slop sink room. Remove empty boxes. Wipe down Fire Extinguishers. Thu: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete Walls: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete Walls on Dyre Avenue bound platform. Fri: Wall tiles/Fiberglass Panels/Concrete Walls: Remove stains and scuff marks from Wall Tiles/Fiberglass Panels/Concrete Walls in mezzanine. Sat: Windows: Clean all windows and window ledges in mezzanine.				

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0102	Station North	Sun - Sun:0800 - 1600 Mon - Fri:0600 - 1400 Sat - Sat:0630 - 1430	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Monday-Friday				
Report On Duty In Full Uniform	Pelham Pkwy	5	R727	0600 -
*General Duties- see below	Pelham Pkwy	5	R727	0600 - 0730
*General Duties- see below	Gun Hill Rd	5	R728	0740 - 0930
Lunch	Gun Hill Rd	5	R728	0930 - 1000
*Elevator Duties- see below	Gun Hill Rd	5	R728	1000 - 1100
*Major Duty Cleaning	Gun Hill Rd	5	R728	1100 - 1200
*General Duties- see below	Pelham Pkwy	5	R727	1210 - 1310
*Major Duty Cleaning	Pelham Pkwy	5	R727	1310 - 1400
Report off duty	Pelham Pkwy	5	R727	1400 -
*Note - In lieu Elevators or toilets out of service, listed duties will be performed				
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platforms, passageways, mezzanines, and outside areas (3 ft.). Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty.				
*Elevator Duties - ** Elevator Duties_ Clean and polish (ELE 198 & 199. Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				
*Major Duty Cleaning- Sun: Booth- Clean booth (R727 and R728) interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Employee Toilets- Clean toilet: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Tue: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Wed: Supply Rooms / CTA Slop Sink Room- Tidy and organize supply rooms and CTA slop sink room. Remove empty boxes. Wipe down Fire Extinguishers. Thu: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete Walls: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete Walls on Dyre Avenue bound platform. Fri: Wall tiles/Fiberglass Panels/Concrete Walls: Remove stains and scuff marks from Wall Tiles/Fiberglass Panels/Concrete Walls in mezzanine. Sat: Windows: Clean all windows and window ledges in mezzanine.				

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0102	Station North	Sun - Sun:0800 - 1600 Mon - Fri:0600 - 1400 Sat - Sat:0630 - 1430	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Saturday				
Report on Duty in Full Uniform	Pelham Pkwy	5	R727	0630 -
*General Duties- see below	Pelham Pkwy	5	R727	0630 - 0730
*General Duties- see below	Gun Hill Rd	5	R728	0740 - 0930
Lunch	Gun Hill Rd	5	R728	0930 - 1000
*Elevator Duties- see below	Gun Hill Rd	5	R728	1000 - 1100
*Major Duty Cleaning	Gun Hill Rd	5	R728	1100 - 1200
*General Duties- see below	Pelham Pkwy	5	R727	1210 - 1330
*Major Duty Cleaning	Pelham Pkwy	5	R727	1330 - 1430
Report off duty	Pelham Pkwy	5	R727	1430 -
*Note - In lieu Elevators or toilets out of service, listed duties will be performed				
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platforms, passageways, mezzanines, and outside areas (3 ft.). Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty.				
*Elevator Duties - Clean and polish ELE 198 & 199. Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				
*Major Duty Cleaning- Sun: Booth- Clean booth (R727 and R728) interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Employee Toilets- Clean toilet: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Tue: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Wed: Supply Rooms / CTA Slop Sink Room- Tidy and organize supply rooms and CTA slop sink room. Remove empty boxes. Wipe down Fire Extinguishers. Thu: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete Walls: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete Walls on Dyre Avenue bound platform. Fri: Wall tiles/Fiberglass Panels/Concrete Walls: Remove stains and scuff marks from Wall Tiles/Fiberglass Panels/Concrete Walls in mezzanine. Sat: Windows: Clean all windows and window ledges in mezzanine.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0103	Station North	0600 - 1400	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Perform General Duties / Elevator Duties**-see below *Clean Superintendent's/ Supervisors Office	14 St-Union Sq	4 5 6	R221	0600 - 0630
Perform General Duties NB and SB Platforms Including E 14th St/4th Ave & E 15 St Exit	14 St-Union Sq	4 5 6	R221	0630 - 0900
Lunch	14 St-Union Sq	4 5 6	R221	0900 - 0930
Major Duty Cleaning - see below	14 St-Union Sq	4 5 6	R221	0930 - 1030
*General Duties - NB & SB Platforms including mezzanine & S/Ws - See below	14 St-Union Sq	4 5 6	R221	1030 - 1230
Major Duty* Room cleaning Duty- see below	14 St-Union Sq	4 5 6	R221	1230 - 1300
*General Duties - NB & SB Platforms -See below	14 St-Union Sq	4 5 6	R221	1300 - 1400
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Major Duty Cleaning- *Elevator Duties- EL217 Clean and polish elevators. Remove gum. Sweep, mop, and disinfect elevator floors. Wipe down interior and exterior panels/ ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom. Sun: Booth R221 - Major Duty - Clean Interior And Exterior Of Booth. Mop Booth Floor, Wash Walls And Dust Ledges, Remove Garbage Mon/Wed/Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue/Thurs/Sat: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Scrubber Room- Deck wash walls and floor. Clean/disinfect and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wipe down Fire Extinguishers. Restock supplies.	14 St-Union Sq	4 5 6	R221	1400 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0104	Station North	0600 - 1400	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Perform General Duties-see below	14 St-Union Sq	N Q R W	A034	0600 -
*Perform Major Duties - Elevator Duties- See Below	14 St-Union Sq	L	A034	0600 - 0700
*Perform General Duties- See Below- Island Platform Including A37K and A34K Mezzanine, (3) passageways leading to NQR Platform, & S/W cleaning	14 St-Union Sq	L	A034	0700 - 0900
*Perform Major Duties - See Below- Public Restrooms	14 St-Union Sq	L	A034	0900 - 0930
Lunch	14 St-Union Sq	N Q R W	A034	0930 - 1000
*Perform General Duties- See Below- Island Platform Including A37K and A34K Mezzanine & S/W cleaning	14 St-Union Sq	L	A034	1000 - 1130
*Perform Major Duties -*Public Restroom & Room Cleaning duties -See below	14 St-Union Sq	L	A034	1130 - 1230
*Perform General Duties- See Below- Island Platform Including A37K and A34K Mezzanine, (3) passageways leading to NQR Platform, & S/W cleaning	14 St-Union Sq	L	A034	1230 - 1400
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMS, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Major Duty Daily- Sun-Sat: ***Public Restroom Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening. *Elevator Duties- EL218 (L) Clean and Polish [ELE#’s] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom. Sat: Clean RTO Facility Area. Clean And Disinfect Locker Rooms And Toilets (Male And Female). Clean and Disinfect Toilet. Empty All Trash Receptacles. Mon/Wed/Fri : Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue/Thurs/Sat Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Scrubber Room- Deck wash walls and floor. Clean/disinfect and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wipe down Fire Extinguishers. Restock supplies	14 St-Union Sq	N Q R W	A034	1400 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0105	Station North	0600 - 1400	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Perform General Duties-see below	14 St-Union Sq	N Q R W	A034	0600 - 0900
*Perform General Duties- See Below- NB & SB Platforms including Mezzanine A034,A033,A34K				
*Perform Major Duties - See Below	14 St-Union Sq	N Q R W	A034	0900 - 1000
Lunch	14 St-Union Sq	N Q R W	A034	1000 - 1030
*Perform General Duties- See Below- NB & SB Platforms including Mezzanine A034,A033,A34K	14 St-Union Sq	N Q R W	A034	1030 - 1300
*Perform Major Duties - See Below	14 St-Union Sq	N Q R W	A034	1300 - 1400
Report Off Duty.	14 St-Union Sq	N Q R W	A034	1400 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”				
*Major Duty Cleaning- ***Public Restroom Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening. *Elevator Duties- EL219, Elv 220 Clean and Polish [ELE#’s] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				
Sun: Booth Cleaning Duties - Clean Interior And Exterior Of Booth. Mop Booth Floor, Wash Walls And Dust Ledges, Remove Garbage Mon/Wed/Fri : Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue/Thurs/Sat: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Scrubber Room- Deck wash walls and floor. Clean/disinfect and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wipe down Fire Extinguishers. Restock supplies				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0106	Station North	0700 - 1500	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Performed General Duties - See Below *Performed Major Duties - see below- Including Elevator duties *Performed General Duties - See below - NB & SB (4) platform Including MCU Passageway/Mezzanine - Clean, Sweep, Mop	Brooklyn Bridge City Hall	4 5 6	R210	0700 - 0830
Performed General Duties- See below	Brooklyn Bridge City Hall	4 5 6	R210	0830 - 1030
Lunch	Brooklyn Bridge City Hall	4 5 6	R210	1030 - 1130
*Performed Major Duties - Public Restroom duties - See Below	Brooklyn Bridge City Hall	4 5 6	R210	1130 - 1200
*Perform General duties - See below -Mezzanine Control Area (Paid & Unpaid) and Passageway leading toward J/Z passageway by 4,5,6 side including overpass	Brooklyn Bridge City Hall	4 5 6	R210	1200 - 1300
*Performed Major Duties -Room Cleaning Including Supervisor/Supt. Office- See Below	Brooklyn Bridge City Hall	4 5 6	R210	1300 - 1400
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Major Duty Cleaning- Sat: ***Public Restroom Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening. *Elevator Duties- EL314, Elv 315, Elv 316 Clean and Polish [ELE#’s] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom. Sun: Booth R210 - Major Duty - Clean Interior And Exterior Of Booth. Mop Booth Floor, Wash Walls And Dust Ledges, Remove Garbage. Mon/Wed/Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue/Thurs/Sat: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Scrubber Room- Deck wash walls and floor. Clean/disinfect and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wipe down Fire Extinguishers. Restock supplies	Brooklyn Bridge City Hall	4 5 6	R210	1400 - 1500
	Brooklyn Bridge City Hall	4 5 6	R210	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0106A	Station North	0930 - 1730	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Brooklyn Bridge City Hall	4 5 6	R210	0930 - 1000
Public Restroom/Elevator Cleaner				
*Public Restroom Duties- see below				
Note- If out of service listed general duties will be performed:				
Mon- Clean men and women’s public toilets Tues to Sun- **Station General Duties- see below				
***Elevator Duties- see below	Bowling Green	4 5	R200A	1010 - 1050
***Elevator Duties- see below	Brooklyn Bridge City Hall	4 5 6	R210	1100 - 1200
*Public Restroom Duties- see below	Brooklyn Bridge City Hall	4 5 6	R210	1200 - 1300
Lunch	Bowling Green	4 5	R200A	1310 - 1340
***Elevator Duties- see below	Bowling Green	4 5	R200A	1340 - 1420
**Station General Duties	Brooklyn Bridge City Hall	4 5 6	R210	1430 - 1530
*Public Restroom Duties- see below	Brooklyn Bridge City Hall	4 5 6	R210	1530 - 1600
**Station General Duties	Bowling Green	4 5	R200A	1610 - 1720
Report Off Duty	Brooklyn Bridge City Hall	4 5 6	R210	1730 -
*Public Restroom Duties				
Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening.				
**Station General Duties				
Sweep all stairs- platform, mezzanine, and street. Scrap all mezzanines, control areas, platforms, and passageways. Wipe down all AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Remove graffiti, stickers, and sticker/glue residue. Clean exterior of R210, R200A booth windows- use water only.				
***Elevator Duties- Brooklyn Bridge, Bowling Green				
Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels- street, mezzanine, and platforms. Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0107	Station North	0700 - 1500	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	3 Av-149 St	2 5	R310	0700 -
*General Duties- see below	3 Av-149 St	2 5	R310	0700 - 0900
*Elevator Duties- see below	3 Av-149 St	2 5	R310	0900 - 1000
Lunch	3 Av-149 St	2 5	R310	1000 - 1030
*Major Duty Cleaning	3 Av-149 St	2 5	R310	1030 - 1130
*General Duties- see below	3 Av-149 St	2 5	R310	1130 - 1400
*Elevator Duties- see below	3 Av-149 St	2 5	R310	1400 - 1500
Report off duty	3 Av-149 St	2 5	R310	1500 -
*Note - In lieu Elevators out of service, listed General Duties will be performed				
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty.				
*Elevator Duties - Clean and polish ELE 129 & 130. Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				
*Major Duty Cleaning- Sun: Booth- Clean booth R310 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Employee Toilets- Clean toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Tue: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Wed: Chemical Supply Room - Tidy and organize chemical supply room. Remove empty boxes. Wipe down Fire Extinguishers. Thu: Tile Walls and Columns: Remove stains and scuff marks from tile walls and columns on 241 Street bound platform. Fri: Tile Walls and Columns: Remove stains and scuff marks from tile walls and columns in mezzanines. Sat: Paper Supply Rooms - Tidy and organize paper supply rooms. Remove empty boxes. Wipe down Fire Extinguishers.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0108	Station North	0700 - 1500	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Bowling Green	4 5	R200A	0700 - 0900
*General Duties-see below				
*General Duties- see below	Bowling Green	4 5	R200A	0900 - 1100
*Major Duties-see below (1000-1030)				
Lunch	Bowling Green	4 5	R200A	1100 - 1130
**General Duties- see below	Bowling Green	4 5	R200A	1130 - 1215
*General Duties-see below	Bowling Green	4 5	R200A	1215 - 1500
*Major Duties-see below (1300-1330)				
Report Off Duty.	Bowling Green	4 5	R200A	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including 2 Broadway entrance and in front of Citibank. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect, clean & polish all trash receptacles. Remove all stains, spills and drag marks on floor areas & spot mop. Empty booth trash, clean exterior booth panels and booth windows (use water only), remove dust from booth surface. Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Cleaning-				
Sun: Refuse Room - Clean & disinfect. Sweep, deck brush, mop, and remove all stains & drag marks. Breakdown all empty boxes. Wipe down fire extinguisher. Clean/wipe down walls, as needed.				
Sat: Clean & Organize Supply Room and Scrubber Rooms including remove unauthorized items and empty boxes and bottles.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0109	Station North	1200 - 2000	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on duty in full uniform.	E 180 St	2 5	R325	1200 -
*Pick Up and Deliver Cleaning Supplies - see below	E 180 St	2 5	R325	1200 - 1315
*General Duties- see below	Baychester Av	5	R729	1330 - 1530
Lunch	Baychester Av	5	R729	1530 - 1600
*Major Duty Cleaning	Baychester Av	5	R729	1600 - 1700
*General Duties- see below	Eastchester Dyre Av	5	R730	1710 - 1810
*Major Duty Cleaning	Eastchester Dyre Av	5	R730	1810 - 1900
*Public Restroom Duties- see below	Eastchester Dyre Av	5	R730	1900 - 1940
REPORT OFF DUTY	E 180 St	2 5	R325	2000 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platforms, passageways, mezzanines, and outside areas (3 ft.). Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty.				
*Public Restroom Duties Clean public toilet: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Close public toilet.				
*Pick Up and Deliver Cleaning Supplies - Clean main and paper supply rooms. Discard used boxes and stock items neatly. Restock small supply room in paid mezzanine with items from the main supply room. Deliver cleaning supplies to the following stations, or perform other duties as directed by supervision: Sun: Dyre Avenue "5" Mon: Baychester Avenue "5" Tue: Gun Hill Road "5" Wed: Pelham Parkway "5" Thu: Morris Park "5" Fri: Bronx Park East "2" Sat: Pelham Parkway "2"				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0109A	Station North	1200 - 2000	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	Gun Hill Rd	5	R728	1200 -
*Major Duty Cleaning	Gun Hill Rd	5	R728	1200 - 1300
*General Duties- see below	Gun Hill Rd	5	R728	1300 - 1500
*Major Duty Cleaning	Pelham Pkwy	5	R727	1510 - 1610
Lunch	Pelham Pkwy	5	R727	1610 - 1640
*General Duties- see below	Pelham Pkwy	5	R727	1640 - 1800
*General Duties- see below	Gun Hill Rd	5	R728	1810 - 1910
*Elevator Duties- see below	Gun Hill Rd	5	R728	1910 - 2000
Report off duty	Gun Hill Rd	5	R728	2000 -
*Note - In lieu Elevators out of service, listed General Duties will be performed				
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platforms, passageways, mezzanines, and outside areas (3 ft.). Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty.				
** Elevator Duties_ Clean and polish ELE 198 & 199. Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				
*Major Duty Cleaning- Sun: Stairways- Bucket wash all platform stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers. Mon: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Manhattan bound platform. Tue: Wipe down all digital panels, HPI Units, CAI, HEETS and MVM/MEM. Wed: Deck brush & disinfect all gutters/sanitary bases/platform ends as needed throughout the station Thu: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Manhattan bound platform. Fri: Clean all windows, station sign, and benches. Sat: Refuse Housings-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housings				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0110	Station North	1500 - 2300	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	E 180 St	2 5	R325	1500 -
*General Duties- see below	E 180 St	2 5	R325	1500 - 1630
*General Duties- see below	Morris Park	5	R726	1640 - 1800
Lunch	Morris Park	5	R726	1800 - 1830
*Major Duty Cleaning	Morris Park	5	R726	1830 - 1930
*Public Restroom Duties	E 180 St	2 5	R325	1940 - 2010
*Elevator Duties- see below	E 180 St	2 5	R325	2010 - 2100
*Major Duty Cleaning	E 180 St	2 5	R325	2100 - 2200
*General Duties- see below	E 180 St	2 5	R325	2200 - 2300
Report Off Duty.	E 180 St	2 5	R325	2300 -
*Note - In lieu Elevators or toilets out of service, listed duties will be performed				
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Clean courtyard and empty trash receptacles (East 180 Street). Scrap mezzanines, control area, and platforms, passageways, and courtyard. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platforms, mezzanines, passageways, and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty.				
*Elevator Duties - Clean and polish (ELE 159 &160). Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				
*Public Restroom Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0111	Station North	2300 - 0700	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Bleecker St	6	R217A	2300 -
*General Duties- see below	Bleecker St	6	R217A	2300 - 0100
**Elevator Duties- see below	Bleecker St	6	R217A	0100 - 0300
Lunch	Bleecker St	6	R217A	0300 - 0330
*Major Cleaning "Floors"- see below	Bleecker St	6	R217A	0330 - 0430
Major Duty Cleaning- see below	Bleecker St	6	R217A	0430 - 0530
*General Duties- see below	Bleecker St	6	R217A	0530 - 0700
Report Off Duty.	Bleecker St	6	R217A	0700 -
**General Duties				
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty."				
**Elevator Duties- Clean and Polish EL328, EL329, EL331, EL332. Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom				
***Major Cleaning "Floors- Nightly N/S/B Platforms- Spot Mop/Deck all stains, spills, drag marks from floor areas. Remove all graffiti and stickers- do not leave residue.				
**Major Duty Cleaning Sun: R217A Stairways- Clean/Wash S/Ws S2A/B, M2A/B, S1, M1A/B- Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Mon: R217 Stairways- Clean/Wash S/Ws S2/P2, S4/P4, S6/P6- Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Tue: R218 (N/end of S/B Platform) Stairways- Clean/Wash S/Ws S1/P1, S3/P3- Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Wed: Stairways leading to BDFM- Clean/Wash S/Ws ML1A/ML1B, P1 (S/B), P2 (N/B)- Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Thu: N/S/B CTA Slop Sink Rooms- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Fri: AFC Equipment- Clean and Polish all Turnstiles, MVMs, MEMs, HEETs, HXTs and wipe down OMNY Validators in R217A, R217 control areas. Sat: 0430 AFC Equipment- Clean and Polish all Turnstiles, MVMs, MEMs, HEETs, HXTs and wipe down OMNY Validators in R218 control area. 0500 R218 unpaid control area- Spot Mop/Deck all stains and spills at the bottom and corner of stairway landings. Disinfect heavy urine area.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0112	Station North	1400 - 2200	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	14 St-Union Sq	4 5 6	R221	1400 -
*Perform General Duties-see below	14 St-Union Sq	4 5 6	R221	1400 - 1430
*Clean Superintendent's/ Supervisors Office				
Perform General Duties NB and SB Platforms Including E 14th St/4th Ave & E 15 St Exit	14 St-Union Sq	4 5 6	R221	1430 - 1700
Major Duty Cleaning *Elevator Duties* - see below	14 St-Union Sq	4 5 6	R221	1700 - 1800
Lunch	14 St-Union Sq	4 5 6	R221	1800 - 1830
Perform General Duties NB and SB Platforms	14 St-Union Sq	4 5 6	R221	1830 - 2000
Major Duty Cleaning *room Cleaning- see below	14 St-Union Sq	4 5 6	R221	2000 - 2100
Perform General Duties NB and SB Platforms	14 St-Union Sq	4 5 6	R221	2100 - 2200
Report Off Duty.	14 St-Union Sq	4 5 6	R221	2200 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”				
*Major Duty Cleaning- *Elevator Duties- EL217 Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels- street, mezzanine and platforms. Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator door sills. Sun: Booth R221 - Major Duty - Clean Interior And Exterior Of Booth. Mop Booth Floor, Wash Walls And Dust Ledges, Remove Garbage Mon/Wed/Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue/Thurs/Sat: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Scrubber Room- Deck wash walls and floor. Clean/disinfect and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wipe down Fire Extinguishers. Restock supplies				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NC0112A	2200 - 0600	2762

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform.	14 St-Union Sq	4 5 6	R221	2200 -
*Clean Superintendent's/ Supervisors Office/Toilet/Kitchen Room	14 St-Union Sq	4 5 6	R221	2200 - 2230
Perform General Duties NB and SB Mezzanine & Platforms Including E 14th St/4th Ave & E 15 St Exit	14 St-Union Sq	4 5 6	R221	2230 - 0030
Major Duty Cleaning - see below	14 St-Union Sq	N Q R W	A034	0030 - 0130
Lunch	14 St-Union Sq	N Q R W	A034	0130 - 0200
Perform General Duties NB and SB Mezzanine & Platforms including E 16th St Exit	14 St-Union Sq	N Q R W	R221	0200 - 0400
Major Duty Cleaning - see below	14 St-Union Sq	N Q R W	R221	0400 - 0430
Perform General Duties NB and SB Platforms including S/Ws and passageway cleaning	14 St-Union Sq	4 5 6	R221	0435 - 0600
Report Off Duty.	14 St-Union Sq	4 5 6	R221	0600 -
*General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.				
*Major Duty Cleaning- Sun: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Sat: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies "				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0113	Station North	1400 - 2200	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Perform General Duties (L)-see below	14 St-Union Sq	N Q R W	A034	1400 -
*Perform Major Duties - See Below	14 St-Union Sq	L	A034	1400 - 1500
*Perform General Duties- See Below- Island Platform Including A37K and A34K	14 St-Union Sq	L	A034	1500 - 1715
*Elevator Duties- Elv (218) see below	14 St-Union Sq	L	A034	1715 - 1745
Lunch	14 St-Union Sq	N Q R W	A034	1745 - 1815
*Major Duties * Public Restrooms- see below	14 St-Union Sq	L	A034	1815 - 1900
*Perform General Duties- See Below- Island Platform Including (3) passageways lead to NQR platforms including S/Ws- See Below	14 St-Union Sq	L	A034	1900 - 2015
*Perform Major Duties - Room Cleaning- see Below	14 St-Union Sq	N Q R	A034	2015 - 2100
*Perform General Duties- Island Platform Including A37K and A34K and all S/W cleaning-See Below	14 St-Union Sq	L	A034	2100 - 2200
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMS, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Major Duty Cleaning- Sun-Sat: ***Public Restroom Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening. *Elevator Duties- EL218 (L) Clean and Polish [ELE#’s] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom. Mon/Wed/Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Sun/Tue/Thurs/Sat: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Scrubber Room- Deck wash walls and floor. Clean/disinfect and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wipe down Fire Extinguishers. Restock supplies	14 St-Union Sq	N Q R W	A034	2200 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0114	Station North	1500 - 2300	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Perform General Duties-see below	14 St-Union Sq	N Q R W	A034	1500 - 1730
*Perform General Duties- See Below- NB & SB Platforms including Mezzanine A034,A033,A34K				
*Perform Major Duties - See Below - Elevator duties	14 St-Union Sq	N Q R W	A034	1730 - 1830
Lunch	14 St-Union Sq	N Q R W	A034	1830 - 1930
*Perform Major Duties - See Below- Rooms Cleaning	14 St-Union Sq	N Q R W	A034	1930 - 2030
*Perform General Duties- See Below- NB & SB Platforms including Mezzanine A034,A033,A34K	14 St-Union Sq	N Q R W	A034	2030 - 2300
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Sun-Sat: ***Public Restroom Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening *Elevator Duties- EL219, Elv 220 Clean and Polish [ELE#’s] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom. Mon/Wed/Fri : Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Sun/Tue/Thurs/Sat: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Scrubber Room- Deck wash walls and floor. Clean/disinfect and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wipe down Fire Extinguishers. Restock supplies	14 St-Union Sq	N Q R W	A034	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0115	Station North	1500 - 2300	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Performed General Duties - See Below *Performed Major Duties - Elevator duties	Brooklyn Bridge City Hall	4 5 6	R210	1500 - 1600
*Perfomed General Duties - See below - NB & SB (4) platform Including MCU Passageway/Mezzanine - Clean, Sweep, Mop	Brooklyn Bridge City Hall	4 5 6	R210	1600 - 1830
*Performed Major Duties - Public Restroom duties - See Below	Brooklyn Bridge City Hall	4 5 6	R210	1830 - 1900
Lunch	Brooklyn Bridge City Hall	4 5 6	R210	1900 - 1930
*Perform General duties - See below -Mezzannine Control Area (Paid & Unpaid) and Passageway leading toward J/Z passageway by 4,5,6 side including overpass.	Brooklyn Bridge City Hall	4 5 6	R210	1930 - 2030
*Performed Major Duties -Room Cleaning Including Supervisor/Supt. Office- See Below	Brooklyn Bridge City Hall	4 5 6	R210	2030 - 2130
Performed General Duties- See below	Brooklyn Bridge City Hall	4 5 6	R210	2130 - 2300
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Sun-Sat: ***Public Restroom Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening. *Elevator Duties- EL314, Elv 315, Elv 316 Clean and Polish [ELE#’s] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom. Mon/Wed/Fri : Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Sun/Tue/Thurs/Sat: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Scrubber Room- Deck wash walls and floor. Clean/disinfect and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wipe down Fire Extinguishers. Restock supplies	Brooklyn Bridge City Hall	4 5 6	R210	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0116	Station North	1500 - 2300	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Wall St	2 3	R111	1500 - 1630
*General Duties-see below				
*Major Duties-see below	Wall St	2 3	R111	1630 - 1730
*General Duties-see below	Wall St	4 5	R203	1735 - 1900
Lunch	Wall St	4 5	R203	1900 - 1930
*Major Duties-see below (Passageways/Tunnels/ Underpass)	Wall St	4 5	R203	1930 - 2100
*General Duties-see below	Wall St	2 3	R111	2105 - 2300
Report Off Duty	Wall St	2 3	R111	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct, including Unmanned Mezzanine & Stairways. Sweep all stairs (entrances, platforms, mezzanines, underpass, passageways and street stairways). Clean/Scrap 3ft around all street stairways. Clean, dust-off, mop & Disinfect Passageway. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas & spot mop. s (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Clean, wipe-down platform tiled walls and granite/marble to remove dust, stains, residue, graffiti and stickers. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Cleaning - Daily Scrap & Sweep All passageways/Underpass/Stairways and Tunnels. Wet Mop: stairway & landings, including threads, passageways/underpass, tunnels, mezzanines & corridors. Clean & Wipe-Down Mezzanine and Platform tiled walls to Remove dust, stains, residue and graffiti, including stairway tiles. Remove stains, dust & footprints from all station doors. Scrubber Room(s) - Organize room (discard unauthorized items. Remove items/equipment from in front of the eyewash unit. Etc.) Breakdown all empty boxes. Wipe down fire extinguisher. Daily: Wet Mop: stairway & landings, including threads, passageways/underpass, tunnels, mezzanines & corridors, . Clean, wipe-down passageways/underpass tiled walls and granite/marble to remove dust, stains, residue, graffiti and stickers.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0117	Station North	1500 - 2300	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties-see below *Major Duties-see below (1700-1730)	Bowling Green	4 5	R200A	1500 - 1900
Lunch	Bowling Green	4 5	R200A	1900 - 1930
*General Duties-see below *Major Duties- Sun/Tue/Thu/Sat (2030-2100)	Bowling Green	4 5	R200A	1930 - 2300
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including 2 Broadway entrance and in front of Citibank. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect, clean & polish all trash receptacles. Remove all stains, spills and drag marks on floor areas & spot mop. Empty booth trash, clean exterior booth panels and booth windows (use water only), remove dust from booth surface. Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning Sun: Clean & Organize Supply Room (SE of N/B Platform) including wipe down fire extinguisher and breakdown empty boxes. Clean and Polish All AFC Equipment. Mon: Clean Elevator EL-710 & EL-711 including sweep, mop, and remove stains and drag marks. Remove gum, stickers, and graffiti. Clean & Polish stainless steel panels. Clean glass windows. Tue: Clean Refuse Room (NE of N/B Platform) including wipe down fire extinguisher and breakdown empty boxes. Wed: Clean & Polish Escalators E338, E339, E340, & E341 including remove gum from top and bottom landing plates, remove stickers and graffiti, and wipe down outer area walls and stainless steel panels. Thu: Clean & Organize Supply room (SE of N/B Platform) including wipe down fire extinguisher and breakdown empty boxes. Fri: Clean Escalators E336, E337, E342, E343, & E345 including remove gum from top and bottom landing plates, remove stickers and graffiti, and wipe down outer area walls and stainless steel panels. Sat: Clean Refuse Room (NE of N/B Platform) including wipe down fire extinguisher and breakdown empty boxes.	Bowling Green	4 5	R200A	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0118	Station North	2300 - 0700	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform.	Pelham Bay Park	6	R423	2300 - 0100
*General Duties: see below.				
***Major Duties- (2300-2345) Sun/ Tue/ Thu				
**ELE/ESC duties - see below	Pelham Bay Park	6	R423	0100 - 0200
***Major Duties - Floors	Buhre Av	6	R422	0210 - 0310
Lunch	Buhre Av	6	R422	0315 - 0345
**General Duties - see below	Buhre Av	6	R422	0345 - 0550
Public restroom duties- Open at 0700 hours	Pelham Bay Park	6	R423	0600 - 0700
Note- In lieu of public restrooms being out of service/not in use, the listed general duties will be performed.				
Report off duty.	Pelham Bay Park	6	R423	0700 -
General Duties-Nightly- Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas and platforms. Disinfect all urine areas. Empty, disinfect and clean all trash receptacles, including chrome tops, interior of trash receptacle base and remove stains on floor at base of all trash receptacles. Remove all pigeon droppings from all railings, stairways, platform, and outside areas (3 ft.) Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all stains, spills, and drag marks from platform and mezzanine floors. Deck brush and disinfect gutters, sanitary bases, stairway landings and all platform ends. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Sweep, clean, disinfect and restock employee and public restrooms (at R423 PBP when in use.) Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Cleaning- Sun/Tue/Thu Sun: Sweep and mop booth floors, wipe booth windows, ledges, the board and remove refuse. Tues: Clean and tidy the storage room(s). Remove all empty boxes. Thu: Clean and tidy scrubber room.				
Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Sweep, clean, disinfect and restock employee and public restrooms (at R423 PBP when in use.)				
**Public Toilet Duties- Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers, and soap as needed.				
*ELE/ESC Cleaning Daily- Clean and polish ELE 121&122. Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers, and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom. Clean & polish ESC 120 &121, including the lower and upper landings. Remove all stickers and sticker residue.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0119	Station North	2300 - 0700	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Middletown Rd	6	R421	2300 - 0100
*General Duties- see below				
**Major Duties 0000-0100 Sat, Mon, Wed, Fri				
**Major Duty "Floors" see below	Middletown Rd	6	R421	0100 - 0200
**General Duties- see below	Westchester Sq East Tremont Av	6	R420	0210 - 0300
***Major Duty Cleaning- (0215-0300)Sat/ Mon/Wed/Fri				
Lunch	Westchester Sq East Tremont Av	6	R420	0300 - 0330
**Major Duties: Floors	Westchester Sq East Tremont Av	6	R420	0330 - 0430
**General Duties- see below	Westchester Sq East Tremont Av	6	R420	0430 - 0540
**General Duties-see below	Middletown Rd	6	R421	0550 - 0700
Report off duty.	Middletown Rd	6	R421	0700 -
Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. General Duties-Nightly- Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas and platforms. Disinfect all urine areas. Empty, disinfect and clean all trash receptacles, including chrome tops, interior of trash receptacle base and remove stains on floor at base of all trash receptacles. Remove all pigeon droppings from all railings, stairways, handrails, platform, and outside areas (3 ft.) Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all stains, spills, and drag marks from platform and mezzanine floors. Deck brush and disinfect gutters, sanitary bases, stairway landings and all platform ends. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Sweep, clean, disinfect and restock employee restroom. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Sat/ Mon/Wed/Fri Sat: Sweep and mop booth floors, wipe booth windows, ledges, the board and remove refuse. Mon: Clean and tidy the storage room(s). Remove all empty boxes. Wed: Clean and tidy scrubber room. Fri: Remove all pigeon droppings from all railing, stairways, handrails, platforms and outside areas (3 ft).				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0119A	Station North	0700 - 1500	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform Tower Facilities/Station Facilities: Must be track Qualified. ***RTO Tower Duties- see below ** Toilet Duties- see below Note: If crew room is closed, listed Station Cleaning duties will be performed	Parkchester	6	R417	0700 - 1000
Lunch	Parkchester	6	R417	1000 - 1030
***RTO Tower Duties- see below **Toilet Duties- see below	Pelham Bay Park	6	R423	1030 - 1500
Report Off Duty ***RTO Tower Duties Clean all offices: Dispatcher, Superintendent and Tower. Clean all rooms: crew room, lunchroom, locker room and women/men restrooms. Wipe down all surfaces including Quench machines, tables, seats, and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE THEIR OWN CLEANING AND PAPER STOCK SUPPLIES. ** Station General Duties Sweep all stairs- platforms, mezzanine, and street. Scrap all mezzanines, control areas, platforms, and passageways. Wipe down all AFC equipment (MVMs, turnstiles, HEETs and HXTs.) in control area, including OMNY validators. Remove all graffiti, stickers, and sticker/glue residue. clean exterior of booth windows- use water only. Tower Facilities/Station facilities- Must be Track Safety Qualified.	Parkchester	6	R417	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
 **Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0120	Station North	0700 - 1500	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties (GD#1) - see below **Public restroom duties (0700-0730) see below Note- If public restrooms are out of service/or not open for use, the listed general duties will be performed.	Parkchester	6	R417	0700 - 0900
**General Duties- see below	St Lawrence Av	6	R416	0910 - 1110
Lunch	St Lawrence Av	6	R416	1110 - 1140
Major Duty Cleaning - Mon/Wed/Fri	St Lawrence Av	6	R416	1140 - 1240
**General Duties (GD#2)- see below	Parkchester	6	R417	1250 - 1500
Report Off Duty. General Duties-Daily- Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. GD#1: Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas and platforms. Disinfect all urine areas. Remove all stains, spills, and drag marks from platform and mezzanine floors. Empty, disinfect and clean all trash receptacles, including chrome tops, interior of trash receptacle base and remove stains on floor at base of all trash receptacles. Clean and disinfect the refuse housings. Sweep, mop, clean and disinfect and restock the public & employee restrooms. GD#2: Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform, and outside areas (3 ft.). Deck brush and disinfect gutters, sanitary bases, stairway landings and all platform ends. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean the EFRs. Wipe down the tables, microwave, and refrigerator. Remove refuse. Clean and empty the Quench machine tray. **Public Toilet Duties- Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers, and soap as needed. *Major Duty Cleaning- Mon/Wed/Fri Mon: Sweep and mop booth floors, wipe booth windows, ledges, the board and remove refuse. Wed: Tidy and organize supply room(s). Remove all empty boxes. Fri: Clean and tidy the scrubber room.	Parkchester	6	R417	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0120A	Station North	2300 - 0700	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Parkchester	6	R417	2300 - 2345
Major Duty cleaning- (2300-2345) Sun/Tues/Thu				
**General Duties- see below	Parkchester	6	R417	2345 - 0130
General Duties Major Duties- (0215-0300) Sun/Tues/Thu	St Lawrence Av	6	R416	0140 - 0300
Lunch	St Lawrence Av	6	R416	0300 - 0330
Major Duty "Floors" see below	St Lawrence Av	6	R416	0330 - 0430
General Duties - see below	St Lawrence Av	6	R416	0430 - 0530
General Duties - see below **Public restroom duties (0630-0700) see below	Parkchester	6	R417	0540 - 0700
Report Off Duty. Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. General Duties-Nightly- Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas and platforms. Disinfect all urine areas. Remove all stains, spills, and drag marks from platform and mezzanine floors. Empty, disinfect and clean all trash receptacles, including chrome tops, interior of trash receptacle base and remove stains on floor at base of all trash receptacles. Clean and disinfect refuse housings. Sweep, mop, clean and disinfect and restock the public & employee restrooms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform, and outside areas (3 ft.). Deck brush and disinfect gutters, sanitary bases, stairway landings and all platform ends. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean the EFRs. Wipe down the tables, microwave, and refrigerator, remove refuse and clean and empty the tray to the Quench. **Public Toilet Duties- Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers, and soap as needed. *Major Duty Cleaning- Sun Sweep and mop booth floors, wipe booth windows, ledges, the board and remove refuse. Tue: Clean and tidy the storage room(s). Remove all empty boxes. Thu: Clean and tidy scrubber room.	Parkchester	6	R417	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0121	Station North	2300 - 0700	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Whitlock Av	6	R413	2300 - 0045
*General Duties - see below				
***Major Duty Cleaning- (0000-0045) see below Sun/Tues/Thu				
*General Duties - see below	Whitlock Av	6	R413	0045 - 0130
Major Duty - Floors				
*General Duties- see below	E 149 St	6	R408	0140 - 0300
***Major Duty Cleaning- (0215-0300) see below Sun/Tues/Thu				
Lunch	E 149 St	6	R408	0300 - 0330
**Major Duty Floors - see below	E 149 St	6	R408	0330 - 0430
**General Duties- see below	E 149 St	6	R408	0430 - 0530
**General Duties- see below	Whitlock Av	6	R413	0540 - 0700
Report off duty.	Whitlock Av	6	R413	0700 - 0700
Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. General Duties-Nightly- Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas and platforms. Disinfect all urine areas. Empty, disinfect and clean all trash receptacles, including chrome tops, interior of trash receptacle base and remove stains on floor at base of all trash receptacles. Remove all pigeon droppings from all railings, stairways, handrails, platform, and outside areas (3 ft.) Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all stains, spills, and drag marks from platform and mezzanine floors. Deck brush and disinfect gutters, sanitary bases, stairway landings and all platform ends. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Sweep, clean, disinfect and restock employee restroom. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Cleaning- Sun/Tue/Thur Sun: Sweep and mop booth floors, wipe booth windows, ledges, the board and remove refuse. Tue: Clean and tidy the storage room(s). Remove all empty boxes. Thu: Clean and tidy scrubber room.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0121A	Station North	2300 - 0700	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Hunts Point Av	6	R412	2300 - 0300
General Duties- see below				
Elevator duties* ELE [195, 196, 197] (0200-0300)				
Lunch	Hunts Point Av	6	R412	0300 - 0330
Major Duty Cleaning - see below	Hunts Point Av	6	R412	0330 - 0430
**General Duties- see below	Hunts Point Av	6	R412	0430 - 0700
Public restroom duties* (0630-0700)				
Report off duty.	Hunts Point Av	6	R412	0700 -
Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. General Duties-Nightly- Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas and platforms. Disinfect all urine areas. Empty, disinfect and clean all trash receptacles, including chrome tops, interior of trash receptacle base and remove stains on floor at base of all trash receptacles. Remove all pigeon droppings from all railings, stairways, handrails, platform, and outside areas (3 ft.) Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all stains, spills, and drag marks from platform and mezzanine floors. Deck brush and disinfect gutters, sanitary bases, stairway landings and all platform ends. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Sweep, clean, disinfect and restock employee restroom. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Sun/Tue/Thur Sun: Sweep and mop booth floors, wipe booth windows, ledges, the board and remove refuse. Tue: Clean and tidy the storage room(s). Remove all empty boxes. Thu: Clean and tidy scrubber room. *Elevator Duties: ELE [195, 196, 197]: Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers, and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down safety edge with a dry rag from top to bottom. Public restroom duties*: Sweep, clean and disinfect the public restrooms. Scrub the toilet, wipe down the sink, spot clean tiled walls, and mirror and restock as necessary.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0122	Station North	0700 - 1500	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Note: In the absence of coverage for NB and/or SB platform Job'(s), perform all listed duties on the N/B and/or SB platform, including Mezzanine.	125 St	4 5 6	R258	0700 -
**General Duties- see below (Mezzanine - Including Street stairways and elevators	125 St	4 5 6	R258	0700 - 1030
Lunch	125 St	4 5 6	R258	1030 - 1100
*Major Duties- see below (Mezzanine- Including Street stairways and elevators	125 St	4 5 6	R258	1100 - 1330
**General Duties- see below (Mezzanine - Including Street stairways and elevators	125 St	4 5 6	R258	1330 - 1500
Report off duty. **General Duties - Daily: Inspect station for unsanitary conditions and correct. Sweep all stairs (mezzanine, and street). Clean/Scrap 3ft around all street stairways including areas outside station confines. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMS, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform, and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Clean & Polish trash receptacles. Remove stains, footprints & scruff marks on tile walls. Clean parabolic mirrors. Clean and polish interior/exterior elevator surface/panels. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duties Daily: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Back Mezz -Behind F. Office. Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Mezzanine: Remove dust, stains, footprints & scruff marks from tile walls. Clean & polish stairway K-rails/In-between spindles. Booth R258: Mop interior and clean all ledges. Clean & polish interior & exterior glass. Remove stains/scruff marks from booth surface.	125 St	4 5 6	R258	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0123A	Station North	2300 - 0700	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	77 St	6	R248	2300 -
NOTE: In the absence of coverage for NHDC job, mop all platforms and perform General Duties at both stations.				
**General Duties- see below	77 St	6	R248	2300 - 0300
Lunch	77 St	6	R248	0300 - 0330
**General Duties- see below	103 St	6	R252	0340 - 0530
Major Duties - see below	77 St	6	R248	0540 - 0700
Report Off Duty.	77 St	6	R248	0700 -
<div>**General Duties - Nightly: Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways. Mop entire platform and mezzanine floors. Mop all stairway landings leading to upper mezzanine and street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. Major Duties - Nightly: Deodorize entire station at the beginning and end of each tour. Scrubber Rooms- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Deck brush & disinfect all gutters/sanitary bases/platform ends as needed throughout the station Wipe down all digital panels, HPI Units, CAI, HEETS and MVM/MEM & Remove Dust. Clean all AFC equipment including turnstile heads and validators throughout the station Re-inspect entire station to address cleanliness conditions towards the end of the tour and/or before going off-duty.</div>				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0125	Station North	2300 - 0700	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Spring St	6	R215	2300 - 0015
*Performed General Duties - See Below				
*NB & SB (6) Mezzanine and Platform - Perform General Duties - See Below				
Major Duty Floor see below	Spring St	6	R215	0015 - 0100
*Performed Major Duties - See Below	Spring St	6	R215	0100 - 0200
Lunch	Brooklyn Bridge City Hall	4 5 6	R210	0200 - 0230
*NB & SB (J/Z) platforms- Perform General Duties- See below (Chambers Street)	Brooklyn Bridge City Hall	4 5 6	R210	0245 - 0400
Major Duty Floor see below (Chambers Street)	Brooklyn Bridge City Hall	4 5 6	R210	0400 - 0445
*Performed Major Duties - See Below (Chambers Street)	Brooklyn Bridge City Hall	4 5 6	R210	0445 - 0545
Performed General duties - See Below	Spring St	6	R215	0600 - 0700
Report Off Duty.	Spring St	6	R215	0700 -
**General Duties - Nightly: Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways (NB Platform stairways leading to Upper / Lower platform). Mop entire platform and mezzanine floors. Mop all stairway landings leading to upper-mezzanine an street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duties Floors - Nightly: Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Sun-Sat: -Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. -Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. -Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0126	Station North	0700 - 1500	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Pelham Bay Park	6	R423	0700 - 1000
*General Duties- see below				
***Major Duty Cleaning- (0800-0900) see below Mon/Wed/Fri				
**General Duties- see below	Buhre Av	6	R422	1010 - 1110
Lunch	Buhre Av	6	R422	1110 - 1140
**General Duties- see below	Buhre Av	6	R422	1140 - 1340
Major Duties- (1240-1340)				
**General Duties- see below	Pelham Bay Park	6	R423	1350 - 1500
Report off duty.	Pelham Bay Park	6	R423	1500 -
General Duties-Daily- Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas and platforms. Wipe down & disinfect all stairway handrails and disinfect all urine areas. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Sweep, clean, disinfect and restock employee and public restrooms. Remove all pigeon droppings from all railings, stairways, platform, and outside areas (3 ft.). Wipe down all digital ad panels. Empty, disinfect & clean all trash receptacles, including chrome tops, interior of trash receptacle base & remove stains on floor at base of all trash receptacles. Remove all stains, spills, and drag marks from platform and mezzanine floors. Deck brush and disinfect gutters, sanitary bases, stairway landings & all platform ends. Clean all ledges & benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean & disinfect refuse rooms/refuse housings.				
**Public Toilet Duties- Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers, and soap as needed.				
*Major Duty Cleaning- Mon: Clean and disinfect ELE 121 & 122. Clean and polish ESC 120 & 121. Clean lower and upper landings. Remove all stickers and sticker residue. Wed: Hose wash the plaza, under the structure, removing all pigeon droppings. Fri: Clean and disinfect refuse room(s).				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0127	Station North	0700 - 1500	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Westchester Sq East Tremont Av	6	R420	0700 - 0900
*General Duties- see below				
***Major Duties- (0800-0900) Sat/Mon/Wed. R420 will perform general duties while station is rehabbed.				
**General Duties- see below	Middletown Rd	6	R421	0910 - 1100
Lunch	Middletown Rd	6	R421	1100 - 1130
**General Duties- see below	Middletown Rd	6	R421	1130 - 1330
**General Duties- see below	Westchester Sq East Tremont Av	6	R420	1340 - 1500
Report Off Duty.	Westchester Sq East Tremont Av	6	R420	1500 -
General Duties-Daily: Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas and platforms. Disinfect all urine areas. Remove all stains, spills, and drag marks from platform and mezzanine floors. Empty, disinfect and clean all trash receptacles, including chrome tops, interior of trash receptacle base and remove stains on floor at base of all trash receptacles. Remove all pigeon droppings from all railings, stairways, platform, handrails and outside areas (3 ft.). Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Dust mop and remove gum from floors. Deck brush and disinfect gutters, sanitary bases, stairway landings and all platform ends. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse housings. Sweep, clean, disinfect and restock employee restroom. Mop the floors, wipe down the sink, mirror and scrub the toilet. Clean EFR. Sweep and mop the floors. Wipe down table, microwave, and refrigerator. Remove all refuse.				
Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Cleaning-				
Sat: Sweep and mop booth floors, wipe booth windows, ledges, the board and remove refuse.				
Mon: Clean and tidy the storage room(s). Remove all empty boxes.				
Wed: Clean and tidy scrubber room.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0128	Station North	0700 - 1500	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Castle Hill Av	6	R418	0700 - 0900
*General Duties- see below				
**General Duties- see below	Zerega Av	6	R419	0910 - 1110
Lunch	Zerega Av	6	R419	1110 - 1140
Major Duty Cleaning (1210-1310) M/W/F	Zerega Av	6	R419	1140 - 1310
**General Duties- see below	Castle Hill Av	6	R418	1320 - 1500
Report Off Duty.	Castle Hill Av	6	R418	1500 -
General Duties-Daily- Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas and platforms. Disinfect all urine areas. Empty, disinfect and clean all trash receptacles, including chrome tops, interior of trash receptacle base and remove stains on floor at base of all trash receptacles. Wipe down all digital ad panels. Remove all stains, spills, and drag marks from platform and mezzanine floors. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Deck brush and disinfect gutters, sanitary bases, stairway landings and all platform ends. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points, including all handrails. Clean and disinfect refuse rooms/refuse housings. Sweep, clean, disinfect and restock employee restroom. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
**Major Duty Cleaning- Mon: Sweep and mop booth floors, wipe booth windows, ledges, the board and remove refuse. Wed: Clean and tidy the storage room(s). Remove all empty boxes. Fri: Clean and tidy scrubber room.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0129	Station North	0700 - 1500	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Brook Av	6	R402	0700 - 0900
*General Duties- see below				
*General Duties- see below	3 Av 138 St	6	R401	0910 - 1100
RTO Facilities/Tower	3 Av 138 St	6	R401	1100 - 1200
Clean, sweep, mop and disinfect.				
Lunch	3 Av 138 St	6	R401	1200 - 1230
*Major Duties- see below	3 Av 138 St	6	R401	1230 - 1330
*Major Duties- see below	Brook Av	6	R402	1340 - 1500
Report Off Duty.	Brook Av	6	R402	1500 -
<p>*General Duties - Daily</p> <p>Inspect station for unsanitary conditions and correct. Sweep all stairs (platforms, mezzanines, including street stairways). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Remove stains drag marks, spills, scuff-marks from platform & mezzanine floor, including stairway landings.</p> <p>Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.</p> <p>Major Duties- Daily:</p> <p>Booths: Clean & mop booth floor, dust off all ledges. Clean booth glass interior/exterior with water.</p> <p>Scrubber Rooms- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies.</p> <p>Refuse Housings- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.</p> <p>Platform/Stairway/Mezzaine: remove stains, footprints, scruff-marks, stickers and graffiti from walls. Bucket wash end platforms.</p> <p>RTO Facilities/Tower: Clean & mop all rooms, including restrooms/locker rooms.</p> <p>“Deodorize entire station at the beginning and end of each tour”</p> <p>Spot clean ADA Tactile as needed</p> <p>Deck brush & disinfect all gutters/sanitary bases/platform ends as needed throughout the station Wipe down all digital panels, HPI Units, CAI, HEETS and MVM/MEM & Remove Dust.</p> <p>Clean all AFC equipment including turnstile heads and validators throughout the station</p> <p>Note: Task subject to change and/or chance</p>				

Task subject to change and/or by chance.

Spot clean ADA Tactile as needed.

Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:

 **Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.

Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0130	Station North	0700 - 1500	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Morrison Av Soundview	6	R415	0700 - 0900
*General Duties- see below				
**General Duties- see below	Elder Av	6	R414	0910 - 1100
Lunch	Elder Av	6	R414	1100 - 1130
Major Duty Cleaning -M/W/F 1200-1300	Elder Av	6	R414	1130 - 1300
**General Duties- see below	Morrison Av Soundview	6	R415	1310 - 1500
Report Off Duty.	Morrison Av Soundview	6	R415	1500 -
General Duties-Daily- Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas and platforms. Disinfect all urine areas. Empty, disinfect and clean all trash receptacles, including chrome tops, interior of trash receptacle base and remove stains on floor at base of all trash receptacles. Wipe down all digital ad panels. Remove all stains, spills, and drag marks from platform and mezzanine floors. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Deck brush and disinfect gutters, sanitary bases, stairway landings and all platform ends. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points, including all handrails. Clean and disinfect refuse rooms/refuse housings. Sweep, clean, disinfect and restock employee restroom.				
Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Cleaning- Mon: Sweep and mop booth floors, wipe booth windows, ledges, the board and remove refuse. Wed: Clean and tidy the storage room(s). Remove all empty boxes. Fri: Clean and tidy scrubber room.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0131	Station North	0700 - 1500	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Hunts Point Av	6	R412	0700 - 0900
*General Duties - see below				
***Major Duty Cleaning (0800-0900) see below				
**General Duties- see below	Whitlock Av	6	R413	0910 - 1100
Lunch	Whitlock Av	6	R413	1100 - 1130
Major Duty Cleaning - M/W/F 1230-1330	Whitlock Av	6	R413	1130 - 1330
*General Duties- see below	Hunts Point Av	6	R412	1340 - 1500
*Elevator duties [ELE195, 196, 197]				
Report Off Duty.	Hunts Point Av	6	R412	1500 -
General Duties-Daily- Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas and platforms. Disinfect all urine areas. Empty, disinfect and clean all trash receptacles, including chrome tops, interior of trash receptacle base and remove stains on floor at base of all trash receptacles. Wipe down all digital ad panels. Remove all stains, spills, and drag marks from platform and mezzanine floors. Clean and polish AFC equipment (MVMS, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Deck brush and disinfect gutters, sanitary bases, stairway landings and all platform ends. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points, including all handrails. Clean and disinfect refuse rooms/refuse housings. Sweep, clean, disinfect and restock employee restroom. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Elevator duties [ELE195, 196, 197]: Sweep out, clean & disinfect elevators. Wipe down the exterior & interior of each cab.				
Public restroom duties: Sweep, clean and disinfect the public restrooms. Scrub the toilet, wipe down the sink, spot clean tiled walls, and mirror and restock as necessary.				
*Major Duty Cleaning- Mon: Sweep and mop booth floors, wipe booth windows, ledges, the board and remove refuse. Wed: Clean and tidy the storage room(s). Remove all empty boxes. Fri: Clean and tidy scrubber room.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0132	Station North	0700 - 1500	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Longwood Av	6	R410	0700 - 0900
*General Duties- see below				
**General Duties- see below	E 149 St	6	R408	0910 - 1110
Lunch	E 149 St	6	R408	1110 - 1140
Major Duty Cleaning -1240-1340 M/W/F	E 149 St	6	R408	1140 - 1340
**General Duties- see below	Longwood Av	6	R410	1350 - 1500
Report Off Duty.	Longwood Av	6	R410	1500 -
General Duties-Daily- Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas and platforms. Disinfect all urine areas. Empty, disinfect and clean all trash receptacles, including chrome tops, interior of trash receptacle base and remove stains on floor at base of all trash receptacles. Wipe down all digital ad panels. Remove all stains, spills, and drag marks from platform and mezzanine floors. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Deck brush and disinfect gutters, sanitary bases, stairway landings and all platform ends. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points, including all handrails. Clean and disinfect refuse rooms/refuse housings. Sweep, clean, disinfect and restock employee restroom.				
Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Cleaning- Mon: Sweep and mop booth floors, wipe booth windows, ledges, the board and remove refuse. Wed: Clean and tidy the storage room(s). Remove all empty boxes. Fri: Clean and tidy scrubber room.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0133	Station North	0700 - 1500	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	E 143 St St Mary's St	6	R406	0700 - 0900
*General Duties - see below				
**Major Duties- (0800-0900) see below				
*General Duties- see below	Cypress Av	6	R404	0910 - 1110
Lunch	Cypress Av	6	R404	1110 - 1140
**General Duties- see below	Cypress Av	6	R404	1140 - 1340
**General Duties- see below	E 143 St St Mary's St	6	R406	1350 - 1500
Report Off Duty.	E 143 St St Mary's St	6	R406	1500 -
General Duties-Daily- Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas and platforms. Disinfect all urine areas. Empty, disinfect and clean all trash receptacles, including chrome tops, interior of trash receptacle base and remove stains on floor at base of all trash receptacles. Wipe down all digital ad panels. Remove all stains, spills, and drag marks from platform and mezzanine floors. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Deck brush and disinfect gutters, sanitary bases, stairway landings and all platform ends. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points, including all handrails. Clean and disinfect refuse rooms/refuse housings. Sweep, clean, disinfect and restock employee restroom. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Cleaning- Mon: Sweep and mop booth floors, wipe booth windows, ledges, the board and remove refuse. Wed: Clean and tidy the storage room(s). Remove all empty boxes. Fri: Clean and tidy scrubber room.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NC0134	Station North0700 - 1500	2754

INSTRUCTIONS

STATIONLINEBOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform	Kingsbridge Rd	4	R290	0700 - 0900
*General Duties- See below				
**Major Duties - See below	Kingsbridge Rd	4	R290	0900 - 0930
*General Duties- See below	Bedford Pk Blvd Lehman College	4	R291	0940 - 1130
Lunch	Bedford Pk Blvd Lehman College	4	R291	1130 - 1200
*** RTO Yard Cleaning, See below	Bedford Pk Blvd Lehman College	4	R291	1200 - 1300
**Major Duties - See below	Bedford Pk Blvd Lehman College	4	R291	1300 - 1330
*General Duties- See below	Kingsbridge Rd	4	R290	1340 - 1500
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Clean Q-panels. Wipe sand box. Disinfect benches. Clean and wipe map frames. Remove stain and spot clean ADA tactile. Clean and disinfect pigeons’ dropping. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Cleaning Sun: - Clean Mezzanines and walls including Window ledges - Remove stains and scuff marks from mezzanines and S/Ws. Clean and wipe window ledges. Mon: Clean Q-panels on 4 line: clean, wipe Q-panels on S/B platform. Tue: Clean Q-panels on 4 line: clean, wipe Q-panels on N/B platform. Wed: Clean Mezzanines and walls including Window ledges - Remove stains and scuff marks from mezzanines and S/Ws. Clean and wipe window ledges. Thu: Clean Mezzanine and walls including Window ledges - Remove stains and scuff marks from main mezzanine and S/Ws. Clean and wipe window ledges. Fri: Clean Refuse Housings – Thoroughly mop, wclean, disinfect Refuse housings. Sat: Clean Q-panels on 4 line: clean, wipe Q-panels on N/B and S/B platform. ***RTO Cleaning: Clean Yard Crew room, tower. Remove trash from crew rooms and offices. Work per station GSS/ supervisor’s direction. Clean and disinfect RTO Mosholu/Bedford Yard toilets. Restock supplies in RTO restrooms.	Kingsbridge Rd	4	R290	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0135	Station North	0700 - 1500	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	116 St	6	R256	0700 - 0900
**General Duties- see below				
**General Duties- see below	110 St	6	R254	0905 - 1100
Lunch	110 St	6	R254	1100 - 1130
*Major Duties- see below	110 St	6	R254	1130 - 1230
*Major Duties- see below	116 St	6	R256	1235 - 1500
Report Off Duty.	116 St	6	R256	1500 -
**General Duties - Daily: Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways . Mop entire platform and mezzanine floors. Mop all stairway landings leading to upper-mezzanine and street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
Major Duties - Daily: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Platform: Remove stains, footprints, dust, scruff-marks fom tile walls. Clean and polish exterior elevator cab/panels. Clean & polish stairway K-Rails/In-between spindles. Remove gum from floors, stairway threads/landings. Remove stickers and all unauthorized postings. Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Booth: Clean & mop floor, Dust off ledges, clean interior/exterior booth glass with water Employee Facility Rooms & Restrooms: Clean, mop & disinfect Note: Task subject to change and/or chance Spot clean ADA Tactile as needed Deck brush & disinfect all gutters/sanitary bases/platform ends as needed throughout the station Wipe down all digital panels, HPI Units, CAI, HEETS and Remove Dust.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0136	Station North	0700 - 1500	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	96 St	6	R251	0700 -
**General Duties- see below- SB Platform	96 St	6	R251	0700 - 0800
**General Duties- see below- NB Platform	96 St	6	R251	0800 - 0900
**General Duties- see below- NB Platform & Mezz	103 St	6	R252	0910 - 1010
**General Duties- see below- SB Platform	103 St	6	R252	1010 - 1110
Lunch	103 St	6	R252	1110 - 1140
*Major Duties- see below	96 St	6	R251	1150 - 1300
**General Duties- see below- SB Platform	96 St	6	R251	1300 - 1400
**General Duties- see below- NB Platform & Mezz	96 St	6	R251	1400 - 1500
Report off duty.	96 St	6	R251	1500 -
**General Duties - Daily: Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways including street stairways. (Remove dust balls, sands/dirt from threads, copings & landings). Mop entire platform and mezzanine floors. Mop all stairway landings leading to upper-mezzanine and street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Remove scruff marks/stains/footprints from tile walls. Clean, Mop, disinfect & deodorize Elevator Cabs. Perform all listed General duties and additional tasks. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duties - Daily: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Platforms/Mezzanines: Remove stains, footprints, dust, scruff-marks from tile walls. Clean and polish exterior elevator cab/panels. Clean & polish stairway K-Rails/In-between spindles. Remove gum from floors, stairway threads/landings. Remove stickers and all unauthorized postings. Remove stains, spills, drag marks and unsanitary conditions from floors. Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Booth: Clean & mop floor, Dust off ledges, clean interior/exterior booth glass with water Employee Facility Rooms/Restrooms & Supervisor Office: Clean, mop, disinfect, remove dust from surfaces.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0137	Station North	0700 - 1500	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	77 St	6	R248	0700 - 0800
**General Duties- see below				
**General Duties- see below	77 St	6	R248	0800 - 0900
**General Duties- see below	68 St Hunter College	6	R246	0910 - 1010
**General Duties- see below	68 St Hunter College	6	R246	1010 - 1110
Lunch	68 St Hunter College	6	R246	1110 - 1140
*Major Duties- see below	68 St Hunter College	6	R246	1140 - 1300
**General Duties- see below	77 St	6	R248	1310 - 1400
**General Duties- see below	77 St	6	R248	1400 - 1500
Report off duty. **General Duties - Daily: Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways including street stairways. (remove dust balls, sands/dirt from threads, copings & landings). Mop entire platform and mezzanine floors. Mop all stairway landings leading to upper-mezzanine and street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Remove scruff marks/stains/footprints from tile walls. Clean , Mop, disinfect & deodorize Elevator Cabs. Perform all listed General duties and additional tasks. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duties - Daily: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Platforms/Mezzanines: Remove stains, footprints, dust, scruff-marks from tile walls. Clean and polish exterior elevator cab/panels. Clean & polish stairway K-Rails/In-between spindles. Remove gum from floors, stairway threads/landings. Remove stickers and all unauthorized postings. Remove stains, spills, drag marks and unsanitary conditions from floors. Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Elevators: Clean & wipe down elevator cab panels, including polishing glass & chrome surfaces. Booth: Clean & mop floor, Dust off ledges, clean interior/exterior booth glass with water. Employee Facility Rooms/Restrooms & Manager Office: Clean, mop, disinfect, remove dust from surfaces. Note: Task subject to change and/or chance Spot clean ADA Tactile as needed Deck brush & disinfect all gutters/sanitary bases/platform ends as needed throughout the station Wipe down all digital panels, HPI Units, CAI, HEETS and Remove Dust.	77 St	6	R248	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0138	Station North	0700 - 1500	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Perform General Duties-see below	33 St	6	R231	0700 - 1000
*Perform General Duties * Northbound & Southbound Platform, Mezzanine including all stairways.				
Lunch	28 St	6	R229	1015 - 1045
*Perform General Duties * Northbound & Southbound Platform, Mezzanine including all stairways.	28 St	6	R229	1045 - 1245
Major Duty See below	33 St	6	R231	1300 - 1400
*Perform General Duties * Entire Station	33 St	6	R231	1400 - 1500
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Deck brush stains on concrete floors. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Major Duty Cleaning- Sun: Booth- Clean booth [booth R231] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.	33 St	6	R231	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0139	Station North	0700 - 1500	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Perform General Duties and Elevator Duties*-see below	23 St	6	R227	0700 - 0845
*Perform General Duties * Northbound and Southbound Platform and Mezzanine including all stairways.				
*Perform Elevator Duties** ELE298, ELE299	23 St	6	R227	0845 - 0930
*Perform General Duties * Northbound and Southbound Platform and Mezzanine including all stairways.	Astor Pl	6	R219	0945 - 1115
Lunch	Astor Pl	6	R219	1115 - 1145
Major Duty See below	Astor Pl	6	R219	1145 - 1245
*Perform General Duties * Entire Station	23 St	6	R227	1300 - 1400
Major Duty See below	23 St	6	R227	1400 - 1500
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Deck brush stains on concrete floors. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Major Duty Cleaning- Sun: Booth- Clean booth [booth R227] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.	23 St	6	R227	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0140	Station North	0700 - 1500	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Brooklyn Bridge City Hall	4 5 6	R210	0700 -
(Chambers St.) *Perform Major Duties - Elevator duties- See Below	Brooklyn Bridge City Hall	J Z	R210	0700 - 0800
(Chambers St.) *Perform General Duties - See below - NB & SB Platforms	Brooklyn Bridge City Hall	J Z	R210	0800 - 1000
Lunch	Spring St	6	R215	1015 - 1045
*Perform General Duties - See Below - NB & SB Platforms including Mezzanine(s) *Performed Major Duties (Sunday Only)	Spring St	6	R215	1045 - 1245
(Chambers St.) *Perform General Duties - See below - NB & SB Platforms including Mezzanine(s)	Brooklyn Bridge City Hall	J Z	R210	1300 - 1500
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMS, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Major Duty Cleaning- *Elevator Duties- EL742, Elv 743 -Chambers St (J/Z) Clean and Polish [ELE#’s] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom. Sun: Booth Major Cleaning -R215 Clean And Interior and Exterior of Booth & windows. Mop Floor, Wash Walls and Dust Ledges, remove booth garbage. Mon/Tues/Wed/Thur/Fri: -Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tues/Thurs/Sat: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Scrubber Room- Deck wash walls and floor. Clean/disinfect and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Wipe down Fire Extinguishers. Restock supplies	Brooklyn Bridge City Hall	4 5 6	R210	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0141	Station North	0700 - 1500	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties-see below *Major Duties-see below (0730-0800) *Elevator Duties-see below (0800-0900)	Canal St	6	A046	0700 - 0900
PERFORM DUTIES AT CANAL ST "J" LINE *General Duties- see below	Canal St	6	A046	0900 - 1100
Lunch	Canal St	6	A046	1110 - 1140
*Elevator Duties- see below	Canal St	6	A046	1140 - 1240
PERFORM DUTIES AT CANAL ST "J" LINE *General Duties- see below	Canal St	6	A046	1250 - 1340
*General Duties- see below	Canal St	6	A046	1350 - 1500
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways and street level elevators. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect , clean & polish all trash receptacles. Remove all stains, spills and drag marks on floor areas & spot mop. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Sun: Clean Booth A046 Wipe booth glass inside & out. Wipe down & dust countertops and equipment. Sweep as needed. Empty trash bin. Wipe down/clean Deal Tray. Wipe down Halon sensors and Fire Extinguishers. Sat: Scrubber Room(s) - Organize room (discard unauthorized items. Remove items/equipment from in front of the eyewash unit. Etc.) Breakdown all empty boxes. Wipe down fire extinguisher and eyewash unit. *Elevator Duties- Clean & Polish EL324 and EL325. Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	Canal St	6	A046	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0142	Station North	1500 - 2300	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Pelham Bay Park	6	R423	1500 - 1700
*General Duties- see below				
*General Duties- see below	Buhre Av	6	R422	1700 - 1820
LUNCH	Buhre Av	6	R422	1820 - 1850
*Public Restroom Duties- see below	Pelham Bay Park	6	R423	1855 - 1930
Note- In lieu of public restrooms being out of service/not in use, the listed general duties will be performed 1900-1930				
General Duties- see below *Major Duties- (2050-2150) Wed	Buhre Av	6	R422	1940 - 2150
**General Duties- see below	Pelham Bay Park	6	R423	2200 - 2300
Report off duty. General Duties- Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street) and 3ft around all street stairways. Scrap all mezzanines, control areas and platforms. Disinfect all urine areas. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Clean and disinfect ELE 121 & 122. Wipe down ESC 120 & 121 & all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform, and outside areas (3 ft.). Empty, disinfect & clean all trash receptacles, chrome tops, interior of trash receptacle base and remove stains on floor at base of all trash receptacles. Remove all stains, spills, and drag marks from platform and mezzanine floors. Deck brush and disinfect gutters, sanitary bases, stairway landings and all platform ends. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Sweep, clean, disinfect and restock employee and public restrooms (R423). Sweep, mop, clean & disinfect EFR. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Public Toilet Duties- Clean Men and Women public toilets: Wipe down all surfaces, clean sinks, faucets & commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop & disinfect the floor. Restock as needed. ESC/ELE Duties: Clean and disinfect ELE [121 & 122]. Clean and polish ESC [120 & 121]. Clean lower and upper landings. Remove all stickers and sticker residue. *Major Duty Cleaning- Wed: Spot clean the wind screens on the N/B and S/B platforms. [R422]	Pelham Bay Park	6	R423	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0142A	Station North	1500 - 2300	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Westchester Sq East Tremont Av	6	R420	1500 - 1700
*General Duties- see below				
***Major Duties- (1500-1600) R420 will perform general duties while station is rehabbed. Wed				
**General Duties- see below	Middletown Rd	6	R421	1710 - 1900
Lunch	Middletown Rd	6	R421	1900 - 1930
Major Duty Cleaning - 2010-2110 Sun	Middletown Rd	6	R421	1930 - 2110
**General Duties- see below	Westchester Sq East Tremont Av	6	R420	2120 - 2300
Report Off Duty.	Westchester Sq East Tremont Av	6	R420	2300 -
General Duties-Nightly: Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas and platforms. Disinfect all urine areas. Remove all stains, spills, and drag marks from platform and mezzanine floors. Empty, disinfect and clean all trash receptacles, including chrome tops, interior of trash receptacle base and remove stains on floor at base of all trash receptacles. Remove all pigeon droppings from all railings, stairways, platform, handrails and outside areas (3 ft.). Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Deck brush and disinfect gutters, sanitary bases, stairway landings and all platform ends. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse housings. Sweep, clean, disinfect and restock employee restroom. Mop the floors, wipe down the sink, mirror and scrub the toilet. Sweep and mop the EFR. Wipe down the microwave, refrigerator, and table. Wipe down and empty water tray on the Quench.				
Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Cleaning- Wed: Spot clean the wind screens on the N/B and S/B platforms. Sun: Spot clean the wind screens on the N/B and S/B platforms.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0142B	Station North	2300 - 0700	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform General Duties Major Duties- (0000-0045) Mon/Wed/Fri	Zerega Av	6	R419	2300 - 0045
Major Duty Floors- see below	Zerega Av	6	R419	0045 - 0130
General Duties- see below	Castle Hill Av	6	R418	0140 - 0300
Lunch	Castle Hill Av	6	R418	0300 - 0330
Major Duty Floors	Castle Hill Av	6	R418	0330 - 0430
General Duties	Castle Hill Av	6	R418	0430 - 0530
General Duties	Zerega Av	6	R419	0540 - 0700
Report off duty. Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. General Duties-Nightly- Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas and platforms. Disinfect all urine areas. Empty, disinfect and clean all trash receptacles, including chrome tops, interior of trash receptacle base and remove stains on floor at base of all trash receptacles. Remove all pigeon droppings from all railings, stairways, handrails, platform, and outside areas (3 ft.) Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all stains, spills, and drag marks from platform and mezzanine floors. Deck brush and disinfect gutters, sanitary bases, stairway landings and all platform ends. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Sweep, clean, disinfect and restock employee restroom. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Mon: Sweep and mop booth floors, wipe booth windows, ledges, the board and remove refuse. Wed: Clean and tidy the storage room(s). Remove all empty boxes. Fri: Clean and tidy scrubber room.	Zerega Av	6	R419	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0143	Station North	1500 - 2300	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below. **Major Duties- (1600-1700) see below -Wed	Morrison Av Soundview	6	R415	1500 - 1700
**General Duties - see below	Elder Av	6	R414	1710 - 1900
Lunch	Elder Av	6	R414	1900 - 1930
**General Duties- see below	Elder Av	6	R414	1930 - 2110
***Major Duty Cleaning- (2010-2110) see below-Sun				
**General Duties - see below	Morrison Av Soundview	6	R415	2120 - 2300
Report Off Duty. General Duties: Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas and platforms. Disinfect all urine areas. Remove all stains, spills, and drag marks from platform and mezzanine floors. Empty, disinfect and clean all trash receptacles, including chrome tops, interior of trash receptacle base and remove stains on floor at base of all trash receptacles. Dust mop and remove gum from floors. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform, and outside areas (3 ft.). Deck brush and disinfect gutters, sanitary bases, stairway landings and all platform ends. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Sweep, clean, disinfect and restock employee restroom. Mop the floors, wipe down the sink, mirror and scrub the toilet. Sweep and mop EFR, wipe down the Quench and remove refuse. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Wed: Spot clean the wind screens on the N/B and S/B platforms. Sun: Spot clean the wind screens on the N/B and S/B platforms.	Morrison Av Soundview	6	R415	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0143A	Station North	1500 - 2300	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Castle Hill Av	6	R418	1500 - 1700
*General Duties - see below ***Major Duties- (1600-1700) see below Sun				
**General Duties- see below	Zerega Av	6	R419	1710 - 1900
Lunch	Zerega Av	6	R419	1900 - 1930
*General Duties- see below ***Major Duties- (2010-2110) see below Wed	Castle Hill Av	6	R418	1930 - 2110
**General Duties- see below	Castle Hill Av	6	R418	2120 - 2300
Report Off Duty. General Duties- Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas and platforms. Disinfect all urine areas. Remove all pigeon droppings from all railings, stairways, platform, handrails and outside areas (3 ft.). Empty, disinfect and clean all trash receptacles, including chrome tops, interior of trash receptacle base and remove stains on floor at base of all trash receptacles Remove all stains, spills, and drag marks from platform and mezzanine floors. Deck brush and disinfect gutters, sanitary bases, stairway landings and all platform ends. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators*. Wipe down all digital ad panels.Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse housings. Sweep, clean, disinfect and restock employee restroom. Mop the floors, wipe down the sink, mirror and scrub the toilet. Sweep, clean, disinfect and mop EFR. *Major Duty Cleaning- Wed: Spot clean the wind screens on the N/B and S/B platforms. Sun: Spot clean the wind screens on the N/B and S/B platforms.	Castle Hill Av	6	R418	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0143B	Station North	1500 - 2300	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties - see below **Public restroom duties (1530-1600) see below Note- If public restrooms are out of service/or not open for use, the listed general duties will be performed.	Parkchester	6	R417	1500 - 1650
*General Duties - see below	St Lawrence Av	6	R416	1700 - 1850
**Public restroom duties	Parkchester	6	R417	1900 - 1930
Lunch	St Lawrence Av	6	R416	1940 - 2010
**General Duties- see below	St Lawrence Av	6	R416	2010 - 2200
Major Duty Cleaning - SAT -2010-2110				
**General Duties- see below	Parkchester	6	R417	2210 - 2300
Report Off Duty. General Duties-Daily- Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas and platforms. Disinfect all urine areas. Remove all stains, spills, and drag marks from platform and mezzanine floors. Empty, disinfect and clean all trash receptacles, including chrome tops, interior of trash receptacle base and remove stains on floor at base of all trash receptacles. Sweep, mop, clean, disinfect and restock the public & employee restrooms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform, and outside areas (3 ft.). Deck brush and disinfect gutters, sanitary bases, stairway landings and all platform ends. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean the EFRs. Wipe down the tables, microwave and refrigerator, remove refuse and clean and empty the tray to the Quench. **Public Restroom Duties- Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers, and soap as needed). *Major Duty Cleaning- Sat: Spot clean the wind screens on the N/B and S/B platforms.	Parkchester	6	R417	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0144	Station North	1500 - 2300	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Hunts Point Av	6	R412	1500 - 1700
*General Duties- see below				
***Public Restroom Duties- (1500-1530) see below				
*General Duties- see below	Whitlock Av	6	R413	1710 - 1850
Close public restrooms	Hunts Point Av	6	R412	1900 - 1910
Lunch	Hunts Point Av	6	R412	1910 - 1940
*Major Duty Cleaning - see below	Whitlock Av	6	R413	1950 - 2130
*General Duties- see below	Hunts Point Av	6	R412	2140 - 2300
ESC/ELE Cleaning Duties- (2140-2240) see below				
Report Off Duty.	Hunts Point Av	6	R412	2300 -
General Duties-Daily-				
Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas and platforms. Disinfect all urine areas. Remove all stains, spills, and drag marks from platform and mezzanine floors. Empty, disinfect and clean all trash receptacles, including chrome tops, interior of trash receptacle base and remove stains on floor at base of all trash receptacles. Sweep, mop, clean, disinfect and restock the public & employee restrooms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform, and outside areas (3 ft.). Deck brush and disinfect gutters, sanitary bases, stairway landings and all platform ends. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean the EFRs. Wipe down the tables, microwave and refrigerator, remove refuse and clean and empty the tray to the Quench.				
*ELE duties: Sweep out, clean & disinfect elevators #195, 196, 197. Wipe down the exterior & interior of each cab. Public restroom duties: Sweep, clean and disinfect the public restrooms. Scrub the toilet, wipe down the sink, spot clean tiled walls, and mirror and restock as necessary.				
**Public Toilet Duties- Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers, and soap as needed.				
*Major Duty Cleaning- Wed: Spot clean the wind screens on the N/B and S/B platforms.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0144A	Station North	1500 - 2300	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Longwood Av	6	R410	1500 - 1700
*General Duties - see below				
*General Duties -see below	E 149 St	6	R408	1710 - 1900
Major Duty Cleaning 1800-1900 Thu/Sat general duties performed Mon/Tue/Wed/Fri/Sun				
Lunch	E 149 St	6	R408	1900 - 1930
*General Duties- see below	E 149 St	6	R408	1930 - 2110
*General Duties- see below	Longwood Av	6	R410	2120 - 2300
Major Duty Cleaning 2200-2300 Thu/Sat general duties performed Mon/Tue/Wed/Fri/Sun				
Report Off Duty.	Longwood Av	6	R410	2300 -
General Duties-Daily- Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas and platforms. Remove all stains, spills, and drag marks from platform and mezzanine floors. Disinfect all urine areas. Deck brush and disinfect gutters, sanitary bases, stairway landings and all platform ends. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators*. Wipe down all digital ad panels. Sanitize all touch points. Empty, disinfect and clean all trash receptacles, including chrome tops, interior of trash receptacle base and remove stains on floor at base of all trash receptacles. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Clean and disinfect refuse housings. Sweep, clean, disinfect and restock employee restroom. Mop the floors, wipe down the sink, mirror and scrub the toilet. Sweep and mop EFR floors. Wipe down table, microwave, and refrigerator. Clean the Quench and empty the tray. Remove all refuse.				
*Major Duty Cleaning- General cleaning to take place Mon/Tue/Wed/Fri/Sun THU: Deck brush and disinfect gutters, sanitary bases, stairway landings and all platform ends. Remove all stains, spills, and drag marks from platform and mezzanine floors. Disinfect all urine areas. SAT: Clean and disinfect refuse rooms/refuse housings.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0145	Station North	1500 - 2300	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform *General Duties - see below Major Duty Cleaning 1600-1700 Thu/Sat General duties performed Mon/Tue/Wed/Fri/Sun	E 143 St St Mary's St	6	R406	1500 - 1700
*General Duties- see below **Major Duties- (1810-1910) see below Thu/Sat General duties performed Mon/Tue/Wed/Fri/Sun	Cypress Av	6	R404	1710 - 1910
Lunch	Cypress Av	6	R404	1910 - 1940
*General Duties- see below	Cypress Av	6	R404	1940 - 2150
*General Duties- see below	E 143 St St Mary's St	6	R406	2200 - 2300
Report Off Duty. General Duties-Daily- Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas and platforms. Remove all stains, spills, and drag marks from platform and mezzanine floors. Disinfect all urine areas. Deck brush and disinfect gutters, sanitary bases, stairway landings and all platform ends. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators*. Wipe down all digital ad panels. Sanitize all touch points. Empty, disinfect and clean all trash receptacles, including chrome tops, interior of trash receptacle base and remove stains on floor at base of all trash receptacles. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Clean and disinfect refuse housings. Sweep, clean, disinfect and restock employee restroom. Mop the floors, wipe down the sink, mirror and scrub the toilet. Clean EFR. Wipe down table, microwave, and refrigerator. Clean Quench and empty the water tray. Remove all refuse. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- General cleaning to take place Mon/Tue/Wed/Fri/Sun THU: Deck brush and disinfect gutters, sanitary bases, stairway landings and all platform ends. Remove all stains, spills, and drag marks from platform and mezzanine floors. Disinfect all urine areas. SAT: Clean and disinfect refuse rooms/refuse housings.	E 143 St St Mary's St	6	R406	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0145A	Station North	1500 - 2300	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	3 Av 138 St	6	R401	1500 - 1700
*General Duties- see below				
*General Duties- see below	Brook Av	6	R402	1710 - 1845
Lunch	Brook Av	6	R402	1845 - 1915
RTO Facilities/Tower	3 Av 138 St	6	R401	1925 - 2015
Clean, sweep, mop and disinfect.				
*Major Duties- see below	3 Av 138 St	6	R401	2015 - 2200
*General Duties- see below	3 Av 138 St	6	R401	2200 - 2300
Report Off Duty.	3 Av 138 St	6	R401	2300 -
*General Duties - Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platforms, mezzanines, including street stairways). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Remove stains drag marks, spills, scuff-marks from platform & mezzanine floor, including stairway landings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duties- Daily: Booths: Clean & mop booth floor, dust off all ledges. Clean booth glass interior/exterior with water. Scrubber Rooms- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Refuse Housings- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect . Platform/Stairway/Mezzaine: remove stains, footprints, scruff-marks, stickers and graffiti from walls. Bucket wash end platforms. RTO Facilities/Tower: Clean & mop all rooms, including restrooms/locker rooms. “Deodorize entire station at the beginning and end of each tour” Spot clean ADA Tactile as needed Deck brush & disinfect all gutters/sanitary bases/platform ends as needed throughout the station Wipe down all digital panels, HPI Units, CAI, HEETS and MVM/MEM & Remove Dust. Clean all AFC equipment including turnstile heads and validators throughout the station. Note: Task subject to change and/or chance				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0146	Station North	1500 - 2300	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	116 St	6	R256	1500 - 1630
**General Duties- see below				
**General Duties- see below	116 St	6	R256	1630 - 1730
**General Duties- see below	110 St	6	R254	1740 - 1840
**General Duties- see below	110 St	6	R254	1840 - 1940
Lunch	110 St	6	R254	1940 - 2010
**General Duties- see below	116 St	6	R256	2020 - 2120
**General Duties- see below	116 St	6	R256	2120 - 2220
*Major Duties- see below	116 St	6	R256	2220 - 2300
Report off duty.	116 St	6	R256	2300 -
**General Duties - Daily: Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways including street stairways. (remove dust balls, sands/dirt from threads, copings & landings). Mop entire platform and mezzanine floors. Mop all stairway landings leading to upper-mezzanine and street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Remove scuff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duties - Daily: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Platforms/Mezzanines: Remove stains, footprints, dust, scuff-marks from tile walls. Clean and polish exterior elevator cab/panels. Clean & polish stairway K-Rails/In-between spindles. Remove gum from floors, stairway threads/landings. Remove stickers and all unauthorized postings. Remove stains, spills, drag marks and unsanitary conditions from floors. Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Booth: Clean & mop floor, Dust off ledges, clean interior/exterior booth glass with water Employee Facility Rooms/Restrooms : Clean, mop, disinfect, remove dust from surfaces. Note: Task subject to change and/or chance Spot clean ADA Tactile as needed Deck brush & disinfect all gutters/sanitary bases/platform ends as needed throughout the station Wipe down all digital panels, HPI Units, CAI, HEETS and Remove Dust.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0147	Station North	1500 - 2300	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	77 St	6	R248	1500 - 1630
**General Duties- see below				
**General Duties- see below	77 St	6	R248	1630 - 1730
**General Duties- see below	96 St	6	R251	1740 - 1840
**General Duties- see below	96 St	6	R251	1840 - 1940
Lunch	96 St	6	R251	1940 - 2010
**General Duties- see below	77 St	6	R248	2020 - 2120
**General Duties- see below	77 St	6	R248	2120 - 2220
*Major Duties- see below	77 St	6	R248	2220 - 2300
Report off duty.	77 St	6	R248	2300 -
**General Duties - Daily: Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways including street stairways. (remove dust balls, sands/dirt from threads, copings & landings). Mop entire platform and mezzanine floors. Mop all stairway landings leading to upper-mezzanine and street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty . Major Duties- Daily: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Platforms/Mezzanines: Remove stains, footprints, dust, scruff-marks from tile walls. Clean and polish exterior elevator cab/panels. Clean & polish stairway K-Rails/In-between spindles. Remove gum from floors, stairway threads/landings. Remove stickers and all unauthorized postings. Remove stains, spills, drag marks and unsanitary conditions from floors. Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Booth: Clean & mop floor, Dust off ledges, clean interior/exterior booth glass with water Employee Facility Rooms/Restrooms : Clean, mop, disinfect, remove dust from surfaces. Note: Task subject to change and/or chance Spot clean ADA Tactile as needed Deck brush & disinfect all gutters/sanitary bases/platform ends as needed throughout the station Wipe down all digital panels, HPI Units, CAI, HEETS and Remove Dust.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0148	Station North	1500 - 2300	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on duty in full uniform.	68 St Hunter College	6	R246	1500 - 1630
**General Duties- see below	68 St Hunter College	6	R246	1630 - 1730
**General Duties- see below	103 St	6	R252	1740 - 1840
**General Duties- see below	103 St	6	R252	1840 - 1940
Lunch	103 St	6	R252	1940 - 2010
**General Duties- see below	68 St Hunter College	6	R246	2020 - 2120
**General Duties- see below	68 St Hunter College	6	R246	2120 - 2220
*Major Duties- see below	68 St Hunter College	6	R246	2220 - 2300
Report off duty. **General Duties - Daily: Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways including street stairways. (remove dust balls, sands/dirt from threads, copings & landings). Mop entire platform and mezzanine floors. Mop all stairway landings leading to upper-mezzanine and street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Remove scruff marks/stains/footprints from tile walls. Mop and clean elevators. Perform all listed General duties and additional tasks. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duties - Daily: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Platforms/Mezzanines: Remove stains, footprints, dust, scruff-marks from tile walls. Clean and polish exterior elevator cab/panels. Clean & polish stairway K-Rails/In-between spindles. Remove gum from floors, stairway threads/landings. Remove stickers and all unauthorized postings. Remove stains, spills, drag marks and unsanitary conditions from floors. Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Elevator Cabs: Clean and polish interior & exterior surfaces/panels - Street Level, Platform and Mezzanine Booth: Clean & mop floor, Dust off ledges, clean interior/exterior booth glass with water Employee Facility Rooms/Restrooms : Clean, mop, disinfect, remove dust from surfaces. Note: Task subject to change and/or chance Spot clean ADA Tactile as needed Deck brush & disinfect all gutters/sanitary bases/platform ends as needed throughout the station Wipe down all digital panels, HPI Units, CAI, HEETS and Remove Dust.	68 St Hunter College	6	R246	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0149	Station North	1500 - 2300	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	33 St	6	R231	1500 - 1730
*Perform General Duties-see below				
Lunch	28 St	6	R229	1745 - 1815
*Perform General Duties *see below	28 St	6	R229	1815 - 2115
**Major Duty* see below	28 St	6	R229	2115 - 2145
*Perform General Duties *see below	33 St	6	R231	2200 - 2300
Report Off Duty.	33 St	6	R231	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Deck brush stains on concrete floors. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”				
*Major Duty Cleaning- Sun: Booth- Clean booth [booth R229] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0149A	Station North	1500 - 2300	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Performed General Duties and Elevator Duties* - See Below	23 St	6	R227	1500 - 1700
*NB & SB (6) Mezzanine and Platform - Perform General Duties - See Below				
*Perform Major Duties- Elevator Duties - See Below	23 St	6	R227	1700 - 1730
*NB & SB (6) Mezzanine and Platform - Perform General Duties - See Below	Astor Pl	6	R219	1745 - 1900
Lunch	Astor Pl	6	R219	1900 - 1930
*Perform Major Duties- See Below	23 St	6	R227	1930 - 2030
*NB & SB (6) Mezzanine and Platform - Perform General Duties - See Below	23 St	6	R227	2045 - 2200
*Perform Major Duties- Room Cleaning- See Below	23 St	6	R227	2200 - 2300
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Major Duty Cleaning- *Elevator Duties-EL 292, EL 293 Clean and polish elevators. Remove gum. Sweep, mop, and disinfect elevator floors. Wipe down interior and exterior panels/ ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom. Sun-Sat : Daily Refuse Room & Housing Canisters- Disinfect housing canisters and floor base. Remove all debris from back of housing canisters and disinfect. Remove loose debris from refuse inserts and disinfect. Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Sun/Tue/Thurs/Sat: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Scrubber Room- Deck wash walls and floor. Clean/disinfect and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wipe down Fire Extinguishers. Restock supplies. **Elevator Duties - Clean and polish EL 292, EL 293. Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	23 St	6	R227	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0150	Station North	1500 - 2300	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Performed General Duties - See Below	Spring St	4 5 6	R215	1500 -
*Perform Major Duties - Rooms and Booth Cleaning -See below	Spring St	J Z	R215	1500 - 1600
*Perform General Duties - See below - NB & SB Platforms including Mezzanine(s)	Spring St	J Z	R215	1600 - 1745
*Perform General Duties - See below - NB & SB Platforms including Mezzanine(s)	Brooklyn Bridge City Hall	J Z	R210	1800 - 1930
Lunch	Brooklyn Bridge City Hall	J Z	R210	1930 - 2000
*Performed Major Duties -Elevator Duties- See Below	Brooklyn Bridge City Hall	J Z	R210	2000 - 2030
*Perform General Duties - See below - NB & SB Platforms including Mezzanine(s)	Brooklyn Bridge City Hall	J Z	R210	2030 - 2145
*Perform General Duties - See below - NB & SB Platforms including Mezzanine(s)	Spring St	6	R215	2200 - 2300
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Major Duty Cleaning- *Elevator Duties- EL742, EL 743 Clean and polish elevators. Remove gum. Sweep, mop, and disinfect elevator floors. Wipe down interior and exterior panels/ ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom. Mon/Wed/Fri : Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Sun/Tue/Thurs/Sat: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Scrubber Room- Deck wash walls and floor. Clean/disinfect and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wipe down Fire Extinguishers. Restock supplies.	Spring St	4 5 6	R215	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0150A	Station North	2300 - 0700	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Brooklyn Bridge City Hall	4 5 6	R210	2300 - 0030
General Duties - See below *NB (4) platform Including NB side MCU Passageway - Perform				
*Perform General duties - See below -Mezzanine Control Area (Paid & Unpaid) and Passageway leading toward J/Z passageway by 4,5,6 side including overpass	Brooklyn Bridge City Hall	4 5 6	R210	0030 - 0130
Lunch	Brooklyn Bridge City Hall	4 5 6	R210	0130 - 0200
*SB (4) platform Including SB Side MCU Passageway- Clean, Sweep, Mop	Brooklyn Bridge City Hall	4 5 6	R210	0200 - 0400
Performed General Duties- See below	Brooklyn Bridge City Hall	4 5 6	R210	0400 - 0530
*Performed Major Duties - Room Cleaning- see below	Brooklyn Bridge City Hall	4 5 6	R210	0530 - 0700
Report Off Duty. ***General Duties - Nightly: Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways (NB Platform stairways leading to Upper / Lower platform). Mop entire platform and mezzanine floors. Mop all stairway landings leading to upper-mezzanine an street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” Major Duties - Nightly: Sun-Sat: -Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. -Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. --Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. -Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office. Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX.	Brooklyn Bridge City Hall	4 5 6	R210	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0151	Station North	1500 - 2300	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties-see below *Elevator Duties-see below (1700-1730) *Major Duties-see below (1730-1800)	Canal St	6	A046	1500 - 1800
PERFORM DUTIES AT CANAL ST "J" *General Duties-see below	Canal St	6	A046	1800 - 1900
Lunch	Canal St	6	A046	1900 - 1930
**Elevator Duties- see below	Canal St	6	A046	1930 - 2030
PERFORM DUTIES AT CANAL ST "J" *General Duties-see below	Canal St	6	A046	2040 - 2200
*General Duties-see below	Canal St	6	A046	2200 - 2300
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways and street level elevators. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMS, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect , clean & Polish all trash receptacles. Remove all stains, spills and drag marks on floor areas & Spot mop. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Elevator Duties- Clean & Polish EL324 and EL325. Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom. *Major Duty Cleaning- Daily: Employee Bathroom & EFR - Clean & disinfect. Sweep and mop; clean toilet, vanity, and sink. Empty trash bins. Clean walls, as needed. Fri: Refuse Room - Clean & disinfect. Sweep, deck brush, mop, and remove all stains & drag marks. Breakdown all empty boxes. Wipe down fire extinguisher. Clean/wipe down walls, as needed.	Canal St	6	A046	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0151B	Station North	1500 - 2300	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform. *General Duties-see below *Elevator Duties-see below (1700-1730) *Major Duties-see below (1730-1800)"	Canal St	6 J	A046	1500 - 1630
*General Duties- see below (NB & SB Platforms)	Canal St	Q	A046	1630 - 1830
PERFORM DUTIES AT Park Place *General Duties- see below	Park Place	2 3	R115	1840 - 2000
Lunch	Park Place	2 3	R115	2000 - 2030
PERFORM DUTIES AT CANAL ST "J" *General Duties- see below "	Canal St	J	A046	2040 - 2300
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways and street level elevators. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect , clean & Polish all trash receptacles. Remove all stains, spills and drag marks on floor areas & Spot mop. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Daily: Employee Bathroom & EFR - Clean & disinfect. Sweep and mop; clean toilet, vanity, and sink. Empty trash bins. Clean walls, as needed. Fri: Refuse Room - Clean & disinfect. Sweep, deck brush, mop, and remove all stains & drag marks. Breakdown all empty boxes. Wipe down fire extinguisher. Clean/wipe down walls, as needed. Elevator Duties Clean and polish. (EL324, EL325) Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	Canal St	6	A046	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0152	Station North	0700 - 1500	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform. *Perform General Duties and Elevator Duties*-see below	59 St	4 5 6	R244	0700 - 0830
*Perform General Duties *Southbound Platform Lower Level and Underpass/Passageway				
*Perform General Duties * Southbound Lower Level Mezzanine & Stairways	59 St	4 5 6	R244	0830 - 0930
Lunch	59 St	4 5 6	R244	0930 - 1000
*Perform General Duties *Southbound Platform Upper Level and Underpass/Passageway	59 St	4 5 6	R244	1000 - 1200
Major Duty See below	59 St	4 5 6	R244	1200 - 1300
*Perform General Duties * Entire Station	59 St	4 5 6	R244	1300 - 1500
Report off duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Deck brush stains on concrete floors. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Major Duty Cleaning- Sun: Booth- Clean booth [booth R244] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office.	59 St	4 5 6	R244	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0153	Station North	2300 - 0700	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Inwood 207 St	A	N002A	2300 -
General Duties – see below	Inwood 207 St	A	N002A	2300 - 0100
Major Duty “Floors” – see below	Inwood 207 St	A	N002A	0100 - 0200
Major Duty “Cleaning”	Inwood 207 St	A	N002A	0200 - 0300
Lunch	Inwood 207 St	A	N002A	0300 - 0330
General Duties – see below	Dyckman St	A	N003	0340 - 0500
Major Duty “Floors” – see below	Dyckman St	A	N003	0500 - 0600
Major Duty “Cleaning” – see below	Dyckman St	A	N003	0600 - 0650
Report Off Duty.	Inwood 207 St	A	N002A	0700 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform, and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Clean Elevator 148,149. Clean and Sanitize Public bathroom Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Floors-Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. *Major Duty Cleaning – Elevators 207 St. Inwood Sat/Sun Clean & Polish Elevator 148 & 149 Wed: Clean & Polish Elevator 148 & 149 Fri: Clean & disinfect Public Bathroom				
*Major Duty Cleaning – Daily 207 St. Inwood Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies.				
*Major Duty Cleaning – Daily Dyckman St. Inwood Sun: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Sat: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0154	Station North	2300 - 0700	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform General Duties – see below	190 St	A	N006A	2300 - 0100
Major Duty “Floors” – see below	190 St	A	N006A	0100 - 0200
Major Duty “Cleaning”	190 St	A	N006A	0200 - 0300
Lunch	190 St	A	N006A	0300 - 0330
General Duties – see below	175 St	A	N010	0340 - 0500
Major Duty “Floors” – see below	175 St	A	N010	0500 - 0600
Major Duty “Cleaning” – see below	175 St	A	N010	0600 - 0650
Report off duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Clean All EL.(115,116,120,123,124) "Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty." *Major Duty Floors-Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and mop Elevators 115,116,120,123,124. **Elevator Duties-Major Duty Cleaning- 190 St and 175 St Sun/Sat- Clean and Polish all Elevators (115,116,120,123,124) Tue/Wed-Clean and Polish all Elevators (115,116,120,123,124) Clean and polish (elevator 115,116,120,123 and 124). Remove gum, sweep, mop, and disinfect elevator floors, wipe down interior and exterior panels/edges on all levels, (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove debris from elevator door sills. Clean and wipe down the safety edge with dry rag from top to bottom. *Major Duty Cleaning – Daily 190 & 175 Street. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.	190 St	A	N006A	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0154A	Station North	2300 - 0700	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform General Duties – see below	181 St	A	N007A	2300 - 0100
General Duties – see below	181 St	A	N007A	2330 - 0500
Major Duty “Floors” – see below	181 St	A	N007A	0100 - 0200
Major Duty “Cleaning” – see below	181 St	A	N007A	0200 - 0300
Lunch	181 St	A	N007A	0300 - 0330
Major Duty “Floors”– see below	181 St	A	N007A	0500 - 0600
Major Duty “Cleaning” – see below	181 St	A	N007A	0600 - 0700
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Clean All EL.(117,118,119) "Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty." *Major Duty Floors-Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and mop Elevators 117,118,119. Clean and Disinfect ESW 146 works with NC0163(0940-1000) **Elevator Duties- Major Duty cleaning Elevators 181 Street Sun/ Sat - Clean and Polish ALL Elevators (117,118,119) Tue/ Wed -Clean and Polish ALL Elevators (117,118, 119) Clean and polish (elevator117,118,119). Remove gum, sweep, mop, and disinfect elevator floors, wipe down interior and exterior panels/edges on all levels, (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove debris from elevator door sills. Clean and wipe down the safety edge with dry rag from top to bottom. *Major Duty Cleaning – Daily 181 Street. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.	181 St	A	N007A	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0155	Station North	2300 - 0700	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform General Duties – see below	168 St	A C	N013	2300 - 0200
Major Duty “Floors” – see below	168 St	A C	N013	0200 - 0300
Lunch	168 St	A C	N013	0300 - 0330
Major Duty “Cleaning”	168 St	A C	N013	0330 - 0430
Re-Scrap Entire Station. Empty and disinfect all Trash Receptacles. Disinfect all urine areas. Remove all stains, spills and drag marks on floor areas.	168 St	A C	N013	0430 - 0700
Report Off Duty. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Empty and disinfect all Trash Receptacles. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Clean Public Bathrooms if open. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. *Major Duty Cleaning – 168 Street Clean RTO Facilities Sweep, Mop, Disinfect, Dust and Empty Trash receptacles. Clean and Disinfect Employee Toilet and Lunch Room at Dispatcher’s office and Crew Room. Major Cleaning: (0200-0300) Mon: Major Clean and Disinfect RTO Men’s Toilet Tues: Major Clean and Disinfect Women’s Toilet Wed: Clean, sweep, disinfect and Hose Wash Emergency Stairway at 168 ‘1’ (Works with NHDC127)) Thurs: Major Clean and Disinfect Dispatcher’s Office Fri: Major Clean and Disinfect RTO Lunch Room/Locker Room Sat: Clean, sweep, disinfect and Hose Wash Emergency Stairway at 168 ‘1’ (Works with NCDC127)	168 St	A C	N013	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0156	Station North	2300 - 0700	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	155 St	C	N017	2300 - 0100
*General Duties-see below				
**Major duties Floors Nightly	155 St	C	N017	0100 - 0200
Lunch	155 St	C	N017	0200 - 0230
***Major Duty Cleaning	155 St	C	N017	0230 - 0300
*General Duties-see below	163 St-Amsterdam Av	C	N016A	0310 - 0500
**Major duties Floors Nightly	163 St-Amsterdam Av	C	N016A	0500 - 0600
***Major Duty Cleaning	163 St-Amsterdam Av	C	N016A	0600 - 0645
Report off duty	155 St	C	N017	0700 -
*General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.				
*Major Duty Cleaning- 155 St & 163rd St : Mon: Pick up Dry/Chemical Supplies from 125 ABCD Tue: Clean Trash Receptacles and Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing Wed: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Fri: Employee Toilets- Clean Employee toilet Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Thu: Scrubber Room/ CTA room - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0156A	Station North	2300 - 0700	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform General Duties-see below	116 St	B C	N030	2300 - 0100
Major duties Floors Nightly	116 St	B C	N030	0100 - 0200
Lunch	116 St	B C	N030	0200 - 0230
Major Duty Cleaning	116 St	B C	N030	0230 - 0300
General Duties-see below	135 St	B C	N024	0310 - 0500
Major Duties Floors Nightly	135 St	B C	N024	0500 - 0600
Major Duty Cleaning-see below	135 St	B C	N024	0600 - 0645
Report off duty General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Major Duty Cleaning- 116 St & 135 St. :SAT MON: Pick up Dry/Chemical Supplies from 125 ABCD TUE: Clean Trash Receptacles and 135 St Refuse Housing & refuse room for 116 St-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing WED/ SAT : Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers.(FRI: Employee Toilets- Clean Employee toilet Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. THU/ SUN: Scrubber Room/ CTA room - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies.	116 St	B C	N030	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0157	Station North	2300 - 0700	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. PERFORM DUTIES ON THE A/C LINE.	145 St	A B C D	N020	2300 -
*General Duties - See below.	145 St	A C	N020	2300 - 0200
Lunch	145 St	A C	N020	0200 - 0230
*General Duties-Floors Nightly	145 St	A C	N020	0230 - 0400
*Major Duties	145 St	A C	N020	0400 - 0430
*General Duties	145 St	A C	N020	0430 - 0700
Report Off Duty. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap mezzanine by booth, control areas, platforms, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms by booth. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. *Major Duty Cleaning- Mon: Pick up Dry/Chemical Supplies from 125 ABCD & throw out all empty boxes and bottles. Declutter and organize room. Tue: Clean Trash Receptacles and Refuse Rooms -Wipe down exterior panel. Remove loose debris from refuse room floor. Bucket wash and disinfect room. Wed/ Sat: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Fri: Employee Toilets by booth Clean Employee toilet Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Restock supplies (toilet tissue, paper towels, toilet seat covers) and soap as needed. Thu/ Sun: Scrubber Room/ CTA Room - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down fire extinguishers and eyewash units. Restock supplies.	145 St	A B C D	N020	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0157A	Station North	2300 - 0700	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. PERFORM DUTIES ON THE B/D LINE.	145 St	A B C D	N020	2300 -
*General Duties - See below.	145 St	B D	N020	2300 - 0200
Lunch	145 St	B D	N020	0200 - 0230
Escalator Duties - see below	145 St	B D	N020	0230 - 0400
*Major Duty Floors- see below	145 St	B D	N020	0400 - 0500
*Major Duty– see below	145 St	B D	N020	0500 - 0530
*General Duties- see below	145 St	B D	N020	0530 - 0700
Report Off Duty. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap mezzanine by unmanned area 147 St Mezza nine v , platforms, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMS, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms by booth .Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Major Duty Cleaning-145 St Mon: Pick up Dry/Chemical Supplies from 125 ABCD & throw out all empty boxes. Keep the room tidy and clutter free Tue: Clean Trash Receptacles and Refuse Rooms -Wipe down exterior panel. Remove loose debris from refuse room floor. Bucket wash and disinfect, break down boxes, and remove unauthorized items. Wed/ Sat: Employee Facility Room- 147 St Mezzanine Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down fire extinguishers. Fri: Employee Toilets by unmanned area Clean employee bathroom including wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Restock supplies (toilet tissue, paper towels, toilet seat covers) and soap as needed. Thu/ Sun: Scrubber Room/ CTA Room - Deck wash walls and floor. Clean and organize the room. Discard empty boxes and chemical bottles. Wipe down fire extinguishers and eyewash units. Restock supplies. **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean [ESC #115 & #116]. Remove gum and damp mop upper and lower landings. Clean and polish exterior and interior of Escalator panels. Clean adjacent tile walls. Remove all graffiti, stickers, and sticker/glue residue from handrails and overhead Annunciators	145 St	A B C D	N020	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0158	Station North	2300 - 0700	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Cathedral Pkwy 110 St	B C	N035	2300 -
*General Duties-see below.	Cathedral Pkwy 110 St	B C	N035	2300 - 0100
**Major duties Floors Nightly	Cathedral Pkwy 110 St	B C	N035	0100 - 0200
Lunch	Cathedral Pkwy 110 St	B C	N035	0200 - 0230
***Major Duty Cleaning	Cathedral Pkwy 110 St	B C	N035	0230 - 0300
*General Duties-see below	103 St	B C	N037	0315 - 0515
**Major duties Floors Nightly	103 St	B C	N037	0515 - 0615
***Major Duty Cleaning	103 St	B C	N037	0615 - 0645
Report Off Duty. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. ***Major Duty Cleaning- Mon: Supply Room: Pick up Dry/Chemical Supplies from 125 ABCD (for both 110 & 103). Declutter and organize room including discard empty boxes and bottles and wipe down fire extinguisher. Tue: Clean Trash Receptacles and 103rd St Refuse Housing & refuse room for 110 St-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing Wed/ Sat: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Fri: Employee Toilets- Clean Employee Toilet Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Restock supplies (toilet tissue, paper towels, toilet seat covers) and soap as needed. Thu/ Sun: Scrubber Room/ CTA Room - Deck wash walls and floor. Clean and organize room including discard empty boxes and chemical bottles. Wipe down fire extinguishers and eyewash units. Restock supplies.	Cathedral Pkwy 110 St	B C	N035	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0159	Station North	2300 - 0700	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM.	86 St	B C	N043	2300 - 0200
*General Duties- see below				
*Major Duty “Floors”- see below	86 St	B C	N043	0200 - 0300
Lunch	86 St	B C	N043	0300 - 0330
Major Duty Cleaning- see schedule below.	96 St	B C	N040	0340 - 0430
*General Duties- see below	96 St	B C	N040	0430 - 0650
*Major Duty “Floors”- see below				
Report off duty.	86 St	B C	N043	0700 -
<div>*Major Duty Cleaning- Sun: Employee Bathrooms - Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Mon: Chemical and Dry Supply Room - Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Tidy and organize supply rooms. Tue: Employee Facility Room - Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wed: Refuse Room – Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Thu: Clean and polish MVMs, MEMs, HEETs, Turnstiles and chromes railing. Clean and polish all trash receptacles. Fri: Scrubber Room - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Sat: Booth N043 and N040 - Clean booth interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Sign Booth Major Duty Form.</div>				
<div>*General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.</div>				
<div>*Major Duty Floors-Nightly Remove dust balls and gum from floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms.</div>				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0160	Station North	2300 - 0700	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	50 St	C E	N057	2300 - 0200
*General Duties Downtown C & E Platform, Mezzanine & Stairways - see below				
*Escalator Duties	50 St	C E	N057	0200 - 0245
Lunch	50 St	C E	N057	0245 - 0315
Major Duty Cleaning- Refuse Room	50 St	C E	N057	0315 - 0400
Bathroom Duties - Downtown C Mezzanine	50 St	C E	N057	0400 - 0500
**Inspect station for Downtown C & E Platforms, Stairways & Mezzanines for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains"	50 St	C E	N057	0500 - 0700
Report off duty.	50 St	C E	N057	0700 -
*General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean [E263]. Remove gum and damp mop upper and lower landings. Clean and polish exterior and interior of Escalator panels. Clean adjacent tile walls. Remove all accessible graffiti, stickers, and sticker/glue residue from handrails and overhead Annunciators.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0161	Station North	2300 - 0700	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Spring St	C E	N086	2300 -
** General Duties- see below	Spring St	C E	N086	2300 - 0200
*Major Duty “Floors”- see below	Spring St	C E	N086	0200 - 0230
Lunch	Spring St	C E	N086	0230 - 0300
Major Duty Cleaning- see below	Spring St	C E	N086	0300 - 0330
*General Duties- see below	Spring St	C E	N086	0330 - 0700
Report off duty	Spring St	C E	N086	0700 -
*General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Floors-Nightly Remove dust balls and gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings				
Major Duty Cleaning- Sun: Bathroom - Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Mon: Chemical and Dry Supply Room - Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Tidy and organize supply rooms. Tue: Employee Facility Room and Scrubber Room - Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wed: Refuse Room – Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: Clean and polish MVMs, MEMs, HEETs, Turnstiles and chromes railing. Fri: Clean and polish all trash receptacles. Sat: Booth N086 - Clean booth interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Sign Booth Major Duty Form.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0161A	Station North	2300 - 0700	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	23 St	C E	N076	2300 - 0200
*General Duties- see below				
*Major Duty “Floors”- see below	23 St	C E	N076	0200 - 0300
Lunch	23 St	C E	N076	0300 - 0330
Major Duty Cleaning- see below	23 St	C E	N076	0330 - 0430
*General Duties- see below	23 St	C E	N076	0430 - 0700
Report off duty.	23 St	C E	N076	0700 -
*General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Floors-Nightly Remove dust balls and gum from floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms.				
*Major Duty Cleaning- Sun: Employee Bathrooms - Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Mon: Chemical and Dry Supply Room - Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Tidy and organize supply rooms. Tue: Employee Facility Room - Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wed: Refuse Room – Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Thu: Clean and polish MVMs, MEMs, HEETs, Turnstiles and chromes railing. Clean and polish all trash receptacles. Fri: Scrubber Room - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Sat: Booth N076 - Clean booth interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Sign Booth Major Duty Form.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0161B	Station North	0700 - 1500	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM. *General Duties	23 St	A C E	N076	0700 - 1030
Lunch	23 St	A C E	N076	1030 - 1100
General Duties	8 Av	L	H001	1100 - 1230
RTO Facilities Sweep, Mop And Disinfect Toilets And Empty Trash Receptacles.	8 Av	L	H001	1230 - 1300
General Duties	23 St	A C E	N076	1300 - 1500
Report Off Duty. General Duties- Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.	23 St	A C E	N076	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0162	Station North	0700 - 1500	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Inwood 207 St	A	N002A	0700 -
General Duties – see below	Inwood 207 St	A	N002A	0700 - 0900
Major Duty “Floors” – see below	Inwood 207 St	A	N002A	0900 - 1000
Major Duty “Cleaning” -see below	Inwood 207 St	A	N002A	1000 - 1100
Lunch	Inwood 207 St	A	N002A	1100 - 1130
General Duties – see below	Dyckman St	A	N003	1140 - 1300
Major Duty “Floors” – see below	Dyckman St	A	N003	1300 - 1400
Major Duty “Cleaning” – see below	Dyckman St	A	N003	1400 - 1450
Report off duty.	Inwood 207 St	A	N002A	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform, and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Clean Elevator 178 Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Floors-Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.				
*Major Duty Cleaning – Elevators 207 St. Inwood Sat/Sun Clean & Polish Elevator 148 & 149 Wed/Fri Clean & Polish Elevator 148 & 149				
*Major Duty Cleaning – Daily 207 St. Inwood Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies.				
*Major Duty Cleaning – Daily Dyckman St. Inwood Sun: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Sat: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0163	Station North	0700 - 1500	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full In Uniform. General Duties -RTO Facility Room	Inwood 207 St	A	N002A	0700 - 0900
Major Duty “Floors” – see below Emergency Stair Way-ESW 145 &146 - N/6A/N7A	Inwood 207 St	A	N002A	0900 - 1000
Major Duty “Cleaning” -RTO Facility Room	Inwood 207 St	A	N002A	1015 - 1100
Lunch	Inwood 207 St	A	N002A	1100 - 1130
General Duties – see below Tower A&B 207 St Yard	Inwood 207 St	A	N002A	1140 - 1300
Major Duty “Floors” – see below Tower A&B 207 St Yard	Inwood 207 St	A	N002A	1300 - 1400
Major Duty “Cleaning” – see below Tower A&B 207 St Yard	Inwood 207 St	A	N002A	1400 - 1450
Report off duty. *General Duties-Daily Inspect Tower, Dispatchers Office, RTO Facilities @ 207 St. Station & 207 St Yard for unsanitary conditions and correct. Sweep all stairs (leading to platform, and street). Clean/Scrap, Mop all Tower areas, and passageways. Wipe down & disinfect all stairway handrails. Remove all pigeon droppings from all railings, stairways to platform and outside areas (3 ft.) around. .Empty, disinfect and clean all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from floors. Clean all Stainless Steels. Dust Ledges, Clean Windows throughout RTO Facilities. Clean and Disinfect All Employee Bathrooms. Clean and polish tops of tables and chairs. Remove all trash to refuse housing. Maintain availability of all toiletries. "Deodorize the entire RTO Facility upon arriving and departing each Facility you are assigned to clean during your tour of duty." *Major Duty Floors-Daily Sweep & Disinfect Emergency Stairs @ 190 St. & 181 St.(Works with NC0 164/164A) Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from floors and stairs. Clean all porcelain fixtures. Dispose refuse food and drinks left on tables and kitchen counters, Clean and disinfect areas around all refuse containers including housing 207 St. Tower. *Major Duty Cleaning- Sun: Refuse Housing 207 St. Tower A/B- Bucket Wash, and Discard all debris and empty boxes. Disinfect areas around housing Clean & Wax floors. Mon: Supply Room- Pickup and organize supply rooms. Remove empty boxes. Dust/Wipe down shelves top of Fire Extinguishers. Tue: Bathroom Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Housing- 207 St. Tower A/B- Bucket Wash, and Discard all debris and empty boxes. Disinfect areas around housing. Clean & Wax floors. Thu: Supply Room- Pickup and organize supply rooms. Remove empty boxes. Dust/Wipe down shelves top of Fire Extinguishers. Fri: : Bathroom Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Refuse Housing 240 St. Tower- Bucket Wash, and Discard all debris and empty boxes. Disinfect areas around housing Clean & Wax floors	Inwood 207 St	A	N002A	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0164	Station North	0700 - 1500	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform General Duties – see below	190 St	A	N006A	0700 - 0900
Major Duty “Floors” – see below	190 St	A	N006A	0900 - 1000
Major Duty “Cleaning” – see below	190 St	A	N006A	1000 - 1100
Lunch	190 St	A	N006A	1100 - 1130
General Duties – see below	175 St	A	N010	1140 - 1300
Major Duty “Floors” – see below	175 St	A	N010	1300 - 1400
Major Duty “Cleaning” – see below	175 St	A	N010	1400 - 1450
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Clean All EL.(115,116,120,123,124) "Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty." *Major Duty Floors-Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and mop Elevators 115,116,120,123,124. Clean & Disinfect ESW 145 works with NC0163 (0900-0930) **Elevator Duties-Major Duty Cleaning 190 St & 175 ST Sun/ Sat- Clean and Polish All Elevators (115,116,120,123,124) Tue/Wed- Clean and Polish All Elevators (115,116,120,123,124) Clean and polish (elevator 115,116,120,123,124). Remove gum, sweep, mop, and disinfect elevator floors, wipe down interior and exterior panels/edges on all levels, (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove debris from elevator door sills. Clean and wipe down the safety edge with dry rag from top to bottom. *Major Duty Cleaning – Daily 190 & 175 Street. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.	190 St	A	N006A	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0164A	Station North	0700 - 1500	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on duty in full uniform	181 St	A	N007A	0700 - 0900
General Duties				
Major Duty “Floors”	181 St	A	N007A	0900 - 1000
Major Duty “Cleaning”	181 St	A	N007A	1000 - 1100
Lunch	181 St	A	N007A	1100 - 1130
General Duties	181 St	A	N007A	1130 - 1300
Major Duty “Floors”	181 St	A	N007A	1300 - 1400
Major Duty “Cleaning”	181 St	A	N007A	1400 - 1500
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Clean All EL.(117,118,119) "Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty." *Major Duty Floors-Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and mop Elevators 117,118,119. Clean and Disinfect ESW 146 works with NC0163(0940-1000) *Major Duty Cleaning – Elevators 181 Street. Sun/Sat: Clean & Polish All Elevators(117,118,119,) Tue/Wed: : Clean & Polish All Elevators(117,118,119,) *Major Duty Cleaning – Daily 181 Street. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.	181 St	A	N007A	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0165	Station North	0700 - 1500	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform General Duties – see below	168 St	A C	N013	0700 - 1000
Major Duty “Cleaning” – see below	168 St	A C	N013	1000 - 1100
Lunch	168 St	A C	N013	1100 - 1130
Major Duty “Floors” – see below	168 St	A C	N013	1130 - 1230
Major Duty Cleaning "Elevators"- see below Elevators (139,140,141)	168 St	A C	N013	1230 - 1350
Scrap Mezzanine and Platform Areas. Sweep all Street Mezzanine Stairways. Empty and Disinfect all Trash Receptacles. Clean inside (chrome) of all receptacles	168 St	A C	N013	1350 - 1500
Report off duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Elevator Duties Clean and polish (elevator 139,140,141). Remove gum, sweep, mop, and disinfect elevator floors, wipe down interior and exterior panels/edges on all levels, (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove debris from elevator door sills. Clean and wipe down the safety edge with dry rag from top to bottom. *Major Duty Floors - Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. *Major Duty Cleaning Sun.: Clean Booth N013 interior and exterior including booth windows. Sweep and mop floor, wash walls and remove dust from ledges. Empty booth garbage. Clean all turnstiles. Mon: Clean Managers/Supervisor office Tue: Clean and disinfect refuse room Wed: Clean and disinfect all trash receptacles Thurs: Clean and polish all turnstiles including the bottom of turnstiles. Wipe top of MVM’s and MEM’s. Fri: Clean Employee Restroom. Clean and disinfect toilet bowl and sink. Sweep and mop floors. Replenish toilet paper, soap and hand towel. Empty trash in consolidated Facility Room Sat: Clean and disinfect refuse room	168 St	A C	N013	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0166	Station North	0700 - 1500	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	155 St	C	N017	0700 - 0845
*General Duties- See below				
**Major Duties - See below	155 St	C	N017	0845 - 0915
*General Duties- See below	163 St-Amsterdam Av	C	N016A	0930 - 1115
Lunch	163 St-Amsterdam Av	C	N016A	1115 - 1145
**Major Duties - See below	163 St-Amsterdam Av	C	N016A	1145 - 1215
*General Duties- See below	163 St-Amsterdam Av	C	N016A	1215 - 1330
*General Duties- See below	155 St	C	N017	1345 - 1500
Report Off Duty.	155 St	C	N017	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways on both sides of Jerome Ave. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Wipe sand box. Disinfect benches. Clean and wipe map frames. Remove stain and spot clean ADA tactile. Clean and disinfect pigeons’ dropping. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Cleaning- 155 Steet, 163 Street: Sat: Supply Room Pick up Dry/Chemical Supplies from 125 ABCD, make it tidy and clutter free, wipe down fire extinguishers inside the room, Sun: Wash refuse room and Clean Trash Receptacles: wipe down exterior panels of trash receptacles. Remove loose debris from refuse room/ housing. Bucket wash and disinfect refuse room/housing. Mon: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Tue: Employee Toilets- Clean Employee Toilet Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Wed: Scrubber Room/ CTA room - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Thu: Wipe, clean, disinfect wall tiles from N/B platform. Fri: Wipe, clean, disinfect wall tiles from S/B platform.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0166A	Station North	0700 - 1500	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	116 St	B C	N030	0700 - 0900
*General Duties- See Below				
**Major Duties - See below	116 St	B C	N030	0900 - 0930
*General Duties- See Below	135 St	B C	N024	0940 - 1130
Lunch	135 St	B C	N024	1130 - 1200
**Major Duties - See below	135 St	B C	N024	1200 - 1230
*General Duties- See Below	135 St	B C	N024	1230 - 1345
*General Duties- See Below	116 St	B C	N030	1400 - 1500
Report Off Duty.	116 St	B C	N030	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways on both sides of Jerome Ave. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Wipe sand box. Disinfect benches. Clean and wipe map frames. Remove stain and spot clean ADA tactile. Clean and disinfect pigeons’ dropping. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Cleaning- 116 Street, 135 Street: Sat: Supply Room Pick up Dry/Chemical Supplies from 125 ABCD, make it tidy and clutter free, wipe down fire extinguishers inside the room, Sun: Wash refuse room and Clean Trash Receptacles: wipe down exterior panels of trash receptacles. Remove loose debris from refuse room/ housing. Bucket wash and disinfect refuse room/housing. Mon: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Tue: Employee Toilets- Clean Employee Toilet Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Wed: Scrubber Room/ CTA room - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Thu: Wipe, clean, disinfect wall tiles from N/B platform. Fri: Wipe, clean, disinfect wall tiles from S/B platform.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0168	Station North	0700 - 1500	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	149 St-Grand Concourse	4	R261	0700 - 0900
*General Duties- see below				
*General Duties- see below	138 St-Grand Concourse	4 5	R259	0910 - 1010
*Major Duties- see below	138 St-Grand Concourse	4 5	R259	1010 - 1110
Lunch	138 St-Grand Concourse	4 5	R259	1110 - 1140
*Major Duties- see below	149 St-Grand Concourse	4	R261	1150 - 1350
**General Duties- see below	149 St-Grand Concourse	4	R261	1350 - 1500
Report Off Duty.	149 St-Grand Concourse	4	R261	1500 -
*General Duties - Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street, including stairways leading to LL Mezzanine). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Remove stains drag marks, spills, scuff-marks from platform & mezzanine floor, including stairway landings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duties-Nightly: Elevator Cabs: Clean and polish interior & exterior surfaces/panels - Street Level, Platform and Mezzanine. Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Refuse Room/Housings- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Platform/Stairway/Mezzanine: remove stains, footprints, scruff-marks, stickers and graffiti from walls. Spot clean ADA Tactile as needed Deck brush & disinfect all gutters/sanitary bases/platform ends as needed throughout the station Wipe down all digital panels, HPI Units, CAI, HEETS and MVM/MEM & Remove Dust. Clean all AFC equipment including turnstile heads and validators throughout the station “Deodorize entire station at the beginning and end of each tour” Note: Task subject to change and/or chance				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0169	Station North	0700 - 1500	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Cathedral Pkwy 110 St	B C	N035	0700 - 0900
*General Duties- See below				
**Major Duties - See below	Cathedral Pkwy 110 St	B C	N035	0900 - 0930
*General Duties- See below	103 St	B C	N037	0940 - 1130
Lunch	103 St	B C	N037	1130 - 1200
**Major Duties - See below	103 St	B C	N037	1200 - 1230
*General Duties- See below	103 St	B C	N037	1230 - 1350
*General Duties- See below	Cathedral Pkwy 110 St	B C	N035	1400 - 1500
Report Off Duty	Cathedral Pkwy 110 St	B C	N035	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways on both sides of Jerome Ave. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Wipe sand box. Disinfect benches. Clean and wipe map frames. Remove stain and spot clean ADA tactile. Clean and disinfect pigeons’ dropping. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Cleaning- 110 Street, 103 Street: Sat: Supply Room Pick up Dry/Chemical Supplies from 125 ABCD, make it tidy and clutter free, wipe down fire extinguishers inside the room, Sun: Clean Housing & refuse room: Trash Receptacles and 103rd St Refuse -Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing Mon: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Tue: Employee Toilets- Clean Employee Toilet Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Wed: Scrubber Room/ CTA room - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Thu: Wipe, clean, disinfect wall tiles from N/B platform. Fri: Wipe, clean, disinfect wall tiles from S/B platform.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0169A	Station North	0700 - 1500	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM.	72 St	B C	N046	0700 - 1000
*General Duties- see below				
*Major Duty- see below	72 St	B C	N046	1000 - 1050
LUNCH	81 St-Museum of Natural History	B C	N044	1100 - 1130
*Major Duty- see below	81 St-Museum of Natural History	B C	N044	1130 - 1230
**General Duties- see below	81 St-Museum of Natural History	B C	N044	1230 - 1500
Report off duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Sun: Booth N046 and N044 - Clean booth interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Sign Booth Major Duty Form. Mon: Refuse Room - Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Tue: Employee Toilets - Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Continue with General Duties.	72 St	B C	N046	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0170	Station North	0700 - 1500	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	86 St	B C	N043	0700 - 1000
*General Duties- see below				
*Major Duty- see below	86 St	B C	N043	1000 - 1050
Lunch	96 St	B C	N040	1100 - 1130
*Major Duty- see below	96 St	B C	N040	1130 - 1230
**General Duties- see below	96 St	B C	N040	1230 - 1450
Report off duty.	86 St	B C	N043	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Cleaning- Sun: Booth N043 and N040 - Clean booth interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Sign Booth Major Duty Form. Mon: Refuse Room - Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Tue: Employee Toilets - Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Bucket Wash Gutters on all Platforms and unpaid/paid mezzanine.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0170A	Station North	0700 - 1500	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	50 St	C E	N057	0700 - 1030
General Duties				
Major Duty	50 St	C E	N057	1030 - 1130
Lunch	50 St	C E	N057	1130 - 1200
General Duties	50 St	C E	N057	1200 - 1450
Report off duty.	50 St	C E	N057	1500 -
General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duty Cleaning- Sun: Booth N057- Clean booth interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Northbound Refuse Room - Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Southbound Refuse Room - Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Wed: Supply Room - Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Including Storage Room, key #11. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0171	Station North	2300 - 0700	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	125 St	A B C D	N026	2300 - 0100
*General Duties-see below				
***Public Restroom Duties (clean @ 2400 hrs) – see below Note- If public restrooms out of service, listed General Duties will be performed:				
**Major Duty Elevators- see below	125 St	A B C D	N026	0100 - 0230
Lunch	125 St	A B C D	N026	0230 - 0300
***Major Duty Cleaning	125 St	A B C D	N026	0300 - 0330
*Major Duties Floors-Nightly	125 St	A B C D	N026	0330 - 0530
*General Duties-see below	125 St	A B C D	N026	0530 - 0645
***Public Restroom Duties (open @ 0700 hours) – see below Note- If public restrooms out of service, listed General Duties will be performed	125 St	A B C D	N026	0645 - 0700
Report Off Duty	125 St	A B C D	N026	0700 -
*General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duty Elevator Cleaning: Remove gum from floors, sweep, disinfect & mop floors, clean and polish interior& exterior of glass & chrome on all levels, wipe down ledges on all levels. Reopen the public toilet at 0700 hrs after restocking and cleaning the public toilet				
*Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.				
*Major Duty Cleaning Mon: Supply Room Declutter and organize room. Discard empty boxes and bottles, wipe down fire extinguisher Tue: Clean Trash Receptacles and Refuse Rooms Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing Wed/ Sat: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down fire extinguisher Fri: Employee Toilets- Clean employee bathroom including wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Restock supplies (toilet tissue, paper towels				
**Elevator Duties - Clean and polish [ELE #142, 143 & 145]. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0172	Station North	0700 - 1500	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform *General Duties- Northbound & South Bound Platforms including the Stairways See description below	59 St Columbus Circle	A B C D	N051	0700 - 1045
Lunch	59 St Columbus Circle	A B C D	N051	1045 - 1115
*Major Duty- see below	59 St Columbus Circle	A B C D	N051	1115 - 1245
*General Duties- see below	59 St Columbus Circle	A B C D	N051	1245 - 1450
Report off duty *General Duties-Daily [1245-1450] – Check Elevators (EL277, EL278, EL279 & EL280) for unsatisfactory conditions, correct if found - Clean outside of elevators on NB & SB Platforms Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Sun: Booth N051- Clean booth interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Sign Booth Major Duty Form. Mon: Employee Toilets N051 Control Area - Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Tue: Refuse Housing/Room -Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room & Employee Locker Room - Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. N051 Middle Mezzanine, Southbound & Northbound platforms - *Extra 45 minutes allowed for Major Duty Sat: Station Supervisor Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office.	59 St Columbus Circle	A B C D	N051	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0172A	Station North	0700 - 1500	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM. *General Duties - N051 Mezzanine and Ramp	59 St Columbus Circle	A C E	N051	0700 - 0900
*Elevator Duties - See Below	59 St Columbus Circle	A C E	N051	0900 - 1000
*RTO Facilities Duties	59 St Columbus Circle	A C E	N051	1000 - 1045
Lunch	59 St Columbus Circle	A C E	N051	1045 - 1115
*Major Duty- see below	59 St Columbus Circle	A C E	N051	1115 - 1245
Island Platform (Out of Service Platform) - Scrap, Deck, Hose wash & disinfect near Refuse Housing Canisters Ensure all garbage properly removed with no exposed bags	59 St Columbus Circle	A C E	N051	1245 - 1345
*General Duties - N051 Mezzanine and Ramp description below	59 St Columbus Circle	A C E	N051	1345 - 1500
Report off duty *General Duties-Daily [1245-1450] – Check Elevators (EL277, EL278, EL279 & EL280) for unsatisfactory conditions, correct if found Inspect station for unsanitary conditions and correct. Sweep all stairs in the N051 Mezzanine paid/unpaid control area, Southbound and Northbound platforms, passageway, and street. Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, N051 control area, southbound and northbound platform. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in N051 control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty N051 booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Sun: Booth N051- Clean booth interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Sign Booth Major Duty Form. Mon: Employee Toilets N051 Control Area - Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Tue: Refuse Housing/Room -Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room & Employee Locker Room - Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. N051 Middle Mezzanine, Southbound & Northbound platforms - *Extra 45 minutes allowed for Major Duty Sat: Station Supervisor Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office. ***RTO Facilities Duties Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men restrooms. Wipe down all surfaces including Quench machines, tables and seats and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES.	59 St Columbus Circle	A C E	N051	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0173	Station North	0700 - 1500	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	42 St/Port Authority Bus Terminal	A C E	N062A	0700 - 0930
*General Duties- see below				
*Major Duty- see below	42 St/Port Authority Bus Terminal	A C E	N062A	0930 - 1030
Lunch	42 St/Port Authority Bus Terminal	A C E	N062A	1030 - 1100
**District 2 Field Office	42 St/Port Authority Bus Terminal	A C E	N062A	1100 - 1130
**General Duties- see below	42 St/Port Authority Bus Terminal	A C E	N062A	1130 - 1500
Report Off Duty. *General Duties-Daily – From 44th St to N062A, Start Point At 44th Street Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Sun: Northbound Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Mon: Northbound Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Employee Facility Room - Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Wed: Stairways - Bucket Wash Stairways S12, M13 A/B, S13 and M14 A/B. Clean adjacent tile walls. Remove all stickers. Thu: Stairways - Bucket Wash Stairways S10 and M11 A/B. Clean adjacent tile walls. Remove all stickers. Fri: Gutters - Bucket Wash all gutters from 44th St to N062A. Sat: Middle Mezzanine Scrubber Room N061 Control Area- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. **District 2 Field Office Clean IND/BMT Field Office. Clean And Disinfect Men And Women’s Toilet, Lunch Room, Conference Room And G.S. Office. Dust Furniture, Sweep And Mop Floors. Empty Trash Receptacles.	42 St/Port Authority Bus Terminal	A C E	N062A	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0174	Station North	0700 - 1500	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	42 St/Port Authority Bus Terminal	A C E	N062A	0700 - 1030
*General Duties- see below				
***Public Toilet Duties – see below Note- If toilets are out of service listed General Duties. Will be performed (WAA)	42 St/Port Authority Bus Terminal	A C E	N062A	1030 - 1130
Lunch	42 St/Port Authority Bus Terminal	A C E	N062A	1130 - 1200
*Major Duty- see below	42 St/Port Authority Bus Terminal	A C E	N062A	1200 - 1300
**General Duties- see below	42 St/Port Authority Bus Terminal	A C E	N062A	1300 - 1500
Report Off Duty. *General Duties-Daily – From 40th St to N062A Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Includes Pick Room when open. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Sun: Booth N063A & N062A - Clean booth interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Sign Booth Major Duty Form. Mon: Southbound Refuse Room - Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Stairways - Bucket Wash Stairways S2, M2A/B and M1A. Clean adjacent tile walls. Remove all stickers. Wed: Chemical & Dry Supply Rooms - Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Stairways - Bucket Wash Stairways S4A/B, M4 A/B and M15 A/B. Clean adjacent tile walls. Remove all stickers. Fri: Middle Mezzanine Scrubber Room N062A Control Area - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Southbound Scrubber Room - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. ***Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.	42 St/Port Authority Bus Terminal	A C E	N062A	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0175	Station North	0700 - 1500	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	34 St Penn Station	A C E	N070	0700 - 1000
*General Duties- see below				
Lunch	34 St Penn Station	A C E	N070	1000 - 1030
*Major Duty- see below	34 St Penn Station	A C E	N070	1030 - 1130
*General Duties- see below	34 St Penn Station	A C E	N070	1130 - 1500
Report off duty.	34 St Penn Station	A C E	N070	1500 -
*General Duties-Daily – Northbound & Lower Level Mezzanine to 33rd St LIRR & Amtrak Entrance Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Daily - Employee Toilet in Lower Level Mezzanine - Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. *Major Duty Cleaning- Mon: Employee Facility Room Northbound Platform - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Tues: Northbound Scrubber Room - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Weds: Northbound Chemical Supply Rooms - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Tidy and organize supply rooms Fri: Lower Level Mezzanine Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Sun: Booth N070 & N072 - Clean booth interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Sign Booth Major Duty Form in booth N070.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0176	Station North	0700 - 1500	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	34 St Penn Station	A C E	N070	0700 - 1045
General Duties - Island Platform, Underpass at 35th St and Southbound Local Platform				
Lunch	34 St Penn Station	A C E	N070	1045 - 1115
Major Duty - See below	34 St Penn Station	A C E	N070	1115 - 1200
Bathroom Duties - Men's & Women's Public Restroom	34 St Penn Station	A C E	N070	1200 - 1300
**General Duties- see below	34 St Penn Station	C E	N070	1300 - 1500
Report off duty.	34 St Penn Station	A C E	N070	1500 -
*General Duties-Daily – 34th Penn: Island Platform, Underpass at 35th St and Southbound Local Platform Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Daily: Ensure Public Restrooms open at 0700 hours, Major duty Public Restrooms daily from 1200 - 1300 hours Mon: Refuse Room - Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Island Platform Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Weds: Scrubber Room on Southbound Local Platform - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Major Duty Booth N073 Duties: Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0177	Station North	0700 - 1500	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Broad St	J Z	A083	0700 - 1000
*General Duties-see below				
PERFORM DUTIES AT CHAMBERS ST "J" LINE	Broad St	J Z	A083	1010 - 1200
*Elevator Duties-see below				
Lunch	Broad St	J Z	A083	1200 - 1230
*Major Duties-see below	Broad St	J Z	A083	1230 - 1350
*General Duties-see below	Broad St	J Z	A083	1400 - 1500
Report Off Duty.	Broad St	J Z	A083	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct including Stairways S8, S9, S10, S12, S13, & S14. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including 'Exit Only' stairways. Including Sweep, Mop, & Disinfect Passageway to Chase Manhattan (Remove Gum, Stains, & Drag marks.) Clean & Disinfect RTO Tower & Toilets at S/E of Southbound PlatformScrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect, clean & polish all trash receptacles. Remove all stains, spills and drag marks on floor areas & spot mop. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- 1230-1300 Clean & Organize Supply Room (SE of N/B Platform) including wipe down fire extinguisher and breakdown empty boxes. Clean and Polish All AFC Equipment. Scrubber Rooms - Deck wash walls and floor, wipe Fire Extinguisher, restock and organize supplies and equipment. Clean refuse rooms. Empty, Clean, Disinfect & Polish all Trash Receptacles. Spot mop: platforms, Mezzanines, stairway landings, including threads. Remove gum, stickers and unauthorized postings. Clean all digital screens. Clean benches. *Elevator Duties- Clean & Polish EL742 and EL743. Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0178	Station North	0700 - 1500	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM. *General Duties- see below	21 St Queensbridge	F	N603	0700 - 1000
*Major Duty- see below	21 St Queensbridge	F	N603	1000 - 1030
LUNCH	21 St Queensbridge	F	N603	1030 - 1100
**General Duties- see below	21 St Queensbridge	F	N603	1100 - 1350
**Elevator Duties – see below Note- If Elevators are out of service, listed General Duties will be performed	21 St Queensbridge	F	N603	1350 - 1420
**General Duties- see below	21 St Queensbridge	F	N603	1420 - 1500
REPORT OFF DUTY. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including list areas outside station confines. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Major Duty Cleaning- Sun: Booth- Clean booth N603 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Tile/Concrete Walls: Bucket Wash lower portion of Platform walls. Remove spit and shoe marks. *Elevator Duties -Clean and polish , EL405, EL406, & EL407. Remove gum. Sweep, mop, and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom. Employee Toilets- Clean, sanitize and wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.	21 St Queensbridge	F	N603	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0179	Station North	0700 - 1500	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties-see below *Elevator Duties-see below	Fulton St	A C	N095	0700 - 1130
Lunch	Fulton St	A C	N095	1130 - 1200
*General Duties-see below	Fulton St	A C	N095	1200 - 1500
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect, clean & polish all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Elevator Duties- Clean & Polish EL-720 (1000-1030) and EL-721 (1030-1100). Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	Fulton St	A C	N095	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0180	Station North	1500 - 2300	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform General Duties – see below	Inwood 207 St	A	N002A	1500 - 1700
Major Duty “Floors” – see below	Inwood 207 St	A	N002A	1700 - 1800
Major Duty “Cleaning”	Dyckman St	A	N003	1800 - 1900
Lunch	Dyckman St	A	N003	1900 - 1930
General Duties – see below	Inwood 207 St	A	N002A	1940 - 2100
Major Duty “Floors” – see below	Dyckman St	A	N003	2100 - 2200
Major Duty “Cleaning” – see below	Dyckman St	A	N003	2200 - 2250
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Clean Elevator 178. .Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Floors-Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. **Elevator Duties -Major Duty Cleaning – Elevators 207 St. Sat/Sun Clean & Polish Elevator 148 & 149 Wed/Fri Clean & Polish Elevator 148 & 149 Clean and polish (elevator 148 and 149). Remove gum, sweep, mop, and disinfect elevator floors, wipe down interior and exterior panels/edges on all levels, (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove debris from elevator door sills. Clean and wipe down the safety edge with dry rag from top to bottom. *Major Duty Cleaning – Daily 207 St. Inwood Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. *Major Duty Cleaning – Daily Dyckman St. Inwood Sun: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Sat: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies	Inwood 207 St	A	N002A	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0181	Station North	1500 - 2300	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform General Duties – see below	190 St	A	N006A	1500 - 1700
Major Duty “Floors” – see below	190 St	A	N006A	1700 - 1800
Major Duty “Cleaning”	190 St	A	N006A	1800 - 1900
Lunch	190 St	A	N006A	1900 - 1930
General Duties – see below	175 St	A	N010	1940 - 2100
Major Duty “Floors” – see below	175 St	A	N010	2100 - 2200
Major Duty “Cleaning”	175 St	A	N010	2200 - 2250
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Clean All EL.(115,116,120,123,124). Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Floors-Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and mop Elevators 115,116,120,123,124. **Elevator Duties-Major Duty Cleaning – Elevators 190 & 175 St Sun/Sat: Clean & Polish All Elevators(115,116,120,123,124). Tue/Wed: : Clean & Polish All Elevators(115,116,120123,124). Clean and polish (elevator 115,116,120,123,124). Remove gum, sweep, mop, and disinfect elevator floors, wipe down interior and exterior panels/edges on all levels, (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove debris from elevator door sills. Clean and wipe down the safety edge with dry rag from top to bottom. *Major Duty Cleaning – Daily 190 & 175 Street. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.	190 St	A	N006A	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0182	Station North	1500 - 2300	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform General Duties – see below	181 St	A	N007A	1500 - 1700
Major Duty “Floors” – see below	181 St	A	N007A	1700 - 1800
Major Duty “Cleaning”	181 St	A	N007A	1800 - 1900
Lunch	181 St	A	N007A	1900 - 1930
General Duties – see below	181 St	A	N007A	1930 - 2100
Major Duty “Floors” – see below	181 St	A	N007A	2100 - 2200
Major Duty “Cleaning”	181 St	A	N007A	2200 - 2300
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Clean All EL.(117,118,119). Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Floors-Daily Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and mop Elevators 117,118,119. Sweep and clean Escalator Top & Bottom Landing. **Elevator Duties-*Major Duty Cleaning – Elevators 181 Street. Sun/Sat: Clean & Polish All Elevators(117,118,119) Tue/Wed: Clean & Polish All Elevators(117,118,119) Clean and polish (elevators 117,118,119). Remove gum, sweep, mop, and disinfect elevator floors, wipe down interior and exterior panels/edges on all levels, (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove debris from elevator door sills. Clean and wipe down the safety edge with dry rag from top to bottom. *Major Duty Cleaning – Daily 181 Street. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.	181 St	A	N007A	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0182A	Station North	1500 - 2300	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	163 St-Amsterdam Av	C	N016A	1500 - 1645
*General Duties- See below				
**Major Duties - See below	163 St-Amsterdam Av	C	N016A	1645 - 1715
*General Duties- See below	155 St	C	N017	1730 - 1900
Lunch	155 St	C	N017	1900 - 1930
**Major Duties - See below	155 St	C	N017	1930 - 2000
*General Duties- See below	155 St	C	N017	2000 - 2130
*General Duties- See below	163 St-Amsterdam Av	C	N016A	2145 - 2300
Report Off Duty.	163 St-Amsterdam Av	C	N016A	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways on both sides of Jerome Ave. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Wipe sand box. Disinfect benches. Clean and wipe map frames. Remove stain and spot clean ADA tactile. Clean and disinfect pigeons’ dropping. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Cleaning- 155 Street, 163 Street: Sat: Scrubber Room/ CTA room - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Sun: Mop, wash, clean, disinfect all S/Ws. Mon: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Tue: Supply Room Pick up Dry/Chemical Supplies from 125 ABCD, make it tidy and clutter free, wipe down fire extinguishers inside the room, Wed: Wash refuse room and Clean Trash Receptacles: wipe down exterior panels of trash receptacles. Remove loose debris from refuse room/ housing. Bucket wash and disinfect refuse room/housing. Thu: Wipe, clean, disinfect mezzanine wall tiles. Fri: Employee Toilets- Clean Employee Toilet Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0182B	Station North	1500 - 2300	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform General Duties- see below	135 St	B C	N024	1500 - 1700
Major Duties- see below	135 St	B C	N024	1700 - 1730
General Duties- see below	116 St	B C	N030	1740 - 1915
Lunch	116 St	B C	N030	1915 - 1945
Major Duties- see below	116 St	B C	N030	1945 - 2015
General Duties- see below	116 St	B C	N030	2015 - 2130
General Duties- see below	135 St	B C	N024	2145 - 2300
Report Off Duty. General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways on both sides of Jerome Ave. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMS, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Wipe sand box. Disinfect benches. Clean and wipe map frames. Remove stain and spot clean ADA tactile. Clean and disinfect pigeons’ dropping. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duty Cleaning- 116 Street, 135 Street: Sat: Scrubber Room/ CTA room - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Sun: Mop, wash, clean, disinfect all S/Ws. Mon: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Tue: Supply Room Pick up Dry/Chemical Supplies from 125 ABCD, make it tidy and clutter free, wipe down fire extinguishers inside the room, Wed: Wash refuse room and Clean Trash Receptacles: wipe down exterior panels of trash receptacles. Remove loose debris from refuse room/ housing. Bucket wash and disinfect refuse room/housing. Thu: Wipe, clean, disinfect mezzanine wall tiles. Fri: Employee Toilets- Clean Employee Toilet Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.	135 St	B C	N024	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0183	Station North	1500 - 2300	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty Full In Uniform	145 St	A B C D	N020	1500 - 1800
*General Duties- see below				
WAA (If not assigned, listed General Duties will be performed)	145 St	A B C D	N020	1800 - 1930
Lunch	145 St	A B C D	N020	1930 - 2000
**Major Duty- see below	145 St	A B C D	N020	2000 - 2030
*General Duties- see below	145 St	A B C D	N020	2030 - 2300
Report Off Duty.	145 St	A B C D	N020	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap mezzanine by booth, control areas, platforms, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms by booth. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Cleaning-145 St Sun: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Mon: Pick up Dry/Chemical Supplies from 125 ABCD & throw out all empty boxes. Keep the room tidy and clutter free Tue: Clean Trash Receptacles and refuse rooms -Wipe down exterior panel. Remove loose debris from refuse room floor. Bucket wash and disinfect refuse room daily basis on AC line. Wed: Clean Digital Panels: Clean all digital panels on A, C platform and main mezzanine. Thu: Employee Toilets by booth: Clean Employee toilet. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Fri: Scrubber Room/ CTA room - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. SAT/SUN: Deck/ bucket wash ADA tiles on AC platform				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0183A	Station North	1500 - 2300	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty Full In Uniform. PERFORM DUTIES ON B/D LINE	145 St	A B C D	N020	1500 -
*General Duties- See below.	145 St	B D	N020	1500 - 1800
Lunch	145 St	B D	N020	1800 - 1830
***Major Duty- See below.	145 St	B D	N020	1830 - 1930
WAA (General Duties– Unless assigned by Supervisor)	145 St	B D	N020	1930 - 2030
Clean & Disinfect RTO Facilities – See below.	145 St	B D	N020	2030 - 2100
*General Duties- See below.	145 St	B D	N020	2100 - 2300
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, 147 St mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, 147 St entrance control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restroom. Mop public restrooms, as needed. Remove stain and spot clean ADA tactile. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning-145 St Sat/ Sun: Clean ADA tiles – Clean and deck brush ADA tiles on B,D line. Mon: Pick up Dry/Chemical Supplies from 125 ABCD & throw out all empty boxes. Keep the room tidy and clutter free Tue: Clean Trash Receptacles and refuse rooms -Wipe down exterior panel. Remove loose debris from refuse room floor. Bucket wash and disinfect refuse room daily basis on AC line. Wed: Clean Digital Panels: Clean all digital panels on B,D platform and Unmanned mezzanine. Thu: Employee Toilets and Scrubber room in unmanned mezzanine: Clean Employee toilet. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Fri: Wall tiles and S/Ws in unmanned mezzanine - Deck Wash S/Ws in back mezzanine. Wipe, clean, deck wall tiles on unmanned mezzanine. Mon: Major duty in Booth – Clean and wash S/Ws to B,D line. ***RTO Cleaning: (Mon/Wed/Fri) Clean N/E S/B dispatcher’s office/room and RTO crew room facilities. Remove trash, sweep and mop floors. Restock supplies in RTO restrooms.	145 St	A B C D	N020	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0184	Station North	1500 - 2300	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	125 St	A B C D	N026	1500 -
*General Duties- see below	125 St	A B C D	N026	1500 - 1800
** Elevator Duties – see below	125 St	A B C D	N026	1800 - 1830
***Major Duty- see below	125 St	A B C D	N026	1830 - 1900
****Public Restroom Duties- see below Note- If public restrooms are out of service, listed 'General Duties' will be performed.	125 St	A B C D	N026	1900 - 1930
Lunch	125 St	A B C D	N026	1930 - 2000
** Elevator Duties – see below	125 St	A B C D	N026	2000 - 2100
*General Duties- see below	125 St	A B C D	N026	2100 - 2300
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform, and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restroom. Mop public restrooms, as needed. Remove stain and spot clean ADA tactile. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Elevator Duties - Clean and polish all elevators. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom. ***Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers, and soap as needed. Allow bathroom to dry 10 minutes before reopening. ****Major Duty Cleaning- Sun: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of fire extinguisher. Remove items from the top of the lockers. Mon: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty bottles. Wipe down fire extinguisher and eyewash unit. Restock supplies. Tue: Supvr/Mangr’s Office- Clean and remove dust from desks and tabletops, Quench unit, refrigerator, and microwave. Sweep and mop the floor. Wed: Booth- Clean booth N26 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon sensors and fire extinguisher(s). Empty garbage. Remove all debris. Thu: Refuse Room- Deck wash walls and floor. Wipe down fire extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Fri: Clean Digital Panels (weekly)- Remove stains and scuff marks from all Digital Panels on entire station, including from the base of the units. Sat: Supply Room- Clean and organize supply rooms. Remove empty boxes and bottles. Wipe down top of fire extinguisher(s).	125 St	A B C D	N026	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0185	Station North	1500 - 2300	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	103 St	B C	N037	1500 -
*General Duties- see below.	103 St	B C	N037	1500 - 1700
Major Duties- see below	116 St	B C	N030	1700 - 1730
*General Duties- see below.	Cathedral Pkwy 110 St	B C	N035	1740 - 1915
Lunch	Cathedral Pkwy 110 St	B C	N035	1915 - 1945
**Major Duty- see below.	Cathedral Pkwy 110 St	B C	N035	1945 - 2015
*General Duties- see below.	Cathedral Pkwy 110 St	B C	N035	2015 - 2130
*General Duties- see below	103 St	B C	N037	2145 - 2300
Report off Duty	103 St	B C	N037	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap mezzanine by booth, control areas, platforms, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms by booth. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Cleaning- 103 Street, 110 Street: Sat: Scrubber Room, and CTA room - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Sun: Mop, wash, clean, disinfect all S/Ws. Mon: Wipe, clean, disinfect mezzanine wall tiles. Tue: Supply Room Pick up Dry/Chemical Supplies from 125 ABCD, make it tidy and clutter free, wipe down fire extinguishers inside the room, Wed: Wash refuse room and Clean Trash Receptacles: wipe down exterior panels of trash receptacles. Remove loose debris from refuse room/ housing. Bucket wash and disinfect refuse room/housing. Thu: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Fri: Employee Toilets- Clean Employee Toilet Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0185A	Station North	1500 - 2300	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM.	81 St-Museum of Natural History	B C	N044	1500 - 1800
*General Duties- see below				
*Major Duty- see below	81 St-Museum of Natural History	B C	N044	1800 - 1900
Lunch	81 St-Museum of Natural History	B C	N044	1900 - 1930
**General Duties- see below	72 St	B C	N046	1940 - 2200
***Major Duty- Duties- see below	72 St	B C	N046	2200 - 2250
Report off duty.	81 St-Museum of Natural History	B C	N044	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning – If Major Duty not assigned, continue with General Duties Sun: Stairways 81st St – Sweep and bucket wash stairways S2A/B, P1B, P2A and S3. Mon: Stairways 81st St – Sweep and bucket wash stairways S1 A/B. Tue: Stairways 72nd St– Sweep and bucket wash stairways S1 and P1 A/B. Wed: Stairways 72nd St – Sweep and bucket wash stairways S3, S4 and P3A/B. Thu: Stairways 72nd St – Sweep and bucket wash stairways S5, P4A/B. Fri & Sat: Continue with General Duties.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0185B	Station North	2300 - 0700	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM.	72 St	B C	N046	2300 - 0130
General Duties				
Major Duty Floors	72 St	B C	N046	0130 - 0300
Lunch	72 St	B C	N046	0300 - 0330
Major Duty Cleaning	72 St	B C	N046	0330 - 0430
General Duties	72 St	B C	N046	0430 - 0600
Report off duty.	72 St	B C	N046	0600 -
General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duty Floors-Nightly Remove dust balls and gum from floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms. Major Duty Cleaning- Sun: Employee Bathrooms - Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Mon: Chemical and Dry Supply Room - Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Tidy and organize supply rooms. Tue: Employee Facility Room - Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wed: Refuse Room – Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Thu: Clean and polish MVMs, MEMs, HEETs, Turnstiles and chromes railing. Clean and polish all trash receptacles. Fri: Scrubber Room - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Sat: Booth N046 - Clean booth interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Sign Booth Major Duty Form.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0186	Station North	1500 - 2300	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	50 St	C E	N057	1500 - 1700
*General Duties- see below				
*Major Duty Cleaning-	50 St	C E	N057	1700 - 1800
Lunch	50 St	C E	N057	1800 - 1830
**General Duties- see below	50 St	C E	N057	1830 - 2300
Report off duty.	50 St	C E	N057	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Cleaning- Sun: Stairways- Bucket Wash stairways in Control Area N056; P6A/B and P9. Clean adjacent tile walls. Remove all stickers. Mon: Stairways- Bucket Wash stairways in Control Area N056; P10A/B and P12 A/B. Clean adjacent tile walls. Remove all stickers. Tues: Stairways- Bucket Wash stairways in Control Areas N054 and N055; S12, P13B. Clean adjacent tile walls. Remove all stickers. Weds: Stairways- Bucket Wash stairways in Control Areas N056; P12 C-H. Clean adjacent tile walls. Remove all stickers. Thurs: Stairways- Bucket Wash stairways in Control Areas N057A; S1, S2 and P1 A/B. Clean adjacent tile walls. Remove all stickers. Fri: Stairways- Bucket Wash stairways in Control Areas N057A; PL1A/B and PL7A/B. Clean adjacent tile walls. Remove all stickers. Sat: Clean Glass Panel & Partition around E263 - Clean adjacent tile walls. Remove all accessible graffiti, stickers, and sticker/glue residue.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NC0186A	2300 - 0700	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform.	50 St	A B C D	N057	2300 - 0200
*General Duties Uptown C & E Platforms, Stairways and Mezzanines				
Bathroom Duties - Uptown C Mezzanine	50 St	A C E	N057	0200 - 0300
Lunch	50 St	A C E	N057	0300 - 0330
Major Duty - Employee Facility Room & Uptown Refuse Room	50 St	A C E	N057	0330 - 0430
*Inspect station for Uptown C & E Platforms, Stairways & Mezzanines for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains	50 St	A C E	N057	0430 - 0700
Report off duty.	50 St	A B C D	N057	0700 -
*General Duties. Sweep All Street, Mezzanine And Platform Stairways. Wipe Down All Platform Stairway Handrails. Clean/Scrap 3Ft Around All Street Stairways. Clean Coping Of All Stairways. Scrap Mezzanine And Entire Platforms (Ends) And Behind Stairways. Remove All Stains, Spills, Drag Marks And Gum From Floors And Dirt And Stains On Walls. Disinfect/Clean All Urine And Unsanitary Areas Including Platform Ends. Clean Around And Wipe Down Benches. Empty And Disinfect All Trash Receptacles. Clean And Polish Trash Receptacle Tops And Chromes. Clean Interior Of Trash Receptacle Base And Remove Stains On Floor Base Of Trash Receptacle. Wipe Down Walls Or Structure Behind/Adjacent To Trash Receptacle. Remove Graffiti From Non-Painted Surface/Signs. Remove Stickers/Residue. Polish FSMF, Fire Hose Box, HPI, CIC And All AFC Equipment (Turnstiles, MVMs, Mems, Heets) Clean All Public Telephone Casings, Canister Housing And Sandboxes. Remove Dust-Balls From Mezzanine And Platform Gutters, Drains And Columns. Clean Booth Exterior Window And Empty Waste Basket. Clean And Organize CTA Room <div>**Bathroom Duties</div> Clean And Disinfect Employees Toilets And Urinals, Commodes, Sinks And Mirrors. Empty Trash And Mop Floors. Wipe Down All Modesty Panels And Walls. Remove Graffiti From Non-Painted Surfaces And Remove All Sticker/Residue. Re-Stock With Soap And Tissue				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0186B	Station North	1500 - 2300	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	59 St Columbus Circle	A B C D	N051	1500 - 1830
*General Duties- Northbound & South Bound Platforms including the Stairways- see below				
Lunch	59 St Columbus Circle	A B C D	N051	1830 - 1900
*Major Duty- see below	59 St Columbus Circle	A B C D	N051	1900 - 2000
**General Duties- see below	59 St Columbus Circle	A B C D	N051	2000 - 2300
Report off duty.	59 St Columbus Circle	A B C D	N051	2300 -
*General Duties-Daily				
[2000 - 2100] – Check Elevators (EL277, EL278, EL279 & EL280) for unsatisfactory conditions, correct if found - Clean outside of elevators on NB & SB Platforms				
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0187	Station North	1500 - 2300	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties - N051 Mezzanine and Ramp	59 St Columbus Circle	A B C D	N051	1500 - 1730
*Elevator Duties	59 St Columbus Circle	A B C D	N051	1730 - 1830
*RTO Facilities Duties	59 St Columbus Circle	A B C D	N051	1830 - 1900
Lunch	59 St Columbus Circle	A B C D	N051	1900 - 1930
*Major Duty- see below	59 St Columbus Circle	A B C D	N051	1930 - 2030
Island Platform (Out of Service Platform) - Scrap, Deck, Hose wash & disinfect near Refuse Housing Canisters Ensure all garbage properly removed with no exposed bags	59 St Columbus Circle	A B C D	N051	2030 - 2130
*General Duties - N051 Mezzanine and Ramp description below	59 St Columbus Circle	A B C D	N051	2130 - 2300
Report off duty. *General Duties-Daily Sweep all stairs in the N051 Mezzanine paid/unpaid control area, Southbound and Northbound platforms, passageway, and street. Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, N051 control area, southbound and northbound platform. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in N051 control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty N051 booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Sun: Booth N051- Clean booth interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Sign Booth Major Duty Form. Mon: Employee Toilets N051 Control Area - Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Tue: Refuse Housing/Room -Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room & Employee Locker Room - Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. N051 Middle Mezzanine, Southbound & Northbound platforms - *Extra 45 minutes allowed for Major Duty Sat: Station Supervisor Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office. ***RTO Facilities Duties Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men restrooms. Wipe down all surfaces including Quench machines, tables and seats and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES.	59 St Columbus Circle	A B C D	N051	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0187A	Station North	2300 - 0700	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	59 St Columbus Circle	A B C D	N051	2300 -
*General Duties- see below	59 St Columbus Circle	A B C D	N051	2300 - 0200
*Major Duty “Floors”- see below	59 St Columbus Circle	A B C D	N051	0200 - 0300
Lunch	59 St Columbus Circle	A B C D	N051	0300 - 0330
Major Duty Cleaning- see below	59 St Columbus Circle	A B C D	N051	0330 - 0430
**General Duties- see below .	59 St Columbus Circle	A B C D	N051	0430 - 0700
Report off duty. General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duty Floors-Nightly Remove dust balls and gum from floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms. *Major Duty Cleaning- Sun: Employee Bathrooms - Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Mon: Chemical and Dry Supply Room - Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Tidy and organize supply rooms. Tue: Employee Facility Room & Employee Locker Room - Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wed: Scrubber Room (Middle Mezzanine) - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Thu: Clean and polish MVMs, MEMs, HEETs, Turnstiles and chromes railing. Clean and polish all trash receptacles. Fri: Scrubber Room (Northbound and Southbound Platforms) - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Sat: Booth N051 - Clean booth interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Sign Booth Major Duty Form.	59 St Columbus Circle	A B C D	N051	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0188	Station North	1500 - 2300	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	42 St/Port Authority Bus Terminal	A C E	N062A	1500 - 1730
*General Duties - see below				
*Major Duty- see below	42 St/Port Authority Bus Terminal	A C E	N062A	1730 - 1830
Lunch	42 St/Port Authority Bus Terminal	A C E	N062A	1830 - 1900
**General Duties - see below	42 St/Port Authority Bus Terminal	A C E	N062A	1900 - 2300
Report Off Duty. *General Duties-Daily – From 44th St to N062A, Start Point At 44th Street Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Resume General Duties when Major Duties are not scheduled Mon: Scrubber Room [N061 Control Area] - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies Tues: Northbound Refuse Room - Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Fri: Stairways - Bucket Wash Stairways S3 and M3 A/B. Clean adjacent tile walls. Remove all stickers. Sun: Northbound Scrubber Room - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty.	42 St/Port Authority Bus Terminal	A C E	N062A	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0189	Station North	1500 - 2300	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	42 St/Port Authority Bus Terminal	A C E	N062A	1500 - 1800
*General Duties- see below				
Public Restroom Duties – see below Note- If public restrooms are out of service, listed General Duties will be performed:	42 St/Port Authority Bus Terminal	A C E	N062A	1800 - 1915
Lunch	42 St/Port Authority Bus Terminal	A C E	N062A	1915 - 1945
*Major Duty- see below	42 St/Port Authority Bus Terminal	A C E	N062A	1945 - 2045
**General Duties- see below	42 St/Port Authority Bus Terminal	A C E	N062A	2045 - 2300
Report Off Duty. *General Duties-Daily – From 40th St to N062A Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Resume General Duties when Major Duties are not scheduled Mon: Southbound Refuse Room - Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tues: Scrubber Room [N062 Control Area] - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies Thu: Stairways - Bucket Wash Stairways S3 and M3 A/B. Clean adjacent tile walls. Remove all stickers. Sat: Southbound Scrubber Room - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. ***Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers	42 St/Port Authority Bus Terminal	A C E	N062A	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0190	Station North	1500 - 2300	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	34 St Penn Station	A C E	N070	1500 - 1730
*General Duties- see below				
*Elevator Duties	34 St Penn Station	A C E	N070	1730 - 1830
Lunch	34 St Penn Station	A C E	N070	1830 - 1900
*Public Toilet Duties	34 St Penn Station	A C E	N070	1900 - 2000
*General Duties- see below	34 St Penn Station	A C E	N070	2000 - 2300
Report off duty.	34 St Penn Station	A C E	N070	2300 -
*General Duties-Daily – Northbound & Southbound Platforms Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
***Elevator Duties- Clean and polish EL225, EL226, EL227 & EL228. Remove gum. Sweep, mop, and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				
***Public Toilet Duties – Downtown Local CE Platform - Close at 1900 Hrs Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0191	Station North	1500 - 2300	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	23 St	C E	N076	1500 - 1800
*General Duties- see below				
*Major Duty- see below	23 St	C E	N076	1800 - 1900
Lunch	23 St	C E	N076	1900 - 1930
**General Duties- see below	23 St	C E	N076	1930 - 2300
Report off duty.	23 St	C E	N076	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Cleaning- Sun: Booth N076 - Clean booth interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Sign Booth Major Duty Form. Mon: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Wed: Chemical & Dry Supply Rooms - Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Trash Receptacles – Clean and Polish Interior and Exterior including chrome.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0191A	Station North	1500 - 2300	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	34 St Penn Station	A C E	N070	1500 - 1830
*General Duties- see below.				
* Employee Lower Level Lunch Room & Toilet	34 St Penn Station	A C E	N070	1830 - 1915
Lunch	34 St Penn Station	A C E	N070	1915 - 1945
**General Duties	34 St Penn Station	A C E	N070	1945 - 2300
Report off duty.	34 St Penn Station	A C E	N070	2300 -
*General Duties-Daily – 34th Penn: Island Platform, Underpass, Lower Level Mezzanine to 33rd St LIRR & Amtrak Entrance Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Daily - Employee Toilet in Lower Level Mezzanine - Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0192	Station North	1500 - 2300	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties-see below *Elevator Duties-see below *Major Duties-see below (1630-1700)	Chambers St	A C	N092	1500 - 1730
*General Duties-see below	Chambers St	A C	N092	1740 - 1840
Lunch	Chambers St	A C	N092	1840 - 1910
*Major Duties-see below	Chambers St	A C	N092	1910 - 2140
RTO Facilities/Tower	Chambers St	A C	N092	2140 - 2220
*General Duties-see below	Chambers St	A C	N092	2220 - 2300
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways and elevator EL-326. Clean RTO Tower toilet, empty trash, sweep and mop floors. Scrap all mezzanines, control areas, platforms, underpass, and passageways, and stairways S17, S18, S19, & S20. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect, clean & Polish all trash receptacles. Remove all stains, spills and drag marks on floor areas & spot mop. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Daily: Wet Mop: stairway & landings, including threads, passageways/underpass, tunnels, mezzanines & corridors. Sun & Weds: Clean, bucket-Wash and disinfect Refuse Room on "A" platform. Daily: Men's and Women's public toilets - Deck wash walls and floors. Clean exterior of all surfaces including tissue and hand towel holders, mirror, hand dryer, sink, and commode. Replenish paper and soap. Daily: Sweep, Mop, & Remove Dust From The "Eye". Wed: Men's and Women's employee toilets - Deck wash walls and floors. Clean exterior of all surfaces including tissue and hand towel holders, mirror, hand dryer, sink, and commode. Replenish paper and soap. *Elevator Duties- Clean & Polish EL326 Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	Chambers St	A C	N092	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0193	Station North	1500 - 2300	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties-see below *Elevator Duties- see below *Major Duties-see below (1730-1800)	Fulton St	A C	N095	1500 - 1930
Lunch	Fulton St	A C	N095	1930 - 2000
*General Duties-see below	Fulton St	A C	N095	2000 - 2300
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Deck brush & remove gum, stains, drag marks, and graffiti from stairways NS22 & NS26. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMS, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas & spot mop. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Clean all stair backs. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Elevator Duties- Clean & Polish EL-721 (at 1845-1915 and 2130-2200). Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom. Sweep, mop, and disinfect floors; and remove gum. Deodorize accordingly (apply odor eliminator). Clean glass & stainless panels, remove stickers, and graffiti. Clean glass & chrome on island platform and west mezzanine level.	Fulton St	A C	N095	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0194	Station North	2300 - 0700	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Norwood 205 St	D	N224	2300 -
*General Duties Nightly - See below.	Norwood 205 St	D	N224	2300 - 0015
*** Major Duties Floors - See below.	Norwood 205 St	D	N224	0015 - 0115
*****Major Duties Escalator 112 - See below (General Duties if out of service)	Norwood 205 St	D	N224	0115 - 0215
Lunch	Norwood 205 St	D	N224	0215 - 0245
*General Duties - See below.	Bedford Pk Blvd	B D	N222	0300 - 0415
*** Major Duties Floors - See below.	Bedford Pk Blvd	B D	N222	0415 - 0445
*****Major Duties Elevator - See Below	Bedford Pk Blvd	B D	N222	0445 - 0545
****RTO Facilities- See below.	Bedford Pk Blvd	B D	N222	0545 - 0645
**Public Restroom Duties and Open public toilets – See below. Note- In lieu public restrooms out of service, listed General Duties will be performed	Norwood 205 St	D	N224	0645 - 0700
Report off duty. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [both sides of Grand Concourse]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform, and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Empty trash cans at RTO facility, clean and disinfect male and female toilets. Wipe sand box. Disinfect benches. Clean and wipe map frames. Remove trash from Booth, wipe exterior of booth. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers, and soap as needed. Allow bathroom to dry 10 minutes before reopening. ***Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Bucket wash stairways, Control area, platform, and outside areas of Grand Concourse (3 ft). Bucket wash, deck brush, and remove stain from ADA tactile at all sides of platforms. Bucket wash and deck brush refuse rooms. ***RTO Facilities Cleaning: Mid-Mezzanine Level (Bedford Park Blvd) Clean and disinfect RTO Men and Women toilets. Restock supplies in RTO bathrooms. Remove trash from crew rooms and dispatcher’s rooms. Perform other work as assigned by Station Supervisor or Manager. *****Major Duties Escalator 112 - Detail clean, wipe and polish. Remove gum. Sweep, wipe dust from steps, side panels, and from top of escalator 112. Remove stickers and graffiti. Wipe down interior and exterior panels/ledge, top and bottom landing of escalator 112. ***** Major Duties -Elevators - Clean and Polish [EL #500, #501, #502]. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	Norwood 205 St	D	N224	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0195	Station North	2300 - 0700	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Fordham Rd	B D	N217	2300 -
General Duties- Nightly. See below	Fordham Rd	B D	N217	2300 - 0030
**Major Duties- Floors. See below (N/B Platform)	Fordham Rd	B D	N217	0030 - 0200
** Major Duties- Floors. See below (S/B Platform).	Fordham Rd	B D	N217	0200 - 0330
Lunch	Fordham Rd	B D	N217	0330 - 0400
*** Major Duties- Floors. See below (Main Mezzanine, Passageway, and Street S/Ws	Fordham Rd	B D	N217	0400 - 0530
***** Major Duties - See below	Fordham Rd	B D	N217	0530 - 0600
*General Duties- Nightly. See below	Fordham Rd	B D	N217	0600 - 0700
Report Off Duty.	Fordham Rd	B D	N217	0700 -
<p>*General Duties-Nightly</p> <p>Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Wipe sand box. Disinfect benches. Clean and wipe map frames. Clean EFR and employee restrooms. Remove trash from Booth N217, wipe exterior of booth. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.</p> <p>** Major Duty Floors-Nightly (N/B and S/B platforms)</p> <p>Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect feces and all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Bucket wash stairways to platforms. Bucket wash, deck brush, and remove stain from ADA tactile at all sides of platforms. Deck brush all tiles walls on platforms. Bucket wash and deck brush refuse rooms</p> <p>*** Major Duty Floors- (Mezzanine and Street S/Ws)</p> <p>Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from mezzanine floors. Mop all street and mezzanine stairway risers, threads, landings. Deck brush and disinfect gutters, sanitary bases. Disinfect feces and all urine and areas. Sanitize all touch points. Bucket wash passageways. Mop EFR, CTA room, and Employees’ restroom. Bucket wash stairways to platforms. Bucket wash, deck brush all street S/Ws and mezzanine S/Ws. Deck brush all tiles walls on main and unmanned mezzanine.</p> <p>*****Major Duty Cleaning - (0530-0600)</p> <p>Sun: - Clean Mezzanine walls- Deck brush walls in main mezzanine and passageway. Remove stains and scuff marks.</p> <p>Mon: Clean Platform walls- Deck brush all tiles walls on back mezzanine.</p> <p>Tue: Clean Mezzanine walls- Deck brush all tiles walls on mezzanine and by the S/Ws.</p> <p>Wed: Clean mezzanine –Bucket wash, deck brush unpaid and paid mezzanine up to 3 ft by tunnel. Disinfect pigeons’ droppings.</p> <p>Thu: Employee Facility Room, Restroom, and CTA Room – Bucket wash all rooms.</p> <p>Fri: Clean Refuse Room- Deck wash, and disinfect refuse room walls and floor.</p> <p>Sat: ADA Tactile Cleaning – Bucket wash and deck brush, remove stain from ADA tactile on all platforms.</p>				

Task subject to change and/or by chance.

Spot clean ADA Tactile as needed.

Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:

 **Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.

Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0195A	Station North	2300 - 0700	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. General Duties	Kingsbridge Rd	B D	N220	2300 - 0100
Major Duties- Floors. See below (N/B Platform)	Kingsbridge Rd	B D	N220	0100 - 0200
Elevator Duties -[ELE #189, #190, #191]	Kingsbridge Rd	B D	N220	0200 - 0230
Lunch	Kingsbridge Rd	B D	N220	0230 - 0300
Major Duties- Floors. See below (S/B Platform).	Kingsbridge Rd	B D	N220	0300 - 0400
Major Duties- Floors. See below (Main Mezzanine, Passageway, and Street S/Ws)	Kingsbridge Rd	B D	N220	0400 - 0530
Major Duties	Kingsbridge Rd	B D	N220	0530 - 0600
General Duties	Kingsbridge Rd	B D	N220	0600 - 0700
Report Off Duty. General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [both side of Grand Concourse]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Wipe sand box. Disinfect benches. Clean and wipe map frames. Clean EFR and employee restrooms. Remove trash from Booth N220, wipe exterior of booth. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duty Floors-Nightly (N/B and S/B platforms) Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect feces and all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Bucket wash stairways to platforms. Bucket wash, deck brush, and remove stain from ADA tactile at all sides of platforms. Deck brush all tiles walls on platforms. Bucket wash and deck brush refuse rooms. Major Duty Floors- (Mezzanine and Street S/Ws) Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from mezzanine floors. Mop all street and mezzanine stairway risers, threads, landings. Deck brush and disinfect gutters, sanitary bases. Disinfect feces and all urine and areas. Sanitize all touch points. Bucket wash passageways. Mop EFR, CTA room, and Employees’ restroom. Bucket wash stairways to platforms. Bucket wash, deck brush all street S/Ws and mezzanine S/Ws. Deck brush all tiles walls on main and unmanned mezzanine. Elevator Duties- Clean and Polish [EL #189, #190, #191] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom. Major Duty Cleaning - (0530-0600) Sun: - Clean Mezzanine walls- Deck brush walls in main mezzanine and passageway. Remove stains and scuff marks. Mon: Clean Platform walls- Deck brush all tiles walls on back mezzanine. Tue: Clean Mezzanine walls- Deck brush all tiles walls on mezzanine and by the S/Ws. Wed: Clean mezzanine –Bucket wash, deck brush unpaid and paid mezzanine up to 3 ft by tunnel. Disinfect pigeons’ droppings. Thu: Employee Facility Room, Restroom, and CTA Room – Bucket wash all rooms. Fri: Clean Refuse Room- Deck wash, and disinfect refuse room walls and floor. Sat: ADA Tactile Cleaning – Bucket wash and deck brush, remove stain from ADA tactile on all platforms.	Kingsbridge Rd	B D	N220	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0196	Station North	2300 - 0700	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	182-183 Sts	B D	N215	2300 - 0030
*General Duties- Nightly. See below				
** Major Duties Floors. See below	182-183 Sts	B D	N215	0030 - 0200
Lunch	182-183 Sts	B D	N215	0200 - 0230
***Major Duties - See below	182-183 Sts	B D	N215	0230 - 0300
*General Duties- Nightly. See below	Tremont Av	B D	N213	0315 - 0445
** Major Duties Floors. See below	Tremont Av	B D	N213	0445 - 0615
***Major Duties - See below	Tremont Av	B D	N213	0615 - 0645
Report Off Duty.	182-183 Sts	B D	N215	0700 -
*General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [both side of Grand Concourse]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Wipe Q-panels on mezzanine and platform. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Wipe sand box. Disinfect benches. Clean and wipe map frames. Remove trash from Booth, wipe exterior of booth. Wipe sand box. Disinfect benches. Clean and wipe map frames. Clean EFR and employee restrooms. Remove trash from Booth, wipe exterior of booth. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
**Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Bucket wash stairways, Control area, platform and outside areas of Grand Concourse (3 ft.). Bucket wash, deck brush, and remove stain from ADA tactile at all sides of platforms. Bucket wash and deck brush refuse rooms.				
***Major Duty Cleaning - (182-183 St - 0230-0300) (Tremont Ave - 0615-0645) Sun: - Clean Mezzanine walls- Detail clean and deck brush walls in mezzanine. Remove stains and scuff marks from mezzanine. Mon: Clean all S/Ws – Bucket wash and deck brush all street and platform S/Ws. Detail cleaning of threads and risers. Tue: Clean Tiles walls: Clean Platform Tiles Walls at 182 Street. Bucket Wash unmanned mezzanine tiles walls at Tremont Avenue. Wed: Clean all Street S/Ws – Bucket wash and deck brush all street S/Ws. Detail cleaning of threads and risers. Thu: Clean all Platform S/Ws – Bucket wash and deck brush all platform S/Ws. Detail cleaning of threads and risers. Fri: Scrubber Room, Employee Facility Room, Restroom- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Clean mezzanine tiles walls – Bucket wash, deck brush, detail cleaning manned and unmanned mezzanine tiles walls.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0197	Station North	2300 - 0700	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	170 St	B D	N209	2300 - 0030
*General Duties- Nightly. See below				
** Major Duties Floors. See below	170 St	B D	N209	0030 - 0200
Lunch	170 St	B D	N209	0200 - 0230
***Major Duties - See below	170 St	B D	N209	0230 - 0300
*General Duties- Nightly. See below	174-175 Sts	B D	N210	0315 - 0445
** Major Duties Floors. See below	174-175 Sts	B D	N210	0445 - 0615
***Major Duties - See below	174-175 Sts	B D	N210	0615 - 0645
Report Off Duty.	170 St	B D	N209	0700 -
<div>*General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [both side of Grand Concourse]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Wipe Q-panels on mezzanine and platform. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Wipe sand box. Disinfect benches. Clean and wipe map frames. Remove trash from Booth, wipe exterior of booth. Wipe sand box. Disinfect benches. Clean and wipe map frames. Clean EFR and employee restrooms. Remove trash from Booth, wipe exterior of booth. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.</div> <div>**Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Bucket wash stairways, Control area, platform and outside areas of Grand Concourse (3 ft.). Bucket wash, deck brush, and remove stain from ADA tactile at all sides of platforms. Deck brush and bucket wash refuse rooms.</div> <div>***Major Duty Cleaning - (170 St - 0230-0300) (174-175 Street - 0615-0645) Sun: - Clean Mezzanine walls- Detail clean and deck brush walls in mezzanine. Remove stains and scuff marks from mezzanine. Mon: Clean all S/Ws – Bucket wash and deck brush all street and platform S/Ws. Detail cleaning of threads and risers. Tue: Clean Tiles walls: Clean and deck brush platform tiles walls. Wed: Clean all Street S/Ws – Bucket wash and deck brush all street S/Ws. Detail cleaning of threads and risers. Thu: Clean all Platform S/Ws – Bucket wash and deck brush all platform S/Ws. Detail cleaning of threads and risers. Fri: Scrubber Room, Employee Facility Room, Restroom- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Clean mezzanine tiles walls – Bucket wash, deck brush, detail cleaning manned and unmanned mezzanine tiles walls.</div>				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0198	Station North	2300 - 0700	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	167 St	B D	N207	2300 - 0030
*General Duties- Nightly. See below				
** Major Duties Floors. See below	167 St	B D	N207	0030 - 0200
***Major Duties - See below	167 St	B D	N207	0200 - 0230
Lunch	167 St	B D	N207	0230 - 0300
*General Duties- Nightly. See below	155 St	B D	N202	0315 - 0445
** Major Duties Floors. See below	155 St	B D	N202	0445 - 0615
***Major Duties - See below	155 St	B D	N202	0615 - 0645
Report Off Duty.	167 St	B D	N207	0700 -
<div>*General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [both side of Grand Concourse – 167 St. and at entrance of 155 Street]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Wipe Q-panels on mezzanine and platform. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Wipe sand box. Disinfect benches. Clean and wipe map frames. Remove trash from Booth, wipe exterior of booth. Wipe sand box. Disinfect benches. Clean and wipe map frames. Clean EFR and employee restrooms. Remove trash from Booth, wipe exterior of booth. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.</div> <div>**Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Bucket wash stairways, Control area, platform and outside areas of Grand Concourse (3 ft. and at the entrance of 155 Street station). Bucket wash, deck brush, and remove stain from ADA tactile at all sides of platforms. Deck brush and bucket wash refuse rooms.</div> <div>***Major Duty Cleaning - (167 St - 0200-0230) (155 Street - 0615-0645) Sun: - Clean Mezzanine walls- Detail clean and deck brush walls in mezzanine. Remove stains and scuff marks from mezzanine. Mon: Clean all S/Ws – Bucket wash and deck brush all street and platform S/Ws. Detail cleaning of threads and risers. Tue: Clean Tiles walls: Clean and deck brush platform tiles walls. Wed: Clean mezzanine floor – Bucket wash and deck brush and detail clean mezzanine floor. Thu: Clean all Platforms floor – Bucket wash, deck brush, and detail clean all platforms floor. Correct all urine and feces condition. Fri: Scrubber Room, Employee Facility Room, Restroom- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Clean all tiles walls – Bucket wash, deck brush, detail cleaning all tiles walls.</div>				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0199	Station North	1500 - 2300	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	182-183 Sts	B D	N215	1500 - 1700
*General Duties- See below				
**Major Duties - See below	182-183 Sts	B D	N215	1700 - 1730
*General Duties- See below	Tremont Av	B D	N213	1740 - 1930
Lunch	Tremont Av	B D	N213	1930 - 2000
**Major Duties - See below	Tremont Av	B D	N213	2000 - 2100
***Major Duties – Elevators, See below	Tremont Av	B D	N213	2100 - 2130
*Light General Duties- (re-scrap station, empty trash receptacles)	Tremont Av	B D	N213	2130 - 2215
*Light General Duties- (re-scrap station, empty trash receptacles)	182-183 Sts	B D	N215	2225 - 2300
Report Off Duty.	182-183 Sts	B D	N215	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Wipe sand box. Disinfect benches. Clean and wipe map frames. Remove trash from Booth, wipe exterior of booth. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
**Major Duty Cleaning Sun: - Clean Mezzanine and walls- Deck brush walls in mezzanine including passageway. Remove stains and scuff marks from main mezzanine and S/Ws. Mon: Clean Unmanned Mezzanine and walls tiles at Tremont Ave (Platform wall tiles at 182 Street) – Wipe all walls tiles in back mezzanine including passageway and S/Ws at Tremont Ave. Remove stains and scuff marks from floor. Wipe both platform wall tiles at 182-183 Street. Tue: Clean Refuse rooms – Thoroughly wash, clean, disinfect refuse rooms. Wed: Clean Mezzanine and walls- Deck brush walls in mezzanine including passageway. Remove stains and scuff marks from main mezzanine and S/Ws. Thu: Employee Facility Room, CTA room, and other rooms - Deck Brush and bucket wash all rooms. Fri: Clean Unmanned Mezzanine and walls- Deck brush walls in back mezzanine including passageway and S/Ws at Tremont Ave. Remove stains and scuff marks from floor. Mop, Clean gated area and mezzanine at 182-183 Street. Sat: Deck brush platform floor – Deck brush floor on both platforms, remove stain and dust from floor.				
*** Major Duties -Elevator - Clean and Polish [New elevators, Number will be provided]. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom..				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0199A	Station North	1500 - 2300	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. General Duties- see below	Fordham Rd	B D	N217	1500 - 1800
Major Duty- see below	Fordham Rd	B D	N217	1800 - 1830
Lunch	Fordham Rd	B D	N217	1830 - 1900
General Duties- see below	Fordham Rd	B D	N217	1900 - 2100
Major Duty- Floor Cleaning, see below	Fordham Rd	B D	N217	2100 - 2200
General Duties- see below	Fordham Rd	B D	N217	2200 - 2300
Report Off Duty.	Fordham Rd	B D	N217	2300 -
General Duties: Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including both sides of Grand Concourse. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean gated area. Clean EFR and employee restroom. Mop public restrooms. Spot clean ADA tactile. Clean refuse room. Sweep and mop gated areas. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duty: Floor Cleaning - Spot Clean, bucket wash entire station. Disinfect and wash feces, urine, and unsanitary condition. Wash refuse room. (Focus on N/E of S/B local platform by refuse room, and unmanned mezzanine area). Major Duty Cleaning- Sun: Booth- Clean booth N217, interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Cleaning Digital Panels (weekly)- Remove stains and scuff marks from all Digital Panels on D platforms. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: ADA Tactile Cleaning – Deck brush, remove stain from ADA tactile on both platforms.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0200	Station North	0700 - 1500	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Bedford Pk Blvd	B D	N222	0700 - 0830
*General Duties- See below				
*****Major Duties – Elevators, See below	Bedford Pk Blvd	B D	N222	0830 - 0900
*****Major Duties - See below	Bedford Pk Blvd	B D	N222	0900 - 0930
***RTO Cleaning - See below	Bedford Pk Blvd	B D	N222	0930 - 1000
*General Duties- See below	Norwood 205 St	D	N224	1010 - 1130
Lunch	Norwood 205 St	D	N224	1130 - 1200
**Public Restroom Duties and Open public toilets – see below Note- If public restrooms out of service, listed General Duties will be performed	Norwood 205 St	D	N224	1200 - 1300
***RTO Cleaning - See below	Norwood 205 St	D	N224	1300 - 1330
*****Major Duties - See below	Norwood 205 St	D	N224	1330 - 1400
*General Duties- (re-scrap station, empty trash receptacles)	Bedford Pk Blvd	B D	N222	1410 - 1500
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platforms and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Wipe sand box. Disinfect benches. Clean and wipe map frames. Remove trash from Booth, wipe exterior of booth. Remove stain and spot clean ADA tactile. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Public Toilet Duties Close Public Restroom at 1200 hours for cleaning. Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening. Open Public restroom at 1300 hours. ***RTO Cleaning: Clean and disinfect RTO Men and Women toilets. Restock supplies in RTO restrooms. Remove trash from crew rooms and dispatchers room. Work per station GSS/ supervisor’s direction. ****Major Duty Cleaning - (2115-2145) Sun: - Clean facility room, scrubber room, employees’ restroom: Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Clean and organize scrubber room Mon: Clean both mezzanines – Deck brush, Clean and disinfect pigeons’ droppings, dust ball from base of walls, dust layer from floor on both mezzanines and S/Ws (Mosholu Pkwy). Tue: Clean digital screens from Platform and mezzanine- Thoroughly clean and wipe all digital screens. Wed: Clean Mezzanine walls- Wipe and clean all mezzanine wall tiles. Thu: Wash all S/Ws on station – Deck brush, Clean and disinfect all S/Ws in the station. Fri: Clean Platform ADA tiles - Remove stains and scuff marks from ADA tiles on both sides of platforms. Sat: Remove stain from mezzanine floor – Thoroughly clean, mop, remove stain from both mezzanine floor. ***** Major Duties -Elevator - Clean and Polish [EL #500, #501, #502]. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	Bedford Pk Blvd	B D	N222	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0200A	Station North	1000 - 1800	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Norwood 205 St	D	N224	1000 - 1200
Public Restroom Cleaner				
Clean men and women’s public toilets				
*Public Toilet Duties- see below				
Note- If toilets are out of service, General Duties listed will be performed at 205 St				
Clean men and women’s public toilets	125 St	A B C D	N026	1220 - 1420
Lunch	125 St	A B C D	N026	1420 - 1450
Clean men and women’s public toilets	Norwood 205 St	D	N224	1510 - 1620
Clean men and women’s public toilets	125 St	A B C D	N026	1640 - 1740
Report Off Duty	Norwood 205 St	D	N224	1800 -
*Public Toilet Duties				
Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.				
**General Duties				
Sweep all stairs. Scrap all mezzanines, control areas and platforms. Wipe down all AFC equipment in control areas including OMNY validators. If 125 St ABCD toilet is not open clean ELE 500,501 & 502. Bedford Park[D]- Clean Dispatchers Office, Employee Bathrooms, RTO EFR’s and Tower. Sweep, mop & remove gum from station mezzanines and platforms				
Public Restroom Cleaner				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0201	Station North	0700 - 1500	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform *General Duties- see below .	Kingsbridge Rd	B D	N220	0700 - 1000
** Elevator Duties – see below	Kingsbridge Rd	B D	N220	1000 - 1030
Lunch	Kingsbridge Rd	B D	N220	1030 - 1100
*General Duties- see below	Kingsbridge Rd	B D	N220	1100 - 1300
** Elevator Duties – see below	Kingsbridge Rd	B D	N220	1300 - 1330
***Major Duty- see below	Kingsbridge Rd	B D	N220	1330 - 1400
*General Duties- see below	Kingsbridge Rd	B D	N220	1400 - 1500
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including both sides of Grand Concourse. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restroom. Mop public restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Elevator Duties - Clean and polish [ELE #189, 190, 191]. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom. ****Major Duty Cleaning- Sun: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Mon: ADA Tactile Cleaning – Deck brush, remove stain from ADA tactile on both platforms. Tue: Cleaning Digital Panels (weekly)- Remove stains and scuff marks from all Digital Panels on D platforms. Wed: Booth- Clean booth [booth N220] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Thu: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Fri: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. SAT: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX.	Kingsbridge Rd	B D	N220	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0201A	Station North	0700 - 1500	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform General Duties- see below	Fordham Rd	B D	N217	0700 - 1000
Major Duty- see below	Fordham Rd	B D	N217	1000 - 1100
Lunch	Fordham Rd	B D	N217	1100 - 1130
General Duties- see below	Fordham Rd	B D	N217	1130 - 1330
Major Duty- see below	Fordham Rd	B D	N217	1330 - 1400
General Duties- see below	Fordham Rd	B D	N217	1400 - 1500
Report Off Duty. General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including both sides of Grand Concourse. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restroom. Mop public restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duty Cleaning - Platforms Sun: Booth- Clean booth [booth R203] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Cleaning Digital Panels (weekly)- Remove stains and scuff marks from all Digital Panels on D platforms. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Supt. Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean Major Duty Cleaning- Mezzanines Sun: Booth- Clean booth N217, interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Cleaning Digital Panels (weekly)- Remove stains and scuff marks from all Digital Panels on D platforms. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Supt. Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office.	Fordham Rd	B D	N217	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0202	Station North	0700 - 1500	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	182-183 Sts	B D	N215	0700 - 0845
*General Duties- See below				
**Major Duties - See below	182-183 Sts	B D	N215	0845 - 0915
*General Duties- See below	Tremont Av	B D	N213	0915 - 1115
Lunch	Tremont Av	B D	N213	1115 - 1145
****Major Duties – See Below	Tremont Av	B D	N213	1145 - 1230
***Major Duties – Elevators, See below	Tremont Av	B D	N213	1230 - 1250
*General Duties- (re-scrap station, empty trash receptacles)	Tremont Av	B D	N213	1250 - 1350
*General Duties- (re-scrap station, empty trash receptacles)	182-183 Sts	B D	N215	1400 - 1500
Report Off Duty.	182-183 Sts	B D	N215	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Wipe sand box. Disinfect benches. Clean and wipe map frames. Remove trash from Booth, wipe exterior of booth. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Cleaning Sun: - Employee Facility Room, CTA room, and other rooms - Deck Brush and bucket wash all rooms. Mon: Clean Unmanned Mezzanine and walls tiles at Tremont Ave (Platform wall tiles at 182 Street) – Wipe all walls tiles in back mezzanine including passageway and S/Ws at Tremont Ave. Remove stains and scuff marks from floor. Wipe both platform wall tiles at 182-183 Street. Tue: Deck brush platform floor – Deck brush floor on both platforms, remove stain and dust from floor. Wed: Clean Mezzanine and walls- Deck brush walls in mezzanine including passageway. Remove stains and scuff marks from main mezzanine and S/Ws. Thu: Clean Unmanned Mezzanine and walls tiles at Tremont Ave (Platform wall tiles at 182 Street) – Wipe all walls tiles in back mezzanine including passageway and S/Ws at Tremont Ave. Remove stains and scuff marks from floor. Wipe both platform wall tiles at 182-183 Street. Fri: Clean Refuse rooms – Thoroughly wash, clean, disinfect refuse rooms. Sat: Clean Mezzanine and walls- Deck brush walls in mezzanine including passageway. Remove stains and scuff marks from main mezzanine and S/Ws. *** Major Duties -Elevator - Clean and Polish [New elevators, Number will be provided]. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills .Clean and wipe down the safety edge with a dry rag from top to bottom.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0203	Station North	0700 - 1500	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	174-175 Sts	B D	N210	0700 - 0900
*General Duties- See below				
**Major Duties - See below	174-175 Sts	B D	N210	0900 - 0930
*General Duties- See below	170 St	B D	N209	0940 - 1130
Lunch	170 St	B D	N209	1130 - 1200
**Major Duties - See below	170 St	B D	N209	1200 - 1245
*General Duties- (re-scrap station, empty trash receptacles)	170 St	B D	N209	1245 - 1330
*General Duties- (re-scrap station, empty trash receptacles)	174-175 Sts	B D	N210	1340 - 1500
Report Off Duty.	174-175 Sts	B D	N210	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Clean office room. Wipe sand box. Disinfect benches. Clean and wipe map frames. Remove trash from Booth, wipe exterior of booth. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
**Major Duty Cleaning Sun: - Employee Facility Room, CTA room, and other rooms – Clean, mop and bucket wash all rooms, including office room. Mon: Clean unmanned mezzanine floor and walls tiles– Wipe all walls tiles at unmanned mezzanines including passageway and S/Ws. Remove stains and scuff marks from floor. Tue: Deck brush platform floor – Deck brush floor on both platforms, remove stain and dust from floor, including ADA tactile. Wed: Clean Main mezzanine floor and walls- Deck brush walls in mezzanine including passageway. Remove stains and scuff marks from main mezzanine and S/Ws. Thu: Clean unmanned mezzanine floor and walls tiles– Wipe all walls tiles at unmanned mezzanines including passageway and S/Ws. Remove stains and scuff marks from floor. Fri: Clean Refuse rooms – Thoroughly wash, clean, disinfect refuse rooms. Sat: Clean Mezzanine and walls- Deck brush walls in mezzanine including passageway. Remove stains and scuff marks from main mezzanine and S/Ws. Organize supply room at 170 Street.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0204	Station North	0700 - 1500	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	155 St	B D	N202	0700 - 0900
*General Duties- See below				
**Major Duties - See below	155 St	B D	N202	0900 - 0930
*General Duties- See below	167 St	B D	N207	0940 - 1130
Lunch	167 St	B D	N207	1130 - 1200
**Major Duties - See below	167 St	B D	N207	1200 - 1245
*General Duties- (re-scrap station, empty trash receptacles)	167 St	B D	N207	1245 - 1330
*General Duties- (re-scrap station, empty trash receptacles)	155 St	B D	N202	1340 - 1500
Report Off Duty.	155 St	B D	N202	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Clean office room. Wipe sand box. Disinfect benches. Clean and wipe map frames. Remove trash from Booth, wipe exterior of booth. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
**Major Duty Cleaning Sun: - Employee Facility Room, CTA room, and other rooms - Deck Brush and bucket wash all rooms. Mon: Clean unmanned mezzanine floor and walls tiles– Wipe all walls tiles at unmanned mezzanines including passageway and S/Ws. Remove stains and scuff marks from floor. Tue: Deck brush platform floor – Deck brush floor on both platforms, remove stain and dust from floor, including ADA tactile. Wed: Clean Mezzanine and walls- Deck brush walls in mezzanine including passageway. Remove stains and scuff marks from main mezzanine and S/Ws. Thu: Clean Unmanned Mezzanine floor and walls: Wipe all walls tiles in back mezzanine including passageway and S/Ws. Remove stains and scuff marks from floor. Fri: Clean Refuse rooms – Thoroughly wash, clean, disinfect refuse rooms. Sat: Clean Main Mezzanine and walls- Deck brush walls in mezzanine including passageway. Remove stains and scuff marks from main mezzanine and S/Ws.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0205	Station North	0700 - 1500	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	161 St Yankee Stadium	B D	N203	0700 - 1000
*General Duties- see below				
** Elevator Duties – see below	161 St Yankee Stadium	B D	N203	1000 - 1030
Lunch	161 St Yankee Stadium	B D	N203	1030 - 1100
*General Duties- see below	161 St Yankee Stadium	B D	N203	1100 - 1200
***Public Restroom Duties (1200-1330) – see below Note- If public restrooms out of service, listed General Duties will be performed:	161 St Yankee Stadium	B D	N203	1200 - 1300
** Elevator Duties – see below	161 St Yankee Stadium	B D	N203	1300 - 1330
***Major Duty- see below	161 St Yankee Stadium	B D	N203	1330 - 1400
*General Duties- see below	161 St Yankee Stadium	B D	N203	1400 - 1500
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including both sides of River Avenue S/Ws leading to B, D, 4 line and sides of 161 Street at Walton Ave. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restroom. Mop public restrooms, as needed. Remove stain and spot clean ADA tactile. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Elevator Duties - Clean and polish [ELE #131, 132, 133, 134, 135]. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom. ***Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening. ****Major Duty Cleaning- Sun: Booth- Clean booth [booth N203] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Cleaning Digital Panels (weekly)- Remove stains and scuff marks from all Digital Panels on D platforms. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Supt. Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office.	161 St Yankee Stadium	B D	N203	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0206	Station North	1500 - 2300	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Norwood 205 St	D	N224	1500 - 1630
*General Duties- See below				
**Public Restroom Duties and Open public toilets – see below Note- If public restrooms out of service, listed General Duties will be performed	Norwood 205 St	D	N224	1630 - 1700
***Major Duties - See below	Norwood 205 St	D	N224	1700 - 1730
***RTO Cleaning - See below	Norwood 205 St	D	N224	1730 - 1800
Lunch	Norwood 205 St	D	N224	1800 - 1830
***RTO Cleaning - See below	Bedford Pk Blvd	B D	N222	1840 - 1910
*****Major Duties – Elevators, See below	Bedford Pk Blvd	B D	N222	1910 - 1930
*General Duties- See below	Bedford Pk Blvd	B D	N222	1930 - 2115
.***Major Duties - See below	Bedford Pk Blvd	B D	N222	2115 - 2145
*General Duties- (re-scrap station, empty trash receptacles)	Bedford Pk Blvd	B D	N222	2145 - 2220
*General Duties- (re-scrap station, empty trash receptacles)	Norwood 205 St	D	N224	2230 - 2300
Report Off Duty.	Norwood 205 St	D	N224	2300 -
<p>*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platforms and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Wipe sand box. Disinfect benches. Clean and wipe map frames. Remove trash from Booth, wipe exterior of booth. Remove stain and spot clean ADA tactile. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.</p> <p>**Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.</p> <p>***RTO Cleaning: Clean and disinfect RTO Men and Women toilets. Restock supplies in RTO restrooms. Remove trash from crew rooms and dispatchers room. Work per station GSS/ supervisor’s direction.</p> <p>****Major Duty Cleaning - (2115-2145) Sun: - Clean facility room, scrubber room, employees’ restroom: Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Clean and organize scrubber room Mon: Clean both mezzanines – Deck brush, Clean and disinfect pigeons’ droppings, dust ball from base of walls, dust layer from floor on both mezzanines and S/Ws (Mosholu Pkwy). Tue: Clean digital screens from Platform and mezzanine- Thoroughly clean and wipe all digital screens. Wed: Clean Mezzanine walls- Wipe and clean all mezzanine wall tiles. Thu: Wash all S/Ws on station – Deck brush, Clean and disinfect all S/Ws in the station. Fri: Clean Platform ADA tiles - Remove stains and scuff marks from ADA tiles on both sides of platforms. Sat: Remove stain from mezzanine floor – Thoroughly clean, mop, remove stain from both mezzanine floor</p> <p>***** Major Duties -Elevator - Clean and Polish [EL #500, #501, #502]. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.</p>				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0206A	Station North	1500 - 2300	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform General Duties- see below	Kingsbridge Rd	B D	N220	1500 - 1800
Elevator Duties- see below [ELE #189, 190, 191]	Kingsbridge Rd	B D	N220	1800 - 1830
Major Duty- see below	Kingsbridge Rd	B D	N220	1830 - 1900
Lunch	Kingsbridge Rd	B D	N220	1900 - 1930
General Duties- see below	Kingsbridge Rd	B D	N220	1930 - 2100
Elevator Duties- see below	Kingsbridge Rd	B D	N220	2100 - 2130
General Duties- see below	Kingsbridge Rd	B D	N220	2130 - 2300
Report Off Duty. General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including both sides of Grand Concourse. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restroom. Remove stain and spot clean ADA tactile. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Elevator Duties Clean and Polish [ELE #189, 190, 191] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom. Major Duty Cleaning- Sun: Booth- Clean booth N220, interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Cleaning Digital Panels (weekly)- Remove stains and scuff marks from all Digital Panels on D platforms. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: ADA Tactile Cleaning – Deck brush, remove stain from ADA tactile on both platforms.	Kingsbridge Rd	B D	N220	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0207	Station North	1500 - 2300	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	170 St	B D	N209	1500 - 1700
*General Duties- See below				
**Major Duties - See below	174-175 Sts	B D	N210	1700 - 1730
*General Duties- See below	174-175 Sts	B D	N210	1740 - 2000
Lunch	174-175 Sts	B D	N210	2000 - 2030
**Major Duties - See below	174-175 Sts	B D	N210	2030 - 2100
*General Duties-(re-scrap station, empty trash receptacles, Correct unsanitary conditions)	174-175 Sts	B D	N210	2100 - 2200
*General Duties-(re-scrap station, empty trash receptacles, Correct unsanitary conditions)	170 St	B D	N209	2210 - 2300
Report Off Duty.	170 St	B D	N209	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Wipe sand box. Disinfect benches. Clean and wipe map frames. Remove trash from Booth, wipe exterior of booth. Remove stain and spot clean ADA tactile. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
**Major Duty Cleaning Sun: - Clean unmanned mezzanine floor and walls tiles– Wipe all walls tiles at unmanned mezzanines including passageway and S/Ws. Remove stains and scuff marks from floor. Mon: Clean Refuse rooms – Thoroughly wash, clean, disinfect refuse rooms. Tue: Clean Mezzanine Floor and walls- Deck brush walls in mezzanine including passageway. Remove stains and scuff marks from main mezzanine and S/Ws. Organize supply room at 170 Street. Wed: Employee Facility Room, CTA room, and other rooms – Clean, mop and bucket wash all rooms, including office room. Thu: Clean unmanned mezzanine floor and walls tiles– Wipe all walls tiles at unmanned mezzanines including passageway and S/Ws. Remove stains and scuff marks from floor. Fri: Deck brush platform floor – Deck brush floor on both platforms, remove stain and dust from floor, including ADA tactile. Sat: Clean Main mezzanine floor and walls- Deck brush walls in mezzanine including passageway. Remove stains and scuff marks from main mezzanine and S/Ws.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0207A	Station North	1500 - 2300	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform General Duties- See below	167 St	B D	N207	1500 - 1700
Major Duties- See below	167 St	B D	N207	1700 - 1730
General Duties- See below	155 St	B D	N202	1740 - 1930
Lunch	155 St	B D	N202	1930 - 2000
Major Duties- See below	155 St	B D	N202	2000 - 2100
Light General Duties- receptacles, Correct unsanitary conditions)	(re-scrap station, empty trash 155 St	B D	N202	2100 - 2150
Light General Duties- (re-scrap station, empty trash receptacles, Correct unsanitary conditions)	167 St	B D	N207	2200 - 2300
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Wipe sand box. Disinfect benches. Clean and wipe map frames. Remove trash from Booth, wipe exterior of booth. Remove stain and spot clean ADA tactile. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duty Cleaning Sun: - Clean Mezzanine and walls- Deck brush walls in mezzanine including passageway. Remove stains and scuff marks from main mezzanine and S/Ws. Mon: Clean Unmanned Mezzanine floor and walls: Wipe all walls tiles in back mezzanine including passageway and S/Ws. Remove stains and scuff marks from floor. Tue: Clean Refuse rooms – Thoroughly wash, clean, disinfect refuse rooms. Wed: Clean Main Mezzanine and walls- Deck brush walls in mezzanine including passageway. Remove stains and scuff marks from main mezzanine and S/Ws. Thu: Employee Facility Room, CTA room, and other rooms - Deck Brush and bucket wash all rooms. Fri: Clean Unmanned Mezzanine floor and walls: Wipe all walls tiles in back mezzanine including passageway and S/Ws. Remove stains and scuff marks from floor. Sat: Deck brush platform floor – Deck brush floor on both platforms, remove stain and dust and dust balls from floor including ADA tactile.	167 St	B D	N207	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0208	Station North	1500 - 2300	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform *General Duties- see below **Public Restroom Duties (1530-1600) – see below Note- If public restrooms out of service, listed General Duties will be performed: Close Public Restrooms at [1900] hours	161 St Yankee Stadium	B D	N203	1500 - 1900
Lunch	161 St Yankee Stadium	B D	N203	1900 - 1930
***Escalator Duties – See below	161 St Yankee Stadium	B D	N203	1930 - 2000
****Major Duties- see below	161 St Yankee Stadium	B D	N203	2030 - 2100
*General Duties- see below	161 St Yankee Stadium	B D	N203	2100 - 2300
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft., please focus on sides of River Ave S/Ws) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean stain from ADA tactile. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening. ***Elevator Duties- Clean and Polish [EL #131, #132, #133 & #134, 135. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom. ****Major Duty Cleaning - (2030-2100) Sun: - Clean Mezzanine Tile walls- Remove stains and scuff marks from mezzanine tile walls” on D - Line. Mon: Supply Room- Tidy and organize chemical and dry supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Tue: Clean Platform Tile walls- Remove stains and scuff marks from platform tile walls” on D - Line. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect.	161 St Yankee Stadium	B D	N203	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0209	Station North	0700 - 1500	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Mt Eden Av	4	R285	0700 - 0845
*General Duties- See below				
**Major Duties - See below	Mt Eden Av	4	R285	0845 - 0920
*General Duties- See below	170 St	4	R284	0930 - 1100
Lunch	170 St	4	R284	1100 - 1130
***Major Duties – Elevators, See Below	170 St	4	R284	1130 - 1200
**Major Duties - See below	170 St	4	R284	1200 - 1230
*General Duties- See below	170 St	4	R284	1230 - 1330
*General Duties- See below	Mt Eden Av	4	R285	1340 - 1500
Report Off Duty.	Mt Eden Av	4	R285	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Clean Q-panels. Wipe sand box. Disinfect benches. Clean and wipe map frames. Remove stain and spot clean ADA tactile. Clean and disinfect pigeons’ dropping. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
**Major Duty Cleaning Sun: - Clean Mezzanines and walls including Window ledges - Remove stains and scuff marks from mezzanines and S/Ws. Clean and wipe window ledges. Mon: Clean S/Ws thoroughly: Clean, mop, wipe all street, mezzanine, and platform S/Ws thoroughly. Tue: Clean Elevators – Thoroughly mop, wipe, clean, disinfect all elevators. Wed: Clean Q-panels on 4 line: clean, wipe Q-panels on N/B and S/B platform. Thu: Clean Mezzanine and walls including Window ledges - Remove stains and scuff marks from main mezzanine and S/Ws. Clean and wipe window ledges. Fri: Clean Q-panels on 4 line: clean, wipe Q-panels on S/B platform. Sat: Clean Q-panels on 4 line: clean, wipe Q-panels on N/B platform.				
***Elevator Duties- Clean and Polish [EL #506, #507, #508]. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom..				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0210	Station North	0700 - 1500	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM. *General Duties-see below	Roosevelt Island	F	N602	0700 - 1000
*Major Duty-see below	Roosevelt Island	F	N602	1000 - 1030
LUNCH	Roosevelt Island	F	N602	1030 - 1100
**General Duties-see below	Roosevelt Island	F	N602	1100 - 1350
*Elevator Duties-see below Note- If Elevators are out of service, listed General Duties will be performed	Roosevelt Island	F	N602	1350 - 1420
*General Duties-see below	Roosevelt Island	F	N602	1420 - 1500
REPORT OFF DUTY. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform & mezzanine). Clean/Scrap 3ft around all street stairways including list areas outside station confines. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform, and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Major Duty Cleaning- Sun: Booth- Clean booth N602 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Refuse housing- Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing Tue: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms and mezzanine. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Tile Walls: Bucket Wash lower portion of platform walls. Remove spit and shoe marks **Elevator Duties- Clean and polish EL403,EL404. Remove gum, sweep, mop, and disinfect elevator floors, wipe down interior and exterior panels/edges on all levels, (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove debris from elevator door sills. Clean and wipe down the safety edge with dry rag from top to bottom.	Roosevelt Island	F	N602	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0211	Station North	0700 - 1500	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty Full In Uniform.	125 St	A B C D	N026	0700 - 1000
*General Duties- see below				
**Elevator Duties – see below	125 St	A B C D	N026	1000 - 1030
Lunch	125 St	A B C D	N026	1030 - 1100
*General Duties- see below	125 St	A B C D	N026	1100 - 1200
***Public Restroom Duties Note- If public restrooms out of service, listed General Duties will be performed	125 St	A B C D	N026	1200 - 1300
**Elevator Duties – see below	125 St	A B C D	N026	1300 - 1330
****Major Duty- see below	125 St	A B C D	N026	1330 - 1400
*General Duties- see below	125 St	A B C D	N026	1400 - 1500
Report Off Duty	125 St	A B C D	N026	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restroom. Mop public restrooms, as needed. Remove stain and spot clean ADA tactile. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
**Elevator Duties –Major duties Clean and polish all elevators. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				
***Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.				
****Major Duty Cleaning- Sun: Booth- Clean booth [booth N26] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Cleaning Digital Panels (weekly)- Remove stains and scuff marks from all Digital Panels on entire station. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Supt. Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0212	Station North	0700 - 1500	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM *General Duties- see below	Lexington Av/53 St	E M	N305	0700 - 1000
*Major Duty- see below	Lexington Av/53 St	E M	N305	1000 - 1030
LUNCH	Lexington Av/53 St	E M	N305	1030 - 1100
*General Duties- see below	Lexington Av/53 St	E M	N305	1100 - 1350
*Elevator Duties- see below Note- If Elevators are out of service, listed General Duties will be performed	Lexington Av/53 St	E M	N305	1350 - 1420
**General Duties- see below	Lexington Av/53 St	E M	N305	1420 - 1500
REPORT OFF DUTY. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including list areas outside station confines. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Major Duty Cleaning- Sun: Booth- Clean booth N305 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Clean and polish Escalator railings Esc243,244,245,246,269. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Booth- Clean booth N306 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. **Elevator Duties Clean and polish EL245. Remove gum, sweep, mop, and disinfect elevator floors, wipe down interior and exterior panels/edges on all levels, (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove debris from elevator door sills. Clean and wipe down the safety edge with dry rag from top to bottom.	Lexington Av/53 St	E M	N305	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0213	Station North	0700 - 1500	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM. **General Duties- see below **Bathrooms duties	7 Av	B D E	N301	0700 - 0900
**General Duties-see below **Bathrooms duties	5 Av/53 St	E M	N303	0910 - 1130
LUNCH	5 Av/53 St	E M	N303	1130 - 1200
**General Duties- see below * *Major Duty (1200-1230)	5 Av/53 St	E M	N303	1200 - 1300
*Major Duty- see below	7 Av	B D E	N301	1310 - 1500
Report Off Duty. **General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including list areas outside station confines. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” **Major Duty Cleaning- Sun: Booth- Clean booth N301 or N303 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Solar cans- mop and scrap interior and wipe, sanitize and clean tops. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Solar cans- mop and scrap interior and wipe, sanitize and clean tops. ** Employee Toilets- Clean, sanitize and wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.	7 Av	B D E	N301	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0214	Station North	1500 - 2300	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM. *General Duties/Elevator Duties***/Bathroom Duties**-see below	Roosevelt Island	F	N602	1500 - 1800
LUNCH	Roosevelt Island	F	N602	1800 - 1830
*General Duties - See Below Elevator Duties***/Bathroom Duties** -see below	21 St Queensbridge	F	N603	1840 - 2130
*Major Duties-see below	Roosevelt Island	F	N602	2140 - 2210
*General Duties-see below	Roosevelt Island	F	N602	2210 - 2300
REPORT OFF DUTY. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including list areas outside station confines. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” **Bathroom duties: Employee Toilets/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening. ****Major Duty Cleaning - (2140-2210) Sun: - Clean Mezzanine Tile walls- Remove stains and scuff marks from mezzanine tile walls. Mon: Supply Room- Tidy and organize chemical and dry supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Tue: Clean Platform Tile walls- Remove stains and scuff marks from platform tile walls. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Stairwells Upper Mezzanine to lower Mezzanine level. **Elevator Duties Clean and polish EL403, EL404, EL 405, ELE 406 & ELE 407. Remove gum, sweep, mop, and disinfect elevator floors, wipe down interior and exterior panels/edges on all levels, (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove debris from elevator door sills. Clean and wipe down the safety edge with dry rag from top to bottom.	Roosevelt Island	F	N602	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0215	Station North	1500 - 2300	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM. *General Duties- see below *Bathroom Duties-see below	5 Av/53 St	E M	N303	1500 - 1900
LUNCH	5 Av/53 St	E M	N303	1900 - 1930
*General Duties- see below *Major Duties- see below *Bathroom Duties-see below	5 Av/53 St	E M	N303	1930 - 2100
*General Duties- see below *Major Duties- see below *Bathroom Duties-see below	5 Av/53 St	E M	N303	2100 - 2300
Report off duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including list areas outside station confines. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” **Bathroom Duties: Employee Toilets/Public Toilets Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening. ****Major Duty Cleaning - (2030-2100) Sun: - Clean Mezzanine Tile walls- Remove stains and scuff marks from mezzanine tile walls.. Mon: Supply Room- Tidy and organize chemical and dry supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Tue: Clean Platform Tile walls- Remove stains and scuff marks from platform tile walls.. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Clean platform Tile walls- Remove stains and scuff marks from platforms tile walls.. ** Major Duty Cleaning: (2140-2250) Madison Ave: Bucket Wash Stairways mezzanine/exit, Control/Unpaid Area/Mezzanine Walls, Clean Signage, Rails And Ledges And Disinfect Gutters. Remove graffiti, stickers, and sticker/glue residue. Sweep mop, clean And polish All Railings surrounding Madison Ave Escalators. Clean all MVM's, MEM's, HPI's, ON-the-Go and AFC Equipment.	5 Av/53 St	E M	N303	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0216	Station North	1500 - 2300	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM. *General Duties-see below *Bathroom Duties-see below	Lexington Av/53 St	E M	N305	1500 - 1900
LUNCH	Lexington Av/53 St	E M	N305	1900 - 1930
**General Duties-see below **Elevator Duties-see below	Lexington Av/53 St	E M	N305	1930 - 2030
***Major Duties-see below	Lexington Av/53 St	E M	N305	2030 - 2100
*General Duties-see below *Bathroom Duties-see below	Lexington Av/53 St	E M	N305	2100 - 2300
REPORT OFF DUTY. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including list areas outside station confines. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” **Bathroom duties: Employee Toilets/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening. **Major Duty Cleaning - (2030-2100) Sun: - Clean Mezzanine Tile walls- Remove stains and scuff marks from mezzanine tile walls. Restock supplies. Mon: Supply Room- Tidy and organize chemical and dry supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Tue: Escalator railings and metal coping ESC 243, 244, 245, 246, 269. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Restock supplies. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Employee restrooms - Wipe down all surfaces including seats and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. Restock supplies. **Elevator Duties Clean and polish EL245). Remove gum, sweep, mop, and disinfect elevator floors, wipe down interior and exterior panels/edges on all levels, (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove debris from elevator door sills. Clean and wipe down the safety edge with dry rag from top to bottom.	Lexington Av/53 St	E M	N305	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0217	Station North	1500 - 2300	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM.	86 St	B C	N043	1500 - 1830
** GENERAL DUTIES, *BATHROOM DUTIES				
LUNCH	86 St	B C	N043	1830 - 1900
** GENERAL DUTIES, *BATHROOM DUTIES *** MAJOR CLEANING (1930 - 2000)	96 St	B C	N040	1910 - 2140
Re-scrap The Entire Station. Sweep All Stairs. Disinfect All Urine Areas. Empty And Clean All Trash Receptacles.	86 St	B C	N043	2150 - 2300
REPORT OFF DUTY				
.	86 St	B C	N043	2300 -
MAJOR CLEANING Daily *Major Duty EFR - Wipe Down Lockers, Tables, Benches/Chairs, Microwaves and Refrigerators. Mop Floor And Wipe Down Fire Extinguishers. ** General Duties Sweep all street, mezzanine and platform stairways. Wipe down all platform stairway handrails. Clean/scrap 3ft around all street stairways. Clean coping of all stairways. Scrap mezzanine and entire platforms (ends) and behind stairways. Remove all stains and drag marks. Remove gum from floors. Disinfect/clean all urine and unsanitary areas including platform ends. Clean around and wipe down benches. Empty and disinfect all trash receptacles. Clean and polish trash receptacle tops and chromes. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Wipe down wall or structure behind/adjacent to trash receptacle. Remove graffiti from non-painted surface/signs. Remove stickers/residue. Polish FSMF, Fire hose box, HPI, CIC and all AFC equipment (turnstiles, MVMs, MEMs, HEETs. Clean all public telephones/casings, clean canister housing, and sandboxes. Remove all dust balls from mezzanine and platform gutters and drains. Clean Booth exterior window and empty waste basket, clean and organize CTA room. * Bathroom Duties Clean and disinfect employee’s toilets and urinals, commodes, sink, mirrors. Empty trash and mop floors. Wipe down all modesty panels and walls. Remove graffiti from non-painted surfaces and remove all stickers/residue. Re-stock with soap and tissue. .				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0218	Station North	2300 - 0700	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	34 St Herald Sq	B D F M	N506	2300 -
*General Duties- see below. Perform at NQRW Lines: A22/A25/N506/Path Passageway, N/S/B Platforms.	34 St Herald Sq	B D F M	N506	2300 - 0100
**Public Restroom Duties- see below. Note- In lieu of toilets reopening or if out of service, listed General Duties will be performed	34 St Herald Sq	B D F M	N506	0100 - 0200
***Elevator Duties- see below. EL213	34 St Herald Sq	B D F M	N506	0200 - 0230
Lunch	34 St Herald Sq	B D F M	N506	0230 - 0300
****Major Duty Cleaning- see below.	34 St Herald Sq	B D F M	N506	0300 - 0400
*General Duties- See Above Perform at NQRW Lines: A22/A25/N506/Path Passageway, N/S/B Platforms.	34 St Herald Sq	B D F M	N506	0400 - 0700
Report off duty. *General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Public Restroom Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed). ***Elevator Cleaning Duties Clean and polish elevators indicated above. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. ****Major Duty Cleaning Sun: N/B ""R"" Platform Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: A025 Employee Toilet- Clean Men and or Women's: Wash Walls and Floors. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Tue: S/B ""R"" Platform Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Wed: AFC Equipment/Chrome Surfaces- A022 Passageway/Mezzanine. Clean and Polish all Turnstiles, MVMs, MEMs, HEETs, HXTs and wipe down OMNY Validators. AFC Equipment/Chrome Surfaces- A025/N507 Mezzanines. Clean and Polish all Turnstiles, MVMs, MEMs, HEETs, HXTs and wipe down OMNYAFC Equipment/Chrome Surfaces- A025/N507 Mezzanines. Thu: AFC Equipment/Chrome Surfaces- N506 Mezzanine and Path Passageway. Clean and Polish all Turnstiles, MVMs, MEMs, HEETs, HXTs and wipe down OMNY Validators. Clean and polish all chrome surfaces between N506 mezzanine and the Path. Remove all graffiti and stickers, including residue. Fri: AFC Equipment/Chrome Surfaces- A025/N507 Mezzanines. Clean and Polish all Turnstiles, MVMs, MEMs, HEETs, HXTs and wipe down OMNY Validators. Sat: AFC Equipment/Chrome Surfaces- N505K Mezzanine/Passageway. Clean and Polish all Turnstiles, MVMs, MEMs, HEETs, HXTs and wipe down OMNY Validators. Clean and polish all chrome surfaces in N505K mezzanine and 35th Street passageway."	34 St Herald Sq	B D F M	N506	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0218A	Station North	2300 - 0700	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	34 St Herald Sq	B D F M	N506	2300 -
*General Duties- see below. Perform at BDFM Lines: N505K, 35th Street Passageway, N507, Gold Brick Wall Passageway, and S/Ws M7A/B leading to Path Trains.	34 St Herald Sq	B D F M	N506	2300 - 2400
**Escalator Duties- see below. Perform at ES231/232/235/236	34 St Herald Sq	B D F M	N506	2400 - 0400
Lunch	34 St Herald Sq	B D F M	N506	0400 - 0430
***Major Duty Cleaning- see below.	34 St Herald Sq	B D F M	N506	0430 - 0530
*General Duties- see below. Perform at BDFM Lines: N505K, 35th Street Passageway, N507, Gold Brick Wall Passageway, and S/Ws M7A/B leading to Path Trains.	34 St Herald Sq	B D F M	N506	0530 - 0700
Report off Duty	34 St Herald Sq	B D F M	N506	0700 -
*General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMS, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown, and restart, (212) 424-4497 Shutdown and clean escalators indicated above. Remove gum and mop upper and lower landings. Clean and polish exterior and interior of Escalator panels. Clean adjacent tile walls. . Remove graffiti, stickers, and sticker/glue residue. ***Major Duty Cleaning Sun: S/B ""F"" Platform Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: N/B "F" Platform Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: N507 Employee Toilets- Clean Men and or Women’s: Wash Walls and Floors. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Wed: CTA Supply Room in N507 Unpaid Mezzanine- Tidy and organize supply room. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: S/B ""F"" Platform Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Fri: N/B "F" Platform Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Sat: Paper and Chemical Supply Rooms- Tidy and organize supply room. Remove empty boxes. Wipe down top of Fire Extinguishers.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0218B	Station North	2300 - 0700	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Elevator Duties- see below. Perform at EL209, EL210	34 St Herald Sq	B D F M	N506	2300 - 2400
Escalator Duties- see below. Perform at ES229/230/233/234	34 St Herald Sq	B D F M	N506	2400 - 0400
Lunch	34 St Herald Sq	B D F M	N506	0400 - 0430
Elevator Duties- see below. Perform at EL211, 212	34 St Herald Sq	B D F M	N506	0430 - 0530
Major Duty Cleaning	34 St Herald Sq	B D F M	N506	0530 - 0630
Elevator Duties- see below. Perform at EL209, EL210	34 St Herald Sq	B D F M	N506	0630 - 0700
Report off duty Elevator Duties_ Clean and polish. Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels, street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom. Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown, and restart, (212) 424-4497 Shutdown and clean escalators indicated above. Remove gum and mop upper and lower landings. Clean and polish exterior and interior of Escalator panels. Clean adjacent tile walls. . Remove graffiti, stickers, and sticker/glue residue." Major Duty Cleaning Sun: N507 Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Mon: AFC Equipment in A022/N506/N505- Clean and Polish all Turnstiles, MVMs, MEMs, HEETs, HXTs and wipe down OMNY Validators. Tue: AFC Equipment in A025/N507- Clean and Polish all Turnstiles, MVMs, MEMs, HEETs, HXTs and wipe down OMNY Validators. Wed: ""R"" Line A022Mezz/Street Stairways S4, M4A/B, S8, M8A/B- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Thu: ""R"" Line A025 Mezz/Street Stairways S1, M2, S2A/B, M1A/B- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Fri: ""R"" Line A025 Mezz Stairways ML2A/B, ML6A/B- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Sat: N506 Unpaid Mezz/Street Stairways S5A/B, M5A/B, M7A/B, M7A/B- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls."	34 St Herald Sq	B D F M	N506	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0219	Station North	2300 - 0700	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	14 St	F M	N512	2300 -
*General Duties- see below. Perform at: S/B Street/Mezzanine/Platform S/W's, N511/N512 Control Areas, S/B Passageway.	14 St	F M	N512	2300 - 0100
*General Duties- see below. Perform at ""L"" line BMT Passageway leading to 1/2/3 Lines.	14 St	F M	N512	0100 - 0200
Lunch	14 St	F M	N512	0200 - 0230
**Major Cleaning "Floors"-see below.	14 St	F M	N512	0230 - 0330
***Major Duty Cleaning- see below.	14 St	F M	N512	0330 - 0400
*General Duties- see below. Perform at: S/B Street/Mezzanine/Platform S/W's, N511/N512 Control Areas, S/B Passageway.	14 St	F M	N512	0400 - 0600
*General Duties- see below. Perform at ""L"" line BMT Passageway leading to 1/2/3 Lines.	14 St	F M	N512	0600 - 0700
Report off duty *General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Cleaning Duties Floors- F Line S/B Platform/Mezzanines/Passageway Spot Mop/Deck all stains, spills, drag marks from floor areas. Remove all graffiti and stickers- do not leave residue. ***Major Duty Cleaning Sun: ""F"" S/B Platform Stairways P1, P3- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces-Tile Walls. Mon: ""F"" S/B Platform Stairways P5, P7- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces-Tile Walls. Tue: ""F"" S/B Platform Stairways P9, P10- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces-Tile Walls. Wed: ""F"" S/B Platform Stairways P11 P12- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces-Tile Walls. Thu: ""F"" S/B Platform Stairways PL1, PL3- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces-Tile Walls. Fri: ""L"" Line BMT Passageway- Spot Mop/Deck all stains, spills, dragmarks from floor areas. Remove all graffiti and stickers- do not leave residue. Sat: AFC Equipment in N511/N512 Control Areas- Clean and Polish all Turnstiles, MVMs, MEMs, HEETs, HXTs and wipe down OMNY Validators"	14 St	F M	N512	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0219A	Station North	2300 - 0700	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform General Duties- see below. Perform at: N/B Street/Mezzanine/Platform S/W's, N510/N513 Control Areas, N/B Passageway.	14 St	F M	N512	2300 - 0100
General Duties- see below. Perform at ""L"" line/H003 Control Area.	14 St	F M	N512	0100 - 0300
Lunch	14 St	F M	N512	0300 - 0330
Major Cleaning "Floors" -see below.	14 St	F M	N512	0330 - 0430
Major Duty Cleaning- see below.	14 St	F M	N512	0430 - 0500
General Duties- see below. Perform at: N/B Street/Mezzanine/Platform S/W's, N510/N513 Control Areas, N/B Passageway.	14 St	F M	N512	0500 - 0600
General Duties- see below. Perform at ""L"" line/H003 Control Area.	14 St	F M	N512	0600 - 0700
Report off duty General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty." Major Cleaning Duties ""Floors""- ""L"" Island Platform/Mezzanines Spot Mop/Deck all stains, spills, drag marks from floor areas. Remove all graffiti and stickers- do not leave residue." Major Duty Cleaning Sun: "L" Platform Stairways P8, P9- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls Mon: "L" Platform Stairways PL1, PL3, PL5- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls Tue: "L" Platform Stairways PL2, PL4, PL6- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls Wed: "L" Platform Stairways P5, P6- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls Thu: "L" Platform Stairways P4, ML1A/B- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls Fri: AFC Equipment in N510/N513 Control Areas- Clean and Polish all Turnstiles, MVMs, MEMs, HEETs, HXTs and wipe down OMNY Validators Sat: "L" Platform ADA Tactile- Spot Clean all stains and spills on N/S/B edges.	14 St	F M	N512	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0220	Station North	2300 - 0700	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	23 St	F M	N509	2300 -
*General Duties- see below	23 St	F M	N509	2300 - 0200
Lunch	23 St	F M	N509	0200 - 0230
*General Duties- see below	5 Av	7	R501	0245 - 0445
** Major Cleaning - see below	5 Av	7	R501	0445 - 0545
*General Duties- see below	23 St	F M	N509	0600 - 0700
Report Off Duty.	23 St	F M	N509	0700 -
<div>*General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. ***Major Duty Cleaning Sun: Clean/Wash SWs S2, M3A/B, M7A/B- Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Mon: R501 Employee Toilet: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Tue: ""7"" Island Platform Refuse Rm- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Wed: AFC Equipment in R500/R501 control areas- Clean and Polish all Turnstiles, MVMs, MEMs, HEETs, HXTs and wipe down OMNY Validators Thu: Clean/Wash SWs S1A/B, M1A/B, M2A/B- Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Fri: Clean/Wash SWs P2A/B, P3A/B- Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Sat: Clean/Wash SWs P6A/B, P5A/B, P4A/B- Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls."</div>				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NC0221	2300 - 0700	2761

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform. *General Duties- Northbound and Southbound “BDFM” Platforms - see below	W 4 St Wash Sq	A B C D E F M	N083	2300 - 0200
*Major Duty “Floors”- see below	W 4 St Wash Sq	A B C D E F M	N083	0200 - 0330
Lunch	W 4 St Wash Sq	A B C D E F M	N083	0330 - 0400
*General Duties- see below	W 4 St Wash Sq	A B C D E F M	N083	0400 - 0700
Report off duty. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs for the “BDFM” northbound and southbound platforms leading to the middle mezzanines. Scrap both platforms. Wipe down & disinfect all stairway handrails. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways and platform. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Floors-Nightly Remove dust balls and gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.	W 4 St Wash Sq	A B C D E F M	N083	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0222	Station North	2300 - 0700	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- Northbound and Southbound “ACE” Platforms - see below	W 4 St Wash Sq	A B C D E F M	N083	2300 - 0300
*Major Duty “Floors”- see below	W 4 St Wash Sq	A B C D E F M	N083	0300 - 0330
Lunch	W 4 St Wash Sq	A B C D E F M	N083	0330 - 0400
*General Duties- Northbound and Southbound “ACE” Platforms - see below	W 4 St Wash Sq	A B C D E F M	N083	0400 - 0700
Report off duty. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs for the “ACE” northbound and southbound platforms, middle mezzanine and street at N083 & Waverly St control areas. Scrap both platforms, unpaid/paid mezzanine for N083 control area, Waverley Street unpaid/paid control area and middle mezzanine. Clean/Scrap 3ft around all street stairways including N083 and Waverley Street control areas. Wipe down & disinfect all stairway handrails. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways and platform. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Sanitize all touch points. Empty booth trash, clean exterior booth panels and booth windows (use water only). Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Floors-Nightly Remove dust balls and gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.	W 4 St Wash Sq	A B C D E F M	N083	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NC0222A	Station North	2200 - 0600
		2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	W 4 St Wash Sq	A B C D E F M	N083	2200 - 2400
*Elevator Duties – see below				
*Escalator Duties – see below	W 4 St Wash Sq	A B C D E F M	N083	2400 - 0200
*General Duties – see below	W 4 St Wash Sq	A B C D E F M	N083	0200 - 0330
Lunch	W 4 St Wash Sq	A B C D E F M	N083	0330 - 0400
*Major Duties – see below	W 4 St Wash Sq	A B C D E F M	N083	0400 - 0500
*General Duties – see below	W 4 St Wash Sq	A B C D E F M	N083	0500 - 0600
Report off duty.	W 4 St Wash Sq	A B C D E F M	N083	0600 -
Station General Duties Sweep all stairways and ramps including N080, N083 and middle mezzanine areas. Scrap all mezzanines, control areas and passageways. Wipe down all AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Remove graffiti, stickers and sticker/glue residue. Clean exterior of N083 booth window- use water only. After 0500, also correct any unsanitary conditions found in the elevators Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean E325 & E326. Remove gum and damp mop upper and lower landings. Clean and polish exterior and interior of Escalator panels. Clean adjacent tile walls. Remove all accessible graffiti, stickers, and sticker/glue residue from handrails and overhead Annunciators. *Major Duty Cleaning- Monday: Refuse Room “ACE” - Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tuesday: Refuse Room “BDFM” - Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Wednesday: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Thursday: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. ? Thursday: Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men restrooms. Wipe down all surfaces including Quench machines, tables and seats and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES. Friday: Chemical & Dry Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Saturday: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Sunday: Booth- Clean booth [N083] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Sign booth major duty form. *Elevator Duties- EL333, EL334 & EL335 Clean and polish EL333, EL334 & EL335. Remove gum. Sweep, mop, and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0223	Station North	2300 - 0700	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	East Broadway	F	N529	2300 -
*General Duties- see below.	East Broadway	F	N529	2300 - 0130
**Escalator Duties- see below. Perform at ES329	East Broadway	F	N529	0130 - 0300
Lunch	East Broadway	F	N529	0300 - 0330
***Daily Major Duty Cleaning- See duties below	East Broadway	F	N529	0330 - 0500
***Major Duty Cleaning- see below.	East Broadway	F	N529	0500 - 0630
*General Duties- see below.	East Broadway	F	N529	0630 - 0700
Report Off Duty.	East Broadway	F	N529	0700 -
<p>*General Duties</p> <p>Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMS, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.</p> <p>**Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown, and restart, (212) 424-4497</p> <p>Shutdown and clean escalators indicated above. Remove gum and mop upper and lower landings. Clean and polish exterior and interior of Escalator panels. Clean adjacent tile walls. . Remove graffiti, stickers, and sticker/glue residue.</p> <p>***Daily Major Duty Cleaning</p> <p>Island Platform- Spot Mop/Deck all stains, spills, dragmarks from floor areas. Disinfect around refuse housings on the north end of the platform. Deodorize platform ends- northend and southend. Remove all graffiti and stickers- do not leave any residue.</p> <p>"</p> <p>***Major Duty Cleaning</p> <p>Sun: Clean/Wash S/Ws P9, ML12, ML13, ML5/6, ML4A/B. Remove all stains, spills, and dragmarks from the steps. Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls.</p> <p>Mon: Clean/Wash S/Ws ML11, ML3A/B, ML10. Remove all stains, spills, and dragmarks from the steps. Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls.</p> <p>Tue: Clean/Wash S/Ws ML8, ML7, M1, S1. Remove all stains, spills, and dragmarks from the steps. Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls.</p> <p>Wed: Clean/Wash S/Ws M5A/B, S5, M7, S7. Remove all stains, spills, and dragmarks from the steps. Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls.</p> <p>Thu: Clean/Wash S/Ws M6A/B, S6, ML3A/B. Remove all stains, spills, and dragmarks from the steps. Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls.</p> <p>Fri: Upper Passageway- Spot Mop/Deck all stains, spills, dragmarks from floor areas. Disinfect all urine areas. Deodorize passageway from N528 to N529. Remove all graffiti and stickers- do not leave any residue.</p> <p>Sat: Island Platform Refuse Housings- Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.</p>				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0224	Station North	1500 - 2300	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. PERFORM DUTIES ON 'J' LINE *General Duties-see below	Fulton St	A C	N095	1500 - 1745
*Elevator Duties- see below	Fulton St	A C	N095	1745 - 1900
Lunch	Fulton St	A C	N095	1900 - 1930
*General Duties-see below	Fulton St	A C	N095	1930 - 2200
*Elevator Duties-see below				
*General Duties-see below	Fulton St	A C	N095	2200 - 2300
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Scrap all mezzanines, control areas, platforms, underpass, and passageways. Clean, disinfect, remove drag marks and stains from stairway NS-29 including landings (J line, Broad ST bound). Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Clean & Polish EL-719& EL-722 in A081 Mezzanine. Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	Fulton St	A C	N095	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0225	Station North	0700 - 1500	2763

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform. **General Duties- see below	47-50 Sts Rockefeller Ctr	B D F M	N500	0700 - 1000
*Major Duty- see below	47-50 Sts Rockefeller Ctr	B D F M	N500	1000 - 1030
LUNCH	47-50 Sts Rockefeller Ctr	B D F M	N500	1030 - 1100
**General Duties- see below	47-50 Sts Rockefeller Ctr	B D F M	N500	1100 - 1350
**Elevator Duties – see below Note- If Elevators are out of service, listed General Duties will be performed.	47-50 Sts Rockefeller Ctr	B D F M	N500	1350 - 1420
**General Duties- see below	47-50 Sts Rockefeller Ctr	B D F M	N500	1420 - 1500
Report Off Duty. **General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including list areas outside station confines. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Major Duty Cleaning- Sat: Booth- Clean booth N500 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Sun: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office Tue: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. **Elevator Duties -Clean and polish EL234, EL235 & EL236. Remove gum. Sweep, mop, and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.Employee Toilets- Clean, sanitize and wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.	47-50 Sts Rockefeller Ctr	B D F M	N500	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0226	Station North	0600 - 1400	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM.	42 St Bryant Park	B D F M	N503	0600 -
*General Duties/Major Cleaning of booth- see below Open public restrooms at 7am.	42 St Bryant Park	B D F M	N503	0600 - 1000
LUNCH	42 St Bryant Park	B D F M	N503	1000 - 1030
**Major Cleaning "Floors" - see below	42 St Bryant Park	B D F M	N503	1030 - 1130
***Major Duty Cleaning- see below	42 St Bryant Park	B D F M	N503	1130 - 1230
*General Duties- see below	42 St Bryant Park	B D F M	N503	1230 - 1400
REPORT OFF DUTY. **General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including- privately owned SWs SB11A/B, MB20A/B. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Cleaning "Floors" Bryant Park Passageway to 5th Avenue- Scrap. Spot Mop/Deck all stains, spills, drag marks from floor areas. Disinfect. Remove all graffiti and stickers- do not leave residue. ***Major Duty Cleaning 0900-0930 Sun: Clean booth service booth N503 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. 1130-1230 Sun: S/B Refuse Rm- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: N/B Refuse Rm- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Employee Facility Room- Wash Walls and Floors. Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Wed: AFC Equipment- N503/N504 Mezzanine Control Areas. Clean and Polish all Turnstiles, MVMs, MEMs, HEETs, HXTs and wipe down OMNY Validators. Thu: Fare Control Areas- Spot Mop/Deck all stains, spills, dragmarks from floor areas in N503/N504 paid/unpaid control areas. Remove all graffiti and stickers- do not leave residue. Fri: AFC Equipment- N502 Mezzanine Control Area. Clean and Polish all Turnstiles, MVMs, MEMs, HEETs, HXTs and wipe down OMNY Validators. N502 Fare Control Area- Spot Mop/Deck all stains, spills, drag marks from floor areas. Remove all graffiti and stickers- do not leave residue. Sat: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.	42 St Bryant Park	B D F M	N503	1400 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0226A	Station North	0930 - 1730	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	42 St Bryant Park	B D F M	N503	0930 - 1000
*Public Restroom Duties- see below				
Note- If out of service listed duties will be performed:				
Mon- Clean men and women’s public toilets				
Tues to Sun- **Station General Duties- see below				
***Elevator Duties- see below	14 St-Union Sq	N Q R W	A034	1015 - 1145
*Public Restroom Duties- see below	42 St Bryant Park	B D F M	N503	1200 - 1315
Lunch	14 St-Union Sq	N Q R W	A034	1330 - 1400
***Elevator Duties- see below	14 St-Union Sq	N Q R W	A034	1400 - 1530
*Public Restroom Duties- see below	14 St-Union Sq	4 5 6	R221	1530 - 1600
Note- If out of service listed general duties will be performed:				
Mon- Clean men and women’s public toilets				
Tues to Sun- **Station General Duties- see below				
**Station General Duties- see below	42 St Bryant Park	B D F M	N503	1615 - 1730
Report Off Duty	42 St Bryant Park	B D F M	N503	1730 -
*Public Restroom Duties				
Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening				
***Elevator Duties- EL218, EL219, EL220				
Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels- street, mezzanine, and platforms. Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom				
**Station General Duties				
Wipe down all AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Remove graffiti, stickers, and sticker/glue residue. Clean exterior of A034, R221 and N503 booth window- use water only. Wipe down all tile ledges in control areas.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0227	Station North	0600 - 1400	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	34 St Herald Sq	B D F M	N506	0600 -
PERFORM ALL LISTED DUTIES ON THE N/Q/R/W LINES.- SEE BELOW				
*General Duties- see below Open public restrooms at 7am.	34 St Herald Sq	B D F M	N506	0600 - 0730
**Elevator Duties- EL211, EL212, 213	34 St Herald Sq	B D F M	N506	0700 - 0830
*General Duties- see below	34 St Herald Sq	B D F M	N506	0830 - 1030
Lunch	34 St Herald Sq	B D F M	N506	1030 - 1100
*Major Cleaning- see below	34 St Herald Sq	B D F M	N506	1100 - 1200
*Major Duties Cleaning- see below	34 St Herald Sq	B D F M	N506	1200 - 1300
*General Duties- see below	34 St Herald Sq	B D F M	N506	1300 - 1400
Report Off Duty.	34 St Herald Sq	B D F M	N506	1400 -
<div>*General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Elevator Duties Clean and Polish ELE 211, 212, 213Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom. **Major Cleaning N/S/B Platforms- Spot Mop/Deck all stains, spills, drag marks from floor areas. Remove all graffiti and stickers- do not leave residue. **Major Duty Cleaning Sun: S/B Refuse Rm- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: N/B Refuse Rm- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Fare Control Areas- Spot Mop/Deck all stains, spills, drag marks from floor areas in A022 paid/unpaid control areas. Remove all graffiti and stickers- do not leave residue. Wed: AFC Equipment- A022 Mezzanine Control Area. Clean and Polish all Turnstiles, MVMs, MEMs, HEETs, HXTs and wipe down OMNY Validators. Thu: Fare Control Areas- Spot Mop/Deck all stains, spills, drag marks from floor areas in A025 paid/unpaid control areas. Remove all graffiti and stickers- do not leave residue. Fri: AFC Equipment- A025 Mezzanine Control Area. Clean and Polish all Turnstiles, MVMs, MEMs, HEETs, HXTs and wipe down OMNY Validators. Sat: A025 Employee Toilet- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.</div>				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0228	Station North	0600 - 1400	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	34 St Herald Sq	B D F M	N506	0600 -
*General Duties- N507/N505 Mezzanine, S/B Platform Only	34 St Herald Sq	B D F M	N506	0600 - 0900
*General Duties- Intermediate Mezzanines/Ramps Only	34 St Herald Sq	B D F M	N506	0900 - 1000
LUNCH	34 St Herald Sq	B D F M	N506	1000 - 1030
*General Duties- N507/N505 Mezzanine, S/B Platform Only	34 St Herald Sq	B D F M	N506	1030 - 1400
Report Off Duty.	34 St Herald Sq	B D F M	N506	1400 -
*General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
**Major Duty Booth Clean booth N507 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0229	Station North	0600 - 1400	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	34 St Herald Sq	B D F M	N506	0600 -
*General Duties- see below N506- Unpaid/Paid Mezz and associated S/W's only N505/A022 - Paid Mezz only Gold Brick Wall and Path Passageways Only, N/B Platform and associated S/Ws only **Major Duty Booth- see below Sun 0830-0900	34 St Herald Sq	B D F M	N506	0600 - 0900
***Elevator Duties- see below	34 St Herald Sq	B D F M	N506	0900 - 0930
Lunch	34 St Herald Sq	B D F M	N506	0930 - 1000
****Major Cleaning	34 St Herald Sq	B D F M	N506	1000 - 1200
*General Duties- see below N506- Unpaid/Paid Mezz and associated S/W's only N505/A022 - Paid Mezz only Gold Brick Wall and Path Passageways Only, N/B Platform and associated S/Ws only	34 St Herald Sq	B D F M	N506	1200 - 1400
Report Off Duty. *General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Booth Clean booth N506 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Elevator Duties-209/210 Clean and Polish 209 & 210 Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom. **Major Cleaning Chrome Surfaces- Clean and polish all chrome surfaces around escalators, passageways and columns in the paid mezzanine of N505, N506, and A022.	34 St Herald Sq	B D F M	N506	1400 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0230	Station North	0700 - 1500	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	14 St	F M	N512	0700 -
*General Duties- see below. Perform at: S/B Street/Mezzanine/Platform S/W's, N511/N512 Control Areas, S/B Passageway. Sun- 0930-1000 Major duty service booth.	14 St	F M	N512	0700 - 1000
*General Duties- see below. Perform at "L" line BMT Passageway leading to 1/2/3 Lines.	14 St	F M	N512	1000 - 1100
Lunch	14 St	F M	N512	1100 - 1130
**Major Cleaning "Floors"-see below.	14 St	F M	N512	1130 - 1230
**Major Duty Cleaning- see below.	14 St	F M	N512	1230 - 1330
*General Duties- see below. Perform at: S/B Street/Mezzanine/Platform S/W's, N511/N512 Control Areas, S/B Passageway.	14 St	F M	N512	1330 - 1430
*General Duties- see below. Perform at "L" line BMT Passageway leading to 1/2/3 Lines.	14 St	F M	N512	1430 - 1500
Report Off Duty *General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Booth- Clean booth N512 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. **Major Cleaning Duties "Floors"- "F" Line S/B Platform/Mezzanines/Passageway. Spot Mop/Deck all stains, spills, drag marks from floor areas. Remove all graffiti and stickers- do not leave residue. **Major Duty Cleaning- 1230-1300 Sun: S/B Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: S/B CTA Slop Sink/Pipe Chase Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Tue: Clean and disinfect employee toilet in N511 mezzanine: Wash Walls and Floors. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Wed: Employee Facility Room in N511 mezzanine- Wash Walls and Floors. Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave.Employee Facility Room- Wash Walls and Floors. Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. . Thu: N512 Unpaid Mezz/Street Stairways- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Fri: H003 Paid/Unpaid Mezz/Street Stairways S6, M7, M3A, M5A/B- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Sat: H003 Paid/Unpaid Mezz/Street Stairways S1, S3, M6A/B, M8A/B- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls.	14 St	F M	N512	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0230A	Station North	0700 - 1500	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform General Duties- see below. Perform at: N/B Street/Mezzanine/Platform S/W's, N510/N513 Control Areas, N/B Passageway.	14 St	F M	N512	0700 - 0900
General Duties- see below. Perform at ""L"" line/H003 Control Area.	14 St	F M	N512	0900 - 1100
Lunch	14 St	F M	N512	1100 - 1130
Major Cleaning	14 St	F M	N512	1130 - 1230
Major Duty Cleaning	14 St	F M	N512	1230 - 1300
General Duties- see below. Perform at: N/B Street/Mezzanine/Platform S/W's, N510/N513 Control Areas, N/B Passageway.	14 St	F M	N512	1300 - 1400
General Duties- see below. Perform at ""L"" line/H003 Control Area.	14 St	F M	N512	1400 - 1500
Report Off Duty General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty." Major Cleaning Duties- ""F"" Line N/B Platform/Mezzanines/Passageway Spot Mop/Deck all stains, spills, drag marks from floor areas. Remove all graffiti and stickers- do not leave residue." Major Duty Cleaning 1230-1300 Sun: N/B Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: N/B CTA Slop Sink/Pipe Chase Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Tue: Clean and disinfect employee toilet in H003 mezzanine: Wash Walls and Floors. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Wed: N/B Platform/Mezzanines- Spot Mop/Deck all stains, spills, drag marks from floor areas. Remove all graffiti and stickers- do not leave residue. Thu: N510 Unpaid Mezz/Street Stairways- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Fri: H003 Paid/Unpaid Mezz/Street Stairways S6, M7, M3A, M5A/B- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Sat: H003 Paid/Unpaid Mezz/Street Stairways S1, S3, M6A/B, M8A/B- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls.	14 St	F M	N512	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0231	Station North	0700 - 1500	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform.	W 4 St Wash Sq	A B C D E F M	N083	0700 - 1000
*General Duties- see below				
**Elevator Duties -see below	W 4 St Wash Sq	A B C D E F M	N083	1000 - 1100
Lunch	W 4 St Wash Sq	A B C D E F M	N083	1100 - 1130
*Major Duty- see below	W 4 St Wash Sq	A B C D E F M	N083	1130 - 1230
**General Duties- see below	W 4 St Wash Sq	A B C D E F M	N083	1230 - 1500
.Report off duty. *General Duties-Daily – Northbound/Southbound ‘BDFM’ Platforms, N080 Control Area and Middle Mezzanine Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Sun: Booth N083- Clean booth interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Sign Booth Major Duty Form. Mon: Refuse Room on ‘BDFM’ Platform - Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Stairways – Sweep and bucket wash stairways in Middle Mezzanine. Clean adjacent tile walls. Remove all stickers. Wed: Stairways – Sweep and bucket wash stairways PL1 through PL4. Clean adjacent tile walls. Remove all stickers. Thu: Stairways – Sweep and bucket wash stairways PL4 through PL8. Clean adjacent tile walls. Remove all stickers. Fri: Walls – Bucket wash tile walls in the middle mezzanine. *Allow Extra 1 hour Sat: Stairways – Sweep and bucket wash stairway and tile walls in N080 Control Area. **Elevator Duties - Clean and polish EL334, EL333 and EL335. Remove gum. Sweep, mop, and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	W 4 St Wash Sq	A B C D E F M	N083	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0232	Station North	0700 - 1500	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Wall St	2 3	R111	0700 - 0900
*General Duties-see below				
*General Duties-see below	Wall St	2 3	R111	0900 - 1115
Major Duties-see below				
Lunch	Wall St	2 3	R111	1115 - 1145
*Major Duties-see below (Passageways/Tunnels/ Underpass)	Wall St	2 3	R111	1145 - 1315
*General Duties-see below	Wall St	2 3	R111	1315 - 1500
Report Off Duty.	Wall St	2 3	R111	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct including R110 Unmanned Mezzanine & Stairways. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Clean, dust-off, mop & Disinfect Passageway to the Equitable Building and Chase Manhattan, Along With All AFC Equipment. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas & spot mop. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning - Daily Daily: Scrap & Sweep All passageways/Underpass/Stairways and Tunnels. Wet Mop: stairway & landings, including threads, passageways/underpass, tunnels, mezzanines & corridors. Clean & Wipe-Down Mezzanine and Platform tiled walls to Remove dust, stains, residue and graffiti, including stairway tiles. Remove stains, footprints from station doors. Scrubber Room(s) - Organize room (discard unauthorized items. Remove items/equipment from in front of the eyewash unit. Etc.) Breakdown all empty boxes. Wipe down fire extinguisher. Daily: Wet Mop: stairway & landings, including threads, passageways/underpass, tunnels, mezzanines & corridors, . Booth R111A & R111 - Clean interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon sensors and Fire Extinguishers. Remove all debris and Non-NYCT items from booth drawers.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0232A	Station North	0700 - 1500	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform.	Wall St	4 5	R203	0700 - 0900
*General Duties-see below				
*General Duties-see below	Wall St	4 5	R203	0900 - 1100
*Major Duties-see below				
Lunch	Wall St	4 5	R203	1100 - 1130
*Major Duties-see below (Mezzanines, Passageways, Stairways	Wall St	4 5	R203	1130 - 1330
*General Duties-see below	Wall St	4 5	R203	1330 - 1500
Report Off Duty	Wall St	4 5	R203	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct including R110 Unmanned Mezzanine & Stairways. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Clean, dust-off, mop & Disinfect Passageway to the Equitable Building and Chase Manhattan, Along With All AFC Equipment. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas & spot mop. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Cleaning - Daily Scrap & Sweep All passageways/Underpass/Stairways and Tunnels. Wet Mop: stairway & landings, including threads, passageways/underpass, tunnels, mezzanines & corridors. Clean & Wipe-Down Mezzanine and Platform tiled walls to Remove dust, stains, residue and graffiti, including stairway tiles. Remove stains, dust & footprints from all station doors. Scrubber Room(s) - Organize room (discard unauthorized items. Remove items/equipment from in front of the eyewash unit. Etc.) Breakdown all empty boxes. Wipe down fire extinguisher. Daily: Wet Mop: stairway & landings, including threads, passageways/underpass, tunnels, mezzanines & corridors, . Clean, wipe-down passageways/underpass tiled walls and granite/marble to remove dust, stains, residue, graffiti and stickers.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0233	Station North	0600 - 1400	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Broadway-Lafayette St	B D F M	N519	0600 -
General Duties- see below	Broadway-Lafayette St	B D F M	N519	0600 - 0900
**Elevator Duties- see below	Broadway-Lafayette St	B D F M	N519	0900 - 1000
***Major Duties Cleaning- see below	Broadway-Lafayette St	B D F M	N519	1000 - 1100
Lunch	Broadway-Lafayette St	B D F M	N519	1100 - 1130
**Elevator Duties- see below	Broadway-Lafayette St	B D F M	N519	1130 - 1200
*General Duties- see below	Broadway-Lafayette St	B D F M	N519	1300 - 1400
Report Off Duty. *General Duties Inspect station for unsanitary conditions and correct. Sweep stairways: S/B platform, N519A/B mezzanine and street, stairways M2A/B/C and M6A/B/C leading to lower level mezzanine. Clean/Scrap 3ft around N519A/B street stairways. Scrap N519A/B paid/unpaid control areas, S/B platform, lower level mezzanine Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in N519A/B control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles located on S/B platform and N519A/B paid/unpaid mezzanines. Remove all stains, spills and drag marks on the S/B island platform, N519A/B paid and unpaid mezzanines, and lower level mezzanine. Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duties. Elevator Duties Clean and Polish ELE 330/332Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom Major Duty Cleaning 1000-1100 Sun: N519 Employee Toilet- Clean Men and or Women’s: Wash Walls and Floors. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Mon: S/B Refuse Rm- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: S/B Scrubber Rm- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Lower Level Scrubber Rm- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Thu: Chrome Surfaces- Clean and polish all chrome surfaces/handrails in lower level mezzanine and on stairways M6A/B/C, M2A/B/C. Wipe down artwork in lower level mezzanine. Fri: AFC Equipment- Clean and Polish all Turnstiles, MVMs, MEMs, HEETs, HXTs and wipe down OMNY Validators in N519A/B control area. Clean and Polish all Turnstiles, MVMs, MEMs, HEETs, HXTs and wipe down OMNY Validators in N519A/B control area. Sat: Fare Control Areas- Spot Mop/Deck all stains, spills, drag marks from floor areas in N519A/B paid/unpaid mezzanine. Remove all graffiti and stickers- do not leave residue.	Broadway-Lafayette St	B D F M	N519	1400 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0233A	Station North	0600 - 1400	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Broadway-Lafayette St	B D F M	N519	0600 -
*General Duties Inspect station for unsanitary conditions and correct. Sweep stairways: N/B platform, N519 mezzanine and street, middle mezzanine wide stairways ML1A/B leading to uptown ""6"" platform. Clean/Scrap 3ft around N519 street stairways. Scrap N519 paid/unpaid control area, N/B platform, passageway leading to downtown ""6"" mezzanine, and middle mezzanine leading to the uptown ""6"". Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in N519 control area including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles located on N/B platform and N519 paid/unpaid mezzanine. Remove all stains, spills and drag marks on the N/B island platform, passageway leading to downtown ""6"", N519 paid and unpaid mezzanines, and middle mezzanine leading to uptown ""6"". Empty N519 booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duties. Major Duty Cleaning 0830-0900 Sun: Clean booth service booth N519 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris.	Broadway-Lafayette St	B D F M	N519	0600 - 0900
***Elevator Duties Clean and polish (EL328, EL329). Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels, street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	Broadway-Lafayette St	B D F M	N519	0900 - 1000
**Station Cleaning Duties- Facilities Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX.	Broadway-Lafayette St	B D F M	N519	1000 - 1030
Lunch	Broadway-Lafayette St	B D F M	N519	1030 - 1100
****Major Duty Cleaning 1100-1130 Sun- Employee Facility Room- Wash Walls and Floors. Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Mon: N/B Refuse Rm- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: N/B Scrubber Rm- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: N519 Scrubber Rm- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Thu: Fare Control Areas- Spot Mop/Deck all stains, spills, drag marks from floor areas in N519 paid/unpaid control areas. Remove all graffiti and stickers- do not leave residue. Fri: Clean and polish all chrome surfaces/handrails in N519 passageway leading to downtown ""6"". Sat: Clean and polish all Turnstiles, MVMs, MEMs, HEETs, HXTs and wipe down OMNY Validators in N519 control area."	Broadway-Lafayette St	B D F M	N519	1100 - 1130
***Elevator Duties - See Above	Broadway-Lafayette St	B D F M	N519	1130 - 1200
*General Duties - See Above	Broadway-Lafayette St	B D F M	N519	1200 - 1400
Report Off Duty.	Broadway-Lafayette St	B D F M	N519	1400 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0234	Station North	0700 - 1500	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	2 Av	F	N523	0700 -
*General Duties- see below	2 Av	F	N523	0700 - 1000
SUN-Major Duty Booth- N523 0900-1000				
**Daily Major Duty Cleaning- See duties below	2 Av	F	N523	1000 - 1100
Lunch	2 Av	F	N523	1100 - 1130
**Daily Major Duty Cleaning- See duties below	2 Av	F	N523	1130 - 1230
***Major Duty Cleaning- See duties below	2 Av	F	N523	1230 - 1330
*General Duties- see below	2 Av	F	N523	1330 - 1500
Report Off Duty. *General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMS, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duty Booth- Clean booth N523 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Clean Ceiling Slats. Empty garbage. Remove all debris. **Daily Major Duty Cleaning- 1000-1100 Northbound Platform- Spot Mop/Deck all stains, spills, dragmarks from floor areas. Deodorize platform ends- northend and southend. Remove all graffiti and stickers- do not leave any residue. 1130-1230 Southbound Platform- Spot Mop/Deck all stains, spills, dragmarks from floor areas. Deodorize platform ends- northend and southend. Remove all graffiti and stickers- do not leave any residue. ***Major Duty Cleaning- 2nd Avenue Sun: Employee Toilet- Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Mon: Employee Facility- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Tue: CTA Slop Sink Room N/B Platform- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: CTA Slop Sink Room S/B Platform- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Thu: CTA Slop Sink/Pipe Chase Room in N521 Paid Mezzanine- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Fri: N523 Chemical/Paper Supply Rooms- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Sat: Graffiti/Sticker Removal- Remove graffiti and stickers from non-painted surfaces on entire station- remove all glue/graffiti residue.	2 Av	F	N523	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0234A	Station North	1500 - 2300	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	2 Av	F	N523	1500 - 1800
*General Duties- see below				
*Daily Major Duty Cleaning- See duties below	2 Av	F	N523	1800 - 1900
Lunch	2 Av	F	N523	1900 - 1930
*Daily Major Duty Cleaning- See duties below	2 Av	F	N523	1930 - 2030
**Major Duty Cleaning- See duties below	2 Av	F	N523	2030 - 2130
*General Duties- see below	2 Av	F	N523	2130 - 2300
Report Off Duty.	2 Av	F	N523	2300 -
***General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. ***Daily Major Duty Cleaning- 1800-1900 Southbound Platform- Spot Mop/Deck all stains, spills, dragmarks from floor areas. Deodorize platform ends- northend and southend. Remove all graffiti and stickers- do not leave any residue. 1930-2030 Northbound Platform- Spot Mop/Deck all stains, spills, dragmarks from floor areas. Deodorize platform ends- north end and south end. Remove all graffiti and stickers- do not leave any residue." **Major Duty Cleaning- 2nd Avenue Sun: CTA Slop Sink/Pipe Chase Room in N521 Paid Mezzanine- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Mon: Graffiti/Sticker Removal- Remove graffiti and stickers from non-painted surfaces on entire station- remove all glue/graffiti residue. Tue: N523 Chemical/Paper Supply Rooms- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Wed: Employee Toilet- Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Thu: Employee Facility- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: CTA Slop Sink Room N/B Platform- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: CTA Slop Sink Room S/B Platform- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies."				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0235	Station North	0600 - 1400	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Delancey St Essex St	F	N525	0600 -
*General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMS, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. ***Major Duty Cleaning Sun 0900-0930 Booth- Clean booth N525 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris.	Delancey St Essex St	F	N525	0600 - 0930
Lunch	Delancey St Essex St	F	N525	0930 - 1000
**Major Cleaning "Floors" N/S/B Platforms/N525, N526 Fare Control Areas- Spot Mop/Deck all stains, spills, "drag marks" from floor areas. Remove all graffiti and stickers- do not leave residue.	Delancey St Essex St	F	N525	1000 - 1130
**Major Cleaning 1000-1130 Sun: N/B Platform Scrubber Room/Outside Alcove Area- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Mon: S/B Platform Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies Tue: N/B Platform Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Wed: S/B Platform Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: N526 Paid Mezzanine Scrubber Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Fri: Graffiti/Sticker Removal- Remove graffiti and stickers from non-painted surfaces on entire station- do not leave residue. Sat: Escalator 327/328- Deck all stains, spills, drag marks around escalator street landings on top landing. Remove all graffiti and stickers- do not leave residue.	Delancey St Essex St	F	N525	1130 - 1230
*General Duties - See Above	Delancey St Essex St	F	N525	1230 - 1400
Report Off Duty.	Delancey St Essex St	F	N525	1400 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0236	Station North	1500 - 2300	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties-see below	47-50 Sts Rockefeller Ctr	B D F M	N500	1500 - 1900
LUNCH	47-50 Sts Rockefeller Ctr	B D F M	N500	1900 - 1930
**General Duties- see below **Elevator Duties- see below	47-50 Sts Rockefeller Ctr	B D F M	N500	1930 - 2030
***Major Duties- see below	47-50 Sts Rockefeller Ctr	B D F M	N500	2030 - 2100
**General Duties- see below	47-50 Sts Rockefeller Ctr	B D F M	N500	2100 - 2300
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including list areas outside station confines. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. ***Major Duty Cleaning - (2030-2100) Sun: - Clean Mezzanine Tile walls- Remove stains and scuff marks from mezzanine tile walls” on D - Line. Mon: Supply Room- Tidy and organize chemical and dry supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Tue: Clean Platform Tile walls- Remove stains and scuff marks from platform tile walls” on D - Line. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. **Elevator Duties Clean and polish EL234, EL235 & EL236. Remove gum, sweep, mop, and disinfect elevator floors, wipe down interior and exterior panels/edges on all levels, (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove debris from elevator door sills. Clean and wipe down the safety edge with dry rag from top to bottom.	47-50 Sts Rockefeller Ctr	B D F M	N500	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0237	Station North	1400 - 2200	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	42 St Bryant Park	B D F M	N503	1400 -
*General Duties- see below	42 St Bryant Park	B D F M	N503	1400 - 1530
**Public Restroom Duties- see below	42 St Bryant Park	B D F M	N503	1530 - 1600
Note- If toilets are out of service, listed General Duties will be performed.				
*General Duties- see below	42 St Bryant Park	B D F M	N503	1600 - 1800
Lunch	42 St Bryant Park	B D F M	N503	1800 - 1830
***Major Cleaning "Floors"- see below	42 St Bryant Park	B D F M	N503	1830 - 1930
Close public restrooms at 1900.				
**** Major Duty Cleaning	42 St Bryant Park	B D F M	N503	1930 - 2030
*General Duties- see below	42 St Bryant Park	B D F M	N503	2030 - 2200
Report off duty.	42 St Bryant Park	B D F M	N503	2200 -
<div>*General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including- privately owned SWs SB11A/B, MB20A/B. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.</div> <div>**Public Restroom Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed).</div> <div>**Major Cleaning "Floors" Bryant Park Passageway to 5th Avenue- Scrap. Spot Mop/Deck all stains, spills, dragmarks from floor areas. Disinfect. Remove all graffiti and stickers- do not leave residue."</div> <div>****Major Duty Cleaning 1130-1230 Sun: S/B Refuse Rm- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: N/B Refuse Rm- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Employee Facility Room- Wash Walls and Floors. Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Wed: AFC Equipment- N503/N504 Mezzanine Control Areas. Clean and Polish all Turnstiles, MVMs, MEMs, HEETs, HXTs and wipe down OMNY Validators. Thu: Fare Control Areas- Spot Mop/Deck all stains, spills, drag marks from floor areas in N503/N504 paid/unpaid control areas. Remove all graffiti and stickers- do not leave residue. Fri: AFC Equipment- N502 Mezzanine Control Area. Clean and Polish all Turnstiles, MVMs, MEMs, HEETs, HXTs and wipe down OMNY Validators. N502 Fare Control Area- Spot Mop/Deck all stains, spills, dragmarks from floor areas. Remove all graffiti and stickers- do not leave residue. Sat: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.</div>				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0238	Station North	1400 - 2200	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	34 St Herald Sq	B D F M	N506	1400 -
*General Duties- N507/N505 Mezzanine, S/B Platform Only	34 St Herald Sq	B D F M	N506	1400 - 1730
**Elevator Duties- see below	34 St Herald Sq	B D F M	N506	1730 - 1745
Lunch	34 St Herald Sq	B D F M	N506	1745 - 1815
*General Duties- Intermediate Mezzanines/Ramps Only	34 St Herald Sq	B D F M	N506	1815 - 1930
**Elevator Duties- see below	34 St Herald Sq	B D F M	N506	1930 - 1945
*General Duties- N507/N505 Mezzanine, S/B Platform Only	34 St Herald Sq	B D F M	N506	1945 - 2100
*General Duties- Intermediate Mezzanines/Ramps Only	34 St Herald Sq	B D F M	N506	2100 - 2200
Report Off Duty.	34 St Herald Sq	B D F M	N506	2200 -
*General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
Elevator Duties Clean and Polish [EL209] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0239	Station North	1400 - 2200	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	34 St Herald Sq	B D F M	N506	1400 -
*General Duties- see below	34 St Herald Sq	B D F M	N506	1400 - 1700
Lunch	34 St Herald Sq	B D F M	N506	1700 - 1730
**Elevator Duties- see below	34 St Herald Sq	B D F M	N506	1730 - 1800
***Major Cleaning Floors- see below Close Public Restroom at 1900	34 St Herald Sq	B D F M	N506	1800 - 1930
**Elevator Duties- see below	34 St Herald Sq	B D F M	N506	1930 - 2000
****Major Duties Cleaning- see below	34 St Herald Sq	B D F M	N506	2000 - 2100
*General Duties- see below	34 St Herald Sq	B D F M	N506	2100 - 2200
Report Off Duty.	34 St Herald Sq	B D F M	N506	2200 -
<p>*General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.</p> <p>Elevator Duties Clean and Polish [EL211, EL212] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.</p> <p>***Major Cleaning "Floors" N/S/B Platforms- Spot Mop/Deck all stains, spills, dragmarks from floor areas. Remove all graffiti and stickers- do not leave residue.</p> <p>****Major Duty Cleaning Sun: Graffiti/Sticker Removal- Remove graffiti and stickers from non-painted surfaces on entire station- do not leave residue. Mon: AFC Equipment- A025 Mezzanine Control Area.Clean and Polish all Turnstiles, MVMs, MEMs, HEETs, HXTs and wipe down OMNY Validators. Tue: Fare Control Areas- Spot Mop/Deck all stains, spills, dragmarks from floor areas in A025 paid/unpaid control areas. Remove all graffiti and stickers- do not leave residue. Wed: S/B Refuse Rm- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.S/B Refuse Rm- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: N/B Refuse Rm- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.. Fri: Fare Control Areas- Spot Mop/Deck all stains, spills, dragmarks from floor areas in A022 paid/unpaid control areas. Remove all graffiti and stickers- do not leave residue. Sat: A025 Employee Toilet- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.</p>				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0240	Station North	1400 - 2200	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	34 St Herald Sq	B D F M	N506	1400 -
*General Duties- see below N506- Unpaid/Paid Mezz and associated S/W's onlyN505/A022 - Paid Mezz only Gold Brick Wall and Path Passageways Only, N/B Platform and associated S/W only	34 St Herald Sq	B D F M	N506	1400 - 1730
**Elevator Duties- see below	34 St Herald Sq	B D F M	N506	1730 - 1800
Lunch	34 St Herald Sq	B D F M	N506	1800 - 1830
***Major Cleaning- see below	34 St Herald Sq	B D F M	N506	1830 - 1930
**Elevator Duties- see below	34 St Herald Sq	B D F M	N506	1930 - 2000
*General Duties- see below N506- Unpaid/Paid Mezz and associated S/W's only N505/A022 - Paid Mezz only Gold Brick Wall and Path Passageways Only, N/B Platform and associated S/W only	34 St Herald Sq	B D F M	N506	2000 - 2200
Report Off Duty. *General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Elevator Duties Clean and Polish [EL210/213] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom. ***Major Cleaning AFC Equipment- Clean and Polish all Turnstiles, MVMs, MEMs, HEETs, HXTs and wipe down OMNY Validators in N506, N505 and A022 control areas.	34 St Herald Sq	B D F M	N506	2200 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0241	Station North	1500 - 2300	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	23 St	F M	N509	1500 -
*General Duties- see below	23 St	F M	N509	1500 - 1900
Lunch	23 St	F M	N509	1900 - 1930
** Major Cleaning- see below, S/B Platform	23 St	F M	N509	1930 - 2030
** Major Cleaning Floors- see below, N/B Platform	23 St	F M	N509	2030 - 2130
***Major Duty Cleaning-see below	23 St	F M	N509	2130 - 2230
*General Duties- see below	23 St	F M	N509	2230 - 2300
Report Off Duty.	23 St	F M	N509	2300 -
<div>*General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Cleaning Floors" N/S/B Platforms- Spot Mop/Deck all stains, spills, dragmarks from floor areas. Remove all graffiti and stickers- do not leave residue. ***Major Duty Cleaning Sun: N509 CTA Slop Sink Room - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Mon: N508 CTA Slop Sink Room and Alcove - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Tue: ADA Tactile S/B Platform- Spot Cleans all stains, spills on tactile. Wed: ADA Tactile N/B Platform- Spot Cleans all stains, spills on tactile. Thu: Graffiti/Sticker Removal- Remove graffiti and stickers from non-painted surfaces on entire station- do not leave residue. Fri: Artwork- Wipe down and clean all Mosaic Artwork on the N/S/B platforms. Sat: N509 Employee Facility Room- Wash Walls and Floors. Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX.</div>				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0242	Station North	1500 - 2300	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	W 4 St Wash Sq	A B C D E F M	N083	1500 - 1800
*General Duties- see below				
Lunch	W 4 St Wash Sq	A B C D E F M	N083	1800 - 1830
** Elevator Duties - see below	W 4 St Wash Sq	A B C D E F M	N083	1830 - 2000
**General Duties- see below	W 4 St Wash Sq	A B C D E F M	N083	2000 - 2300
.Report off duty.	W 4 St Wash Sq	A B C D E F M	N083	2300 -
*General Duties-Daily – Northbound/Southbound ‘ACE’ Platforms and N083 Control Area Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Elevator Duties - Clean and polish EL334, EL333 and EL335. Remove gum. Sweep, mop, and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0243	Station North	1500 - 2300	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform.	W 4 St Wash Sq	A B C D E F M	N083	1500 - 1630
** Elevator Duties - see below				
*General Duties- see below	W 4 St Wash Sq	A B C D E F M	N083	1630 - 1900
Lunch	W 4 St Wash Sq	A B C D E F M	N083	1900 - 1930
**General Duties- see below	W 4 St Wash Sq	A B C D E F M	N083	1930 - 2300
Report off duty.	W 4 St Wash Sq	A B C D E F M	N083	2300 -
*General Duties-Daily – Northbound/Southbound ‘BDFM’ Platforms, N080 Control Area and Middle Mezzanine Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
**Elevator Duties - Clean and polish EL334, EL333 and EL335. Remove gum. Sweep, mop, and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0243A	Station North	1400 - 2200	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform. General Duties	Broadway-Lafayette St	B D F M	N519	1400 - 1700
Elevator Duties	Broadway-Lafayette St	B D F M	N519	1700 - 1830
Lunch	Broadway-Lafayette St	B D F M	N519	1830 - 1900
Major Duty Cleaning	Broadway-Lafayette St	B D F M	N519	1900 - 1930
Elevator Duties	Broadway-Lafayette St	B D F M	N519	1930 - 2000
General Duties	Broadway-Lafayette St	B D F M	N519	2000 - 2200
Report off duty. **General Duties Inspect station for unsanitary conditions and correct. Sweep stairways: N/B platform, N519 mezzanine and street, middle mezzanine wide stairways ML1A/B leading to uptown ""6"" platform. Clean/Scrap 3ft around N519 street stairways. Scrap N519 paid/unpaid control area, N/B platform, passageway leading to downtown ""6"" mezzanine, and middle mezzanine leading to the uptown ""6"". Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in N519 control area including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles located on N/B platform and N519 paid/unpaid mezzanine. Remove all stains, spills and drag marks on the N/B island platform, passageway leading to downtown ""6"", N519 paid and unpaid mezzanines, and middle mezzanine leading to uptown ""6"". Empty N519 booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duties." ***Station Cleaning Duties- Facilities Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Elevator Duties Clean and polish (EL328, EL329). Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom. Major Duty Cleaning 1900-1930 Sun: N/B Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Fare Control Areas- Spot Mop/Deck all stains, spills, drag marks from floor areas in N519 paid/unpaid control areas. Remove all graffiti and stickers- do not leave residue. Tue: Clean and polish all chrome surfaces/handrails in N519 passageway leading to downtown ""6"". Wed: Clean and polish all Turnstiles, MVMs, MEMs, HEETs, HXTs and wipe down OMNY Validators in N519 control area. Thu: Middle Mezzanine Scrubber Rm located at the S/end of the station- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Fri: N/B Scrubber Rm- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: N519 Scrubber Rm- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies.."	Broadway-Lafayette St	B D F M	N519	2200 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0244	Station North	1400 - 2200	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Broadway-Lafayette St	B D F M	N519	1400 -
*General Duties- see below	Broadway-Lafayette St	B D F M	N519	1400 - 1700
**Elevator Duties- see below	Broadway-Lafayette St	B D F M	N519	1700 - 1800
Lunch	Broadway-Lafayette St	B D F M	N519	1800 - 1830
***Major Duties Cleaning- see below	Broadway-Lafayette St	B D F M	N519	1830 - 1930
**Elevator Duties- see below	Broadway-Lafayette St	B D F M	N519	1930 - 2000
*General Duties- see below	Broadway-Lafayette St	B D F M	N519	2000 - 2200
Report Off Duty. *General Duties Inspect station for unsanitary conditions and correct. Sweep stairways: S/B platform, N519A/B mezzanine and street, stairways M2A/B/C and M6A/B/C leading to lower level mezzanine. Clean/Scrap 3ft around N519A/B street stairways. Scrap N519A/B paid/unpaid control areas, S/B platform, lower level mezzanine Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in N519A/B control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles located on S/B platform and N519A/B paid/unpaid mezzanines. Remove all stains, spills and drag marks on the S/B island platform, N519A/B paid and unpaid mezzanines, and lower level mezzanine. Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duties. Elevator Duties Clean and Polish [EL330/332] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom. ***Major Duty Cleaning- 1830-1930 Mon: Fare Control Areas- Spot Mop/Deck all stains, spills, dragmarks from floor areas in N519A/B paid/unpaid mezzanine. Remove all graffiti and stickers- do not leave residue. Tue: Stairways S8, M7A/M7B, M5A/B- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Wed: Stairways S9, M6A/M6B, M11A/B- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Thu: Stairways S4, S5, M3A/M3B- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Fri: Stairways S6, M4- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Sat: Tidy and organize central storage supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Sweep storage room corridor.	Broadway-Lafayette St	B D F M	N519	2200 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0244A	Station North	2300 - 0700	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
"Report On Duty In Full Uniform	Broadway-Lafayette St	B D F M	N519	2300 -
*General Duties- see below	Broadway-Lafayette St	B D F M	N519	2300 - 0200
**Escalator Duties- see below. Perform at ES300	Broadway-Lafayette St	B D F M	N519	0200 - 0300
Lunch	Broadway-Lafayette St	B D F M	N519	0300 - 0330
***Elevator Duties- see below	Broadway-Lafayette St	B D F M	N519	0330 - 0430
****Major Duties Cleaning- see below	Broadway-Lafayette St	B D F M	N519	0430 - 0600
*General Duties- see below	Broadway-Lafayette St	B D F M	N519	0600 - 0700
Report Off Duty. *General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown, and restart, (212) 424-4497 Elevator Duties Clean and Polish [EL330] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom. ****Major Duty Cleaning Sun: S/B Platform Refuse Rm- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: N/B Platform Refuse Rm- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Employee Facility Room- Wash Walls and Floors. Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Wed: Graffiti and Sticker Removal- Remove graffiti and stickers from non-painted surfaces on entire station- do not leave residue. Thu: Clean and polish all chrome surfaces/handrails in N519 passageway leading to downtown "6". Fri: Clean and polish all Turnstiles, MVMs, MEMs, HEETs, HXTs and wipe down OMNY Validators in N519, N519A and N519B control areas. Sat: Employee Toilet- Clean Men and or Women’s: Wash Walls and Floors. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.	Broadway-Lafayette St	B D F M	N519	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0245	Station North	1500 - 2300	2764

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform.	East Broadway	F	N529	1500 -
*General Duties- see below	East Broadway	F	N529	1500 - 1800
**Daily Major Duty Cleaning- See duties below	East Broadway	F	N529	1800 - 1915
Lunch	East Broadway	F	N529	1915 - 1945
***Major Duty Cleaning	East Broadway	F	N529	1945 - 2100
*General Duties	East Broadway	F	N529	2100 - 2300
Report Off Duty.	East Broadway	F	N529	2300 -
<div>*General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.</div> <div>**Daily Major Duty Cleaning- 1800-1930 island Platform- Spot Mop/Deck all stains, spills, dragmarks from floor areas. Disinfect around refuse housings on the north end of the platform. Deodorize platform ends- northend and southend. Remove all graffiti and stickers- do not leave any residue.</div> <div>***Major Duty Cleaning- East Broadway</div> <div>Sun: AFC Equipment- Clean and Polish all Turnstiles, MVMs, MEMs, HEETs, HXTs and wipe down OMNY Validators in N528/N529 control areas.</div> <div>Mon: N528/N529 Chemical/Paper Supply Rooms- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers.</div> <div>Tue: Graffiti/Sticker Removal- Remove graffiti and stickers from non-painted surfaces on entire station- do not leave residue.</div> <div>Wed: Employee Toilet- Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.</div> <div>Thu: Island Platform Refuse Housings- Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.</div> <div>Fri: Employee Facility- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX.</div> <div>Sat: CTA Slop Sink/Pipe Chase Room in N528 Paid Mezzanine- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies.</div>				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0245A	Station North	0700 - 1500	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below	East Broadway	F	N529	0700 - 1000
SUN- Major Duty Booth- N529 0900-1000				
**Daily Major Duty Cleaning- See duties below	East Broadway	F	N529	1000 - 1130
Lunch	East Broadway	F	N529	1130 - 1200
**Major Duty Cleaning	East Broadway	F	N529	1200 - 1330
*General Duties	East Broadway	F	N529	1330 - 1500
Report Off Duty. **General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, island platform, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty." Major Duty Booth- Clean booth N529 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Clean Ceiling Slats. Empty garbage. Remove all debris." **Daily Major Duty Cleaning- 1000-1130 island Platform- Spot Mop/Deck all stains, spills, dragmarks from floor areas. Disinfect around refuse housings on the north end of the platform. Deodorize platform ends- northend and southend. Remove all graffiti and stickers- do not leave any residue." **Major Duty Cleaning- East Broadway Sun: Employee Toilet- Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Mon: Employee Facility- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Tue: Island Platform Refuse Housings- Clean exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect inside of housing. deodorize. Wed: CTA Slop Sink/Pipe Chase Room in N528 Paid Mezzanine- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Thu: AFC Equipment- Clean and Polish all Turnstiles, MVMs, MEMs, HEETs, HXTs and wipe down OMNY Validators in N528/N529 control areas. Fri: N528/N529 Chemical/Paper Supply Rooms- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Sat: Graffiti/Sticker Removal- Remove graffiti and stickers from non-painted surfaces on entire station- do not leave residue."	East Broadway	F	N529	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0246	Station North	1400 - 2200	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Delancey St Essex St	F	N525	1400 -
*General Duties- see below.	Delancey St Essex St	F	N525	1400 - 1530
**Public Restroom Duties- see below	Delancey St Essex St	F	N525	1530 - 1600
Note- In lieu of toilets reopening or if out of service, listed General Duties will be performed.				
*General Duties- see below.	Delancey St Essex St	F	N525	1600 - 1730
Lunch	Delancey St Essex St	F	N525	1730 - 1800
***Major Cleaning Floors- see below	Delancey St Essex St	F	N525	1800 - 1900
****Major Duties Cleaning- see below	Delancey St Essex St	F	N525	1900 - 2000
Close public restroom at 1900				
*General Duties- see below.	Delancey St Essex St	F	N525	2000 - 2200
Report Off Duty.	Delancey St Essex St	F	N525	2200 -
<div>*General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Public Restroom Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed). ***Major Cleaning "Floors" N/S/B Platforms/N525, N526 Fare Control Areas- Spot Mop/Deck all stains, spills, dragmarks from floor areas. Remove all graffiti and stickers- do not leave residue. ****Major Duty Cleaning Sun: S/Ws P7A/B, P8A/B, P9/10- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Mon: Graffiti/Sticker Removal- Remove graffiti and stickers from non-painted surfaces on entire station- do not leave residue. Tue: Escalator 327/328- Deck all stains, spills, dragmarks around escalator street landings on top landing. Remove all graffiti and stickers- do not leave residue. Wed: S/Ws PL5, PL6, PL18, PL19- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Thu: S/Ws PL3, PL4- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Fri: S/Ws PL1/2, PL9/10- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Sat: S/Ws M6A/B, M7, S3, S4- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls.</div>				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0246A	Station North	2300 - 0700	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	2 Av	F	N523	2300 - 0200
*General Duties- see below				
*Daily Major Duty Cleaning- See duties below	2 Av	F	N523	0200 - 0300
Lunch	2 Av	F	N523	0300 - 0330
*Daily Major Duty Cleaning- See duties below	2 Av	F	N523	0330 - 0430
**Major Duty Cleaning- See duties below	2 Av	F	N523	0430 - 0530
*General Duties- See duties below	2 Av	F	N523	0530 - 0700
Report Off Duty.	2 Av	F	N523	0700 -
<div>*General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty." ***Daily Major Duty Cleaning- 0200-0300 Northbound Platform- Spot Mop/Deck all stains, spills, drag marks from floor areas. Deodorize platform ends- north end and south end. Remove all graffiti and stickers- do not leave any residue. 0330-0430 Southbound Platform- Spot Mop/Deck all stains, spills, drag marks from floor areas. Deodorize platform ends- north end and south end. Remove all graffiti and stickers- do not leave any residue." ****Major Duty Cleaning- 2nd Avenue Sun: Refuse Room N/B- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Refuse Room S/B- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: CTA Slop Sink Room S/B Platform- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: CTA Slop Sink Room N/B Platform- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Thu: CTA Slop Sink/Pipe Chase Room in N521 Paid Mezzanine- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Fri: Refuse Room N/B- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Sat: Refuse Room S/B- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect."</div>				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0247	Station North	0930 - 1730	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	34 St Herald Sq	B D F M	N506	0930 -
*Public Restroom Duties- see below.	34 St Herald Sq	B D F M	N506	0930 - 1000
**Elevator Duties- see below EL209/210/211/212/213	34 St Herald Sq	B D F M	N506	1000 - 1200
**Public Restroom Duties- see below.	34 St Herald Sq	B D F M	N506	1200 - 1300
Note- If toilets are out of service, listed General Duties will be performed				
Lunch	34 St Herald Sq	B D F M	N506	1300 - 1330
***Major Cleaning- see below.	34 St Herald Sq	B D F M	N506	1330 - 1430
**Elevator Duties- see below EL209/210/211/212/213	34 St Herald Sq	B D F M	N506	1430 - 1530
*Public Restroom Duties- see below.	34 St Herald Sq	B D F M	N506	1530 - 1600
Note- If restrooms are out of service, listed General Duties will be performed.				
****Major Duty Cleaning- see below.	34 St Herald Sq	B D F M	N506	1600 - 1700
Report Off Duty.	34 St Herald Sq	B D F M	N506	1700 -
<div>*Public Restroom Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed).</div> <div>Elevator Duties Clean and Polish ELE-209/210/211/212//213Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.</div> <div>***Major Cleaning Graffiti/Sticker Removal- Remove graffiti and stickers from non-painted surfaces on entire station- do not leave residue.</div> <div>****Major Duty Cleaning Sun: N/B "F" Platform Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: N507 Employee Toilets- Clean Men and or Women’s: Wash Walls and Floors. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Tue: S/B "F" Platform Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Wed: N507 Paper Supply Room- Tidy and organize supply room. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Part Time Booth- Clean booth N507 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Fri: N507 CTA Storage Room- Tidy and organize. Remove empty boxes. Wipe down top of Fire Extinguishers. Restock. Sat: N507 Chemical Supply Room- Tidy and organize supply room. Remove empty boxes. Wipe down top of Fire Extinguishers</div>				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0248	Station North	0700 - 1500	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Bowery	J Z	A064	0700 -
*General Duties- see below **Major Duty Booth- A064 0830-0900	Bowery	J Z	A064	0700 - 0900
***Major Duty Cleaning	Bowery	J Z	A064	0900 - 1000
Lunch	Bowery	J Z	A064	1000 - 1030
*General Duties- see below **Major Duty Booth- N520 1220-1230	Grand St	B D	N520	1050 - 1250
***Major Duty Cleaning	Grand St	B D	N520	1250 - 1340
*General Duties	Bowery	J Z	A064	1400 - 1500
Report Off Duty. *General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Booth- Clean booth A064/N520 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. ***Major Duty Cleaning- Bowery Street Sun: Employee Toilet- Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Mon: Employee Facility- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Tue: A064 Unpaid Mezzanine Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Wed: CTA Slop Sink/Pipe Chase/Storage Room in A064 Paid Mezzanine- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Thu: AFC Equipment- Clean and Polish all Turnstiles, MVMs, MEMs, HEETs, HXTs and wipe down OMNY Validators in A064 control area. Fri: A064 Fare Control Area- Spot Mop/Deck all stains, spills, dragmarks from floor areas. Remove all graffiti and stickers- do not leave residue. Sat: Graffiti/Sticker Removal- Remove graffiti and stickers from non-painted surfaces on entire station- do not leave residue. ***Major Duty Cleaning- Grand Street Sun: Employee Toilet- Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Mon: Employee Facility/Adjacent Storage Area- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Tue: CTA Slop Sink Room in N520 Paid Mezzanine- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: N/B Platform- Spot Mop/Deck all stains, spills, dragmarks from floor areas. Remove all graffiti and stickers- do not leave residue. Thu: S/B Platform- Spot Mop/Deck all stains, spills, dragmarks from floor areas. Remove all graffiti and stickers- do not leave residue. Fri: 1250 N520 Paid Mezzanine Temporary Barricade- Tidy and organize barricade. Remove empty boxes. Wipe down top of Fire Extinguisher. 1320 Fare Control Area- Spot Mop/Deck all stains, spills, dragmarks from floor areas. Remove all graffiti and stickers- do not leave residue. Sat: Graffiti/Sticker Removal- Remove graffiti and stickers from non-painted surfaces on entire station- do not leave residue.	Bowery	J Z	A064	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0249	Station North	2300 - 0700	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Fulton St	2 3	N098	2300 - 0100
Note: If Mobile Wash Is On The Station, CTA Will Be Reassigned By Station Supervisor To Another Task/Location, including but not limited to removing excess water with scrubber machine and maintain cleanliness as required.				
*General Duties-see below	Fulton St	J Z	N098	0100 - 0300
Lunch	Fulton St	2 3	N098	0300 - 0330
*General Duties-see below	Fulton St	2 3 J Z	N098	0330 - 0500
*Elevator/Escalator/MVM's/Turnstiles Duties-see below				
*Major Duties-see below	Fulton St	2 3 J Z	N098	0500 - 0700
Report Off Duty	Fulton St	2 3	N098	0700 -
*General Duties-Daily				
Inspect station for unsanitary conditions and correct. Sweep all stairs (Passageways, Platforms, Hallways, mezzanine & street Stairways). Scrap all mezzanines, control areas, stairways, passageways & Platforms. Clean/remove Dust Buildup, stains, graffiti and residue On Tiled Walls. . Wipe down & disinfect all stairway handrails. Clean and wipe down glass tiled walls to remove dust, stains & graffiti. Clean and polish All AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Wipe down stairway & Escalator overheads to remove dust and stains. Empty, disinfect, clean & polish chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas & mop as needed. Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
Major Duty: Daily				
Refuse Rooms/Housings - Clean, bucket wash, remove dust & disinfect. Sweep, deck brush, mop, and remove all stains & drag marks on floors. Breakdown all empty boxes. Wipe down fire extinguisher. Clean/wipe down walls, as needed.				
Wed/Sat: 4/5 Line S/B Refuse Room - Clean & disinfect. Sweep, deck brush, mop, and remove all stains & drag marks. Breakdown all empty boxes.				
Bucket Wash/Deck wash & Mop All stairway threads, steps, landings, copings & risers. Remove gum from stairways. Wipe-down LED display/screens on walls. Remove dust from escalator overhead.				
Clean Platform tiled walls to remove stains, dust, residue & footprints. Clean all station doors to remove stains, footprints & dirt. Clean and polish mezzanine glass windows & doors, including chrome surfaces.				
*Elevator/Escalator/MVM's/Turnstiles Duties				
Clean & Polish All Escalators/Elevators. Sweep, mop, and disinfect floors; and remove gum. Deodorize & disinfect accordingly (apply odor eliminator). Clean glass & polish stainless panels, remove stickers, and graffiti. Clean Interior & Exterior of Glass/Elevator Cab.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0250	Station North	1500 - 2300	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Bowery	J Z	A064	1500 -
*General Duties- see below	Bowery	J Z	A064	1500 - 1700
**Major Duty Cleaning	Bowery	J Z	A064	1700 - 1800
Lunch	Bowery	J Z	A064	1800 - 1830
*General Duties- see below	Grand St	B D	N520	1850 - 2030
**Major Duty Cleaning	Grand St	B D	N520	2030 - 2130
*General Duties- see below	Bowery	J Z	A064	2150 - 2300
Report off duty.	Bowery	J Z	A064	2300 -
<div>*General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.</div> <div>**Major Duty Cleaning- Bowery Street Sun: Island Platform- Spot Mop/Deck all stains, spills, dragmarks from floor areas. Remove all graffiti and stickers- do not leave residue. Mon: Stairways- Clean/Wash all Plaform S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls, Railings. Tue: Stairways- Clean/Wash all Mezz/Street S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls, Railings Wed: A064 Fare Control Area- Spot Mop/Deck all stains, spills, dragmarks from floor areas. Remove all graffiti and stickers- do not leave residue. Thu: Employee Toilet- Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Fri: ADA Tactile- Spot Cleans all stains, spills on Brooklyn Bound edge tactile. Sat: ADA Tactile- Spot Cleans all stains, spills on Broad Street Bound edge tactile.</div> <div>**Major Duty Cleaning- Grand Street Sun: N/B Platform Stairways- Clean/Wash S/Ws P2/P4, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls Mon: S/B Platform Stairways- Clean/Wash S/Ws P1/P3, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls Tue: N520 Mezz/Street Stairways- Clean/Wash S3A/B, M3A/B, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls Wed: N520 Mezz/Street Stairways- Clean/Wash S1, S2, M1A/B, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls Thu: Employee Toilet- Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Fri: N/B Platform Refuse Housings- Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Sat: Employee Facility/Adjacent Storage Area- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX.</div>				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0251	Station North	1500 - 2300	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Broad St	J Z	A083	1500 - 1800
*General Duties-see below				
*Major Duties-see below (1630-1700)				
*Elevator Duties-see below	Broad St	J Z	A083	1810 - 2000
Lunch	Broad St	J Z	A083	2000 - 2030
*Major Duties-see below	Broad St	J Z	A083	2030 - 2130
*General Duties-see below	Broad St	J Z	A083	2140 - 2300
Report Off Duty.	Broad St	J Z	A083	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct including Stairways S8, S9, S10, S12, S13, & S14. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including 'Exit Only' stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Sweep, Mop, & Disinfect Passageway to Chase Manhattan (Remove Gum, Stains, & Drag marks.) Clean & Disinfect RTO Tower & Toilets at S/E of Southbound Platform. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Cleaning- Daily: Wet Mop: stairway & landings, including threads, passageways/underpass, tunnels, mezzanines & corridors. Mon: (Broad ST Only) Booth A083 - Clean interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon sensors and Fire Extinguishers. Remove all debris and Non-NYCT items from booth drawers. Scrubber Rooms - Deck wash walls and floor, wipe Fire Extinguisher, restock and organize supplies and equipment. Clean & Organize Supply Room including wiping down fire extinguisher and breakdown and discard empty boxes. Clean refuse rooms. Empty, Clean, Disinfect & Polish all Trash Receptacles. Spot mop: platforms, Mezzanines, stairway landings, including threads. Remove gum, stickers and unauthorized postings. Clean all digital screens.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0252	Station North	2300 - 0700	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	1 Av	L	H007	2300 - 0015
*Performed General Duties - See Below				
*NB & SB (L) Mezzanine and Platform - Perform General Duties - See Below / Elevator Duties				
Major Duty Floors see below	1 Av	L	H007	0015 - 0100
Performed Major Duties - See Below	1 Av	L	H007	0100 - 0200
Lunch	1 Av	L	H007	0200 - 0230
*NB & SB (L) Mezzanine and Platform - Perform General Duties - See Below	3 Av	L	H006	0245 - 0345
Major Duty Floors see below	3 Av	L	H006	0345 - 0430
Performed Major Duties - See Below	3 Av	L	H006	0430 - 0530
Performed Major Duties - See Below	1 Av	L	H007	0545 - 0700
Report Off Duty.	1 Av	L	H007	0700 -
<div><div>**General Duties - Nightly:</div><div>Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways (NB Platform stairways leading to Upper / Lower platform). Mop entire platform and mezzanine floors. Mop all stairway landings leading to upper-mezzanine an street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”</div><div>Major Duties Floors - Nightly: Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.</div><div>Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies.</div><div>Refuse Room/Housing Canisters- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.</div><div>Note: Task subject to change and/or chance</div><div>Spot clean ADA Tactile</div><div>as needed</div><div>Deck brush & disinfect all gutters/sanitary bases/platform ends as needed throughout the station Wipe down all HPI Units, CAI, HEETS and MVM/MEM & Remove Dust.</div><div>Clean all AFC equipment including turnstile heads and validators throughout the station.</div><div>** Elevator Duties**</div><div>Clean and polish elevators. Remove gum. Sweep, mop, and disinfect elevator floors. Wipe down interior and exterior panels/ ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.</div></div>				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

INSTRUCTIONS

STATION	LINE	BOOTH	HOURS
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Sunday-Saturday

REPORT ON DUTY IN FULL UNIFORM.	Spring St	C E	N086	0700 - 1000
*General Duties- see below				
*Major Duty- see below	Spring St	C E	N086	1000 - 1030
Lunch	Spring St	C E	N086	1030 - 1100
*Major Duty- see below	Canal St	A C E	N089	1110 - 1140
**General Duties- see below	Canal St	A C E	N089	1140 - 1450
. ***MAJOR CLEANING SUN: BOOTH INTERIOR/EXTERIOR (Clean windows, dust ledges and booth equipment, clean walls, fire extinguishers, halon dispenser, wipe overhead ceiling slats, empty waste baskets, sweep and mop floors) MON: Clean and organize all supply rooms (discard empty boxes or containers, deck floors, clean fire extinguishers, restock shelves, discard non-station items) TUE: Clean and polish all MVMs, MEMs, HEETs, Turnstiles and chromes railings. WED: EMP TOILET (wash walls, floors, commodes, sink, mirror, modesty panels, restock soap and hand towels. THUR: Bucket wash tile wall and gutters on SB platform. FRI: Bucket wash tile wall and gutters on NB platform. SAT: Clean and polish all trash receptacles. **General Duties Sweep all street, mezzanine and platform stairways. Wipe down all platform stairway handrails. Clean/scrap 3ft around all street stairways. Clean coping of all stairways. Scrap mezzanine and entire platforms (ends) and behind stairways. Remove all stains and drag marks. Remove gum from floors. Disinfect/clean all urine and unsanitary areas including platform ends. Clean around and wipe down benches. Empty and disinfect all trash receptacles. Clean and polish trash receptacle tops and chromes. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Wipe down wall or structure behind/adjacent to trash receptacle. Remove graffiti from non-painted surface/signs. Remove stickers/residue. Polish FSMF, Fire hose box, HPI, CIC and all AFC equipment (turnstiles, MVMs, MEMs, HEETs. Clean all public telephones/casings, clean canister housing, and sandboxes. Remove all dust balls from mezzanine and platform gutters and drains. Clean Booth exterior window and empty waste basket, clean and organize CTA room. *Bathroom Duties Clean and disinfect employee's toilets and urinals, commodes, sink, mirrors. Empty trash and mop floors. Wipe down all modesty panels and walls. Remove graffiti from non-painted surfaces and remove all stickers/residue. Re-stock with soap and tissue. .	Spring St	C E	N086	1500 -

Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0254	Station North	0700 - 1500	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM.	23 St	R W	A030	0700 - 0930
*General Duties- see below				
*Major Duty- see below	23 St	R W	A030	0930 - 1030
Lunch	23 St	R W	A030	1030 - 1100
*General Duties- see below	28 St	R W	A027	1110 - 1300
*Major Duty- see below	28 St	R W	A027	1300 - 1400
* General Duties- see below	23 St	R W	A030	1410 - 1500
Report off duty.	23 St	R W	A030	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT, CVM) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”				
*Major Duty Cleaning- Sun: Booth- Clean booth [booth A027] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies Wed: Supply Room @ 28th Street-Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Sat: Booth Clean [booth A030] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0255	Station North	0700 - 1500	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Performed General Duties - See Below	1 Av	L	H007	0700 - 0900
*NB & SB (L) Mezzanine and Platform - Perform General Duties - See Below				
Performed Major Duties - Elevator Duties & Room Cleaning - See Below	1 Av	L	H007	0900 - 1030
Lunch	3 Av	L	H006	1040 - 1110
*NB & SB (L) Mezzanine and Platform - Perform General Duties - See Below	3 Av	L	H006	1110 - 1300
Performed Major Duties - See Below	3 Av	L	H006	1300 - 1350
*NB & SB (L) Mezzanine and Platform - Perform General Duties - See Below	1 Av	L	H007	1400 - 1500
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Major Duty Cleaning- ***Elevator Duties-EL 292, EL 293 Clean and polish elevators. Remove gum. Sweep, mop, and disinfect elevator floors. Wipe down interior and exterior panels/ ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom. <div>Sun: Booth H007 - 1st Ave - Clean Interior And Exterior Of Booth. Mop Booth Floor, Wash Walls And Dust Ledges, Remove Garbage.</div> <div>Sat : Booth H006- 3rd Ave-Clean Interior And Exterior Of Booth. Mop Booth Floor, Wash Walls And Dust Ledges, Remove Garbage. Daily: Refuse Housing Canisters- Disinfect housing canisters and floor base. Remove all debris from back of housing canisters and disinfect. Remove loose debris from refuse inserts and disinfect.</div> <div>Mon/Tue/Wed/Thurs: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Scrubber Room- Deck wash walls and floor. Clean/disinfect and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wipe down Fire Extinguishers. Restock supplies.</div>	1 Av	L	H007	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0256	Station North	1500 - 2300	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM.	Canal St	A C E	N089	1500 - 1800
*General Duties- see below				
*Major Duty- see below	Canal St	A C E	N089	1800 - 1900
LUNCH	Canal St	A C E	N089	1900 - 1930
**General Duties- see below	Spring St	C E	N086	1940 - 2200
***Major Duty- Duties- see below	Spring St	C E	N086	2200 - 2300
Report off duty.	Canal St	A C E	N089	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Cleaning – If Major Duty not assigned, continue with General Duties				
Sun: Stairways Canal St – Sweep and bucket wash stairways S1, M1A/B. Mon: Stairways Canal St – Sweep and bucket wash stairways S3, M4A/B. Tue: Stairways Canal St – Sweep and bucket wash stairways S4, M5, M6A/B. Wed: Stairways Canal St – Sweep and bucket wash stairways S5, M7A/B, S6, M8. Thu: Stairways Spring St – Sweep and bucket wash stairways S4, P6, P7 Fri: Stairways Spring St – Sweep and bucket wash stairways S2, P2, P3A/B Sat: Stairways Spring St – Sweep and bucket wash stairways S3, P4, P5				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0257	Station North	1500 - 2300	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	14 St	A C E	N078	1500 - 1800
*General Duties- see below				
***Major Duty- Duties- see below	14 St	A C E	N078	1800 - 1830
Lunch	14 St	A C E	N078	1830 - 1900
***Elevator Duties -	14 St	A C E	N078	1900 - 2100
**General Duties- see below	14 St	A C E	N078	2100 - 2300
Report off duty.	14 St	A C E	N078	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Sun: Grills – Bucket wash all grills on the north and south bound platforms. Mon: Grills – Bucket wash all grills in the middle unpaid/paid middle mezzanine. Tue: Stairways – Sweep and bucket wash stairways S8, M8A/B, M6, S6, M7 A/B, S7, S5 and M5. Wed: Stairways – Sweep and bucket wash stairways M1A/B, S1, M1, S1, M2A/B and S2. Thu: Stairways – Sweep and bucket wash stairways M4, S4, M3 and S3. Fri: Employee Toilets (Located in 8th Ave Passageway) - Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Sat: Wipe, disinfect and remove dust from all handrails and gates throughout 14th St & 8th Ave, the entire complex. **Elevator Duties - Clean and polish EL224, EL221, EL223 & EL222. Remove gum. Sweep, mop, and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0257A	Station North	1500 - 2300	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	8 Av	L	H001	1500 - 1630
*General Duties- see below				
**RTO Facilities Duties	8 Av	L	H001	1630 - 1730
*Major Duty- see below	8 Av	L	H001	1730 - 1830
Lunch	8 Av	L	H001	1830 - 1900
"Public Restroom Duties – see below Note- In lieu public restrooms out of service, listed General Duties will be performed:"	8 Av	L	H001	1900 - 2000
**General Duties- see below	8 Av	L	H001	2000 - 2300
Report off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. restrooms. *Major Duty Cleaning- Sun: Employee Toilets (Located in 8th Ave Passageway) - Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Mon: Refuse Room and Scrubber Room on ‘L’ Platform - Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Northbound Scrubber & Refuse Room ‘ACE’ Platform - Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Wed: Dry & Chemical Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Middle Mezzanine Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Southbound Scrubber Rooms - Scrubber & Refuse Room ‘ACE’ Platform - Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. ***Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening. ***RTO Facilities Duties Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men restrooms. Wipe down all surfaces including Quench machines, tables and seats and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES.	8 Av	L	H001	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0258	Station North	1500 - 2300	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Performed General Duties - See Below	3 Av	L	H006	1500 - 1630
*NB & SB (L) Mezzanine and Platform - Perform General Duties - See Below				
*NB & SB (L) Mezzanine and Platform - Perform General Duties - See Below	1 Av	L	H007	1645 - 1900
Lunch	1 Av	L	H007	1900 - 1930
Performed Major Duties - Elevator Duties - See Below	1 Av	L	H007	1930 - 2015
*NB & SB (L) Mezzanine and Platform - Perform General Duties - See Below	1 Av	L	H007	2015 - 2115
Performed Major duties- See Below	3 Av	L	H006	2130 - 2200
*NB & SB (L) Mezzanine and Platform - Perform General Duties - See Below	3 Av	L	H006	2200 - 2300
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMS, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Major Duty Cleaning- *Elevator Duties-EL 292, EL 293 Clean and polish elevators. Remove gum. Sweep, mop, and disinfect elevator floors. Wipe down interior and exterior panels/ ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom. Sun-Sat : Daily Refuse-Housing Canisters- Disinfect housing canisters and floor base. Remove all debris from back of housing canisters and disinfect. Remove loose debris from refuse inserts and disinfect. Sun/Tue/Thurs/Sat: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Scrubber Room- Deck wash walls and floor. Clean/disinfect and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wipe down Fire Extinguishers. Restock supplies.	3 Av	L	H006	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0259	Station North	2300 - 0700	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	City Hall	R W	A047	2300 - 0130
*General Duties-see below				
Lunch	City Hall	R W	A047	0130 - 0200
Major Duty Floors	City Hall	R W	A047	0200 - 0510
*General Duties-see below	City Hall	R W	A047	0510 - 0700
*Major Duties-see below (0600-0630)				
Report Off Duty.	City Hall	R W	A047	0700 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street) deck brush/remove bird droppings. Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect , clean & polish all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. *Major Duty Floors: Nightly Deck/bucket-Wash stains, spills, drag marks on floors. Clean, bucket-wash & Disinfect bird droppings. Wet Mop: stairway & landings, including threads, passageways/underpass, tunnels, mezzanines & corridors. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.. *Major Duty Cleaning- Sun: Scrubber Room - Deck wash walls and floor, wipe Fire Extinguisher & Eyewash unit, restock and organize supplies and equipment. Clean & Organize paper and chemical Supply Rooms including wiping down Fire Extinguisher and breakdown and discard empty boxes. Sat: Refuse Room - Clean & Deodorize Room, Deck Wash walls and floors, wipe down Fire Extinguisher and Eyewash unit.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0260	Station North	0700 - 1500	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Perform General Duties*-see below	59 St	4 5 6	R244	0700 -
Perform duties on N, R, W Lines	59 St	4 5 6	R244	0700 - 0900
*Perform General Duties *Island Platform and Middle Mezzanine (salad bowl)				
*Perform General Duties *Mezzanine Control Area (A002) and Public Restrooms / and Underpass to 4/5/6 Plats	59 St	4 5 6	R244	0900 - 1100
Lunch	59 St	4 5 6	R244	1100 - 1130
Major Duty Cleaning	59 St	4 5 6	R244	1130 - 1230
*Perform General Duties * Entire Station	59 St	4 5 6	R244	1230 - 1500
Report off duty.	59 St	4 5 6	R244	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Deck brush stains on concrete floors. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”				
*Major Duty Cleaning- Sun: Booth- Clean booth [booth R244] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0260A	Station North	2200 - 0600	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in full Uniform. *Note - If escalators are out of service, listed General Duties will be performed*	59 St	4 5 6	R244	2200 -
*Escalator Duties (ESC #212) - see below	59 St	4 5 6	R244	2200 - 2300
*Escalator Duties (ESC #214) - see below	59 St	4 5 6	R244	2300 - 2400
Lunch	59 St	4 5 6	R244	2400 - 0030
*Escalator Duties (ESC #211) - see below	59 St	4 5 6	R244	0030 - 0130
*Escalator Duties (ESC #213) - see below	59 St	4 5 6	R244	0130 - 0230
*Escalator Duties (ESC #215) - see below	59 St	N R W	R244	0230 - 0315
*Escalator Duties (ESC #248) - see below	59 St	N R W	R244	0315 - 0415
*Escalator Duties (ESC #249) - see below	59 St	N R W	R244	0415 - 0500
Perform General Duties	59 St	N R W	R244	0500 - 0600
Report off duty. **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean [Escalator]. Remove gum and damp mop upper and lower landings. Clean and polish exterior and interior of Escalator panels. Clean adjacent tile walls. Remove graffiti, stickers, and sticker/glue residue. Sweep and mop escalator plate landings. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMS, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Deck brush stains on concrete floors. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers.	59 St	4 5 6	R244	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0260B	Station North	2200 - 0600	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in full Uniform. *Note - If escalators are out of service, listed General Duties will be performed*	59 St	4 5 6	R244	2200 -
*Escalator Duties (ESC #212) - see below	59 St	4 5 6	R244	2200 - 2300
*Escalator Duties (ESC #214) - see below	59 St	4 5 6	R244	2300 - 2400
Lunch	59 St	4 5 6	R244	2400 - 0030
*Escalator Duties (ESC #211) - see below	59 St	4 5 6	R244	0030 - 0130
*Escalator Duties (ESC #213) - see below	59 St	4 5 6	R244	0130 - 0230
*Escalator Duties (ESC #215) - see below	59 St	4 5 6	R244	0230 - 0315
*Escalator Duties (ESC #248) - see below	59 St	N R W	R244	0315 - 0415
*Escalator Duties (ESC #249) - see below	59 St	N R W	R244	0415 - 0500
Perform General Duties	59 St	N R W	R244	0500 - 0600
Report off duty. **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean [Escalator]. Remove gum and damp mop upper and lower landings. Clean and polish exterior and interior of Escalator panels. Clean adjacent tile walls. Remove graffiti, stickers, and sticker/glue residue. Sweep and mop escalator plate landings. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMS, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Deck brush stains on concrete floors. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers.	59 St	4 5 6	R244	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0261	Station North	0700 - 1500	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	57 St-7 Av	N R Q W	A010	0700 - 1000
*General Duties- see below *RTO Facilities Duties				
*Major Duty- see below	57 St-7 Av	N R Q W	A010	1000 - 1030
LUNCH	57 St-7 Av	N R Q W	A010	1030 - 1100
**General Duties- see below	57 St-7 Av	N R Q W	A010	1100 - 1350
Elevator Duties – see below Note- If Elevators are out of service, listed General Duties will be performed	57 St-7 Av	N R Q W	A010	1350 - 1420
**General Duties- see below	57 St-7 Av	N R Q W	A010	1420 - 1500
REPORT OFF DUTY.	57 St-7 Av	N R Q W	A010	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including list areas outside station confines. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duty Cleaning- Sun: Booth- Clean booth A010 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Refuse Room/Housing- Deck wash walls and floor (interior/exterior.) Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet. **Elevator Duties - Clean and polish EL282, EL283, EL604, EL281. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. ***RTO Facilities Duties - Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men restrooms. Wipe down all surfaces including Quench machines, tables and seats and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0261A	Station North	0700 - 1500	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below *RTO Facilities Duties	49 St	N R W	A015	0700 - 1000
*Major Duty- see below	49 St	N R W	A015	1000 - 1030
LUNCH	49 St	N R W	A015	1030 - 1100
**General Duties- see below	49 St	N R W	A015	1115 - 1350
**Elevator Duties – see below Note- If Elevators are out of service, listed General Duties will be performed.	49 St	N R W	A015	1350 - 1420
**General Duties- see below	49 St	N R W	A015	1420 - 1500
REPORT OFF DUTY. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including list areas outside station confines. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” Major Duty Cleaning- Sun: Booth- Clean booth A010 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Refuse Room/Housing- Deck wash walls and floor (interior/exterior.) Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Office- Clean desks, tabletops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet. Elevator Duties Clean and polish (EL282, EL283, EL604, EL281). Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom. Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. ***RTO Facilities Duties - Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men restrooms. Wipe down all surfaces including Quench machines, tables and seats and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES	49 St	N R W	A015	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0262	Station North	0600 - 1400	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM. *General Duties- see below <div>N,Q,R,W</div> *Special Events* G.O.- CTA to clean tower on SB platform NQRW	Times Sq-42 St	1 2 3	R151	0600 - 1030
Lunch	Times Sq-42 St	1 2 3	R151	1030 - 1100
*Major Duty- see below	Times Sq-42 St	1 2 3	R151	1100 - 1200
*General Duties- see below N,Q,R,W	Times Sq-42 St	1 2 3	R151	1200 - 1400
Report off duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [41st & 40th Broadway. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMS, Turnstiles, HEETs/HXT, CVM) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Major Duty Cleaning- SUN: Clean, disinfect and bucket wash all trash receptacles on station. MON: Clean/sweep/deck/disinfect all 4 stairways and landing at 40th Broadway- control area A021 TUE: Employee Toilets A021 Control Area Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. WED: Wipe and clean all railings in eclipse area of Mezz. on N &R lines. Remove Dust balls, sticker and graffiti. THU: Manager Office/Supply Room - Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. FRI: Scrubber Rooms- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Sat: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. **Elevator Duties – Job 375 not covered: Clean and Polish [ELE229, 230] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	Times Sq-42 St	1 2 3	R151	1400 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0263	Station North	0700 - 1500	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM.	8 St-NYU	R W	A038	0700 - 1000
*General Duties- see below				
*Major Duty- see below	8 St-NYU	R W	A038	1000 - 1100
Lunch	8 St-NYU	R W	A038	1100 - 1130
**General Duties- see below	Prince St	R W	A041	1140 - 1300
*Major Duty- see below	Prince St	R W	A041	1300 - 1400
** General Duties- see below	8 St-NYU	R W	A038	1410 - 1500
Report off duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Major Duty Cleaning- Sun: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Mon: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies Tue: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Wed: Stairways- Bucket Wash at 22nd Street & Waverly Street Exits. Clean adjacent tile walls. Remove all stickers. Thu: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Fri: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Sat: Booth Clean [booth A038] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris.	8 St-NYU	R W	A038	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0264	Station North	2300 - 0700	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Bowery	J Z	A064	2300 -
*General Duties- see below.	Bowery	J Z	A064	2300 - 0100
**Escalator Duties- see below. Perform at ES330	Bowery	J Z	A064	0100 - 0200
Lunch	Bowery	J Z	A064	0200 - 0230
*General Duties- see below.	Grand St	B D	N520	0250 - 0350
***Major Duty Cleaning- see below.	Grand St	B D	N520	0350 - 0550
*General Duties- see below.	Bowery	J Z	A064	0610 - 0700
Report Off Duty.	Bowery	J Z	A064	0700 -
<p>*General Duties</p> <p>Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.</p> <p>**Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown, and restart, (212) 424-4497</p> <p>Shutdown and clean escalators indicated above. Remove gum and mop upper and lower landings. Clean and polish exterior and interior of Escalator panels. Clean adjacent tile walls. . Remove graffiti, stickers, and sticker/glue residue.</p> <p>***Major Duty Cleaning</p> <p>Sun: N/B Platform- Spot Mop/Deck all stains, spills, drag marks from floor areas. Remove all graffiti and stickers- do not leave residue.</p> <p>Mon: N/B Platform Refuse Housings- Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.</p> <p>Tue: Employee Toilet (N520 Mezzanine)- Clean Men and or Women’s: Wash Walls and Floors. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.</p> <p>Wed: S/B Platform- Spot Mop/Deck all stains, spills, drag marks from floor areas. Remove all graffiti and stickers- do not leave residue.</p> <p>Thu: AFC Equipment- Clean and Polish all Turnstiles, MVMs, MEMs, HEETs, HXTs and wipe down OMNY Validators.</p> <p>Fri: Employee Facility Room (N/B Platform)- Wash Walls and Floors. Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX.</p> <p>Sat: Graffiti/Sticker Removal- Remove graffiti and stickers from non-painted surfaces on entire station- do not leave residue.</p>				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0265	Station North	0700 - 1500	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties-see below *Major Duties-see below (0830-0900)	Canal St	R W	A043	0700 - 0900
PERFORM DUTIES ON CANAL ST "Q" LINE *General Duties - see below *Major Duties-see below (0930-1000)	Canal St	R W	A043	0910 - 1050
Lunch	Canal St	R W	A043	1100 - 1130
PERFORM DUTIES ON CANAL ST "Q" LINE *General Duties-see below *General Duties-see below	Canal St	R W	A043	1140 - 1300
 *Major Duties-see below (1330-1400)	Canal St	R W	A043	1310 - 1500
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct including Stairways S10, S11, S12A/B/C, & P14A/B/C. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect, Clean and polish all trash receptacles. Remove all stains, spills and drag marks on floor areas & spot mop. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Daily: Wet Mop: stairway & landings, including threads, passageways/underpass, tunnels, mezzanines & corridors, . R Line - NB/SB platform Refuse Rooms - Deck Wash walls and floors, wipe down Fire Extinguishers. Q Line - N/S/B Canister Housings and NB Refuse Room - Wash interior and exterior of housings. R Line - Employee Toilet - Deck wash walls and floors. Clean exterior of all surfaces including tissue and hand towel holders, mirror, hand dryer, sink, and commode. Replenish paper and soap. R Line - Employee Facility Room - Deck wash walls and floors. Clean exterior of all surfaces including lockers. Clean interior/exterior of microwave, refrigerator and Quench Unit. Thu: R Line - Station Supervisor's Office - Sweep and mop floor, clean surfaces, wipe Fire Extinguisher and empty trash. Fri: Q Line - NB Scrubber Room - Deck wash walls and floor, wipe Fire Extinguisher, restock and organize supplies and equipment. Sat: Q Line - SB Scrubber Room - Deck wash walls and floor, wipe Fire Extinguisher, restock and organize supplies and equipment.	Canal St	R W	A043	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0266	Station North	0700 - 1500	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties-see below *Major Duties-see below (0830-0900)	Cortlandt St	R W	A050	0700 - 1000
*General Duties-see below	City Hall	R W	A047	1010 - 1100
Lunch	City Hall	R W	A047	1100 - 1130
*General Duties-see below *Major Duties-see below (1200-1230)	City Hall	R W	A047	1130 - 1300
*General Duties-see below	Cortlandt St	R W	A050	1310 - 1500
Report off duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Clean platform stairways leading to lower concourse level, 1 Liberty Plaza, S/W's U7/U9, A050, A051, A052, and A053 control Areas, "E" Line passageway, and all turnstiles, MVMs, MEMs, and railings in lower level (Dey St passageway).Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duty Cleaning- Daily: Wet Mop: stairway & landings, including threads, passageways/underpass, tunnels, mezzanines & corridors Sun/Weds: Clean Booth A047 & A950- interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon sensors and Fire Extinguishers. Remove all debris and Non-NYCT items from booth drawers. Daily: Wet Mop: stairway & landings, including threads, passageways/underpass, tunnels, mezzanines & corridors, . Daily: Sweep all stairways to remove dust/dirt & Dust-balls. Wet mop and clean coping/railing. Thu: Employee Facility Room - Deck wash walls and floors. Clean exterior of all surfaces including lockers. Clean interior/exterior of microwave, refrigerator and Quench Unit. Daily: Employee Toilet - Deck wash walls and floors. Clean exterior of all surfaces including tissue and hand towel holders, mirror, hand dryer, sink, and commode. Replenish paper and soap.	Cortlandt St	R W	A050	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0267	Station North	0700 - 1500	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties-see below *Major Duties-see below (0800-0830)	Rector St	R W	A054	0700 - 0900
PERFORM DUTIES AT WHITEHALL ST "R" *General Duties- see below	South Ferry	1	R101	0910 - 1030
Lunch	South Ferry	1	R101	1030 - 1100
PERFORM DUTIES AT WHITEHALL ST "R" *General Duties-see below *Major Duties-see below (1130-1200)	South Ferry	1	R101	1100 - 1300
**General Duties- see below	South Ferry	1	R101	1300 - 1350
**General Duties- see below	Rector St	R W	A054	1400 - 1500
Report off duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. **Clean Public Toilets at 1200 hours. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Sun: Clean Employee Facility Room at A052 Mezzanine. Mon: Clean Employee Facility Room at A051 Mezzanine. Thu: Clean Booth A054 Interior & Exterior and Control Area Including Wipe Booth Glass Inside & Out. Wipe down & dust countertops and equipment. Sweep as needed. Empty trash bin. Wipe down/clean Deal Tray. Fri: Clean & Disinfect Canister Housings. *Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces-walls, modesty panels, vanity mirrors, electric hand dryers (if equipped), dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop, and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soaps as needed. Allow bathroom to dry 10 minutes before reopening.	Rector St	R W	A054	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0268	Station North	1500 - 2300	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	59 St	4 5 6	R244	1500 -
*Perform General Duties-see below				
*Perform General Duties *Island Platform and Middle Mezzanine (salad bowl)	59 St	N R W	R244	1500 - 1730
**Major Duty* see below	59 St	N R W	R244	1730 - 1830
Lunch	59 St	N R W	R244	1830 - 1900
*Perform General Duties *Mezzanine Control Area (A002) and Public Restrooms	59 St	N R W	R244	1900 - 2030
*Perform General Duties * Entire Station	59 St	N R W	R244	2030 - 2300
Report Off Duty.	59 St	4 5 6	R244	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Deck brush stains on concrete floors. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”				
*Major Duty Cleaning- Sun: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Mon: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. .Sat: Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office. ****Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers .				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0269	Station North	1500 - 2300	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General duties- see below *Bathroom Duties- see below	49 St	N R W	A015	1500 - 1900
LUNCH	49 St	N R W	A015	1900 - 1930
*General Duties- see below *Bathroom Duties- see below	49 St	N R W	A015	1930 - 2030
**Major Duties- see below-	49 St	N R W	A015	2030 - 2100
**General Duties- see below	49 St	N R W	A015	2100 - 2300
Report Off Duty. **General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including list areas outside station confines. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform, and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. ***Major Duty Cleaning - (2030-2100) Sun: - Clean Mezzanine Tile walls- Remove stains and scuff marks from mezzanine tile walls” on D - Line. Mon: Supply Room- Tidy and organize chemical and dry supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Tue: Clean Platform Tile walls- Remove stains and scuff marks from platform tile walls” on D - Line. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors	49 St	N R W	A015	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0269A	Station North	1500 - 2300	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General duties- see below	57 St-7 Av	N R Q W	A010	1500 - 1900
LUNCH	57 St-7 Av	N R Q W	A010	1900 - 1930
*General Duties- see below Elevator Duties – See below	57 St-7 Av	N R Q W	A010	1930 - 2030
**Major Duties- see below-	57 St-7 Av	N R Q W	A010	2030 - 2100
**General Duties- see below	57 St-7 Av	N R Q W	A010	2100 - 2300
Report Off Duty. General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including list areas outside station confines. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duty Cleaning - (2030-2100) Sun: - Clean Mezzanine Tile walls- Remove stains and scuff marks from mezzanine tile walls. Restock supplies. Mon: Supply Room- Tidy and organize chemical and dry supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Tue: Scrubber Room- 57-7 st - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Restock supplies. Fri: Scrubber Room 55th st- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Restock supplies Elevator Duties Clean and polish (EL282, EL283, EL604, EL281). Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom. Employee Toilets/Public toilets (if no coverage)- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. ***RTO Facilities Duties - Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men restrooms. Wipe down all surfaces including Quench machines, tables and seats and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES	57 St-7 Av	N R Q W	A010	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0270	Station North	1400 - 2200	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM. *General Duties- see below *Special Events* G.O.- CTA to clean tower on SB platform NQRW	Times Sq-42 St	1 2 3	R151	1400 - 1830
Lunch	Times Sq-42 St	1 2 3	R151	1830 - 1900
*Major Duty- see below	Times Sq-42 St	1 2 3	R151	1900 - 2000
*General Duties- see below N,Q,R,W	Times Sq-42 St	1 2 3	R151	2000 - 2200
Report off duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [41st & 40th Broadway. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT, CVM) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Major Duty Cleaning- SUN: Clean, disinfect and bucket wash all trash receptacles on station. MON: Manager Office/Supply Room - Shuttle Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. TUE: Employee Toilets A021 Control Area Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. WED: Wipe and clean all railings in eclipse area of Mezz. on N &R lines. Remove Dust balls, sticker and graffiti. THU: Clean/sweep/deck/disinfect all 4 Stairways/landing at 40th/Bwy Control Area A021 FRI: Scrubber Rooms- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Sat: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. **Elevator Duties – Job 375 not covered: Clean and Polish [ELE229, 230] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	Times Sq-42 St	1 2 3	R151	2200 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0271	Station North	1500 - 2300	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM.	8 St-NYU	R W	A038	1500 - 1800
*General Duties- see below				
*Major Duty- see below	8 St-NYU	R W	A038	1800 - 1900
Lunch	8 St-NYU	R W	A038	1900 - 1930
**General Duties- see below	Prince St	R W	A041	1940 - 2050
*Major Duty- see below	Prince St	R W	A041	2050 - 2150
** General Duties- see below	8 St-NYU	R W	A038	2200 - 2300
Report off duty.	8 St-NYU	R W	A038	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”				
*Major Duty Cleaning- Sun: Booth- Clean booth [booth A041] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris Mon: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies Tue: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Wed: Stairways- Bucket Wash at 22nd Street & Waverly Street Exits. Clean adjacent tile walls. Remove all stickers. Thu: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Fri: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0271A	Station North	2300 - 0700	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM	8 St-NYU	R W	A038	2300 - 0200
General Duties				
Major Duty	8 St-NYU	R W	A038	0200 - 0230
Lunch	8 St-NYU	R W	A038	0230 - 0300
General Duties	Prince St	R W	A041	0310 - 0500
Major Duty	Prince St	R W	A041	0500 - 0530
General Duties	8 St-NYU	R W	A038	0540 - 0700
Report off duty	8 St-NYU	R W	A038	0700 -
General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duty Cleaning- Sun: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect Mon: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies Tue: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Wed: Stairways- Bucket Wash at 22nd Street & Waverly Street Exits. Clean adjacent tile walls. Remove all stickers. Thu: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Fri: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0272	Station North	1500 - 2300	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Canal St	R W	A043	1500 - 1700
*General Duties-see below				
PERFORM DUTIES ON CANAL ST "Q" LINE	Canal St	R W	A043	1710 - 1850
*General Duties-see below				
Lunch	Canal St	R W	A043	1900 - 1930
PERFORM DUTIES AT CANAL ST "Q" LINE	Canal St	R W	A043	1930 - 2140
*General Duties-see below				
*General Duties-see below	Canal St	R W	A043	2150 - 2300
*Major Duties-see below (2200-2230)				
Report Off Duty.	Canal St	R W	A043	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct including Scrap, Mop, & Remove Gum From ramp down to N/Q Lines up to and including Mosaic tile wall. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Cleaning- Daily Wet Mop: stairway & landings, including threads, passageways/underpass, tunnels, mezzanines & corridors Sun: A043 mezzanine Scrubber Room - Deck wash walls and floor, wipe Fire Extinguisher, restock and organize supplies and equipment. Mon: Station Supervisor's Office - Sweep and mop floors, clean surfaces, wipe Fire Extinguisher, empty trash. Thu: Clean & Organize paper and chemical Supply Rooms on NB platform including wiping down Fire Extinguisher and breakdown and discard empty boxes. Fri: NB Scrubber Room - Deck wash walls and floor, wipe Fire Extinguisher, restock and organize supplies and equipment. Sat: SB Scrubber Room - Deck wash walls and floor, wipe Fire Extinguisher, restock and organize supplies and equipment.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0273	Station North	1500 - 2300	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	City Hall	R W	A047	1500 - 1630
*General Duties - see below				
*General Duties - see below	Cortlandt St	R W	A050	1640 - 1900
Lunch	Cortlandt St	R W	A050	1900 - 1930
*General Duties - see below	Cortlandt St	R W	A050	1930 - 2100
*Major Duties-see below (2000-2030)				
*General Duties - see below	City Hall	R W	A047	2110 - 2300
Report Off Duty.	City Hall	R W	A047	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Remove Bird Droppings From Mezzanines, Platforms, & AFC Equipment Including HEETs Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. At Cortlandt St, clean & disinfect platform stairways leading to lower concourse level, 1 Liberty Plaza, S/W's U7/U9, A050, A051, A052, and A053 Control Areas, "E" Line passageway, and all turnstiles, MVMs, MEMs, and railings in lower level (Dey St passageway). Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas & Spot mop. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Cleaning- Daily: Wet Mop: stairway & landings, including threads, passageways/underpass, tunnels, mezzanines & corridors Sun & Wed: Bucket Wash underpass S/W's U1, U3, and U5. Mon & Fri: Bucket Wash underpass S/W's U10 and U12. Tue & Thurs: Bucket Wash street and platform S/W's S4 and P4. Wed & Sat: Bucket Wash street and platform S/W's S6 and P6. Thu & Tue Bucket Wash street and platform S/W's S8 and P8. Fri & Mon: Bucket Wash platform S/W's P2AB Sat & Wed: NB platform Refuse Room - Deck Wash walls and floors, wipe down Fire Extinguisher.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0274	Station North	1500 - 2300	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Rector St	R W	A054	1500 - 1700
*General Duties-see below				
PERFORM DUTIES AT WHITEHALL ST "N/R"	South Ferry	1	R101	1710 - 1810
*General Duties- see below				
Lunch	South Ferry	1	R101	1810 - 1840
RTO Facility (Clean, mop & disinfect)	South Ferry	1	R101	1840 - 1940
PERFORM DUTIES AT WHITEHALL ST "N/R"	South Ferry	1	R101	1940 - 2150
*General Duties- see below				
*Major Duties-see below (ESC 351: 1930-2030)				
*General Duties-see below	Rector St	R W	A054	2200 - 2300
Report Of Duty.	Rector St	R W	A054	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including adjacent to Staten Island Ferry entrance. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Cleaning Sun: Clean Escalator #351 Including top & bottom landing plates, remove gum, stickers, & graffiti, and wipe down outer area walls and stainless steel panels. Mon: Clean Escalator #351 Including top & bottom landing plates, remove gum, stickers, & graffiti, and wipe down outer area walls and stainless steel panels. Tue: Clean Escalator #351 Including top & bottom landing plates, remove gum, stickers, & graffiti, and wipe down outer area walls and stainless steel panels. Wed: Clean Escalator #351 Including top & bottom landing plates, remove gum, stickers, & graffiti, and wipe down outer area walls and stainless steel panels. Thu: Clean Escalator #311 Including top & bottom landing plates, remove gum, stickers, & graffiti, and wipe down outer area walls and stainless steel panels. Fri: Clean Escalator #351 Including top & bottom landing plates, remove gum, stickers, & graffiti, and wipe down outer area walls and stainless steel panels. Sat: Clean Escalator #351 Including top & bottom landing plates, remove gum, stickers, & graffiti and wipe down outer area walls and stainless steel panels.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0274A	Station North	2300 - 0700	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	Rector St	R W	A054	2300 - 0130
*General Duties-see below				
Lunch	Rector St	R W	A054	0130 - 0200
Major Duty Floors	Rector St	R W	A054	0200 - 0510
*General Duties-see below	Rector St	R W	A054	0510 - 0700
*Major Duties-see below (0600-0630)				
Report Of Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street) deck brush/remove bird droppings. Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Floors: Nightly Deck/bucket-Wash stains, spills, drag marks on floors. Clean, bucket-wash & Disinfect bird droppings. Wet Mop: stairway & landings, including threads, passageways/underpass, tunnels, mezzanines & corridors, . Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Sun: Scrubber Room - Deck wash walls and floor, wipe Fire Extinguisher & Eyewash unit, restock and organize supplies and equipment. Clean & Organize paper and chemical Supply Rooms including wiping down Fire Extinguisher and breakdown and discard empty boxes. Sat: Refuse Room - Clean & Deodorize Room, Deck Wash walls and floors, wipe down Fire Extinguisher and Eyewash unit. Clean and disinfect Refuse Room on ""A"" platform. Men's and Women's public toilets - Deck wash walls and floors. Clean exterior of all surfaces including tissue and hand towel holders, mirror, hand dryer, sink, and commode. Replenish paper and soap. Sweep, Mop, & Remove Dust From The ""Eye"". Clean and polish all MVM's, MEM's, HEET's, Turnstiles and chrome on station. Clean and disinfect Refuse Room on ""E"" platform.	Rector St	R W	A054	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0275	Station North	0700 - 1500	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Wakefield 241 St	2	R336	0700 -
*General Duties- see below	Wakefield 241 St	2	R336	0700 - 0830
***RTO Facilities- see below Located on platform at 241 Street	Wakefield 241 St	2	R336	0830 - 1030
LUNCH	Wakefield 241 St	2	R336	1030 - 1100
***RTO Facilities- see below Located at 239th Street Yard	Wakefield 241 St	2	R336	1115 - 1245
*General Duties- see below	Wakefield 241 St	2	R336	1300 - 1400
*Major Duty Cleaning	Wakefield 241 St	2	R336	1400 - 1500
Report Off Duty.	Wakefield 241 St	2	R336	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanine, control area, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platforms, passageways, mezzanines, and outside areas (3 ft.). Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty. ***RTO Facilities Duties Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men restrooms. Wipe down all surfaces including Quench machines, tables and seats and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES. *Major Duty Cleaning- Sun: Booth- Clean booth R336 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Employee Toilets- Clean toilet: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Tue: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Wed: Supply Room / CTA Slop Sink Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Thu: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on platforms. Fri: Fiberglass Panels/Concrete/Tile Walls: Remove stains and scuff marks from Fiberglass Panels/Concrete/Tile Walls in mezzanine. Sat: Windows: Clean all windows and window ledges in mezzanine.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0276	Station North	2300 - 0700	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	59 St	4 5 6	R244	2300 - 0030
*Perform General Duties-see below				
Perform General Duties Northbound Upper Level				
*Perform General Duties * - Southbound Lower Level	59 St	4 5 6	R244	0030 - 0200
Lunch	59 St	4 5 6	R244	0200 - 0230
*Perform General Duties * - Island Platform	59 St	R W	R244	0230 - 0345
Perform General Duties Northbound Upper Level	59 St	4 5 6	R244	0345 - 0500
*Perform General Duties * - Southbound Upper Level	59 St	4 5 6	R244	0500 - 0615
Major Duty Cleaning - see below	59 St	4 5 6	R244	0615 - 0700
Report Off Duty.	59 St	4 5 6	R244	0700 -
*General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”				
*Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.				
*Major Duty Cleaning- Sun: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Sat: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0277	Station North	0700 - 1500	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Pelham Bay Park	6	R423	0700 - 0800
*General Duties				
*General Duties	Pelham Bay Park	6	R423	0800 - 1000
Lunch	Pelham Bay Park	6	R423	1000 - 1030
*General Duties	Parkchester	6	R417	1045 - 1245
*General Duties	Pelham Bay Park	6	R423	1300 - 1500
Report Off Duty.	Pelham Bay Park	6	R423	1500 -
Mon-Fri: General Duties Clean and disinfect crew room and toilets. Sweep and mop the Dispatcher's Office. Empty all trash receptacles. Sweep and mop the tower and empty all trash receptacles. Sweep and mop all floors. Empty all trash receptacles. Clean and disinfect Superintendent & RTO Deputy Superintendent's Office. Clean and disinfect the Dispatcher's Office. Sweep and mop the Dispatcher's Office. Empty all trash receptacles. Sweep and mop the tower and empty all trash receptacles. Clean and disinfect consolidated crew room and toilets. Sweep and mop the floors. Empty trash receptacles.				
Sat-Sun: Clean and disinfect Dispatcher's Office. Sweep and mop the floors. Empty all trash receptacles. Clean and disinfect consolidated crew room and toilets. Sweep and mop the floors. Empty trash receptacles. Clean and disinfect GSM & Deputy Superintendent's Office. Empty all trash receptacles in Westchester Sq Yard; Master Tower Building First, Second and fourth floors. Clean and disinfect consolidated crew room and toilets. Sweep and mop the floors. Empty trash receptacles.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0278	Station North	0700 - 1500	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Middletown Rd	6	R421	0700 -
*General Duties see below (Westchester Tower)	Westchester Sq East Tremont Av	6	R420	0700 - 1100
Lunch	Westchester Sq East Tremont Av	6	R420	1100 - 1130
*General Duties see below (Westchester Tower)	Westchester Sq East Tremont Av	6	R420	1130 - 1500
Report Off Duty. RTO Duties- Walk to Westchester Avenue Master Tower's Crew Room Reporting Center, Room #121 (Westchester Sq Yard) Sign in and out -Room 121- Westchester Master Tower Bldg. at 1311 Waters Place. General cleaning of all offices, rooms, lavatories and water fountains on the 1st floor, 2nd floor and 4th floor in the main tower building, including the Assistant Chief Transportation Officer and General Superintendent's Offices, Crew Rooms, Master Tower, elevator, stairs, floor landings and sweeping of the exterior sidewalks around the building. Clean and disinfect the rooms, hallways and offices. Sweep and mop all floors, dust lockers and window sills. Clean and scrub toilets, clean benches and empty all trash receptacles. Lunch: Sign in and out- Room 121 Westchester Master Tower Building Westchester Master Tower Building Westchester Sq Yard/Master Tower Building: General cleaning of all offices, rooms, lavatories and water fountains on the 1st floor, 2nd floor and 4th floor in the main tower building, including the Assistant Chief Transportation Officer and General Superintendent's Offices, Crew Rooms, Master Tower, elevator, stairs, floor landings and sweeping of the exterior sidewalks around the building. Clean and disinfect the rooms, hallways and offices. Sweep and mop all floors, dust lockers and window sills. Clean and scrub toilets, clean benches and empty all trash receptacles.	Middletown Rd	6	R421	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0279	Station North	2300 - 0700	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	191 St	1	R185	2300 - 0100
Operate Elevator El 106				
Lunch	191 St	1	R185	0100 - 0130
Operate Elevator El 106	191 St	1	R185	0130 - 0700
Report Off Duty.	191 St	1	R185	0700 -
Note: If Station Is Closed And/Or Closes For Rehabilitation, CTA Will WAA As Elevator Operator, As Directed By Supervision. ** Employees picking Elevator Jobs during this pandemic, for safety reasons, are subject to being assigned to WAA jobs such as Customer Service, disinfecting, fill hand sanitizer and work within their limitations at their picked location **				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0280	Station North	0700 - 1500	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	191 St	1	R185	0700 - 0900
Operate Elevator El 106				
Lunch	191 St	1	R185	0900 - 0930
Operate Elevator El 106	191 St	1	R185	0930 - 1500
Report Off Duty.	191 St	1	R185	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0281	Station North	1500 - 2300	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	191 St	1	R185	1500 - 1700
Operate Elevator El 106				
Lunch	191 St	1	R185	1700 - 1730
Operate Elevator EL106.	191 St	1	R185	1730 - 2300
Report Off Duty.				
.	191 St	1	R185	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0282	Station North	2300 - 0700	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	181 St	1	R183	2300 - 0145
Operate Elevator El 108				
Lunch	181 St	1	R183	0145 - 0215
Operate Elevator El 108	181 St	1	R183	0215 - 0700
Report Off Duty.	181 St	1	R183	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0283	Station North	0700 - 1500	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	181 St	1	R183	0700 - 0945
Operate Elevator EL 108				
Lunch	181 St	1	R183	0945 - 1015
Operate Elevator EL 108	181 St	1	R183	1015 - 1500
Report Off Duty.	181 St	1	R183	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0284	Station North	1500 - 2300	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	181 St	1	R183	1500 - 1745
Operate Elevator El 108				
Lunch	181 St	1	R183	1745 - 1815
Operate Elevator El 108	181 St	1	R183	1815 - 2300
Report Off Duty.	181 St	1	R183	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#			Hours	RC#
NC0285	Station North		2300 - 0700	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	168 St	A C	N013	2300 - 2305
Operate Elevator El 114	168 St	A C	N013	2315 - 0230
Lunch	168 St	A C	N013	0230 - 0300
Operate Elevator El 114	168 St	A C	N013	0300 - 0645
Report Off Duty.	168 St	A C	N013	0655 - 0700

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0286	Station North	0700 - 1500	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	168 St	A C	N013	0700 - 0705
Operate Elevator El 114	168 St	A C	N013	0715 - 1030
Lunch	168 St	A C	N013	1030 - 1100
Operate Elevator El 114	168 St	A C	N013	1100 - 1445
Report Off Duty.	168 St	A C	N013	1455 - 1500

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#			Hours	RC#
NC0287	Station North		1500 - 2300	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	168 St	A C	N013	1500 - 1505
Operate Elevator El 114	168 St	A C	N013	1515 - 1830
Lunch	168 St	A C	N013	1830 - 1900
Operate Elevator El 114	168 St	A C	N013	1900 - 2245
Report Off Duty.	168 St	A C	N013	2255 - 2300

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0288	Station North	2300 - 0700	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	190 St	A	N006A	2300 - 0405
Operate Elevator El 116				
Lunch	190 St	A	N006A	0405 - 0435
Operate Elevator El 116	190 St	A	N006A	0435 - 0700
Report Off Duty.	190 St	A	N006A	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0289	Station North	0700 - 1500	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	190 St	A	N006A	0700 - 1205
Operate Elevator El 116				
Lunch	190 St	A	N006A	1205 - 1235
Operate Elevator El 116	190 St	A	N006A	1235 - 1500
Report Off Duty.	190 St	A	N006A	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours			RC#
NC0290	Station North1500 - 2300			2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	190 St	A	N006A	1500 - 2005
Operate Elevator El 116				
Lunch	190 St	A	N006A	2005 - 2035
Operate Elevator El 116	190 St	A	N006A	2035 - 2300
Report Off Duty.	190 St	A	N006A	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0291	Station North	2300 - 0700	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	181 St	A	N007A	2300 - 2305
Operate Elevator El 118	181 St	A	N007A	2315 - 0320
Lunch	181 St	A	N007A	0320 - 0350
Operate Elevator El 118	181 St	A	N007A	0350 - 0645
Report Off Duty.	181 St	A	N007A	0655 - 0700

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0292	Station North	0700 - 1500	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	181 St	A	N007A	0700 - 0705
Operate Elevator El 118	181 St	A	N007A	0715 - 1120
Lunch	181 St	A	N007A	1120 - 1150
Operate Elevator El 118	181 St	A	N007A	1150 - 1445
Report Off Duty.	181 St	A	N007A	1445 - 1500

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#			Hours	RC#
NC0293	Station North		1500 - 2300	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	181 St	A	N007A	1500 - 1505
Operate Elevator El 118	181 St	A	N007A	1515 - 1920
Lunch	181 St	A	N007A	1920 - 1950
Operate Elevator El 118	181 St	A	N007A	1950 - 2245
Report Off Duty.	181 St	A	N007A	2255 - 2300

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0294	Station North	0100 - 0900	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	191 St	1	R185	0100 - 0130
Relieve Elevator Operator For Lunch At EL 106				
Relieve Elevator Operator For Lunch At EL 108	181 St	1	R183	0145 - 0215
Relieve Elevator Operator For Lunch At EL 114	168 St	A C	N013	0230 - 0300
Relieve Elevator Operator For Lunch At EL 118	181 St	A	N007A	0320 - 0350
Relieve Elevator Operator For Lunch At EL116	190 St	A	N006A	0405 - 0435
Lunch	190 St	A	N006A	0435 - 0505
Scrap All Elevators	168 St	A C	N013	0515 - 0700
Scrap All Elevators	191 St	1	R185	0720 - 0900
Report Off Duty.	191 St	1	R185	0900 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0295	Station North	2300 - 0700	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Wednesday-Sunday				
Report On Duty In Full Uniform. Sun: UTILITY Mon: RDO Tue: RDO Wed: 181 St E/O EL118 To Cover Job NC0291 Thu: 181 St E/O EL118 To Cover Job NC0291 Fri: UTILITY Sat: 190 St E/O EL116 To Cover Job NC0288 Report Off Duty.	Various	Various	Various	2300 - 0700

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#			Hours	RC#
NC0295A	Station North		1500 - 2300	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Thursday-Monday				
Report On Duty In Full Uniform. Sun: UTILITY Mon: UTILITY Tue: RDO Wed: RDO Thu: 168 St E/O EL 114 To Cover Job NC0287 Fri: 168 St E/O EL 114 To Cover Job NC0287 Sat: UTILITY Report Off Duty.	Various	Various	Various	1500 - 2300

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0296	Station North	2300 - 0700	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Thursday-Monday				
Report On Duty In Full Uniform. Sun: 168 St E/O EL114 To Cover Job NC0285 Mon: 168 St E/O EL114 To Cover Job NC0285 Tue: RDO Wed: RDO Thu: UTILITY Fri: 191 St E/O EL106 To Cover Job NC0279 Sat: 181 St E/O EL108 To Cover Job NC0282 Report Off Duty.	Various	Various	Various	2300 - 0700

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0296A	Station North	Sun - Mon:2300 - 0700 Thu - Thu:2300 - 0700 Fri - Sat:0100 - 0900	2751

INSTRUCTIONS

	STATION	LINE	BOOTH	HOURS
Thursday-Monday				
Report On Duty In Full Uniform Sun: 190 St E/O EL116 To Cover Job NC0288 Mon: RDO Tue: RDO Wed: RDO Thu: Utility Fri: 191 St Cover Job NC0294 Sat: 191 St Cover Job NC0294 Report Off Duty	Various	Various	Various	2300 - 0700

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0297	Station North	0900 - 1700	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	191 St	1	R185	0900 - 0930
Relieve Elevator Operator For Lunch At EL 106				
Relieve Elevator Operator For Lunch At EL108	181 St	1	R183	0945 - 1015
Relieve Elevator Operator For Lunch At EL 114	168 St	A C	N013	1030 - 1100
Relieve Elevator Operator For Lunch At EL 118	181 St	A	N007A	1120 - 1150
Relieve Elevator Operator For Lunch At EL 116	190 St	A	N006A	1205 - 1235
Lunch	190 St	A	N006A	1235 - 1305
Scrap All Elevators	181 St	A	N007A	1320 - 1525
Scrap All Elevators	191 St	1	R185	1545 - 1700
Report Off Duty.	191 St	1	R185	1700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0298	Station North	0700 - 1500	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Wednesday-Sunday				
Report On Duty In Full Uniform. Sun: 168 St E/O EL114 To Cover Job NC0286 Mon: RDO Tue: RDO Wed: 181 St E/O EL108 To Cover Job NC0283 Thu: 181 St E/O EL108 To Cover Job NC0283 Fri: UTILITY Sat: 168 St E/O EL114 To Cover Job NC0286 Report Off Duty.	Various	Various	Various	0700 - 1500

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0298A	Station North	0700 - 1500	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform. Sun: RDO Mon: RDO Tue: Utility Wed: Utility Thu: 190 St E/O EL 116 To Cover Job NC0289 Fri: 190 St E/O EL 116 To Cover Job NC0289 Sat: Utility Report Off Duty.	Various	Various	Various	0700 - 1500

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0299	Station North	Wed - Wed:0700 - 1500 Thu - Fri:0900 - 1700 Sat - Sun:0700 - 1500	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Wednesday-Sunday				
Report On Duty In Full Uniform Sun: Utility - 0700 Hours 181 St N007A Report On Duty Perform Duties Below For EL117, EL118 & EL119 0700 - 0945 Hour: Remove Gum, Sweep And Mop Elevator Floors, Polish Stainless Steel Interior Walls, Polish Stainless Steel Interior And Exterior Doors. Scrap And Disinfect Corridor/Area In Front Of Elevators On Platform And Mezzanine Levels 0945 - 1015 Hours: Lunch 1030 - 1315 Hours: 191 St R185 Perform Duties Below For EL103, EL104, EL105 & EL106 Remove Gum, Sweep And Mop Elevator Floors, Polish Stainless Steel Interior Walls, Polish Stainless Steel Interior And Exterior Doors. Scrap And Disinfect Corridor/Area In Front Of Elevators On Street And Mezzanine Levels 1335 - 1440 Hours: 168 St N013 Perform Duties Below For EL115 EL113 & EL114 Remove Gum, Sweep And Mop Elevator Floors, Polish Stainless Steel Interior Walls, Polish Stainless Steel Interior And Exterior Doors. Scrap And Disinfect Corridor/Area In Front Of Elevators On Street And Mezzanine Levels 1500 Hours: 181 St N007A - Report Off Duty Mon: RDO Tue: RDO Wed: Utility - 0700 Hours 181 St N007A - Report On Duty Perform Duties Below For EL117, EL118 & EL119 0700-1030 Hours Remove Gum, Sweep And Mop Elevator Floors, Polish Stainless Steel Interior Walls, Polish Stainless Steel Interior And Exterior Doors. Scrap And Disinfect Corridor/Area In Front Of Elevators On Platform And Mezzanine Levels 1030 - 1100 Hours: Lunch 1120 - 1440 Hours: 168 St N013 Perform Duties Below For EL111, EL112, EL113 & EL114 Remove Gum, Sweep And Mop Elevator Floors, Polish Stainless Steel Interior Walls, Polish Stainless Steel Interior And Exterior Doors. Scrap And Disinfect Corridor/Area In Front Of Elevators On Platform And Mezzanine Levels 1500 Hours - 181 St N007A - Report Off Duty Thu: E/O L/R To Cover Job NC0297 Fri: E/O L/R To Cover Job NC0297 Sat: Utility 0700 Hours 181 St N007A - Report On Duty Perform Duties Below For EL115, EL116, EL117, EL118, EL119 & EL120 0700 - 1045 Hours: Remove Gum, Sweep And Mop Elevator Floors, Polish Stainless Steel Interior Walls, Polish Stainless Steel Interior And Exterior Doors. Scrap And Disinfect Corridor/Area In Front Of Elevators On Platform And Mezzanine Levels 1045 - 1115 Hours: Lunch 1130 - 1415 Hours: 181 St N007A Perform Duties Below For EL117, EL118 & EL119 Remove Gum, Sweep And Mop Elevator Floors, Polish Stainless Steel Interior Walls, Polish Stainless Steel Interior And Exterior Doors. Scrap And Disinfect Corridor/Area In Front Of Elevators On Street And Mezzanine Levels 1430 - 1445 Hours: 168 St N013 Perform Duties Below For EL111, EL112, EL113 and EL114 Remove Gum, Sweep And Mop Elevator Floors, Polish Stainless Steel Interior Walls, Polish Stainless Steel Interior And Exterior Doors. Scrap And Disinfect Corridor/Area In Front Of Elevators On Street And Mezzanine Levels 1500 Hours - 181 St N007A - Report Off Duty.	Various	Various	Various	0700 - 1500

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0299A	Station North	2300 - 0700	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform Sun: RDO Mon: RDO Tue: Utility Wed: Utility Thu: 191 St E/O EL106 To Cover Job NC0279 Fri: 181 St E/O EL108 To Cover Job NC0282 Sat: Utility Report Off Duty.	Various	Various	Various	2300 - 0700

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0300	Station North	1500 - 2300	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	191 St	1	R185	1500 - 1715
Inspect Station For Unsanitary Conditions And Correct. Clean, And Polish All AFC Equipment: MVMs, Mems, Turnstiles And AFC Readers. Disinfect And Clean Chrome Tops Of All Trash Receptacles. Clean, Disinfect And Mop El 103, 104, 105 And 106. Clean Walls Behind Trash Receptacles.				
Clean, Disinfect And Mop El 178. Clean Glass And Wipe Down Stainless Steel Inside And Outside.	Dyckman St	1	R186	1730 - 1800
Lunch	Dyckman St	1	R186	1800 - 1830
Clean, Disinfect And Mop El 184 And 185. Clean Glass And Wipe Down Stainless Steel Inside And Outside.	231 St	1	R194	1845 - 1945
Clean, Disinfect And Mop El 111, El 112, El 113, And El 114. Clean Glass And Wipe Down Stainless Steel Inside And Outside.	168 St	A C	N013	2010 - 2115
Inspect Station For Unsanitary Conditions And Correct. Sweep All Street And Mezzanine Stairways. Scrap Mezzanine Area. Clean, disinfect and mop EL117, EL118 & EL119.	181 St	A	N007A	2140 - 2215
Scrap Street Level Mezzanine/Passageway Of El 111, 112, 113 And 114.	168 St	A C	N013	2225 - 2300
Report Off Duty.	191 St	1	R185	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NC0301Station North	1700 - 0100	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	191 St	1	R185	1700 - 1730
Relieve Elevator Operator For Lunch At EL106				
Relieve Elevator Operator For Lunch At EL108	181 St	1	R183	1745 - 1815
Relieve Elevator Operator For Lunch At EL114	168 St	A C	N013	1830 - 1900
Relieve Elevator Operator For Lunch At EL118	181 St	A	N007A	1920 - 1950
Relieve Elevator Operator For Lunch At EL116	190 St	A	N006A	2005 - 2035
Lunch	190 St	A	N006A	2035 - 2105
Scrap All Elevators. Polish Steel Turnstiles.	181 St	A	N007A	2120 - 2200
Scrap All Elevators. Polish Steel Turnstiles.	191 St	1	R185	2220 - 0100
Report Off Duty.	191 St	1	R185	0100 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0302	Station North	1500 - 2300	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Thursday-Monday				
Report On Duty in Full Uniform. Sun: 181 St E/O EL 108 To Cover Job NC0284 Mon: 181 St E/O EL 108 To Cover Job NC0284 Tue: RDO Wed: RDO Thu: UTILITY Fri: 191 St E/O EL 106 To Cover Job NC0281 Sat: 191 St E/O EL 106 To Cover Job NC0281 Report Off Duty.	Various	Various	Various	1500 - 2300

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0303	Station North	1500 - 2300	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Wednesday-Sunday				
Report On Duty in Full Uniform. Sun: 181 St E/O EL118 To Cover Job NC0293 Mon: RDO Tue: RDO Wed: 190 St E/O EL 116 To Cover Job NC0290 Thu: 190 St E/O EL 116 To Cover Job NC0290 Fri: Utility Sat: 181 St E/O EL 118 To Cover Job NC0293 Report Off Duty.	Various	Various	Various	1500 - 2300

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0304	Station North	0700 - 1500	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Thursday-Monday				
Report On Duty in Full Uniform. Sun: 181 St E/O EL 119 To Cover Job NC0280 Mon: 181 St E/O EL 119 To Cover Job NC0280 Tue: RDO Wed: RDO Thu: Utility Fri: 181 St E/O EL 118 To Cover Job NC0292 Sat: 181 St E/O EL 118 To Cover Job NC0292 Report Off Duty.	Various	Various	Various	0700 - 1500

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0305	Station North	Sun - Mon:1700 - 0100 Tue - Wed:1500 - 2300 Thu - Thu:1500 - 2300	2751

INSTRUCTIONS

	STATION	LINE	BOOTH	HOURS
Sunday-Thursday				
Report On Duty in Full Uniform. Sun: E/O L/R To Cover Job NC0301 Mon: E/O L/R To Cover Job NC0301 Tue: 191 St to Cover Job NC0300 Wed: 191 St to Cover Job NC0300 Thu: Utility (1400 - 2200) Fri: RDO Sat: RDO Report Off Duty.	Various	Various	Various	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0306	Station North	0700 - 1500	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Fulton St	A C	N095	0700 - 0930
PERFORM ALL DUTIES ON 4/5 LINE				
*General Duties-see below				
*Elevator Duties- see below	Fulton St	A C	N095	0930 - 1000
*General Duties-see below	Fulton St	A C	N095	1000 - 1100
*Major Duties- see below (1030-1100)				
Lunch	Fulton St	A C	N095	1100 - 1130
*General Duties-see below	Fulton St	A C	N095	1130 - 1400
*Elevator Duties-see below				
*General Duties-see below	Fulton St	A C	N095	1400 - 1500
Report Off Duty.	Fulton St	A C	N095	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Scrap all mezzanines, control areas, platforms, underpass, and passageways. Sweep Stairways NS12/NS13 Leading to Concourse Level. Scrap, Mop, & Disinfect Underpass Between S/B "4/5" & "A/C" West Mezzanine And Clean & Polish Railing. Remove Dust Buildup on Tile Walls Leading To Underpass & "A/C" West Mezzanine. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Daily : Clean Service Corridor on N/B Platform Including Scrap, Mop, Disinfect Floors And Remove Gum, Stickers, & Graffiti. Mop floor & deck stains at base of wall/edges/corners. Mon & Weds : Scrap Supervisor's & Manager's Office Including Empty Trash Bin, Sweep & Mop Floors. Daily: Clean Employee Lunch Room & Men's Locker Room Including Sweep And Mop Floors, Wipe/clean Bench & Table. Daily: Employee Toilet & Women's Locker Room - Clean & disinfect. Sweep and mop; clean toilet, vanity, and sink. Empty trash bins. Clean walls, as needed. Fri: Clean & Organize Paper/Chemical Supply Rooms on N/B Platform Including Breakdown Empty Boxes And Place Supply Boxes on Shelves/Wooden Pallets. Clean Booth N095. Wipe booth glass inside & out. Wipe down & dust countertops and equipment. Sweep as needed. Empty trash bin. Wipe down/clean Deal Tray. *Elevator Duties- Clean & Polish EL-716. Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0306A	Station North	0900 - 1700	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Fulton St	A C	N095	0900 - 1030
*General Cleaning Duties- see below				
**General Cleaning Duties- see below	Fulton St	A C	N095	1030 - 1200
Lunch	Fulton St	A C	N095	1200 - 1230
***General Cleaning Duties- see below	Fulton St	2 3	N098	1230 - 1400
****General Cleaning Duties- see below	Fulton St	2 3	N098	1400 - 1530
*General Cleaning Duties- see below	Fulton St	A C	N095	1540 - 1700
Report Off Duty	Fulton St	A C	N095	1700 -
*General Duties- 4/5/6, R205A, R206, R208 Control Areas Sweep all street stairs, and platform stairways on the S/B platform leading to the lower concourse. Scrap all control areas with the exception of R206 unpaid side, N/S/B platforms and underpass to “A” line. Wipe down all AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Clean exterior of N095 booth window- use water only. Remove all stickers and sticker/glue residue from all areas of the station including the elevator. Remove gum from EL718 floor.				
**General Duties- A/C Sweep all platform stairs. Scrap upper/middle mezzanines and island platform. Wipe down light feature in the A/C upper mezzanine. Remove gum from top and bottom landings of ES367 and 368. Remove gum from ELs 719, 720, 721 floors. Remove all stickers and sticker/glue residue from all areas of the station including the elevators.				
***General Duties- J/Z, A077, A081, A082 Control Areas Sweep all stairways including leading to the upper and lower AC mezzanines. Scrap all control areas, N/S/B platforms and passageways leading to 87 Nassau Street and 33 Maiden Lane. Wipe down all AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Remove gum from EL722 floor. Remove all stickers and sticker/glue residue from all areas of the station including the elevator- street level exterior included.				
****General Duties- 2/3, N098, R113, R113A, R114 Sweep all stairways. Scrap all control areas, island platform and passageway leading to EL732. Wipe down all AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Clean exterior of N098 booth window- use water only. Remove gum from EL723, 732 floors. Remove all stickers and sticker/glue residue from all areas of the station including the elevators- street level exterior included.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0307	Station North	1500 - 2300	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Fulton St	A C	N095	1500 - 1600
*Elevator Duties-see below				
*General Duties- see below	Fulton St	A C	N095	1600 - 1900
Lunch	Fulton St	A C	N095	1900 - 1930
*General Duties- see below	Fulton St	A C	N095	1930 - 2030
*Elevator Duties- see below	Fulton St	A C	N095	2030 - 2130
*General Duties- see below	Fulton St	A C	N095	2130 - 2300
Report Off Duty.	Fulton St	A C	N095	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Scrap all mezzanines, control areas, platforms, underpass, and passageways. Scrap, Mop, & Disinfect Underpass Between S/B "4/5" & "A/C" West Mezzanine, Clean & Polish Handrail/Railing. Dust Mop Tile Wall Ledges At Stairways NS10A/B & NS11A/BWipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. . Spot mop Island platform to remove stains, spills, dag marks and dust. Wet Mop platform stairways, Including stairway landings , steps and threads. Wet Mop W-passageway towards 4-Line and Underpass. Bucket Wash/Deck Wash platform stairway niches. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duty Cleaning- Sun: Refuse Room - Clean & disinfect. Sweep, deck brush, and remove all stains & drag marks. Breakdown all empty boxes. Wipe down fire extinguisher. Clean/wipe down walls, as needed. Daily : Clean & disinfect south-end stairways including the handrails, walls, floors, and AFC equipment. Wed: Scrubber Room(s) - Organize room (discard unauthorized items. Remove items/equipment from in front of the eyewash unit. Etc.) Breakdown all empty boxes. Wipe down fire extinguisher. Daily: Clean & disinfect A077 Passageway @ Nassau ST & Fulton ST SW Corner SW M4A/M4B. Sweep, mop, and disinfect; and remove gum from floors. Wipe down walls and remove stickers and graffiti. Fri: Clean Booth N095. Wipe booth glass inside & out. Wipe down & dust countertops and equipment. Sweep as needed. Empty trash bin. Wipe down/clean Deal Tray. Daily: Spot mop/deck ADA tactile to remove stains, dust, spills and drag marks. Clean & Wipe down passageway/mezzanine glass tiles to remove stains, graffiti & dust. Polish Chrome support beams in passageway. Clean and polish all trash receptacles. **Elevator Duties- Clean & Polish EL-716 & EL-720. Sweep, mop, and disinfect floors; and remove gum. Deodorize & Disinfect accordingly (apply odor eliminator). Clean glass & stainless panels, remove stickers, and graffiti. Clean Interior & Exterior of Glass.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0308	Station North	0700 - 1500	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Elevator Duties-see below *Major Duties- see below (0900-0930)	Fulton St	2 3	N098	0700 - 1020
*General Duties- see below	Park Place	2 3	R115	1030 - 1120
Lunch	Fulton St	2 3	N098	1130 - 1200
*General Duties- see below *Elevator Duties-see below *Major Duties-see below (1330-1400)	Fulton St	2 3	N098	1200 - 1500
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Scrap all mezzanines, control areas, platforms, underpass, and passageways. Clean Stairways That Lead to The "A/C" East Mezzanine, NS30 & NS31, And R113 Passageway Including Clean & Polish Chrome Railings That Lead to EL-732. Scrap, Mop & Disinfect 135 William ST Entrance. Clean/Scrap 3ft around all street stairways/entrances including at Fulton ST & William ST. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duties Sun & Weds: Clean Booth N098. Wipe booth glass inside & out. Wipe down & dust countertops and equipment. Sweep as needed. Empty trash bin. Wipe down/clean Deal Tray. *Elevator Duties- Clean & Polish EL-723 (0730-0800 And 1230-1300) & EL-732 (0800-0830 And 1300-1330). Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	Fulton St	2 3	N098	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0308A	Station North	0700 - 1500	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	Fulton St	2 3	N098	0700 - 0900
Note: In the absence of coverage for Job NHDC Job A-Line, perform all listed duties on the 2-Line & A-Line				
General Duties (E-Passageway 2 To J Line, Mezzanines, Including stairways)				
Major Duties- see below (E-Passageway 2 To J Line, Including stairways)	Fulton St	2 3	N098	0900 - 1030
Lunch	Fulton St	2 3	N098	1030 - 1100
General Duties (W-Passageway A To 4 Line & Underpass)	Fulton St	A	N095	1100 - 1300
*Major Duties-see below				
Major Duties- see below (W-Passageway A To 4 Line & Underpass, Including stairways)	Fulton St	A	N095	1300 - 1400
General Duties- see below	Fulton St	2 3	N098	1400 - 1500
Report Off Duty.	Fulton St	2 3	N098	1500 -
"General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways and street level elevators. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect, clean & polish all trash receptacles. Remove all stains, spills and drag marks on floor areas & Spot mop. Deck wash stairway & escalator niche. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean & Polish Chrome support beams in W Passageway. All Stairways: Leading to A Island Platform & To the 2/J Line. Bucket Wash/Deck Wash all Stairways, Including Steps/Threads/Copings. Clean stairway overheads, including tiles. Scrap, Mop & Disinfect 135 William ST Entrance. Clean/Scrap 3ft around all street stairways/entrances including at Fulton ST & William ST. Wipe down & disinfect all stairway handrails. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Daily: Clean & Wipe down glass tiled wall in both passageways to remove dust, stains, residue, stickers, and graffiti. Clean Backlit panels on walls, including elevator cabs. Bucket Wash underpass and deodorize. Deck Wash passageway stairway niche. Bucket Wash/organize and disinfect passageway scrubber rooms. Bucket Wash, disinfect refuse housings & wipe down to remove dust - 2 Line.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0309	Station North	0700 - 1500	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below Elevator Duties – see below Note- If Elevators are out of service, listed General Duties will be performed.	34 St Hudson Yards	7	R550	0700 - 1030
Lunch	34 St Hudson Yards	7	R550	1030 - 1100
*Major Duty- see below	34 St Hudson Yards	7	R550	1100 - 1130
**General Duties- see below	34 St Hudson Yards	7	R550	1130 - 1500
Report off duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including P1A/B to 12A/B Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Clean RTO & Relay Facilities on the lower level Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Major Duty Cleaning- Sun: RTO Facilities Duties- Relay Room Clean all rooms: crew room, lunch room, locker room, and women/men restrooms. Wipe down all surfaces including Quench machines, tables and seats and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES. Mon: RTO Facilities Duties- Tower Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men restrooms. Wipe down all surfaces including Quench machines, tables and seats and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES. Tue: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Wed: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. **Elevator Duties - Clean and polish [ELE600 & 601. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	34 St Hudson Yards	7	R550	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0310	Station North	0700 - 1500	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below Elevator Duties – see below Note- If Elevators are out of service, listed General Duties will be performed.	34 St Hudson Yards	7	R550	0700 - 1030
Lunch	34 St Hudson Yards	7	R550	1030 - 1100
*Major Duty- see below	34 St Hudson Yards	7	R550	1100 - 1200
Public Restroom- Close for Cleaning- 1200-1300	34 St Hudson Yards	7	R550	1200 - 1300
*General Duties- see below	34 St Hudson Yards	7	R550	1300 - 1500
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including 34th & 35th Street- S1, S2, M2, M3, M4, M6. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect Men Consolidated Locker Room and Bathroom (upper level). Wipe down tile walls /dust overhead lockers- restock supplies. Clean and disinfect employee bathroom and facility at 35th Control area R551. Clean newly constructed corridor to 50 Hudson Yard. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Major Duty Cleaning- Sun: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Mon: Station Superintendent Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Tue: TCC Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect Wed: Station Supervisor Office- Clean desks, table tops. Sweep and mop floors, disinfect. Thu- Clean newly constructed corridor to 50 Hudson Yard- mop and clean tile walls. Fri: Clean and polish stainless steel pillars at street level. **Elevator Duties - Clean and polish [ELE602& 603. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	34 St Hudson Yards	7	R550	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0311	Station North	0600 - 1400	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in full Uniform.	Times Sq-42 St	S	R147	0600 - 0830
*General Duties- see below				
*General Duties- see below	34 St Hudson Yards	7	R550	0840 - 1000
Lunch	34 St Hudson Yards	7	R550	1000 - 1030
**General Duties- see below	34 St Hudson Yards	7	R550	1030 - 1200
*Major Duty- see below	34 St Hudson Yards	7	R550	1200 - 1300
**General Duties- see below	Times Sq-42 St	S	R147	1310 - 1400
Report off duty.	Times Sq-42 St	S	R147	1400 -
*General Duties-Daily (Times Square) 0600-0830 Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [42nd & 43rd Broadway. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash @ R147, clean exterior panels and CSC windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean, Disinfect and Organize Rooms: Male & Female Locker Room, EFR/CTA Slop Sink. Clean & Disinfect EL619. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
General Duties-Daily Hudson Yard- 0840-1000 Clean and disinfect Employee bathroom and Employee Facility room at 35th Street R551 control area. Clean, and wipe down MVM's, HEET and Turnstiles- R551- Sweep stairs and scrap street level at 35th Street entrance.				
General Duties-Daily Hudson Yard- 1030-1300 Including stairs Sweep All Stairways, P18A/B, P17A/B, P16A-16C, P15A-15C, P14A-14C, P13A-13C Scrap Platforms, Landings and Passageways. Clean, Mop and Disinfect El 600 And El 601.				
*Major Duty Cleaning- SUN: Supply Room- Tidy and organize Clerical supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. MON: Employee Toilets @ 35th Street control Area R551- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. WED: Employee Facility- Shuttle lunchroom, locker room, and women/men restrooms. Wipe down all surfaces including Quench machines, tables and seats and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed Clean, mop and disinfect locker rooms on shuttle. FRI: Employee Lunchroom- Wipe down all surfaces including walls, doors, Quench machines, refrigerator, microwave, tables and countertop, Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Sat: Supply Room- Tidy and organize Chemical supply rooms. Remove empty boxes. Wipe down Fire Extinguishers.				
**Elevator Duties – Clean and Polish [ELE 601 & 602] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0311A	Station North	2300 - 0700	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM.	Times Sq-42 St	1 2 3	R151	2300 -
Perform duties on '7' line *General Duties- see below	Times Sq-42 St	7	R145	2300 - 0300
*Major Duty- see below	Times Sq-42 St	7	R145	0300 - 0400
Lunch	Times Sq-42 St	1 2 3	R151	0400 - 0430
**General Duties- see below	Times Sq-42 St	1 2 3	R151	0430 - 0700
Report off duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including ML20 to ML 23]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Scrap, clean and disinfect 41st passageway from 7th avenue to 8th Avenue. Clean and mop corridor of EFR. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Major Duty Cleaning- Sun: ESC 216 Mon: ESC 217 Tue: ESC 218. Wed: ESC216 Thu: ESC217 Fri: ESC218 Sat: Male & Female Locker Room Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. **Elevator Duties – Clean and Polish [ELE216 & 218 Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom. Note: R145 Part-time booth only open for Summer Pick 2023. CTA will sign on duty at R151 and perform listed duties on #7 line.	Times Sq-42 St	1 2 3	R151	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0312	Station North	1500 - 2300	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below Elevator Duties – see below Note- If Elevators are out of service, listed General Duties will be performed.	34 St Hudson Yards	7	R550	1500 - 1930
Lunch	34 St Hudson Yards	7	R550	1930 - 2000
*Major Duty- see below	34 St Hudson Yards	7	R550	2000 - 2100
**General Duties- see below	34 St Hudson Yards	7	R550	2100 - 2300
Report off duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including P1A/B to 12A/B Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect Female toilet & Consolidated Locker Room- upper level. Clean/mop and remove garbage inside consolidated lunchroom. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” RTO Facility & Relay Room- lower level- Clean/mop/remove trash. All 4 bathrooms on lower level must be cleaned. *Major Duty Cleaning- Sun: RTO Facilities Duties- Relay Room-RTO Tower Clean all rooms: crew room, lunchroom, locker room, and women/men restrooms. Wipe down all surfaces including Quench machines, tables and seats and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES. Mon: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. lower levels. Tue: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Wed: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. **Elevator Duties - Clean and polish [ELE600 & 601. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	34 St Hudson Yards	7	R550	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0313	Station North	1500 - 2300	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform. *General Duties- see below Elevator Duties – see below Note- If Elevators are out of service, listed General Duties will be performed.	34 St Hudson Yards	7	R550	1500 - 1830
Lunch	34 St Hudson Yards	7	R550	1830 - 1900
*Public Restroom- Close and Clean @ 1900	34 St Hudson Yards	7	R550	1900 - 2000
*Major Duty- see below	34 St Hudson Yards	7	R550	2000 - 2100
*General Duties- see below	34 St Hudson Yards	7	R550	2100 - 2300
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including 34th & 35th Street- S1, S2, M2, M3, M4, M6. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect Men Consolidated Locker Room and Bathroom (upper level). Wipe down tile walls /dust overhead lockers- restock supplies. Clean and disinfect employee bathroom and facility at 35th Control area R551. Clean newly constructed corridor to 50 Hudson Yard. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Major Duty Cleaning- Sun: Office- TCC & Supervisor- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office. Mon: Station Superintendent Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect Tue: ***Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening. Wed: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Thu- Clean newly constructed corridor to 50 Hudson Yard- mop and clean tile walls. Fri: Clean and polish stainless steel pillars at street level. **Elevator Duties - Clean and polish ELE 602 & 603. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	34 St Hudson Yards	7	R550	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0314	Station North	1400 - 2200	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Times Sq-42 St	S	R147	1400 - 1630
**General Duties- see below				
*Major Duties- see below	Times Sq-42 St	S	R147	1630 - 1730
Lunch	34 St Hudson Yards	7	R550	1740 - 1810
**General Duties- see below	34 St Hudson Yards	7	R550	1810 - 2000
*Major Duty- see below	34 St Hudson Yards	7	R550	2000 - 2030
**General Duties- see below	Times Sq-42 St	S	R147	2040 - 2200
Report off duty.	Times Sq-42 St	S	R147	2200 -
*General Duties-Daily (Times Square- Shuttle) 1400-1630 Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [42nd & 43rd Broadway. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Shuttle-Clean, Disinfect and Organize Rooms: Male & Female Locker Room, EFR/CTA Slop Sink. Clean & Disinfect EL619 Including Stairs Swept. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”				
General Duties-Daily Hudson Yard- 1640-2100 Including: Clean and disinfect Employee bathroom and Employee Facility room at 35th Street R551 control area. Clean, and wipe down MVM's, HEET and Turnstiles- R551- Sweep stairs and scrap street level at 35th Street entrance All Stairways, P18A/B, P17A/B, P16A-16C, P15A-15C, P14A-14C, P13A-13C Scrap Platforms, Landings and Passageways. Clean, Mop and Disinfect El 600 And El 601.				
*Major Duty Cleaning- SUN: Supply Room-Hudson Yard- Tidy and organize Clerical supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. MON: Employee Toilets @ 35th Street control Area R551- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Tue: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thur: -Employee Facility- Shuttle lunchroom, locker room, and women/men restrooms. Wipe down all surfaces including Quench machines, tables and seats and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed Clean, mop and disinfect locker rooms on shuttle. FRI: Employee Lunchroom- Wipe down all surfaces including walls, doors, Quench machines, refrigerator, microwave, tables and countertop, Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers.35th Street control R551. Sat: Supply Room- Tidy and organize Chemical supply rooms. Remove empty boxes. Wipe down Fire Extinguishers Clean, organize and restock scrubber rooms on N/S/B.				
**Elevator Duties – Clean and Polish [ELE601 & 602] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0315	Station North	2300 - 0700	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	34 St Hudson Yards	7	R550	2300 - 0030
Along with CTA Job 315 Clean And Polish All Glass/ Stainless Steel. Remove All Gum, Gum, Stickers, Graffiti And Clean Residue. Escalators Es 631 And Es 632."				
Clean And Polish All Glass/ Stainless Steel. Remove All Gum, Gum, Stickers, Graffiti And Clean Residue. Escalators Es 633 And Es 634.	34 St Hudson Yards	7	R550	0030 - 0200
Lunch	34 St Hudson Yards	7	R550	0200 - 0230
Sweep All Stairways, Scrap Platforms, Mezzanines And Passageways. Empty Trash Receptacles. Remove All Stains From The Tiled Floors.	34 St Hudson Yards	7	R550	0230 - 0330
Clean And Polish All Glass/ Stainless Steel. Remove All Gum, Gum, Stickers, Graffiti And Clean Residue. Escalators Es 635 And Es 636.	34 St Hudson Yards	7	R550	0330 - 0500
Clean And Polish All Glass/ Stainless Steel. Remove All Gum, Gum, Stickers, Graffiti And Clean Residue. Elevators El 600, El 601 El 602 And El 603.	34 St Hudson Yards	7	R550	0500 - 0700
Report Off Duty.	34 St Hudson Yards	7	R550	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0316	Station North	2300 - 0700	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Along With CTA Job # NC0315 SUN/TUE/THU: Clean And Polish All Glass/ Stainless Steel. Remove All Gum, Graffiti, Stickers And Clean Residue. Escalators ES631 and ES632. MON/WED: Clean And Polish All Glass/ Stainless Steel. Remove All Gum, Graffiti, Stickers And Clean Residue. Escalators ES626 And ES627.	34 St Hudson Yards	7	R550	2300 - 0030
SUN/TUE/THU: Clean And Polish All Glass/ Stainless Steel. Remove All Gum, Graffiti, Stickers And Clean Residue. Escalators ES633 and ES634. MON/WED: Clean And Polish All Glass/ Stainless Steel. Remove All Gum, Graffiti, Stickers And Clean Residue. Escalators ES628 and ES629.	34 St Hudson Yards	7	R550	0030 - 0200
Lunch	34 St Hudson Yards	7	R550	0200 - 0230
"SUN/TUE/THU: Sweep All Stairways, Scrap Platforms, Mezzanines And Passageways. Empty Trash Receptcles. Remove All Stains From The Tiled Floors. MON/WED: Clean And Polish All Glass/ Stainless Steel. Remove All Gum, Graffiti, Stickers And Clean Residue. Escalators ES621 and ES622."	34 St Hudson Yards	7	R550	0230 - 0330
SUN/TUE/THU: Clean And Polish All Glass/ Stainless Steel. Remove All Gum, Graffiti, Stickers And Clean Residue. Escalators ES635 and ES636. MON/WED: Clean And Polish All Glass/ Stainless Steel. Remove All Gum, Graffiti, Stickers And Clean Residue. Escalators ES624 and ES625.	34 St Hudson Yards	7	R550	0330 - 0500
SUN/TUE/THU: Clean And Polish All Glass/ Stainless Steel. Remove All Gum, Graffiti, Stickers And Clean Residue. Elevators El 600, El 601 EL602 and EL603. MON/WED: Clean And Polish All Glass/ Stainless Steel. Remove All Gum, , Graffiti, Stickers And Clean Residue. Elevators EL600, EL601 and EL602.	34 St Hudson Yards	7	R550	0500 - 0700
Report Off Duty.	34 St Hudson Yards	7	R550	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0316A	Station North	2300 - 0700	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Monday-Friday				
Report On Duty In Full Uniform. *General Duties- see below - Upper Level 34th & 35th Streets Elevator Duties – see below Note- If Elevators are out of service, listed General Duties will be performed.	34 St Hudson Yards	7	R550	2300 - 0100
*General Duties- see below- Lower Level & Platform	34 St Hudson Yards	7	R550	0100 - 0300
Lunch	34 St Hudson Yards	7	R550	0300 - 0330
*Major Duty- see below	34 St Hudson Yards	7	R550	0330 - 0430
**General Duties- see below	34 St Hudson Yards	7	R550	0430 - 0700
Report off duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including P1A/B to 12A/B Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect Female toilet & Consolidated Locker Room- upper level. Clean/mop and remove garbage inside consolidated lunchroom. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” RTO Facility & Relay Room- lower level- Clean/mop/remove trash. All 4 bathrooms on lower level must be cleaned *Major Duty Cleaning- Mon: RTO Facilities Duties- Relay Room-RTO Tower Clean all rooms: crew room, lunch room, locker room, and women/men restrooms. Wipe down all surfaces including Quench machines, tables and seats and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES. Tue: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Wed: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Thu- Consolidate Lunch Rooms- upper level @ 34th Street - mop, clean tables/counter top, wipe down stainless steel, Fri- Employee Facility & bathroom at 35th Street- upper level- wipe down tile walls, clean/mop and restock bathroom **Elevator Duties - Clean and polish [ELE600 601, 602,603]. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	34 St Hudson Yards	7	R550	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0317	Station North	1500 - 2300	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM.	34 St Penn Station	1 2 3	R138	1500 - 1930
*General Duties- see below				
*Major Duty- see below	34 St Penn Station	1 2 3	R138	1930 - 2030
LUNCH	34 St Penn Station	1 2 3	R138	2030 - 2100
**General Duties- see below	34 St Penn Station	1 2 3	R138	2100 - 2300
REPORT OFF DUTY.	34 St Penn Station	1 2 3	R138	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Scrap R141 & R142 Mezzanine and underpass to R141 to R142. Clean glass railings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”				
*Major Duty Cleaning- Sun: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. . Mon.: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Control Area Mezzanine level of R138 Tue: Stairways- Bucket Wash [stairways]. Clean adjacent tile walls. Remove all stickers. Wed: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Control Area R142 Fri.: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Control Area R141 Sat: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.				
**Elevator Duties – Job R/D 365 No Coverage Clean and Polish [ELE214, 215, 216, 618] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0317A	Station North	2300 - 0700	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	34 St Penn Station	1 2 3	R138	2300 - 0150
*General Duties- see below				
*Major Duty “Floors”- see below	18 St	1	R129	0200 - 0300
Lunch	18 St	1	R129	0300 - 0330
*General Duties- see below	18 St	1	R129	0330 - 0450
* General Duties- see below	Christopher St Sheridan Sq	1	R125	0500 - 0600
*General Duties- see below	34 St Penn Station	1 2 3	R138	0610 - 0700
Report off duty.	34 St Penn Station	1 2 3	R138	0700 -
<div>*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Scrap. Clean glass railings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”</div> <div>* *Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.</div> <div>**Elevator Duties – Clean and Polish [ELE#214, 215, 216, 618] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.</div>				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0318	Station North	0700 - 1500	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below	72 St	Q	N700	0700 - 1000
*Major Duty- see below	72 St	Q	N700	1000 - 1030
LUNCH	72 St	Q	N700	1030 - 1100
*General Duties- see below	72 St	Q	N700	1100 - 1350
** Elevator Duties – see below Note- If Elevators are out of service, listed General Duties will be performed.	72 St	Q	N700	1350 - 1500
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including list areas outside station confines. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Major Duty Cleaning- Daily (Sun-Sat): Clean Public restrooms at 0700, 0930 and 1200-1300 Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening. Sun: Booth- Clean booth N700 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Stairways- Bucket Wash Mezzanine to platform stairways and clean adjacent railings. Remove all stickers. **Elevator Duties -Clean and polish EL259, EL262, EL264, EL265, EL266 & EL267. Remove gum. Sweep, mop, and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	72 St	Q	N700	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0319	Station North	1500 - 2300	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below *Bathroom Duties- see below	72 St	Q	N700	1500 - 1900
LUNCH	72 St	Q	N700	1900 - 1930
*General Duties- see below *Bathroom Duties- see below	72 St	Q	N700	1930 - 2030
**Major Duties- see below	72 St	Q	N700	2030 - 2100
*General Duties- see below *Elevator Duties- see below	72 St	Q	N700	2100 - 2300
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including list areas outside station confines. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway/escalator landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” **Bathroom duties: Employee Toilets/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers, and soap as needed. Allow bathroom to dry 10 minutes before reopening. ****Major Duty Cleaning - (2030-2100) Sun: - Clean Mezzanine Tile walls- Remove stains and scuff marks from mezzanine tile walls. Mon: Supply Room- Tidy and organize chemical and dry supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Tue: Clean Platform Tile walls- Remove stains and scuff marks from platform tile walls. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Employee restrooms - Wipe down all surfaces including seats and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. **Elevator Duties Clean and polish EL259, EL262, EL264, EL265, EL266 & EL267. Remove gum, sweep, mop, and disinfect elevator floors, wipe down interior and exterior panels/edges on all levels, (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove debris from elevator door sills. Clean and wipe down the safety edge with dry rag from top to bottom.	72 St	Q	N700	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0320	Station North	2300 - 0700	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform **General Duties-see below **Bathroom duties	72 St	Q	N700	2300 - 0130
**General Duties-see below	72 St	Q	N700	0140 - 0330
Lunch	72 St	Q	N700	0330 - 0400
**General Duties-see below **Bathroom duties *Major Duty (0520-0550)	72 St	Q	N700	0410 - 0550
*General Duties-see below	72 St	Q	N700	0600 - 0700
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including list areas outside station confines. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform, underpass and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Mon: Deliver Dry/Chemical Supplies Tue: Clean Trash Receptacles and Refuse Room-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing Wed: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Bathroom duties***Employee/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.	72 St	Q	N700	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0321	Station North	0700 - 1500	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below	86 St	Q	N701	0700 - 1000
*Major Duty- see below	86 St	Q	N701	1000 - 1030
Lunch	86 St	Q	N701	1030 - 1100
**General Duties- see below	86 St	Q	N701	1100 - 1350
Elevator Duties – see below Note- If Elevators are out of service, listed General Duties will be performed	86 St	Q	N701	1350 - 1420
**General Duties- see below	86 St	Q	N701	1420 - 1500
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including list areas outside station confines. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Major Duty Cleaning- Sun: Booth- Clean booth N701 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: 69th St Landing- Bucket Wash Mezzanine and clean adjacent railings. Remove all stickers. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Stairways- Bucket Wash Mezzanine to platform stairways and clean adjacent railings. Remove all stickers. **Elevator Duties - Clean and polish EL249, EL250 Remove gum. Sweep, mop, and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	86 St	Q	N701	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0322	Station North	1500 - 2300	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below *Bathroom Duties- see below	86 St	Q	N701	1500 - 1900
LUNCH	86 St	Q	N701	1900 - 1930
*General Duties- see below **Elevator Duties- see below	86 St	Q	N701	1930 - 2030
**Major Duties- see below	86 St	Q	N701	2030 - 2100
*General duties- see below *Bathroom Duties- see below	86 St	Q	N701	2100 - 2300
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including list areas outside station confines. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” **Bathroom duties: Employee Toilets/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening. ***Major Duty Cleaning - (2030-2100) Sun: - Clean Mezzanine Tile walls- Remove stains and scuff marks from mezzanine tile walls. Mon: Supply Room- Tidy and organize chemical and dry supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Tue: Clean Platform Tile walls- Remove stains and scuff marks from platform tile walls. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Employee restrooms - Wipe down all surfaces including seats and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. **Elevator Duties Clean and polish EL249, EL250. Remove gum, sweep, mop, and disinfect elevator floors, wipe down interior and exterior panels/edges on all levels, (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove debris from elevator door sills. Clean and wipe down the safety edge with dry rag from top to bottom.	86 St	Q	N701	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0323	Station North	2300 - 0700	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. **General Duties-see below **Bathroom duties	86 St	Q	N701	2300 - 0130
**General Duties-see below	86 St	Q	N701	0140 - 0330
Lunch	86 St	Q	N701	0330 - 0400
**General Duties-see below **Bathroom duties **Major Duty (0520-0550)	86 St	Q	N701	0410 - 0550
*General Duties-see below	86 St	Q	N701	0600 - 0700
Report Off Duty. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Clean & Close Public Restroom. Open Public Restrooms at scheduled time. **Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. **Major Duty Cleaning- Nightly: Mon: Deliver Dry/Chemical Supplies Tue: Clean Trash Receptacles and Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing Wed: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Bathroom duties***Employee/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening. .	86 St	Q	N701	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0324	Station North	0700 - 1500	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below	96 St	Q	N702	0700 - 1000
*Major Duty- see below	96 St	Q	N702	1000 - 1030
Lunch	96 St	Q	N702	1030 - 1100
**General Duties- see below	96 St	Q	N702	1100 - 1350
**Elevator Duties EL247 and EL248 Note- If Elevators are out of service, listed General Duties will be performed	96 St	Q	N702	1350 - 1420
**General Duties-see below	96 St	Q	N702	1420 - 1500
Report off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including list areas outside station confines. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Major Duty Cleaning- Sun: Booth- Clean booth N702 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office. **Elevator Duties -Clean and polish EL247 & EL248. Remove gum. Sweep, mop, and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	96 St	Q	N702	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0325	Station North	0700 - 1500	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties-see below	51 St	6	R242	0700 - 1000
*Major Duty-see below	51 St	6	R242	1000 - 1030
Lunch	51 St	6	R242	1030 - 1100
*General Duties-see below	51 St	6	R242	1100 - 1350
*Elevator Duties- see below Note- If Elevators are out of service, listed General Duties will be performed	51 St	6	R242	1350 - 1420
**General Duties- see below	51 St	6	R242	1420 - 1500
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including list areas outside station confines. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform, underpass and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Major Duty Cleaning- Sun: Booth- Clean booth R242 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Refuse Housing- Deck wash walls and floors (interior and exterior.) Remove loose debris from refuse inserts and disinfect. Tue: Cleaning 6 line underpass - Deck wash walls and floor. Sweep stairs and railings. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Refuse housing- Deck wash walls and floors (interior and exterior.) Remove loose debris from refuse inserts and disinfect. **Elevator Duties Clean and polish (EL 201 and EL202). Remove gum, sweep, mop, and disinfect elevator floors, wipe down interior and exterior panels/edges on all levels, (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove debris from elevator door sills. Clean and wipe down the safety edge with dry rag from top to bottom.	51 St	6	R242	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0325A	Station North	1500 - 2300	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. General Duties-see below	51 St	6	R242	1500 - 1900
Lunch	51 St	6	R242	1900 - 1930
Elevator Duties	51 St	6	R242	1930 - 2030
Major Duties	51 St	6	R242	2030 - 2100
General Duties- Bathroom duties see below	51 St	6	R242	2100 - 2300
Report Off Duty. General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including list areas outside station confines. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” Clean 6 line passageway and Mezzanine Tile walls- Remove stains and scuff marks from mezzanine tile walls. Restock supplies. Spot clean and mop. Bathroom duties: Employee Toilets/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening. Major Duty Cleaning - (2030-2100) Sun: - Clean 6 line passageway and Mezzanine Tile walls- Remove stains and scuff marks from mezzanine tile walls. Restock supplies. Spot clean and mop. Mon: Supply Room- Tidy and organize chemical and dry supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Tue: Escalator railings and metal coping ESC 252. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Restock supplies. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Employee restrooms - Wipe down all surfaces including seats and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. Restock supplies. Elevator Duties Clean and Polish [EL201 EL202] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	51 St	6	R242	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0326	Station North	2300 - 0700	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. **General Duties-see below	47-50 Sts Rockefeller Ctr	B D F M	N500	2300 - 0130
**General Duties-Stairway Duties	7 Av	B D E	N301	0140 - 0330
Lunch	47-50 Sts Rockefeller Ctr	B D F M	N500	0330 - 0400
**General Duties-see below ** Major Duty (0520-0550)	47-50 Sts Rockefeller Ctr	B D F M	N500	0410 - 0550
*General Duties-see below	47-50 Sts Rockefeller Ctr	B D F M	N500	0600 - 0700
Report Off Duty. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. *Major Duty Cleaning- Nightly: Mon: Deliver Dry/Chemical Supplies Tue/Sat: Clean Trash Receptacles and Refuse Room-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing Wed: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Sun/Fri: Wipe Down All Black Gates And Heets On Entire Station Mon/Thu/Sat: Polish Stainless Steel In Mezzanine And On Staircases. Stairways duties Bucket Wash mezzanine level stairways. Remove all stickers.	47-50 Sts Rockefeller Ctr	B D F M	N500	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0327	Station North	1500 - 2300	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below *Bathroom Duties- see below	96 St	Q	N702	1500 - 1900
LUNCH	96 St	Q	N702	1900 - 1930
*General Duties- see below **Elevator Duties- see below	96 St	Q	N702	1930 - 2030
*Major Duties- see below	96 St	Q	N702	2030 - 2100
*General Duties- see below *Bathroom Duties- see below	96 St	Q	N702	2100 - 2300
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including list areas outside station confines. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” **Bathroom duties: Employee Toilets/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening. ***Major Duty Cleaning - (2030-2100) Sun: - Clean Mezzanine Tile walls- Remove stains and scuff marks from mezzanine tile walls. Restock supplies. Mon: Supply Room- Tidy and organize chemical and dry supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Tue: Clean Platform Tile walls- Remove stains and scuff marks from platform tile walls. Restock supplies. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Restock supplies. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Employee restrooms - Wipe down all surfaces including seats and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. Restock supplies. **Elevator Duties Clean and polish EL247, EL248. Remove gum, sweep, mop, and disinfect elevator floors, wipe down interior and exterior panels/edges on all levels, (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove debris from elevator door sills. Clean and wipe down the safety edge with dry rag from top to bottom.	96 St	Q	N702	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0328	Station North	2300 - 0700	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. **General Duties-Bathroom duties	96 St	Q	N702	2300 - 0130
**General Duties-see below	96 St	Q	N702	0140 - 0330
Lunch	96 St	Q	N702	0330 - 0400
**General Duties-see below *Bathroom duties *Major Duty (0520-0550)	96 St	Q	N702	0410 - 0550
*General Duties-see below	96 St	Q	N702	0600 - 0700
Report Off Duty. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Clean & Close Public Restroom. Open Public Restrooms at scheduled time. *Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. *Major Duty Cleaning- Nightly: Mon: Deliver Dry/Chemical Supplies Tue: Clean Trash Receptacles and Refuse Room-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing Wed: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Bathroom duties***Employee/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.	96 St	Q	N702	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0329	Station North	2200 - 0600	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Escalator Duties see below Note- If escalators are out of service, listed General Duties will be performed: *Escalator Duties -see below ESC296, ESC294, ESC295, ESC285, ESC286.	72 St	Q	N700	2200 - 0100
LUNCH	72 St	Q	N700	0100 - 0130
*Escalator Duties- see below ESC287, & ESC288. ESC289, ESC290, & ESC291.	72 St	Q	N700	0130 - 0330
*Major Duty-General duties *Escalator Duties- see below EL262, EL 259, EL264, EL265,EL266,EL267	72 St	Q	N700	0330 - 0600
REPORT OFF DUTY. **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean Escalators. Remove gum and damp mop upper and lower landings. Clean and polish exterior and interior of Escalator panels. Clean adjacent tile walls. Remove graffiti, stickers, and sticker/glue residue. Restock supply and return equipment. *General Duties- Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean coping of all stairways. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Bathroom duties***Employee/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet	72 St	Q	N700	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0330	Station North	2200 - 0600	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Escalator Duties see below Note- If escalators are out of service, listed General Duties will be performed. *Escalator Duties ESC296, ESC294, ESC295, ESC285, ESC286.	72 St	Q	N700	2200 - 0100
Lunch	72 St	Q	N700	0100 - 0130
*Escalator Duties- ESC287, & ESC288. ESC289, ESC290, & ESC291	72 St	Q	N700	0130 - 0330
*Major Duty-General duties/Elevator Duties EL262, EL 259, EL264, EL265,EL266,EL267	72 St	Q	N700	0330 - 0600
Report Off Duty. **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497. Shutdown and clean Escalators. Remove gum and damp mop upper and lower landings. Clean and polish exterior and interior of Escalator panels. Clean adjacent tile walls. Remove graffiti, stickers, and sticker/glue residue. Restock supply and return equipment. *General Duties- Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean coping of all stairways. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Bathroom duties***Employee/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper. **Elevator Duties Clean and polish (elevators,259,262,264,265, 266 and 267). Remove gum, sweep, mop, and disinfect elevator floors, wipe down interior and exterior panels/edges on all levels, (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove debris from elevator door sills. Clean and wipe down the safety edge with dry rag from top to bottom.	72 St	Q	N700	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0331	Station North	2200 - 0600	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM. *Escalator Duties- ESC412, ESC413, ESC415, ESC418, ESC420 Note- If escalators are out of service, listed General Duties will be performed:	Roosevelt Island	F	N602	2200 - 0100
Lunch	Roosevelt Island	F	N602	0100 - 0130
*Escalator Duties- ESC411, & ESC414. ESC416, ESC417, & ESC419	Roosevelt Island	F	N602	0130 - 0330
*Major Duty-General duties EL403, EL404	Roosevelt Island	F	N602	0330 - 0600
REPORT OFF DUTY. **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean Escalators. Remove gum and damp mop upper and lower landings. Clean and polish exterior and interior of Escalator panels. Clean adjacent tile walls. Remove graffiti, stickers, and sticker/glue residue. Restock supply and return equipment. *General Duties- Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean coping of all stairways. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Bathroom duties***Employee/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet. *Elevator Duties - Clean and polish EL403 & EL404- Remove gum. Sweep, mop, and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	Roosevelt Island	F	N602	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0332	Station North	2200 - 0600	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM. *Escalator Duties SUN/TUES/THU/SAT: ESC 273, ESC274, ESC 275, MON/WED/FRI: ESC276, ESC277, ESC282, ESC284. Note- If escalators are out of service, listed General Duties will be performed	86 St	Q	N701	2200 - 0100
Lunch	86 St	Q	N701	0100 - 0130
*Escalator Duties- SUN/TUE/THURS/SAT: ESC279, & ESC280, ESC 281, MON/WED/FRI: ESC283,ESC278, ESC 297	86 St	Q	N701	0130 - 0430
*Major Duty-General duties EL249, EL250	86 St	Q	N701	0430 - 0600
REPORT OFF DUTY. **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean Escalators. Remove gum and damp mop upper and lower landings. Clean and polish exterior and interior of Escalator panels. Clean adjacent tile walls. Remove graffiti, stickers, and sticker/glue residue. Restock supply and return equipment. *General Duties- Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean coping of all stairways. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Bathroom duties***Employee/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper. *Elevator Duties - Clean and polish EL249 & EL250. Remove gum. Sweep, mop, and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	86 St	Q	N701	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0333	Station North	2200 - 0600	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Escalator Duties SUN/TUES/THU/SAT: ESC 273, ESC274, ESC 275, MON/WED/FRI: ESC276, ESC277, ESC282, ESC284 Note- If escalators are out of service, listed General Duties will be performed:	86 St	Q	N701	2200 - 0100
LUNCH	86 St	Q	N701	0100 - 0130
*Escalator Duties SUN/TUE/THURS/SAT: ESC279, ESC280, ESC 281, MON/WED/FRI: ESC283,ESC278, ESC 297	86 St	Q	N701	0130 - 0430
*Major Duty-General duties EL249, EL250	86 St	Q	N701	0430 - 0600
REPORT OFF DUTY. **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean Escalators. Remove gum and damp mop upper and lower landings. Clean and polish exterior and interior of Escalator panels. Clean adjacent tile walls. Remove graffiti, stickers, and sticker/glue residue. Restock supply and return equipment. *General Duties- Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean coping of all stairways. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Bathroom duties***Employee/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet. ***Elevator Duties -Clean and polish , EL249 & EL250 . Remove gum. Sweep, mop, and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	86 St	Q	N701	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0334	Station North	2200 - 0600	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM. *Escalator Duties see below ESC 243, ESC 244, ESC 269 Note- If escalators are out of service, listed General Duties will be performed:	Lexington Av/53 St	E M	N305	2200 - 0100
LUNCH	Lexington Av/53 St	E M	N305	0100 - 0130
*Escalator Duties- ESC: 245, ESC 246, ESC269	Lexington Av/53 St	E M	N305	0130 - 0330
*Major Duty-General duties EL254	Lexington Av/53 St	E M	N305	0330 - 0600
REPORT OFF DUTY. **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean Escalators. Remove gum and damp mop upper and lower landings. Clean and polish exterior and interior of Escalator panels. Clean adjacent tile walls. Remove graffiti, stickers, and sticker/glue residue. Restock supply and return equipment. *General Duties- Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean coping of all stairways. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Bathroom duties***Employee/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper. *Elevator Duties - Clean and polish EL254. Remove gum. Sweep, mop, and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	Lexington Av/53 St	E M	N305	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0335	Station North	2200 - 0600	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM *Escalator Duties ESC412, ESC413, ESC415, ESC418, ESC420 Note- If escalators are out of service, listed General Duties will be performed	Roosevelt Island	F	N602	2200 - 0100
LUNCH	Roosevelt Island	F	N602	0100 - 0130
*Escalator Duties ESC411, & ESC414. ESC416, ESC417, & ESC419	Roosevelt Island	F	N602	0130 - 0330
*Major Duty-General duties EL 403, EL404	Roosevelt Island	F	N602	0330 - 0600
REPORT OFF DUTY. **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean Escalators. Remove gum and damp mop upper and lower landings. Clean and polish exterior and interior of Escalator panels. Clean adjacent tile walls. Remove graffiti, stickers, and sticker/glue residue. Restock supply and return equipment. *General Duties- Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean coping of all stairways. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Bathroom duties***Employee/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet . *Elevator Duties - Clean and polish , EL403 & EL404 . Remove gum. Sweep, mop, and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	Roosevelt Island	F	N602	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0336	Station North	2200 - 0600	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM. *Escalator Duties ESC259, ESC260, ESC270, ESC271 Note- If escalators are out of service, listed General Duties will be performed:	96 St	Q	N702	2200 - 0100
LUNCH	96 St	Q	N702	0100 - 0130
*Escalator Duties- ESC202, ESC247, ESC 220, ESC200, ESC272.	96 St	Q	N702	0130 - 0330
*Major Duty-General duties EL248 & EL247	96 St	Q	N702	0330 - 0600
REPORT OFF DUTY. **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean Escalators. Remove gum and damp mop upper and lower landings. Clean and polish exterior and interior of Escalator panels. Clean adjacent tile walls. Remove graffiti, stickers, and sticker/glue residue. Restock supply and return equipment. *General Duties- Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean coping of all stairways. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Bathroom duties***Employee/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper. *Elevator Duties - clean and polish EL247 & EL248. Remove gum. Sweep, mop, and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	96 St	Q	N702	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0337	Station North	2200 - 0600	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM. *Escalator Duties ESC259, ESC260, ESC270, ESC271. Note- If escalators are out of service, listed General Duties will be performed:	96 St	Q	N702	2200 - 0100
Lunch	96 St	Q	N702	0100 - 0130
*Escalator Duties ESC202, ESC247, ESC 220, ESC200, ESC272.	96 St	Q	N702	0130 - 0330
*Major Duty-General duties EL248 & EL247	96 St	Q	N702	0330 - 0600
Report off duty. **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean Escalators. Remove gum and damp mop upper and lower landings. Clean and polish exterior and interior of Escalator panels. Clean adjacent tile walls. Remove graffiti, stickers, and sticker/glue residue. Restock supply and return equipment. *General Duties- Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean coping of all stairways. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Bathroom duties***Employee/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper. *Elevator Duties - clean and polish EL247 & EL248. Remove gum. Sweep, mop, and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	96 St	Q	N702	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0338	Station North	0700 - 1500	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM. *General Duties- see below	Lexington Av/63 St	F Q	N601	0700 - 1000
*Major Duties-see below	Lexington Av/63 St	F Q	N601	1000 - 1030
LUNCH	Lexington Av/63 St	F Q	N601	1030 - 1100
*General Duties- see below	57 St	F	N600	1110 - 1350
*Elevator Duties- see below Note- If Elevators are out of service, listed General Duties will be performed	Lexington Av/63 St	F Q	N601	1400 - 1430
**General Duties- see below	Lexington Av/63 St	F Q	N601	1430 - 1500
REPORT OFF DUTY. *General Duties-Daily UPPER LEVEL and N601 Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including list areas outside station confines. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Major Duty Cleaning- Daily (Sun-Sat): Clean Public restrooms at 0700, 0930 and 1200-1300 Sun: Booth- Clean booth N601 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office. **Elevator Duties Clean and polish EL440,EL441 and EL443. Remove gum, sweep, mop, and disinfect elevator floors, wipe down interior and exterior panels/edges on all levels, (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove debris from elevator door sills. Clean and wipe down the safety edge with dry rag from top to bottom.	Lexington Av/63 St	F Q	N601	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0338A	Station North	0700 - 1500	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM. *General Duties- see below	Lexington Av/63 St	F Q	N601	0700 - 1000
*Major Duties-see below	Lexington Av/63 St	F Q	N601	1000 - 1030
LUNCH	Lexington Av/63 St	F Q	N601	1030 - 1100
*General Duties- see below	Lexington Av/63 St	F Q	N601	1115 - 1350
*Elevator Duties- see below Note- If Elevators are out of service, listed General Duties will be performed	Lexington Av/63 St	F Q	N601	1350 - 1420
**General Duties- see below	Lexington Av/63 St	F Q	N601	1420 - 1500
REPORT OFF DUTY. General Duties-Daily LOWER LEVEL AND THIRD AVE Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including list areas outside station confines. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty Major Duty Cleaning- Daily (Sun-Sat): Clean Public restrooms at 0700, 0930 and 1200-1300 Sun: Booth- Clean THIRD AVE interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Office- THIRD AVE Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office . Lockers rooms and EFR. Tue: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room-THIRD AVE Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Elevator Duties Clean and polish (EL440, EL441 & EL443). Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	Lexington Av/63 St	F Q	N601	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0339	Station North	1500 - 2300	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	7 Av	B D E	N301	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including list areas outside station confines. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Bathroom duties Employee Toilets/Public toilets (if no coverage)- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.	7 Av	B D E	N301	1500 - 1900
LUNCH	7 Av	B D E	N301	1900 - 1930
*General Duties - See Above *Bathroom Duties - See Above	7 Av	B D E	N301	1930 - 2030
***Major Duty Cleaning - (2030-2100) Sun: - Clean Mezzanine Tile walls- Remove stains and scuff marks from mezzanine tile walls” on D - Line. Mon: Supply Room- Tidy and organize chemical and dry supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Tue: Clean Platform Tile walls- Remove stains and scuff marks from platform tile walls” on D - Line. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Employee restrooms - Wipe down all surfaces including seats and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed.	7 Av	B D E	N301	2030 - 2100
*General Duties - See Above *Bathroom Duties - See Above	7 Av	B D E	N301	2100 - 2300
Report Off Duty.	7 Av	B D E	N301	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0340	Station North	1500 - 2300	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below *Bathroom Duties- see below	Lexington Av/63 St	F Q	N601	1500 - 1900
LUNCH	Lexington Av/63 St	F Q	N601	1900 - 1930
*General Duties- see below *Elevator Duties- see below	Lexington Av/63 St	F Q	N601	1930 - 2030
**Major Duties- see below	Lexington Av/63 St	F Q	N601	2030 - 2100
*General Duties- see below *Bathroom Duties- see below	Lexington Av/63 St	F Q	N601	2100 - 2300
Report Off Duty. *General Duties-Daily Upper Level Platform Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including list areas outside station confines. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” **Bathroom duties: Employee Toilets/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening. ****Major Duty Cleaning - (2030-2100) Sun: - Employee Facility Room-THIRD AVE Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Restock supplies. Mon: Supply Room- Tidy and organize chemical and dry supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Tue: Scrubber Room Upper Level- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room THIRD AVE- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Restock supplies. Fri: Scrubber Room N601- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Employee restrooms - Wipe down all surfaces including seats and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. Restock supplies. **Elevator Duties Clean and polish Polish EL401, EL402 & EL444. Remove gum, sweep, mop, and disinfect elevator floors, wipe down interior and exterior panels/edges on all levels, (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove debris from elevator door sills. Clean and wipe down the safety edge with dry rag from top to bottom.	Lexington Av/63 St	F Q	N601	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0341	Station North	1500 - 2300	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below *Bathroom Duties- see below	Lexington Av/63 St	F Q	N601	1500 - 1700
*General Duties- see below *Bathroom Duties- see below	57 St	F	N600	1710 - 1900
LUNCH	57 St	F	N600	1900 - 1930
*General Duties-Lower Level Platform *Elevator Duties- see below	Lexington Av/63 St	F Q	N601	1940 - 2030
**Major Duties- see below	Lexington Av/63 St	F Q	N601	2030 - 2100
*General Duties- see below *Bathroom Duties- see below	Lexington Av/63 St	F Q	N601	2100 - 2300
Report Off Duty. *General Duties-Daily LOWER Level Platform Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including list areas outside station confines. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” **Bathroom duties: Employee Toilets/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening. ***Major Duty Cleaning - (2030-2100) Sun: - Employee Facility Room-THIRD AVE- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Restock supplies. Mon: Supply Room- Tidy and organize chemical and dry supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Tue: Scrubber Room LOWER Level- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room THIRD AVE- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Restock supplies. Fri: Scrubber Room THIRD AVE- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Employee restrooms - Wipe down all surfaces including seats and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. Restock supplies. **Elevator Duties Clean and polish EL440, EL441, EL442 & EL443. Remove gum, sweep, mop, and disinfect elevator floors, wipe down interior and exterior panels/edges on all levels, (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove debris from elevator door sills. Clean and wipe down the safety edge with dry rag from top to bottom.	Lexington Av/63 St	F Q	N601	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0342	Station North	2300 - 0700	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. **General Duties-see below	Lexington Av/63 St	F Q	N601	2300 - 0130
**General Duties-see below	Lexington Av/63 St	F Q	N601	0140 - 0330
Lunch	Lexington Av/63 St	F Q	N601	0330 - 0400
Major Duty (0520-0550) ** Major Duty (0520-0550)	Lexington Av/63 St	F Q	N601	0410 - 0550
**General Duties-see below	Lexington Av/63 St	F Q	N601	0600 - 0700
Report Off Duty. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Clean & Close Public Restroom. Open Public Restrooms at scheduled time. *Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. *Major Duty Cleaning- Nightly: Nightly (Sun-Sat): Clean Public restrooms at 2400 hours Mon: Deliver Dry/Chemical Supplies Tue: Clean Trash Receptacles and Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing Wed: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies.	Lexington Av/63 St	F Q	N601	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0343	Station North	0930 - 1730	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM *Public Restroom Duties- see below Note- If out of service listed general duties will be performed: Mon- Clean men and women’s public toilets Tues to Sun- **Station General Duties- see below	57 St-7 Av	N R Q W	A010	0930 - 1000
***Elevator Duties- see below	57 St-7 Av	N R Q W	A010	1000 - 1100
**Station General Duties- see below	57 St-7 Av	N R Q W	A010	1100 - 1150
*Public Restroom Duties- see below Note- If out of service listed duties will be performed: Mon- Clean men and women’s public toilets Tues to Sun- **Station General Duties- see below	Lexington Av/63 St	F Q	N601	1200 - 1300
Lunch	Lexington Av/63 St	F Q	N601	1300 - 1330
***Elevator Duties- see below	Lexington Av/63 St	F Q	N601	1330 - 1520
*Public Restroom Duties- see below	57 St-7 Av	N R Q W	A010	1530 - 1600
***Elevator Duties- see below	57 St-7 Av	N R Q W	A010	1600 - 1730
Report Off Duty *Public Restroom Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening. **Station General Duties Sweep all stairs- platform, mezzanine, and street. Scrap all mezzanines, control areas, platforms, and passageways. Wipe down all AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Remove graffiti, stickers, and sticker/glue residue. Clean exterior of A010, N601 booth window- use water only.	57 St-7 Av	N R Q W	A010	1730 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0344	Station North	2200 - 0600	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM. *Escalator Duties ES241, ES242 (MADISON AVE SIDE) Note- If escalators are out of service, listed General Duties will be performed:	5 Av/53 St	E M	N303	2200 - 0100
Lunch	5 Av/53 St	E M	N303	0100 - 0130
*Escalator Duties- ES239, ES240	5 Av/53 St	E M	N303	0130 - 0330
*Major Duty-General duties –bathroom	5 Av/53 St	E M	N303	0330 - 0600
Report off duty. **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean Escalators. Remove gum and damp mop upper and lower landings. Clean and polish exterior and interior of Escalator panels. Clean adjacent tile walls. Remove graffiti, stickers, and sticker/glue residue. Restock supply and return equipment. *General Duties- Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean coping of all stairways. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Bathroom duties***Employee/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet	5 Av/53 St	E M	N303	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0345	Station North	2200 - 0600	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM. *Escalator Duties - Sun/Tue/Thur/Sat: ESC 401, ESC 402, ESC 403 Mon/Wed/Fri: ESC 404, ESC 405, ESC 406 Note- If escalators are out of service, listed General Duties will be performed:	Lexington Av/63 St	F Q	N601	2200 - 0100
Lunch	Lexington Av/63 St	F Q	N601	0100 - 0130
*Escalator Duties- Sun/Tue/Thur/Sat ESC: 407, ESC 408, ESC 459 Mon/Wed/Fri: ESC 409, ESC 410 & ESC 458	Lexington Av/63 St	F Q	N601	0130 - 0330
*Major Duty-General duties/Elevator Duties ELV 401 & ELV 402 & ELV 440, ELV441 ELV 442, ELV 443, ELV 444	Lexington Av/63 St	F Q	N601	0330 - 0600
Report off duty. **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean Escalators. Remove gum and damp mop upper and lower landings. Clean and polish exterior and interior of Escalator panels. Clean adjacent tile walls. Remove graffiti, stickers, and sticker/glue residue. Restock supply and return equipment. *General Duties- Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean coping of all stairways. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Bathroom duties***Employee/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper. *Elevator Duties - Clean and polish EL401, EL402, EL440, EL441, EL442, EL443 & EL444. Remove gum. Sweep, mop, and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	Lexington Av/63 St	F Q	N601	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0346	Station North	2200 - 0600	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Escalator Duties Sun/Tue/Thur/Sat: ESC 401, ESC 402, ESC 403 Mon/Wed/Fri: ESC 404, ESC 405, ESC 406 Note- If escalators are out of service, listed General Duties will be performed:	Lexington Av/63 St	F Q	N601	2200 - 0100
LUNCH	Lexington Av/63 St	F Q	N601	0100 - 0130
*Escalator Duties- Sun/Tue/Thur/Sat ESC: 407, ESC 408, ESC 459 Mon/Wed/Fri: ESC 409, ESC 410 & ESC 458	Lexington Av/63 St	F Q	N601	0130 - 0330
*Major Duty-General duties ELV 401 & ELV 402 & ELV 440, ELV441 ELV 442, ELV 443, ELV 444	Lexington Av/63 St	F Q	N601	0330 - 0600
REPORT OFF DUTY. **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean Escalators. Remove gum and damp mop upper and lower landings. Clean and polish exterior and interior of Escalator panels. Clean adjacent tile walls. Remove graffiti, stickers, and sticker/glue residue. Restock supply and return equipment. *General Duties- Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean coping of all stairways. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Bathroom duties***Employee/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper. *Elevator Duties -Clean and polish , EL401, EL402, EL440, EL441, EL442, EL443 & EL444. Remove gum. Sweep, mop, and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	Lexington Av/63 St	F Q	N601	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0347	Station North	2200 - 0600	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM. *Escalator Duties Sun/Tue/Thur/Sat: ESC 401, ESC 402, ESC 403 Mon/Wed/Fri: ESC 404, ESC 405, ESC 406 Note- If escalators are out of service, listed General Duties will be performed:	Lexington Av/63 St	F Q	N601	2200 - 0100
LUNCH	Lexington Av/63 St	F Q	N601	0100 - 0130
*Escalator Duties- Sun/Tue/Thur/Sat ESC: 407, ESC 408, ESC 459 Mon/Wed/Fri: ESC 409, ESC 410 & ESC 458	Lexington Av/63 St	F Q	N601	0130 - 0330
*Major Duty-General duties/Elevator Duties ELV 401 & ELV 402 & ELV 440, ELV441 ELV 442, ELV 443, ELV 444	Lexington Av/63 St	F Q	N601	0330 - 0600
REPORT OFF DUTY. **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean Escalators. Remove gum and damp mop upper and lower landings. Clean and polish exterior and interior of Escalator panels. Clean adjacent tile walls. Remove graffiti, stickers, and sticker/glue residue. Restock supply and return equipment. *General Duties- Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean coping of all stairways. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Bathroom duties***Employee/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper. *Elevator Duties -Clean and polish , EL401, EL402, EL440, EL441, EL442, EL443 & EL444. Remove gum. Sweep, mop, and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	Lexington Av/63 St	F Q	N601	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0348	Station North	0700 - 1500	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty Full In Uniform.	145 St	A B C D	N020	0700 - 0930
*General Duties- see below				
WAA (If not assigned, listed General Duties will be performed)	145 St	A B C D	N020	0930 - 1130
Lunch	145 St	A B C D	N020	1130 - 1200
**Major Duty- see below	145 St	A B C D	N020	1200 - 1230
*General Duties- see below	145 St	A B C D	N020	1230 - 1500
Report Off Duty	145 St	A B C D	N020	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restroom. Mop public restrooms, as needed. Remove stain and spot clean ADA tactile. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Cleaning-145 St Sun: Clean Digital Panels: Clean all digital panels on A,C platform and main mezzanine. Mon: Employee Toilets by booth: Clean Employee toilet. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Tue: Scrubber Room/ CTA room – Wipe, clean, wash, wall tiles on main mezzanine. Wed: Major duty in Booth – Clean exterior and interior windows, panels, and floor. Remove dust ball and thoroughly clean booth. Thu: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Fri: Pick up Dry/Chemical Supplies from 125 ABCD & throw out all empty boxes. Keep the room tidy and clutter free Sat: Clean Trash Receptacles and refuse rooms -Wipe down exterior panel. Remove loose debris from refuse room floor. Bucket wash and disinfect refuse room daily basis on AC line.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0348A	Station North	0700 - 1500	2754

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty Full In Uniform.	145 St	A B C D	N020	0700 - 1000
*General Duties- see below				
Lunch	145 St	A B C D	N020	1000 - 1030
**Major Duty- see below	145 St	A B C D	N020	1030 - 1100
WAA (General Duties & major duties unless assigned by supervisor)	145 St	A B C D	N020	1100 - 1230
*General Duties- see below	145 St	A B C D	N020	1230 - 1500
Report Off Duty	145 St	A B C D	N020	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, 147 St mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restroom. Mop public restrooms, as needed. Remove stain and spot clean ADA tactile. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Cleaning-145 St Sun: Employee Toilets and Scrubber room in unmanned mezzanine: Clean Employee toilet. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Mon: Wall tiles and S/Ws in unmanned mezzanine - Deck Wash S/Ws in back mezzanine. Wipe, clean, deck wall tiles on unmanned mezzanine. Tue: Major duty in Booth – Clean and wash S/Ws to B,D line. Wed: Clean ADA tiles – Clean and deck brush ADA tiles on B,D line. Thu: Pick up Dry/Chemical Supplies from 125 ABCD & throw out all empty boxes. Keep the room tidy and clutter free Fri: Clean Trash Receptacles and refuse rooms -Wipe down exterior panel. Remove loose debris from refuse room floor. Bucket wash and disinfect refuse room daily basis on AC line. Sat: Clean Digital Panels: Clean all digital panels on B,D platform and Unmanned mezzanine.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0349	Station North	0700 - 1500	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform.	W 4 St Wash Sq	A B C D E F M	N083	0700 - 1000
*General Duties- see below				
Lunch	W 4 St Wash Sq	A B C D E F M	N083	1000 - 1030
*Major Duty- see below	W 4 St Wash Sq	A B C D E F M	N083	1030 - 1130
**General Duties- see below	W 4 St Wash Sq	A B C D E F M	N083	1130 - 1500
Report off duty.	W 4 St Wash Sq	A B C D E F M	N083	1500 -
*General Duties-Daily – Northbound/Southbound ‘ACE’ Platforms and N083 Control Area Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Cleaning- Sun: Southbound ‘ACE’ Refuse Room - Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Employee Toilets - Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Tue: Sweep and bucket wash stairways in N083 Control Area. Clean adjacent tile walls. Remove all stickers. Wed: Dry & Chemical Supply Room - Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Clean and polish all Trash Receptacles Interior/Exterior including the Chrome Rims.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NC0349A	0900 - 1700	2761

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform	W 4 St Wash Sq	A B C D E F M	N083	0900 - 1100
*General Cleaning Duties- see below				
**General Cleaning Duties- see below	W 4 St Wash Sq	A B C D E F M	N083	1100 - 1300
Lunch	W 4 St Wash Sq	A B C D E F M	N083	1300 - 1330
***General Cleaning Duties- see below	W 4 St Wash Sq	A B C D E F M	N083	1330 - 1630
**General Cleaning Duties- see below	W 4 St Wash Sq	A B C D E F M	N083	1630 - 1700
Report Off Duty	W 4 St Wash Sq	A B C D E F M	N083	1700 -
*General Duties- A/C/E, N083 Control Area Sweep all stairs- N/S/B island platforms, mezzanine, and street. Scrap all mezzanines, control area, N/S/B island platforms, and passageways. Wipe down all AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Clean exterior of N083 booth window- use water only. Remove gum from EL333,334,335 cab floors. Remove all stickers and sticker/glue residue from all areas of the station including the elevators- street level exterior included				
**General Duties- B/D/F/M, N080 Control Area Sweep all stairs- N/S/B island platforms, mezzanine, and street. Scrap all mezzanines, control area, and N/S/B island platforms. Wipe down all AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Remove gum from top and bottom landings of ES325 and 326. Remove all stickers and sticker/glue residue from all areas of the station.				
***General Duties- Middle Mezzanine Passageway, N081 Control Area Sweep mezzanine and street stairways in N081 control area. Scrap middle mezzanine passageway. Wipe down all surfaces: FDNY standpipes and stairway handrails. Remove all stickers and sticker/glue residue from all areas of the station. Wipe down all AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0350	Station North	0700 - 1500	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. PERFORM DUTIES ON 'J' LINE *General Duties-see below *Elevator Duties-see below	Fulton St	A C	N095	0700 - 0830
*General Duties-see below	Fulton St	A C	N095	0830 - 1100
Lunch	Fulton St	A C	N095	1100 - 1130
*General Duties-see below *Elevator Duties-see below	Fulton St	A C	N095	1130 - 1400
*General Duties-see below	Fulton St	A C	N095	1400 - 1500
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Scrap all mezzanines, control areas, platforms, underpass, and passageways. Clean Stairway Leading to Jamaica CTR Platform And SW NS25 Leading To The East Mezzanine. Clean, Mop, & Disinfect Passageway Leading to 87 Nassau STWipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Elevator Duties- Clean & Polish EL-722 (0730-0800 And 1200-1230) & EL-719 (0800-0830 And 1230-1300). Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	Fulton St	A C	N095	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0351	Station North	0700 - 1500	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	World Trade Center	E	N094	0700 - 0930
*General Duties-see below				
RTO Facility	World Trade Center	E	N094	0930 - 1000
Lunch	World Trade Center	E	N094	1000 - 1030
*General Duties-see below	World Trade Center	E	N094	1030 - 1145
*Elevator Duties-see below-				
*Major duties- see below	World Trade Center	E	N094	1145 - 1300
*General Duties-see below	World Trade Center	E	N094	1300 - 1500
Report off duty.	Chambers St	E	N092	1500 -
General Duties: Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways and street level elevators. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect, clean & polish all trash receptacles. Remove all stains, spills and drag marks on floor areas & Spot mop. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Cleaning- Daily: Wet Mop: stairway & landings, including threads, passageways/underpass, tunnels, mezzanines & corridors Sun/Weds: Clean Booth N094 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon sensors and Fire Extinguishers. Remove all debris and non-NYCT items from booth drawers. Wet Mop: stairway & landings, including threads, passageways/underpass, tunnels, mezzanines & corridors. Daily: Sweep S/W P6, wipe handrails, clean coping, and railing. Thu: Employee Facility Room - Deck wash walls and floors. Clean exterior of all surfaces including lockers. Clean interior/exterior of microwave, refrigerator, and Quench Unit. Daily: Employee Toilet - Deck wash walls and floors. Clean exterior of all surfaces including tissue and hand towel holders, mirror, hand dryer, sink, and commode. Replenish paper and soap.				
*Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces-walls, modesty panels, vanity mirrors, electric hand dryers (if equipped), dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop, and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soaps as needed. Allow bathroom to dry 10 minutes before reopening.				
*Elevator Duties- EL742, EI 743 Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels- street, mezzanine, and platforms. Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Deodorize accordingly (apply odor eliminator). Clean glass & stainless panels, remove stickers, and graffiti. Clean glass & chrome on island platform and west mezzanine level.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0351A	Station North	0700 - 1500	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Chambers St	A	N092	0700 - 0900
General Duties-see below				
*General Duties-see below	Chambers St	A C	N092	0930 - 1030
*Elevator Duties-see below				
Lunch	Chambers St	A C	N092	1030 - 1100
Elevator Duties & The " Eye"	Chambers St	A C	N092	1100 - 1200
Public Restrooms	Chambers St	A C	N092	1200 - 1300
General Duties-see below	Chambers St	A C	N092	1300 - 1500
Report Off Duty.	Chambers St	A	N092	1500 -
General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including adjacent to the Staten Island Ferry entrance. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Daily: Wet Mop: Platform, stairway & landings/steps, passageways/underpass, tunnels, mezzanines & corridors. Sun/Weds: Clean Booth N094 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon sensors and Fire Extinguishers. Remove all debris and Non-NYCT items from booth drawers. Wet Mop: stairway & landings, including threads, passageways/underpass, tunnels, mezzanines & corridors, . Daily: Sweep S/W P6, wipe handrails, clean coping and railing. Thu: Employee Facility Room - Deck wash walls and floors. Clean exterior of all surfaces including lockers. Clean interior/exterior of microwave, refrigerator and Quench Unit. Daily: Employee Toilet - Deck wash walls and floors. Clean exterior of all surfaces including tissue and hand towel holders, mirror, hand dryer, sink, and commode. Replenish paper and soap. *Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces-walls, modesty panels, vanity mirrors, electric hand dryers (if equipped), dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop, and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soaps as needed. Allow bathroom to dry 10 minutes before reopening. *Elevator Duties- Clean & Polish Elevators. Sweep, mop, and disinfect floors; and remove gum. Deodorize accordingly (apply odor eliminator). Clean glass & stainless panels, remove stickers, and graffiti. Clean glass & chrome on island platform and west mezzanine level. The "Eye": Remove dust and mop floor tiles. Wipe down banisters & Support beams to remove dust & stains.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0351B	Station North	0930 - 1730	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	14 St	A C E	N078	0930 - 1000
Public Restroom/Elevator Cleaner				
*Public Restroom Duties- see below				
Note- If out of service listed general duties will be performed:				
Mon- Clean men and women’s public toilets				
Tues to Sun- **Station General Duties- see below				
***Elevator Duties- see below	14 St	A C E	N078	1000 - 1115
***Elevator Duties- see below	Chambers St	A C	N092	1130 - 1200
*Public Restroom Duties- see below	Chambers St	A C	N092	1200 - 1300
Note- If out of service listed general duties will be performed:				
Mon- Clean men and women’s public toilets				
Tues to Sun- **Station General Duties- see below				
Lunch	Chambers St	A C	N092	1300 - 1330
**Station General Duties- see below	Chambers St	A C	N092	1330 - 1430
***Elevator Duties- see below	Chambers St	A C	N092	1430 - 1515
*Public Restroom Duties- see below	14 St	A C E	N078	1530 - 1600
***Elevator Duties- see below	14 St	A C E	N078	1600 - 1730
Report Off Duty	14 St	A C E	N078	1730 -
*Public Restroom Duties				
Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening				
**Station General Duties				
Sweep all stairs- platform, mezzanine, and street. Scrap all mezzanines, control areas, platforms, and passageways. Wipe down all AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Remove graffiti, stickers, and sticker/glue residue. Clean exterior of N094, N078 and H001 booth windows- use water only.				
***Elevator Duties- 14th Street, Chambers Street				
Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels- street, mezzanine, and platforms. Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0352	Station North	0700 - 1500	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	14 St	A C E	N078	0700 - 0815
Elevator Duties - EL222, EL223, EL221 & EL224				
*General Duties	14 St	A C E	N078	0815 - 1030
Lunch	14 St	A C E	N078	1030 - 1100
Major Duty- see below	14 St	A C E	N078	1100 - 1200
Bathroom Duties - Men's & Women's Public Restroom- see below	14 St	A C E	N078	1200 - 1300
*Inspect station including EL222, EL223, EL221 & EL224 for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors.	14 St	A C E	N078	1300 - 1500
Report off duty.	14 St	A C E	N078	1500 -
*General Duties-Daily @1400 – Check for unsanitary conditions at 14th St and correct. Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning - Continue with General Duties when General Duties are not scheduled Sun: H001 Booth- interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: ***Public Toilet Duties - Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening. Tue: Employee Toilets (Located in 8th Ave Passageway) - Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Wed: Sweep and bucket wash all street stairways in N078 Control Area. Clean adjacent tile walls. Remove all stickers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Sweep and bucket wash all street stairways in H001 Control Area. Clean adjacent tile walls. Remove all stickers. Sat: N078 Booth- interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. ***Elevator Duties- Clean and polish. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0353	Station North	0700 - 1500	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform.	59 St Columbus Circle	1	R158	0700 -
*General Duties- see below	59 St Columbus Circle	1	R158	0700 - 0900
***Elevator Duties -	59 St Columbus Circle	A B C D	N051	0900 - 1030
Lunch	59 St Columbus Circle	1	R158	1030 - 1100
**General Duties- see below	59 St Columbus Circle	1	R158	1100 - 1350
*Major Duty- see below	59 St Columbus Circle	1	R158	1350 - 1450
Report off duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs in the N049 and R158 Mezzanine paid/unpaid control areas, southbound and northbound platforms, mezzanine, and street. Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, N049 control areas, southbound and northbound platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty N049 & R158 booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Sun: Booth N049 - Clean booth interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Sign booth major duty form. Mon: Refuse Room R158 - Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Employee Toilets R158 Control Area - Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Wed: Tile/Concrete Walls: Bucket Wash lower portion of Northbound platform walls. Remove spit and shoe marks. Thu: Tile/Concrete Walls: Bucket Wash lower portion of Southbound platform walls. Remove spit and shoe marks. Fri: Scrubber Room R158 - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Booth R158 - Clean booth interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Sign booth major duty form. **Elevator Duties - Clean and polish EL277, EL278, EL279 & EL280. Remove gum. Sweep, mop, and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	59 St Columbus Circle	1	R158	1500 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0354	Station North	2300 - 0700	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. (Escalators/Elevators, Stairways, Passageways/Hallways & Mezzanines, Underpass) Note: If Mobile Wash Is On The Station, CTA Will Be Reassigned By Station Supervisor To Another Task/Location, including but not limited to removing excess water with scrubber machine and maintain cleanliness as required.	Fulton St	A C	N095	2300 - 0100
*General Duties-see below	Fulton St	4	N095	0100 - 0300
Lunch	Fulton St	4	N095	0300 - 0330
*General Duties-see below *Elevator/Escalator/MVM's/Turnstiles Duties-see below *Major Duties-see below (0330-0400)	Fulton St	4 A C	N095	0330 - 0500
*General Duties-see below	Fulton St	4 A C	N095	0500 - 0700
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (Passageways, Hallways, mezzanine & street Stairways). Scrap all mezzanines, control areas, underpass, and passageways. Clean Stairways Leading to Concourse Level NS12/NS13. Scrap Underpass Between S/B "4/5" & "A/C" West Mezzanine. Clean/remove Dust Buildup on Tile Walls Leading to Underpass & "A/C" West Mezzanine. Dust Mop Tile Wall Ledges at Stairways NS10A/B & NS11A/B Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Wipe down stairway & Escalator overheads to remove dust and stains. Empty, disinfect, clean & polish chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas & Spot mop as needed. Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Clean & Disinfect "A/C" East Mezzanine Corridor. Deck Wash Walls & Floor. Clean & Disinfect Hallways. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duty: If station CTA job is not covered, HDC Cleaners will perform general duties. Tue: 4/5 Line N/B Refuse Room - Clean & disinfect. Sweep, deck brush, mop, and remove all stains & drag marks. Breakdown all empty boxes. Wipe down fire extinguisher. Clean/wipe down walls, as needed. Wed: 4/5 Line S/B Refuse Room - Clean & disinfect. Sweep, deck brush, mop, and remove all stains & drag marks. Breakdown all empty boxes. Wipe down fire extinguisher. Clean/wipe down walls, as needed. Sat: A/C Island Platform Refuse Room - Clean & disinfect. Sweep, deck brush, mop, and remove all stains & drag marks. Breakdown all empty boxes. Wipe down fire extinguisher. Clean/wipe down walls, as needed. Daily: Sweep and scrap all stairways - Deck wash/Mop stairway threads, including risers. Wipe-down LED display/screens on walls. Remove dust from escalator overhead. *Elevator/Escalator/MVM's/Turnstiles Duties Clean & Polish EL-720 (0400-0430). Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers, and sticker glue residue. Deodorize & disinfect accordingly (apply odor eliminator). Clean glass & stainless panels, remove stickers, and graffiti. Clean Interior & Exterior of Glass/Elevator Cab. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	Fulton St	A C	N095	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0355	Station North	2300 - 0700	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform (In the absence of coverage for Job NHDC018 and/or NHDC094, perform all listed duties and Mop entire platform, including Mezzanines) (All Escalators & Elevators at South Ferry & Whitehall) *General Duties-see below (All Mezzanines, Entrances & Platform)	South Ferry	1	R101	2300 - 0230
Lunch	South Ferry	1	R101	0230 - 0300
*General Duties-see below (All Mezzanines, Entrances & Platform)	South Ferry	1	R101	0300 - 0430
Major Duties:	South Ferry	1	R101	0430 - 0530
*General Duties-see below	South Ferry	1	R101	0530 - 0700
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including adjacent to Staten Island Ferry entrance. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duties: Nightly Clean & bucket wash Emergency Exit Rescue 1 & 2: Bucket wash landings & disinfect, wipe down handrails and push-bars, including stainless steel doors. Wipe down All Mezzanine mosaic wall & Artwork, Wipe down All Mezzanine tiled walls & glass. Remove stains & footprints from tiled walls. Clean tiled walls above & adjacent to escalators. Remove gum & graffiti from escalator steps. Wet mop escalator landing plates	South Ferry	1	R101	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0356	Station North	2300 - 0700	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. (In the absence of coverage for Job NHDC094, perform all listed duties and Mop entire platform, including Mezzanines) *General Duties-see below	South Ferry	1	R101	2300 - 0030
Major Duties- see below	South Ferry	1	R101	0030 - 0330
Lunch	South Ferry	1	R101	0330 - 0400
RTO Facilities (Platform Area)	South Ferry	1	R101	0400 - 0500
*General Duties-see below	South Ferry	1	R101	0500 - 0700
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including adjacent to Staten Island Ferry entrance. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning - (Daily) Clean Booth R101. Wipe booth glass inside & out. Wipe down & dust countertops and equipment. Sweep as needed. Empty trash bin. Wipe down/clean Deal Tray. Clean & Disinfect S. Ferry Refuse Room/Housings. Bucket wash and disinfect refuse rooms. Clean all glass mezzanines & platform glass surfaces, including entrances. Wipe down art-work / mosaic walls. Remove gum & Stickers, Bucket wash stairway landings & steps. Sweep, deck brush, mop, and remove all stains & drag marks. Wipe down all fire extinguishers. Clean/wipe down walls, as needed. (Scrubber Room(s) - Organize room discard unwanted items & trash. Clean all eyewash units). Employee Bathroom & EFR - Clean & disinfect. Sweep and mop; clean toilet, vanity, and sink. Empty trash bins. Clean walls, as needed. Clean stairways: remove gum, mop & deck wash threads, landings, wipe down handrails, remove stains from stairway side walls. Clean S. Ferry entrance glass canopy, including all brass surface to remove dust, stains, spills and graffiti. Clean & bucket wash all entrances. Wipe down all entrance walls & overhead to remove dust and stains.	South Ferry	1	R101	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0357	Station North	0700 - 1500	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Park Place	2 3	R115	0700 - 0900
*General Duties-see below				
*General Duties-see below	World Trade Center	E	N094	0910 - 1050
*Major Duties-see below (0930-1000)				
Lunch	World Trade Center	E	N094	1050 - 1120
*General Duties-see below	World Trade Center	E	N094	1120 - 1220
*General Duties-see below	Park Place	2 3	R115	1230 - 1500
*Major Duties-see below (0930-1000)				
Report Off Duty.	Park Place	2 3	R115	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Sun/Wed: (Park Place Only) Clean Booth R115 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon sensors and Fire Extinguishers. Remove all debris and Non-NYCT items from booth drawers. Mon: Employee Facility Room - Deck wash walls and floors. Clean exterior of all surfaces including lockers. Clean interior/exterior of microwave, refrigerator and Quench Unit. Daily: Employee Toilet - Deck wash walls and floors. Clean exterior of all surfaces including tissue and hand towel holders, mirror, hand dryer, sink, and commode. Replenish paper and soap. Wed: Refuse Room - Deck Wash walls and floors, wipe down Fire Extinguisher. Daily: (Park Place Only) R115 mezzanine Scrubber Room - Deck wash walls and floor, wipe Fire Extinguisher, restock and organize supplies and equipment. Fri/Mon: Platform Scrubber Room - Deck wash walls and floor, wipe Fire Extinguisher, restock and organize supplies and equipment. Daily: (Park Place Only) Sweep and mop S/W's, landings and underpass leading from R115 mezzanine to SE of platform. Daily: Wet Mop: stairway & landings, including threads, passageways/underpass, tunnels, mezzanines & corridors.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0358	Station North	0700 - 1500	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	South Ferry	1	R101	0700 - 0930
In the absence of coverage for Job NC0021, perform all listed duties at S. Ferry & Whitehall				
*General Duties-see below				
PERFORM MAJOR DUTIES AT S. Ferry ST "1"	South Ferry	1	R101	0930 - 1130
Lunch	South Ferry	1	R101	1130 - 1200
*General Duties-see below	South Ferry	1	R101	1200 - 1500
Report Off Duty.	South Ferry	1	R101	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including adjacent to Staten Island Ferry entrance. Sweep & Mop Corridor, Employee Toilet & RTO Office Behind Metal Double Doors. Sweep & Mop RTO Office Behind R101.Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairways including handrails EXITS 1, 2, & 3 MEZZANINES. Dry Dust Wipe Escalators ESC-369, 370, 371, 372, 373, 374, & ESC-375. Clean and polish AFC equipment (MVMS, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect, clean & polish all trash receptacles. Remove all stains, spills and drag marks on floor areas & spot mop. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. RTO Facilities: Clean, sweep, mop floors, wipe down surfaces and empty trash receptacles. *Major Duty Cleaning - (Daily) Clean Booth R101. Wipe booth glass inside & out. Wipe down & dust countertops and equipment. Sweep as needed. Empty trash bin. Wipe down/clean Deal Tray. Clean & bucket wash Emergency Exit Rescue 1 & 2: Bucket wash landings & disinfect, wipe down handrails and push-bars, including stainless steel doors - Clean & Disinfect S. Ferry Refuse Rooms. Floors: Sweep, deck brush, mop, and remove all stains & drag marks. Breakdown all empty boxes. Wipe down fire extinguisher. Clean/wipe down walls, as needed. Scrubber Room(s) - Organize room (discard unauthorized items. Remove items/equipment from in front of the eyewash unit. Etc.) Breakdown all empty boxes. Wipe down fire extinguisher. Employee Bathroom & EFR - Clean & disinfect. Sweep and mop; clean toilet, vanity, and sink. Empty trash bins. Clean walls, as needed. Clean stairways: remove gum, mop & deck wash threads, landings, wipe down handrails, remove stains from stairway side walls. Clean Public Restrooms.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0359	Station North	1500 - 2300	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	South Ferry	1	R101	1500 - 1700
All Escalators & Elevators at South Ferry & Whitehall				
*General Duties-see below				
In the absence of coverage for Job NC0036 and, perform all listed duties at S. Ferry & Whitehall.				
All Mezzanines, Entrances & Platform				
Major Duties:	South Ferry	1	R101	1700 - 1830
Lunch	South Ferry	1	R101	1830 - 1900
Clean RTO Facilities (Whitehall & S. Ferry)	South Ferry	1	R101	1900 - 2000
Public Restrooms	South Ferry	1	R101	2000 - 2100
General Duties	South Ferry	1	R101	2100 - 2300
Report Off Duty.	South Ferry	1	R101	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including adjacent to the Staten Island Ferry entrance. Sweep and mop corridor, clean Employee Toilet and RTO Offices behind metal double doors. Sweep and Mop RTO office behind R101. Clean and disinfect feces & urine-prone areas including Exits 1,2, and 3. Remove stains and drag marks from tile flooring. Remove stickers and graffiti. Dry dust wipe escalators ES369, ES370, ES371, ES372, and ES373. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duties: Nightly Clean & bucket wash Emergency Exit Rescue 1 & 2: Bucket wash landings & disinfect, wipe down handrails and push-bars, including stainless steel doors. Wipe down All Mezzanine mosaic wall & Artwork, Wipe down All Mezzanine tiled walls & glass. Remove stains & footprints from tiled walls. Clean tiled walls above & adjacent to escalators. Remove gum & graffiti from escalator steps. Wet mop escalator landing plates.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0360	Station North	2300 - 0700	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties-see below Major Duty Floors Nightly *Major Duties-see below (0100-0130)	WTC Cortlandt	1	R107	2300 - 0200
*General Duties-see below *Escalator Duties-see below (ES353)	WTC Cortlandt	1	R107	0200 - 0300
Lunch	WTC Cortlandt	1	R107	0300 - 0330
Elevator Duties-see below (0330-0400) Clean & Polish EL712. (0400-0430) Clean & Polish EL713. (0430-0500) Clean & Polish EL736.	WTC Cortlandt	1	R107	0330 - 0500
*General Duties-see below	Rector St	1	R103	0510 - 0610
*General Duties-see below	WTC Cortlandt	1	R107	0620 - 0700
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Clean & Disinfect R106, R107, R107D, R108, R108A, and R109 mezzanines.Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Elevator Duties- Clean & Polish EL712, 713, 736. Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom. *Major Duty Cleaning- Sun: SB Refuse Room - Deck Wash walls and floors, wipe down Fire Extinguishers. Daily: Employee Toilet on lower mezzanine - Deck wash walls and floors. Clean exterior of all surfaces including tissue and hand towel holders, mirror, hand dryer, sink, and commode. Replenish paper and soap. Daily: Employee Toilet on NB platform - Deck wash walls and floors. Clean exterior of all surfaces including tissue and hand towel holders, mirror, hand dryer, sink, and commode. Replenish paper and soap. Employee Facility Room - Deck wash walls and floors. Clean exterior of all surfaces including lockers. Clean interior/exterior of microwave, refrigerator and Quench Unit. Thu: SB Refuse Room - Deck Wash walls and floors, wipe down Fire Extinguishers. Fri: Clean & Organize paper and chemical Supply Rooms including wiping down Fire Extinguisher and breakdown and discard empty boxes. Sat/Wed: Clean Booth R107 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon sensors and Fire Extinguishers. Remove all debris and Non-NYCT items from booth drawers. <div>Daily: Wet Mop: stairway & landings, including threads, passageways/underpass, tunnels, mezzanines & corridors.</div>	WTC Cortlandt	1	R107	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0361	Station North	0700 - 1500	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	WTC Cortlandt	1	R107	0700 - 0830
*General Duties-see below				
*General Duties-see below	Rector St	1	R103	0840 - 1140
*Major Duties-see below (0930-1000)				
Lunch	WTC Cortlandt	1	R107	1150 - 1220
*Elevator Duties:	WTC Cortlandt	1	R107	1220 - 1350
(1220-1250) Clean & Polish EL712.				
(1250-1320) Clean & Polish EL713.				
(1320-1350) Clean & Polish EL736.				
*General Duties-see below	WTC Cortlandt	1	R107	1350 - 1500
Report Off Duty.	WTC Cortlandt	1	R107	1500 -
<div>*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Clean & Disinfect R106, R107, R107D, R108, R108A, and R109 mezzanines. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.</div> <div>*Elevator Duties- Clean & Polish EL712, 713, 736. Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.</div> <div>*Major Duty Cleaning- Sun/Wed: Clean Booth R103 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon sensors and Fire Extinguishers. Remove all debris and Non-NYCT items from booth drawers. Wet Mop: stairway & landings, including threads, passageways/underpass, tunnels, mezzanines & corridors, . Daily: Employee Facility Room - Deck wash walls and floors. Clean exterior of all surfaces including lockers. Clean interior/exterior of microwave, refrigerator and Quench Unit. Wet Mop: stairway & landings, including threads, passageways/underpass, tunnels, mezzanines & corridors.</div>				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0362	Station North	1500 - 2300	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties-see below *Elevator Duties-see below (1600-1630) Clean & Polish EL712. (1630-1700) Clean & Polish EL713. (1700-1730) Clean & Polish EL736.	WTC Cortlandt	1	R107	1500 - 1800
*Elevator Duties-see below (1800-1830) Clean, Disinfect & Polish EL712. (1830-1900) Clean, Disinfect & Polish EL713. (1900-1930) Clean, Disinfect & Polish EL736.	WTC Cortlandt	1	R107	1800 - 1930
Lunch	WTC Cortlandt	1	R107	1930 - 2000
*General Duties-see below	Rector St	1	R103	2010 - 2200
*General Duties-see below	WTC Cortlandt	1	R107	2210 - 2300
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Wet Mop: stairway & landings, including threads, passageways/underpass, tunnels, mezzanines & corridors. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Elevator Duties- Clean & Polish EL712, 713, 736. Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	WTC Cortlandt	1	R107	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0363	Station North	0930 - 1730	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform Public Restroom/RTO. Must be Track Safety Qualified. *Public Restroom Duties- see below Note- If out of service listed general duties will be performed: Mon- Clean men and women’s public toilets Tues to Sun- **Station General Duties- see below	96 St	Q	N702	0930 - 1000
***RTO Duties- see below	96 St	Q	N702	1000 - 1150
*Public Restroom Duties- see below Note- If out of service listed general duties will be performed: Mon- Clean men and women’s public toilets Tues to Sun- **Station General Duties- see below	86 St	Q	N701	1200 - 1300
****Elevator Duties	86 St	Q	N701	1300 - 1330
Lunch	72 St	Q	N700	1340 - 1410
****Elevator Duties	72 St	Q	N700	1410 - 1520
*Public Restroom Duties- see below	96 St	Q	N702	1530 - 1600
***RTO Duties- see below	96 St	Q	N702	1600 - 1730
Report Off Duty *Public Restroom Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening **Station General Duties Sweep all stairs- platform, mezzanine, and street. Scrap all mezzanines, control areas, platforms, and passageways. Wipe down all AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Remove graffiti, stickers, and sticker/glue residue. Clean exterior of N700, N701 and N702 booth windows- use water only ***RTO Duties- 96th Street RTO Platform/Reporting Location/Crew Room: Sweep, remove all dust balls. Clean and disinfect passageway floor from swipe gate to front of refuse room door. Offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men bathrooms. Wipe down all surfaces including Quench machines, refrigerator, microwave. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES. ****Clean and Polish [ELE#’s] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	96 St	Q	N702	1730 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0364	Station North	2300 - 0700	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties-see below Major Duty Floors Nightly *Elevator Duties-see below	Chambers St	A C	N092	2300 - 0200
Lunch	Chambers St	A C	N092	0200 - 0230
*General Duties-see below	Chambers St	A C	N092	0230 - 0430
*Major Duties-see below (0300-0330)				
*General Duties-see below Major Duty Floors Nightly *Elevator Duties-see below	Chambers St	A C	N092	0430 - 0700
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct including clean stairways S17, S18, S19, & S20. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways and street level elevator. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize touch points. Clean and disinfect refuse rooms/refuse housings. Wet Mop: stairway & landings, including threads, passageways/underpass, tunnels, mezzanines & corridors. *Major Duty Cleaning- Sun: Refuse Room - Deck Wash walls and floors, wipe down Fire Extinguishers. Mon: Employee Toilet - Deck wash walls and floors. Clean exterior of all surfaces including tissue and hand towel holders, mirror, hand dryer, sink, and commode. Replenish paper and soap. Tue: Sweep, Mop, & Remove Dust From The "Eye". Wed: Clean Booth N092 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon sensors and Fire Extinguishers. Thu: Clean & Organize Supply Room and Scrubber Rooms including remove unauthorized items and empty boxes and bottles and clean/wipe down eyewash unit and fire extinguisher. Fri: Employee Toilet - Deck wash walls and floors. Clean exterior of all surfaces including tissue and hand towel holders, mirror, hand dryer, sink, and commode. Replenish paper and soap. Sat: Sweep, Mop, & Remove Dust From The "Eye". *Elevator Duties- Clean & Polish EL326. Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	Chambers St	A C	N092	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0365	Station North	1100 - 1900	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	34 St Penn Station	A C E	N070	1100 -
*Elevator Duties- see below	34 St Penn Station	A C E	N070	1100 - 1300
*Elevator Duties- see below	34 St Penn Station	1 2 3	R138	1310 - 1440
Lunch	34 St Penn Station	A C E	N070	1450 - 1520
*Elevator Duties- see below	34 St Penn Station	A C E	N070	1520 - 1720
*Elevator Duties- see below	34 St Penn Station	1 2 3	R138	1730 - 1850
Report Off Duty	34 St Penn Station	A C E	N070	1900 -
*Elevator Duties				
34th Street Penn Station A/C/E EL225, 226, 227, 228				
Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels- street, mezzanine, and platforms. Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				
34th Street Penn Station 1/2/3 EL214, 215, 216 & EL 618				
Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels- street, mezzanine, and platforms. Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0366	Station North	2300 - 0700	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform General Duties	34 St Penn Station	A C E	N070	2300 - 0130
Major Duty Floors	34 St Penn Station	A C E	N070	0130 - 0230
LUNCH	34 St Penn Station	A C E	N070	0230 - 0300
Elevator Duties - EL225, EL226, EL227 & EL228	34 St Penn Station	A C E	N070	0300 - 0415
Major Duty Cleaning	34 St Penn Station	A C E	N070	0415 - 0515
General Duties - Open Men & Women's Public Restroom at 0700 Hours	34 St Penn Station	A C E	N070	0515 - 0700
Report Off Duty General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Elevator Duties - Check & correct any unsanitary conditions found Clean and polish EL2225, EL226, EL227 & EL228. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Major Duty Floors-Nightly Remove dust balls and gum from floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms. Major Duty Cleaning- Sun: Public Restroom (Southbound Local Platform)- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Lower Level Mezzanine Scrubber Room - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Mon: Chemical and Dry Supply Room - Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Tidy and organize supply rooms. Tue: Employee Facility Rooms (N70 Control Area and Lower Level Mezzanine) - Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wed: Refuse Room – Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Island Platform Scrubber Room - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Thu: Clean and polish MVMs, MEMs, HEETs, Turnstiles and chromes railing. Clean and polish all trash receptacles. Fri: Scrubber Room (Northbound and Southbound Platforms) - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Sat: Booth N070 - Clean booth interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Sign Booth Major Duty Form.	34 St Penn Station	A C E	N070	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0367	Station North	1500 - 2300	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	23 St	R W	A030	1500 - 1800
*General Duties- see below				
*Major Duty- see below	23 St	R W	A030	1800 - 1900
Lunch	23 St	R W	A030	1900 - 1930
*Major Duty- see below	28 St	R W	A027	1940 - 2040
**General Duties- see below	28 St	R W	A027	2040 - 2150
** General Duties- see below	23 St	R W	A030	2200 - 2300
Report off duty.	23 St	R W	A030	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT/CVM) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”				
*Major Duty Cleaning- Sun: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Wed: Supply Room @ 28th Street-Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Sat: Stairways- Bucket Wash]. Clean adjacent tile walls. Remove all stickers.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0368	Station North	2300 - 0700	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Times Sq-42 St	S	R147	2300 -
*General Duties- see below N,Q,R,W	Times Sq-42 St	N Q R W	R147	2300 - 0230
*Major Duty- see below N,Q,R,W	Times Sq-42 St	N Q R W	R147	0230 - 0330
Lunch N,Q,R,W	Times Sq-42 St	N Q R W	R147	0330 - 0400
**General Duties- see below (SHUTTLE)	Times Sq-42 St	S	R147	0400 - 0600
*Major Duty- see below (SHUTTLE)	Times Sq-42 St	S	R147	0600 - 0700
Report off duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” *Major Duty Cleaning- Sun: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Mon: Employee Facility Room @ Shuttle Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Wed: Stairways- Bucket Wash [list stairway #'s]. Clean adjacent tile walls. Remove all stickers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Sat: - CSC Booths- Clean interior and exterior of booth. Clean all glass (booths and station entrance). Mop floors. Clean and disinfect chairs in seating area. Wipe down all digital screens.	Times Sq-42 St	S	R147	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0369	Station North	2300 - 0700	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	23 St	R W	A030	2300 - 0200
General Duties				
Major Duty	23 St	R W	A030	0200 - 0230
LUNCH	23 St	R W	A030	0230 - 0300
General Duties	28 St	R W	A027	0310 - 0500
Major Duty	28 St	R W	A027	0500 - 0530
General Duties	23 St	R W	A030	0540 - 0700
Report Off Duty	23 St	R W	A030	0700 -
General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT, CVM) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duty Cleaning- Sun: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies Wed: Supply Room @ 28th Street-Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Sat: Stairways- Bucket Wash]. Clean adjacent tile walls. Remove all stickers				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0373	Station North	Sun - Mon:0930 - 1730 Thu - Thu:0700 - 1500 Fri - Sat:1100 - 1900	2763

INSTRUCTIONS

	STATION	LINE	BOOTH	HOURS
Thursday-Monday				
Report On Duty In Full Uniform. Sun: 57 St-7 Av A010 To Cover Job NC0343 Mon: 57 St-7 Av A010 To Cover Job NC0343 Tue: RDO Wed: RDO Thu: UTILITY Fri: Times Sq-42 St R151 To Cover Job NC0374 Sat: Times Sq-42 St R151 To Cover Job NC0374 Report Off Duty. Note: If Station Is Closed And/Or Closes For Rehabilitation, CTA Will WAA As Elevator Operator, As Directed By Supervision. ** Employees picking Elevator Jobs during this pandemic, for safety reasons are subject to being assigned to WAA jobs such as Customer Service, disinfecting, fill hand sanitizer and work within their limitations at their picked location **	Various	Various	Various	0930 - 1730

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0374	Station North	1100 - 1900	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Times Sq-42 St	1 2 3	R151	1100 - 1200
NO CHEMICAL CONTACT				
*General Cleaning Duties- see below				
**General Cleaning Duties- see below	Times Sq-42 St	1 2 3	R151	1200 - 1300
***General Cleaning Duties- see below	Times Sq-42 St	1 2 3	R151	1300 - 1500
Lunch	Times Sq-42 St	1 2 3	R151	1500 - 1530
*General Cleaning Duties- see below	Times Sq-42 St	1 2 3	R151	1530 - 1630
**General Cleaning Duties- see below	Times Sq-42 St	1 2 3	R151	1630 - 1730
***General Cleaning Duties- see below	Times Sq-42 St	1 2 3	R151	1730 - 1900
Report Off Duty	Times Sq-42 St	1 2 3	R151	1900 -
*General Duties- 1/2/3 and Shuttle Sweep all stairs- platform, mezzanine, and street. Scrap all mezzanines, control areas, platforms, and passageways. Wipe down all AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Clean exterior of R147 and R151 booth windows- use water only.				
**General Duties- NQRW Sweep all stairs- platform, mezzanine, and street. Scrap all mezzanines, control areas, platforms, and passageways. Wipe down all AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators.				
***General Duties- 7 and Port Authority Passageway Sweep all stairs- platform, mezzanine, and street. Scrap all mezzanines, control areas, platforms, and passageways- including entire passageway leading to Port Authority. Wipe down all AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0375	Station North	1100 - 1900	2757

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform	Times Sq-42 St	1 2 3	R151	1100 -
Elevator Cleaner				
*Elevator Duties- see below	Times Sq-42 St	1 2 3	R151	1100 - 1300
*Elevator Duties- see below	Grand Central 42 St	4 5 6	R238	1310 - 1510
Lunch	Grand Central 42 St	4 5 6	R238	1510 - 1540
*Elevator Duties- see below	Times Sq-42 St	1 2 3	R151	1550 - 1720
*Elevator Duties- see below	Grand Central 42 St	4 5 6	R238	1730 - 1850
Report Off Duty.	Times Sq-42 St	1 2 3	R151	1900 -
*Elevator Duties				
42nd Street TSQ 1/2/3, N/Q/R/W, 7 Lines- EL229, 230, 232, 233, 619 Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels- street, mezzanine, and platforms. Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				
42nd Street GCT 4/5/6, S, 7 Lines EL204, 205, 206, 244 Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels- street, mezzanine, and platforms. Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom				
Elevator Cleaner				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0376	Station North	1100 - 1900	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	42 St Bryant Park	B D F M	N503	1100 - 1200
RTO DUTIES. MUST BE TRACK QUALIFIED				
*Station Cleaning Duties- see below				
**RTO Duties- see below	42 St Bryant Park	B D F M	N503	1200 - 1300
**RTO Duties- see below	Delancey St Essex St	J M Z	A061	1320 - 1420
Delancey St	Delancey St Essex St	J M Z	A061	1420 - 1520
*Station Cleaning Duties- see below				
Lunch	Delancey St Essex St	J M Z	A061	1520 - 1550
**RTO Duties- see below	42 St Bryant Park	B D F M	N503	1610 - 1710
**RTO Duties- see below	Delancey St Essex St	J M Z	A061	1730 - 1840
Report Off Duty	42 St Bryant Park	B D F M	N503	1900 -
*Station Cleaning Duties- Facilities				
Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX.				
Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.				
**RTO Duties- 34th Street Master Tower				
Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men bathrooms. Wipe down all surfaces including Quench machines, refrigerator, microwave. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES.				
RTO DUTIES. MUST BE TRACK QUALIFIED				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0376A	Station North	2300 - 0700	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	42 St Bryant Park	B D F M	N503	2300 -
*General Duties- see below.	42 St Bryant Park	B D F M	N503	2300 - 0100
**Public Restroom Duties- see below Note- In restrooms are out of service, listed General Duties will be performed	42 St Bryant Park	B D F M	N503	0100 - 0200
***Daily Major Cleaning- see below	42 St Bryant Park	B D F M	N503	0200 - 0330
Lunch	42 St Bryant Park	B D F M	N503	0330 - 0400
***Major Duties Cleaning- see below	42 St Bryant Park	B D F M	N503	0400 - 0530
*General Duties- see below	42 St Bryant Park	B D F M	N503	0530 - 0700
Report Off Duty.	42 St Bryant Park	B D F M	N503	0700 -
""General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Public Restroom Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed). **Daily Major Duty Cleaning 0200-0330 -Clean/Wash/Deck around do not enter track signs on the N/S/B platforms- local and express, north and south end. Deodorize with Spice, Clean Cotton, or Fabuloso. ****Major Duty Cleaning 0400-0530 Sun: AFC Equipment- N502/N503/N504 Mezzanine Control Areas. Clean and Polish all Turnstiles, MVMs, MEMs, HEETs, HXTs and wipe down OMNY Validators. Clean White Tile Wall Ledges in N503 Unpaid Mezzanine. Remove all graffiti and stickers- do not leave residue. Mon: N/B ""F"" Refuse Rm- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: N503 Paid Mezzanine Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Wed: N503 Employee Facility Room- Wash Walls and Floors. Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Thu: Employee Toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed Fri: S/B ""F"" Refuse Rm- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Sat: Restock N503 Paid Mezzanine Supply Room.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0377	Station North	2300 - 0700	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Monday-Friday				
Report On Duty In Full Uniform	District 1 - 125 St	4 5 6	Not Applicable	2300 - 0300
125 St Field Office-District 1: Pick Up District Vehicle Keys And Supply Room Keys. Inspect Vehicle. Complete Truck Usage Weekly Record Log.				
Pick Up/Deliver Supplies Between Various Material Control Store Rooms And Supply Rooms Within District 1. Verify Store Room Supply And Deliveries From Material Control.				
Lunch	Various	Various	Various	0300 - 0330
Pick Up/Deliver Supplies Between Various Material Control Store Rooms And Supply Rooms Within Dist 1. Verify Store Room Supply And Deliveries From Material Control.	Various	Various	Various	0330 - 0630
Return District Vehicle And All Keys. Complete Truck Usage Weekly Record Log.	District 1 - 125 St	4 5 6	Not Applicable	0645 - 0700
Report Off Duty	District 1 - 125 St	4 5 6	Not Applicable	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0378	Station North	2300 - 0700	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Monday-Friday				
Report On Duty In Full Uniform	District 1 - 125 St	4 5 6	Not Applicable	2300 - 0300
125 St Field Office-District 1: Pick Up District Vehicle Keys And Supply Room Keys. Inspect Vehicle. Complete Truck Usage Weekly Record Log.				
Pick Up/Deliver Supplies Between Various Material Control Store Rooms And Supply Rooms Within District 1. Verify Store Room Supply And Deliveries From Material Control.				
Lunch	Various	Various	Various	0300 - 0330
Pick Up/Deliver Supplies Between Various Material Control Store Rooms And Supply Rooms Within District 1. Verify Store Room Supply And Deliveries From Material Control.	Various	Various	Various	0330 - 0630
Return District Vehicle And All Keys. Complete Truck Usage Weekly Record Log.	District 1 - 125 St	4 5 6	Not Applicable	0645 - 0700
Report Off Duty	District 1 - 125 St	4 5 6	Not Applicable	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0379	Station North	2300 - 0700	2761

INSTRUCTIONS

STATION LINE BOOTH HOURS

Monday-Friday

Report On Duty In Full Uniform.	42 St/Port Authority Bus Terminal	A C E	N062A	2300 - 0700
**Station Delivery Duties	District 2 - 44 St	Not Applicable	Not Applicable	2300 - 0300
Lunch	42 St/Port Authority Bus Terminal	A C E	N062A	0300 - 0330
**Station Delivery Duties	Various	Various	Various	0330 - 0630
Return Vehicle And Keys.	District 2 - 44 St	A C E	Not Applicable	0630 - 0700
Report Off Duty. **Station Delivery Duties Pick –up District 2 Vehicle and Keys. Pick-up supplies from respective Supply Rooms and Drop-Off to assigned Stations/Supply Rooms according to the CTA Delivery Supply Schedule. Restock and organize Supply Rooms.	42 St/Port Authority Bus Terminal	A C E	N062A	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0380	Station North	2300 - 0700	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Monday-Friday				
Report On Duty In Full Uniform.	42 St/Port Authority Bus Terminal	A C E	N062A	2300 - 0700
**Station Delivery Duties	District 2 - 44 St	Not Applicable	Not Applicable	2300 - 0300
Lunch	Various	Various	Various	0300 - 0330
**Station Delivery Duties	Various	Various	Various	0330 - 0630
Return Vehicle And Keys.	District 2 - 44 St	A C E	Not Applicable	0630 - 0700
Report Off Duty.	42 St/Port Authority Bus Terminal	A C E	N062A	0700 -
**Station Delivery Duties Pick –up District 2 Vehicle and Keys. Pick-up supplies from respective Supply Rooms and Drop-Off to assigned Stations/Supply Rooms according to the CTA Delivery Supply Schedule. Restock and organize Supply Rooms.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0381	Station North	2300 - 0700	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Longwood Av	6	R410	2300 - 0045
*General Duties- see below				
***Major Duties- (0000-0100) see below Sun/Tue/Thu				
**Major Duty "Floors" see below	Longwood Av	6	R410	0045 - 0145
**General Duties- see below	E 143 St St Mary's St	6	R406	0150 - 0300
Lunch	E 143 St St Mary's St	6	R406	0300 - 0330
**Major Duty "Floors" see below	E 143 St St Mary's St	6	R406	0330 - 0430
**General Duties- see below	E 143 St St Mary's St	6	R406	0430 - 0530
**General Duties- see below	Longwood Av	6	R410	0540 - 0700
Report Off Duty	Longwood Av	6	R410	0700 -
Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. General Duties-Nightly- Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas and platforms. Disinfect all urine areas. Empty, disinfect and clean all trash receptacles, including chrome tops, interior of trash receptacle base and remove stains on floor at base of all trash receptacles. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all stains, spills, and drag marks from platform and mezzanine floors. Deck brush and disinfect gutters, sanitary bases, stairway landings and all platform ends. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Sweep, clean, disinfect and restock employee restroom. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Cleaning- Sun: Sweep and mop booth floors, wipe booth windows, ledges, the board and remove refuse. Tue: Clean and tidy the storage room(s). Remove all empty boxes. Thu: Clean and tidy scrubber room.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0382	Station North	2300 - 0700	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Brook Av	6	R402	2300 - 0045
*General Duties- see below				
*Major Duties- see below (List major duty to be performed from major duty list)	Brook Av	6	R402	0045 - 0230
Lunch	Brook Av	6	R402	0230 - 0300
*Major Duty Floors-Nightly	Cypress Av	6	R404	0310 - 0430
*Major Duty Floors-Nightly	Cypress Av	6	R404	0430 - 0530
*Major Duty Floors-Nightly	Brook Av	6	R402	0540 - 0700
Report Off Duty.	Brook Av	6	R402	0700 -
<div>*General Duties - Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street, including stairways). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Remove stains drag marks, spills, scruff-marks from platform & mezzanine floor, including stairway landings.</div> <div>*Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Clean and disinfect refuse rooms/refuse housings. Disinfect all urine areas, correct all sanitary conditions, deodorize entire station. Disinfect all urine areas. Sanitize all touch points. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Re-inspect entire station to address cleanliness conditions towards the end of the tour and/or before going off-duty.</div> <div>***Major Duties- Daily: Booths: Clean & mop booth floor, dust off all ledges. Clean booth glass interior/exterior with water. Scrubber Rooms- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Refuse Housings- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Platform/Stairway/Mezzanine: remove stains, footprints, scruff-marks, stickers and graffiti from walls. Bucket wash end platforms.</div> <div>“Deodorize entire station at the beginning and end of each tour” Spot clean ADA Tactile as needed Deck brush & disinfect all gutters/sanitary bases/platform ends as needed throughout the station Wipe down all digital panels, HPI Units, CAI, HEETS and MVM/MEM & Remove Dust. Clean all AFC equipment including turnstile heads and validators throughout the station Note: Task subject to change and/or chance</div>				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0382A	Station North	2300 - 0700	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	3 Av 138 St	6	R401	2300 - 0100
*General Duties- see below				
*Major Duties- see below	3 Av 138 St	6	R401	0100 - 0230
Lunch	3 Av 138 St	6	R401	0230 - 0300
*Major Duties- see below	3 Av 138 St	6	R401	0300 - 0400
RTO Facility/Tower	3 Av 138 St	6	R401	0400 - 0500
Clean, sweep, mop and disinfect.				
*Major Duty Floors-Nightly	3 Av 138 St	6	R401	0500 - 0700
Report Off Duty.	3 Av 138 St	6	R401	0700 -
*General Duties - Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platforms, mezzanine A&B, including Street stairways). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Remove stains drag marks, spills, scuff-marks from platform & mezzanine floor, including stairway landings. *Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Clean and disinfect refuse rooms/refuse housings. Disinfect all urine areas, correct all sanitary conditions, deodorize entire station. Disinfect all urine areas. Sanitize all touch points. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Re-inspect entire station to address cleanliness conditions towards the end of the tour and/or before going off-duty. *** Major Duties- Nightly: Booths: Clean & mop booth floor, dust off all ledges. Clean booth glass interior/exterior with water. Scrubber Rooms- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Refuse Housings- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Platform/Stairway/Mezzanine: remove stains, footprints, scruff-marks, stickers and graffiti from walls. Bucket wash end platforms. RTO Facility/Tower: Clean, mop & disinfect rooms, including restrooms/locker rooms. “Deodorize entire station at the beginning and end of each tour” Spot clean ADA Tactile as needed Deck brush & disinfect all gutters/sanitary bases/platform ends as needed throughout the station Wipe down all digital panels, HPI Units, CAI, HEETS and MVM/MEM & Remove Dust. Clean all AFC equipment including turnstile heads and validators throughout the station Note: Task subject to change and/or chance				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0383	Station North	2300 - 0700	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Morrison Av Soundview	6	R415	2300 - 0100
*General Duties- see below				
***Major Duties- (0000-0100) see below Sun/Tues/Thu				
**General Duties- see below	Elder Av	6	R414	0110 - 0310
Lunch	Elder Av	6	R414	0310 - 0340
**General Duties- see below	Elder Av	6	R414	0340 - 0440
*General Duties- see below	Morrison Av Soundview	6	R415	0450 - 0700
Report off duty.	Morrison Av Soundview	6	R415	0700 -
General Duties-Nightly- Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas and platforms. Disinfect all urine areas. Remove all stains, spills, and drag marks from platform and mezzanine floors. Empty, disinfect and clean all trash receptacles, including chrome tops, interior of trash receptacle base and remove stains on floor at base of all trash receptacles. Clean and disinfect refuse housings. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform, and outside areas (3 ft.). Deck brush and disinfect gutters, sanitary bases, stairway landings and all platform ends. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Sweep, clean, disinfect and restock employee restroom. Mop the floors, wipe down the sink, mirror and scrub the toilet. Sweep and mop EFR, wipe down the Quench and remove refuse. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Sun Sweep and mop booth floors, wipe booth windows, ledges, the board and remove refuse. Tue: Clean and tidy the storage room(s). Remove all empty boxes. Thu: Clean and tidy scrubber room.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0383A	Station North	2300 - 0700	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. NOTE: In the absence of coverage for NHDC job, mop all platforms and perform General Duties at all stations.	110 St	6	R254	2300 -
General Duties - see below	110 St	6	R254	2300 - 0145
General Duties - see below	96 St	6	R251	0155 - 0300
Lunch	96 St	6	R251	0300 - 0330
General Duties- see below	68 St Hunter College	6	R246	0345 - 0515
Major Duties- see below	110 St	6	R254	0525 - 0700
Report off duty. **General Duties - Nightly: Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways. Mop entire platform and mezzanine floors. Mop all stairway landings leading to upper-mezzanine an street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. Major Duties - Nightly: station at the beginning and end of each tour. Scrubber Rooms- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. brush & disinfect all gutters/sanitary bases/platform ends as needed throughout the station Wipe down all digital panels, HPI Units, CAI, HEETS and MVM/MEM & Remove Dust. Clean all AFC equipment including turnstile heads and validators throughout the station.	110 St	6	R254	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0384	Station North	1000 - 1800	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform Public Restroom/ Elevator/ RTO Tower Cleaner. Must be Track Safety Qualified	168 St	A C	N013	1000 - 1100
*Public Toilet Duties- see below Note- If toilets are out of service, General Duties listed will be performed:				
**Elevator Duties - see below Note- If Elevators out of service, General Duties listed will be performed:	168 St	A C	N013	1100 - 1130
**RTO Tower Duties- see below	168 St	A C	N013	1130 - 1230
Public Toilet Duties	Inwood 207 St	A	N002A	1245 - 1315
Lunch	Inwood 207 St	A	N002A	1315 - 1345
**Public Toilet Duties- see below	168 St	A C	N013	1400 - 1500
*Elevator Duties- see below	168 St	A C	N013	1500 - 1530
**Public Toilet Duties- see below	Inwood 207 St	A	N002A	1545 - 1645
**Public Toilet Duties- see below	168 St	A C	N013	1700 - 1800
Report Off Duty	168 St	A C	N013	1800 -
*Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening				
**General Duties Sweep all stairs- platform, mezzanine, and street. Scrap all mezzanines, control areas, platforms, and passageways. Wipe down all AFC equipment (MVMs, Turnstiles, HEET/HXT) in control areas including OMNY validators. Remove graffiti, stickers and sticker/glue residue. Clean exterior of booth windows- use water only				
*RTO Duties Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men bathrooms. Wipe down all surfaces including Quench machines, empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES				
***Elevator Duties- EL218, EL219, 220 Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels- street, mezzanine and platforms. Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				
Public Restroom/ Elevator/ RTO Tower Cleaner. Must be Track Safety Qualified				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0385	Station North	2300 - 0700	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below	Jackson Av	2 5	R312	2300 - 2335
*Major Duty Floors - Nightly - see below	Jackson Av	2 5	R312	2335 - 0020
*Major Duty Cleaning - see below	Jackson Av	2 5	R312	0020 - 0120
*Major Duty Cleaning - see below	116 St	2 3	R302	0130 - 0230
Lunch	116 St	2 3	R302	0230 - 0300
*General Duties- see below	116 St	2 3	R302	0300 - 0445
*Major Duty Floors - Nightly - see below	116 St	2 3	R302	0445 - 0530
*General Duties- see below	Jackson Av	2 5	R312	0540 - 0700
Report Off Duty. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platforms, mezzanines, passageways, and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty. *Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. *Major Duty Cleaning- Sun: Refuse Room/Refuse Housing- Refuse Room: Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Refuse Housing: Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Mon: Fiberglass Panels/Concrete/Tile Walls: Remove stains and scuff marks from Fiberglass Panels/Concrete/Tile Walls in mezzanine. Tue: Stairways- Bucket wash all street and mezzanine stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers. Wed: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Manhattan bound platform. Thu: Refuse Room/Refuse Housing- Refuse Room: Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Refuse Housing: Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Fri: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Bronx bound platform. Sat: Stairways- Bucket wash all platform stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers."	Jackson Av	2 5	R312	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0386	Station North	1500 - 2300	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Prospect Av	2 5	R314	1500 -
*General Duties- see below	Prospect Av	2 5	R314	1500 - 1630
*Major Duty Cleaning	Prospect Av	2 5	R314	1630 - 1730
*General Duties- see below	Intervale Av	2 5	R316	1740 - 1940
Lunch	Intervale Av	2 5	R316	1940 - 2010
*Major Duty Cleaning	Intervale Av	2 5	R316	2010 - 2110
*General Duties- see below	Prospect Av	2 5	R314	2120 - 2300
Report Off Duty.	Prospect Av	2 5	R314	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platforms, passageways, mezzanines, and outside areas (3 ft.). Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty.				
*Major Duty Cleaning- Sun: Stairways- Bucket wash all street stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers. Mon: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Manhattan bound platform. Tue: Wipe down all digital panels, HPI Units, CAI, HEETS and MVM/MEM. Wed: Deck brush & disinfect all gutters/sanitary bases/platform ends as needed throughout the station Thu: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Manhattan bound platform. Fri: Clean all windows, station sign, and benches. Sat: Stairways- Bucket wash all platform stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0387	Station North	1500 - 2300	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform *General Duties- see below	145 St	3	R308	1500 - 1700
*General Duties- see below	116 St	2 3	R302	1710 - 1930
Lunch	116 St	2 3	R302	1930 - 2000
*General Duties- see below	116 St	2 3	R302	2000 - 2100
*General Duties- see below	145 St	3	R308	2110 - 2300
*Major Duty Cleaning - see below	145 St	3	R308	2200 - 2300
Report Off Duty. **General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty. **Major Duty Cleaning- Sun: Stairways- Bucket wash street stairways on Manhattan bound side. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers. Mon: Bucket wash and disinfect stairways and passageway on 148 Street bound platform. Tue: Wipe down all digital panels, HPI Units, CAI, HEETS and MVM/MEM. Wed: Deck brush & disinfect all gutters/sanitary bases/platform ends as needed throughout the station Thu: Bucket wash and disinfect stairways and passageway on 148 Street bound platform. Fri: Clean all windows, station sign, and benches. Sat: Bucket wash north and south ends of both Manhattan bound and 148 Street bound platforms."	145 St	3	R308	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0388	Station North	2300 - 0700	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	West Farms Sq E Tremont Av	2 5	R323	2300 -
*Escalator Duties - see below	West Farms Sq E Tremont Av	2 5	R323	2300 - 2345
*General Duties- see below	West Farms Sq E Tremont Av	2 5	R323	2345 - 0030
*General Duties- see below	Bronx Park East	2 5	R326	0040 - 0145
*Major Duty Floors - Nightly - see below	Bronx Park East	2 5	R326	0145 - 0230
*Major Duty Cleaning - see below	Bronx Park East	2 5	R326	0230 - 0330
Lunch	Bronx Park East	2 5	R326	0330 - 0400
*Major Duty Cleaning - see below	West Farms Sq E Tremont Av	2 5	R323	0410 - 0510
*Major Duty Floors - Nightly - see below	West Farms Sq E Tremont Av	2 5	R323	0510 - 0555
*General Duties- see below	West Farms Sq E Tremont Av	2 5	R323	0555 - 0700
Report off duty	West Farms Sq E Tremont Av	2 5	R323	0700 -
*General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platforms, mezzanines, passageways, and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty.				
*Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.				
*Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean Es 106. Remove gum and damp mop upper and lower landings. Clean and polish exterior and interior of Escalator panels. Clean adjacent tile walls. Remove all accessible graffiti, stickers, and sticker/glue residue from handrails and overhead Annunciators.				
*Major Duty Cleaning- Sun: Refuse Room/Refuse Housing- Refuse Room: Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Refuse Housing: Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Mon: Fiberglass Panels/Concrete/Tile Walls: Remove stains and scuff marks from Fiberglass Panels/Concrete/Tile Walls in mezzanine. Tue: Stairways- Bucket wash all street and mezzanine stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers. Wed: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Manhattan bound platform. Thu: Refuse Room/Refuse Housing- Refuse Room: Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Refuse Housing: Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Fri: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Bronx bound platform. Sat: Stairways- Bucket wash all platform stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers.				
*Note - In lieu of Escalator out of service, listed General Duties will be performed				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0389	Station North	0700 - 1500	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Jackson Av	2 5	R312	0700 -
*General Duties- see below	Jackson Av	2 5	R312	0700 - 0830
**Major Duty Cleaning	Jackson Av	2 5	R312	0830 - 0930
General Duties- see below	Prospect Av	2 5	R314	0940 - 1100
Lunch	Prospect Av	2 5	R314	1100 - 1130
*Major Duty Cleaning	Prospect Av	2 5	R314	1130 - 1230
*General Duties- see below	Prospect Av	2 5	R314	1230 - 1330
*General Duties- see below	Jackson Av	2 5	R312	1340 - 1500
Report off Duty	Jackson Av	2 5	R312	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platforms, passageways, mezzanines, and outside areas (3 ft.). Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty.				
*Major Duty Cleaning- Sun: Booth- Clean booth (R312 and R314) interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Employee Toilets- Clean toilet: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Tue: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Wed: Supply Rooms / CTA Slop Sink Room- Tidy and organize supply rooms and CTA slop sink room. Remove empty boxes. Wipe down Fire Extinguishers. Thu: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Walls: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on 241 Street bound platform. Fri: Fiberglass Panels/Concrete/Tile Walls: Remove stains and scuff marks from Fiberglass Panels/Concrete/Tile Walls in mezzanine. Sat: Windows: Clean all windows and window ledges in mezzanine.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0390	Station North	1500 - 2300	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	14 St	F M	N512	1500 -
*General Duties- see below. Perform at: S/B Street/Mezzanine/Platform S/W's, N511/N512 Control Areas, S/B Passageway.	14 St	F M	N512	1500 - 1800
*General Duties- see below. Perform at ""L"" line BMT Passageway leading to 1/2/3 Lines.	14 St	F M	N512	1800 - 1900
Lunch	14 St	F M	N512	1900 - 1930
**Major Cleaning "Floors" -see below.	14 St	F M	N512	1930 - 2030
***Major Duty Cleaning- see below.	14 St	F M	N512	2030 - 2100
*General Duties- see below. Perform at: S/B Street/Mezzanine/Platform S/W's, N511/N512 Control Areas, S/B Passageway.	14 St	F M	N512	2100 - 2200
*General Duties- see below. Perform at ""L"" line BMT Passageway leading to 1/2/3 Lines.	14 St	F M	N512	2200 - 2300
Report off Duty *General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Booth- Clean booth N512 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. **Major Cleaning Duties ""Floors""- ""F"" Line S/B Platform/Mezzanines/Passageway Spot Mop/Deck all stains, spills, drag marks from floor areas. Remove all graffiti and stickers- do not leave residue. ***Major Duty Cleaning Sun: Employee Facility Room in N511 mezzanine- Wash Walls and Floors. Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Employee Facility Room- Wash Walls and Floors. Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Mon: N512 Unpaid Mezz/Street Stairways/Control Areas- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Spot Mop/Deck all stains, spills, drag marks from floor areas. Remove all graffiti and stickers- do not leave residue. Tue: Passageway leading to Path- Spot Mop/Deck all stains, spills, drag marks from floor areas. Remove all graffiti and stickers- do not leave residue. Wed: S/B Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: N511 Unpaid Mezz/Street Stairways- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces-Tile Walls. Spot Mop/Deck all stains, spills, drag marks from floor areas. Remove all graffiti and stickers- do not leave residue. Fri: S/B CTA Slop Sink/Pipe Chase Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Clean and disinfect employee toilet in N511 mezzanine: Wash Walls and Floors. Wipe down all surfaces- walls, modesty panels, vanity mirrors, elect Clean and disinfect employee toilet in N511 mezzanine: Wash Walls and Floors. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed"	14 St	F M	N512	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0390A	Station North	1500 - 2300	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. General Duties- see below. Perform at: N/B Street/Mezzanine/Platform S/W's, N510/N513 Control Areas, N/B Passageway.	14 St	F M	N512	1500 - 1700
General Duties- see below. Perform at ""L"" line/H003 Control Area.	14 St	F M	N512	1700 - 1900
Lunch	14 St	F M	N512	1900 - 1930
Major Cleaning "Floors" -see below.	14 St	F M	N512	1930 - 2030
Major Duty Cleaning- see below.	14 St	F M	N512	2030 - 2100
General Duties- see below. Perform at: N/B Street/Mezzanine/Platform S/W's, N510/N513 Control Areas, N/B Passageway.	14 St	F M	N512	2100 - 2200
General Duties- see below. Perform at ""L"" line/H003 Control Area	14 St	F M	N512	2200 - 2300
Report off Duty ""General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty." ""Major Cleaning Duties Floors""- ""F"" Line N/B Platform/Mezzanines/Passageway Spot Mop/Deck all stains, spills, drag marks from floor areas. Remove all graffiti and stickers- do not leave residue." Major Duty Cleaning 2030-2100 Sun: N510 Unpaid Mezz/Street Stairways/Mezzanine- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Spot Mop/Deck all stains, spills, drag marks from floor areas. Remove all graffiti and stickers- do not leave residue. Mon: N513 Unpaid/Paid Mezzanine- Spot Mop/Deck all stains, spills, drag marks from floor areas. Remove all graffiti and stickers- do not leave residue. Tue: H003 Paid/Unpaid Mezz/Street Stairways S6, M7, M3A/B, M5A/B- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls Wed: N/B CTA Slop Sink/Pipe Chase Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Thu: N/B Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Fri: Clean and disinfect employee toilet in H003 mezzanine: Wash Walls and Floors. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Sat: H003 Paid/Unpaid Mezz/Street Stairways S1, S3, M6A/B, M8A/B- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls.	14 St	F M	N512	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0391	Station North	0700 - 1500	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	23 St	F M	N509	0700 -
*General Duties- see below	23 St	F M	N509	0700 - 1100
Sun: 1030-1100 Major Duty Booth				
Lunch	23 St	F M	N509	1100 - 1130
** Major Cleaning- see below, N/B Platform	23 St	F M	N509	1130 - 1230
** Major Cleaning "Floors"- see below, S/B Platform	23 St	F M	N509	1230 - 1330
***Major Duty Cleaning-see below	23 St	F M	N509	1330 - 1430
*General Duties- see below	23 St	F M	N509	1430 - 1500
Report off Duty.	23 St	F M	N509	1500 -
<div>*General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.</div> <div>**Major Cleaning "Floors" N/S/B Platforms- Spot Mop/Deck all stains, spills, drag marks from floor areas. Remove all graffiti and stickers- do not leave residue.</div> <div>***Major Duty Cleaning 1030-1100 Sun: Clean booth service booth N519 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris.</div> <div>1330-1430 Sun: S/B Canister Housing- Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.</div> <div>Mon: N/B Canister Housing- Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.</div> <div>Tue: Fare Control Areas/Stairways- Spot Mop/Deck all stains, spills, drag marks from floor areas in N509 unpaid control areas. Remove all graffiti and stickers- do not leave residue. Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls</div> <div>Wed: AFC Equipment- N508 Mezzanine Control Area. Clean and Polish all Turnstiles, MVMs, MEMs, HEETs, HXTs and wipe down OMNY Validators.</div> <div>Thu: Fare Control Areas/Stairways- Spot Mop/Deck all stains, spills, dragmarks from floor areas in N508 unpaid control areas. Remove all graffiti and stickers- do not leave residue. Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls</div> <div>Fri: AFC Equipment- N509 Mezzanine Control Area. Clean and Polish all Turnstiles, MVMs, MEMs, HEETs, HXTs and wipe down OMNY Validators.</div> <div>Sat: N509 Employee Toilet and Alcove- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.</div>				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0392	Station North	0600 - 1400	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	Delancey St Essex St	J M Z	A061	0600 -
*General Duties/Major Cleaning of booth- see below Open public restrooms on ""F"" line at 7am. Sun: 0800-0830 Major Duty Booth	Delancey St Essex St	J M Z	A061	0600 - 0830
**Station Cleaning Duties- Consolidated Facilities Stations EFR & Female Locker Room and Toilet	Delancey St Essex St	F	N525	0830 - 0930
*Public Restroom Duties- see below Note- If restrooms are out of service, listed General Duties will be performed	Delancey St Essex St	F	N525	0930 - 1000
Lunch	Delancey St Essex St	F	N525	1000 - 1030
*****Major Duties Cleaning- see below	Delancey St Essex St	J M Z	A061	1030 - 1200
*Public Restroom Duties- see below	Delancey St Essex St	J M Z	A061	1200 - 1300
*General Duties- see below	Delancey St Essex St	J M Z	A061	1300 - 1400
Report off duty *General Duties- A061 and N525 Paid/Unpaid Control Area/Stairways Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street)- including N525. Clean/Scrap 3ft around all street stairways including N525. Scrap all mezzanines, control areas, platforms, underpass, and passageways including N525. Wipe down & disinfect all stairway handrails in A061 and N525. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Station Cleaning Duties Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Employee Facility/Locker Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. ***Public Restroom Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed). **Major Cleaning N/S/B Platforms- Spot Mop/Deck all stains, spills, drag marks from floor areas. Remove all graffiti and stickers- do not leave residue. ***Major Duty Cleaning 0800-0830 Sun: Clean booth service booth A061 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. 1130-1230 Sun: N/B Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Mon: S/B Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Tue: N/B Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Wed: AFC Equipment- A061/N525 Mezzanine Control Areas. Clean and Polish all Turnstiles, MVMs, MEMs, HEETs, HXTs and wipe down OMNY Validators. Thu: Fare Control Areas- Spot Mop/Deck all stains, spills, drag marks from floor areas in N525/A061 paid/unpaid control areas. Remove all graffiti and stickers- do not leave residue. Fri: ""F"" Line Chemical Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Sat: ""F"" Line Paper Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers.	Delancey St Essex St	J M Z	A061	1400 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0393	Station North	1400 - 2200	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in full Uniform	Delancey St Essex St	J M Z	A061	1400 -
*General Duties- see below.	Delancey St Essex St	J M Z	A061	1400 - 1700
**Major Cleaning- see below	Delancey St Essex St	J M Z	A061	1700 - 1800
Lunch	Delancey St Essex St	F	N525	1800 - 1830
**Major Cleaning- see below	Delancey St Essex St	J M Z	A061	1830 - 1930
**Major Cleaning- see below	Delancey St Essex St	J M Z	A061	1930 - 2030
***Station Cleaning Duties- see below	Delancey St Essex St	F	N525	2030 - 2130
*General Duties- see below	Delancey St Essex St	J M Z	A061	2130 - 2200
Report off duty *General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Cleaning 1700-1800 AFC Equipment- Clean and Polish all Turnstiles, MVMs, MEMs, HEETs, HXTs and wipe down OMNY Validators in A061 and N25 control areas. **Major Cleaning 1830-1930 Graffiti/Sticker Removal- Remove graffiti and stickers from non-painted surfaces on entire station (Essex Street)- do not leave residue. **Major Cleaning 1930-2030 N/S/B Platforms/N525, N526 Fare Control Areas- Spot Mop/Deck all stains, spills, dragmarks from floor areas. Remove all graffiti and stickers- do not leave residue. **Station Cleaning Duties- N525 Consolidated Facilities Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.	Delancey St Essex St	J M Z	A061	2200 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0393A	Station North	2300 - 0700	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	Delancey St Essex St	F	N525	2300 -
*General Duties- see below.	Delancey St Essex St	F	N525	2300 - 0100
**Escalator Duties- see below	Delancey St Essex St	F	N525	0100 - 0230
*General Duties- see below.	Delancey St Essex St	J M Z	A061	0230 - 0400
Lunch	Delancey St Essex St	F	N525	0400 - 0430
**Major Duty Cleaning- see below	Delancey St Essex St	F	N525	0430 - 0530
*General Duties- see below.	Delancey St Essex St	F	N525	0530 - 0630
*General Duties- see below.	Delancey St Essex St	J M Z	A061	0630 - 0700
Report Off Duty. **General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown, and restart, (212) 424-4497 Shutdown and clean escalators indicated above. Remove gum and mop upper and lower landings. Clean and polish exterior and interior of Escalator panels. Clean adjacent tile walls. Remove graffiti, stickers, and sticker/glue residue. **Major Duty Cleaning Sun: N/B ""F"" Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: S/B ""F"" Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: S/B ""J"" Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Wed: N525 Stations Employee Facility Room- Wash Walls and Floors. Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Thu: Essex Street Stairways S6/S7- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Deck around KA rails and top landings. Fri: N/B ""F"" Platform ADA Tactile- Spot Cleans all stains, spills on tactile. Sat: S/B ""F"" Platform ADA Tactile- Spot Cleans all stains, spills on tactile.	Delancey St Essex St	F	N525	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0394	Station North	0700 - 1500	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in full Uniform	Bleecker St	6	R217A	0700 -
**General Duties/Major Duty Booth- see below	Bleecker St	6	R217A	0700 - 1000
Sun: 0930-1000 Major Duty Booth				
**Elevator Duties- see below	Bleecker St	6	R217A	1000 - 1030
Lunch	Bleecker St	6	R217A	1030 - 1100
***Major Cleaning- see below	Bleecker St	6	R217A	1100 - 1230
****Major Duty Cleaning- see below	Bleecker St	6	R217A	1230 - 1330
*General Duties- see below	Bleecker St	6	R217A	1330 - 1500
Report off duty	Bleecker St	6	R217A	1500 -
<p>*General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.</p> <p>Elevator Duties Clean and Polish [ELE#’s] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.</p> <p>**Major Cleaning N/S/B Platforms/R217, R217A, R218 Fare Control Areas- Spot Mop/Deck all stains, spills, drag marks from floor areas. Remove all graffiti and stickers- do not leave residue.</p> <p>***Major Duty Cleaning Sun 0930-1000 Clean booth R217A interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris.</p> <p>1230-1330 Sun: N/B Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.</p> <p>Mon: S/B Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.</p> <p>Tue: Employee Toilet- Clean Men and or Women’s: Wash Walls and Floors. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.</p> <p>Wed: Employee Facility Room- Wash Walls and Floors. Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX.</p> <p>Thu: S/B Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies.</p> <p>Fri: N/B Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies.</p> <p>Sat: Middle Mezzanine Scrubber Room located next to SWs ML1A/B- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies.</p>				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0395	Station North	1500 - 2300	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	Bleecker St	6	R217A	1500 -
*General Duties- see below	Bleecker St	6	R217A	1500 - 1800
**Elevator Duties- see below	Bleecker St	6	R217A	1800 - 1830
Lunch	Bleecker St	6	R217A	1830 - 1900
***Major Cleaning- see below	Bleecker St	6	R217A	1900 - 2030
****Major Duty Cleaning- see below	Bleecker St	6	R217A	2030 - 2130
*General Duties- see below	Bleecker St	6	R217A	2130 - 2300
Report off duty	Bleecker St	6	R217A	2300 -
<p>*General Duties</p> <p>Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.</p> <p>Elevator Duties:</p> <p>Clean and Polish ELE 331 Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.</p> <p>****Major Cleaning</p> <p>N/S/B Platforms/R217, R217A, R218 Fare Control Areas- Spot Mop/Deck all stains, spills, drag marks from floor areas. Remove all graffiti and stickers- do not leave residue.</p> <p>***Major Duty Cleaning</p> <p>Sun: Employee Toilet- Clean Men and or Women’s: Wash Walls and Floors. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.</p> <p>Mon: Employee Facility Room- Wash Walls and Floors. Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX.</p> <p>Tue: Middle Mezzanine Scrubber Room located next to SWs ML1A/B- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies.</p> <p>Wed: N/B Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.</p> <p>Thu: S/B Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.</p> <p>Fri: N/B Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies.</p> <p>Sat: S/B Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies.</p>				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0396	Station North	2200 - 0600	2762

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report on Duty in Full Uniform *Note - If escalators are out of service, listed General Duties will be performed*	Grand Central 42 St	4 5 6	R238	2200 -
*Elevator Duties (ELE 204, ELE 205, ELE206, ELE244, ELE296) - see below	Grand Central 42 St	4 5 6	R238	2200 - 2330
*Escalator Duties (ESC #207) - see below	Grand Central 42 St	4 5 6	R238	2330 - 0030
Lunch	Grand Central 42 St	4 5 6	R238	0030 - 0100
*Escalator Duties (ESC #208) - see below	Grand Central 42 St	4 5 6	R238	0115 - 0205
*Escalator Duties (ESC #209) - see below	Grand Central 42 St	4 5 6	R238	0205 - 0255
*Escalator Duties (ESC #210) - see below	Grand Central 42 St	4 5 6	R238	0255 - 0345
*Escalator Duties (ESC #255) - see below	Grand Central 42 St	4 5 6	R238	0345 - 0435
*Major Duty	Grand Central 42 St	4 5 6	R238	0435 - 0500
*Perform General Duties *	Grand Central 42 St	4 5 6	R238	0510 - 0600
Report off Duty **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean [Escalator]. Remove gum and damp mop upper and lower landings. Clean and polish exterior and interior of Escalator panels. Clean adjacent tile walls. . Remove graffiti, stickers, and sticker/glue residue. Sweep and mop escalator plate landings. ***Elevator Duties- EL204, EL205, EL206, EL244, and EL296 Clean and Polish [ELE#'s] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom. ***General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Deck brush stains on concrete floors. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers.	Grand Central 42 St	4 5 6	R238	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0396A	Station North	2200 - 0600	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in full Uniform *Perform General Duties * - Entire Mezzanine Paid / Unpaid	Grand Central 42 St	4 5 6	R238	2200 - 2400
Lunch	Grand Central 42 St	4 5 6	R238	2400 - 0030
*Perform General Duties * - Northbound Platform	Grand Central 42 St	4 5 6	R238	0030 - 0130
*Perform General Duties * - Southbound Platform	Grand Central 42 St	4 5 6	R238	0130 - 0230
*Perform General Duties -see below * - Island Platform/7 Ramp area/Mezzanine R241A Control Area	Grand Central 42 St	7	R238	0230 - 0400
Major Duty Cleaning - see below	Grand Central 42 St	4 5 6	R238	0400 - 0500
*Perform General Duties * - Entire Mezzanine Paid / Unpaid	Grand Central 42 St	4 5 6	R238	0500 - 0600
Report off Duty *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. *Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. *Major Duty Cleaning- Sun: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Sat: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies.	Grand Central 42 St	4 5 6	R238	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0397	Station North	2200 - 0600	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in full Uniform.	Grand Central 42 St	4 5 6	R238	2200 -
*Elevator Duties (ELE 204, ELE 205, ELE206, ELE244, ELE296) - see below *Note - If escalators are out of service, listed General Duties will be performed*	Grand Central 42 St	4 5 6	R238	2200 - 2330
*Escalator Duties (ESC #203) - see below	Grand Central 42 St	4 5 6	R238	2330 - 0030
Lunch	Grand Central 42 St	4 5 6	R238	0030 - 0100
*Escalator Duties (ESC #204) - see below	Grand Central 42 St	4 5 6	R238	0100 - 0130
*Escalator Duties (ESC #205) - see below	Grand Central 42 St	4 5 6	R238	0130 - 0230
*Escalator Duties (ESC #206) - see below	Grand Central 42 St	4 5 6	R238	0230 - 0330
*Escalator Duties (ESC #256) - see below	Grand Central 42 St	4 5 6	R238	0330 - 0430
*Perform General Duties *	Grand Central 42 St	4 5 6	R238	0430 - 0600
Report off duty. **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean [Escalator]. Remove gum and damp mop upper and lower landings. Clean and polish exterior and interior of Escalator panels. Clean adjacent tile walls. . Remove graffiti, stickers, and sticker/glue residue. Sweep and mop escalator plate landings. ***Elevator Duties- EL204, EL205, EL206, EL244, and EL296 Clean and polish elevators. Remove gum. Sweep, mop, and disinfect elevator floors. Wipe down interior and exterior panels/ ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Deck brush stains on concrete floors. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”	Grand Central 42 St	4 5 6	R238	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0398	Station North	0600 - 1400	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	5 Av	7	R501	0600 -
*General Duties/Major Duty Booth- see below.	5 Av	7	R501	0600 - 0900
Sun: 0830 to 0900- Major Duty Booth				
*General Duties- see below- Entire passageway from Bryant Park to Times Square Shuttle Connector	42 St Bryant Park	B D F M	N503	0905 - 1030
Lunch	42 St Bryant Park	B D F M	N503	1030 - 1100
**Major Duties Cleaning- see below	5 Av	7	R501	1105 - 1200
*General Duties- see below	42 St Bryant Park	B D F M	N503	1205 - 1300
*General Duties- see below- Entire passageway from Bryant Park to Times Square Shuttle Connector	42 St Bryant Park	B D F M	N503	1300 - 1350
Report Off Duty.	5 Av	7	R501	1400 -
<div>*General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.</div> <div>**Major Duty Cleaning Sun 0830-0900 Clean booth R501 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris.</div> <div>1100-1200 Sun: ""7"" Island Platform Refuse Rm- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.</div> <div>Mon: ""7"" Island Platform- Spot Mop/Deck all stains, spills, dragmarks from floor areas. Remove all graffiti and stickers- do not leave residue.</div> <div>Tue: ""R501 Mezzanine Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies.</div> <div>Wed: AFC Equipment in R500/R501 control areas- Clean and Polish all Turnstiles, MVMs, MEMs, HEETs, HXTs and wipe down OMNY Validators</div> <div>Thu: Fare Control Areas- Spot Mop/Deck all stains, spills, dragmarks from floor areas in R500/R501 paid/unpaid control areas. Remove all graffiti and stickers- do not leave residue.</div> <div>Fri: Graffiti/Sticker Removal- Remove graffiti and stickers from non-painted surfaces on entire station- do not leave residue.</div> <div>Sat: R501 Employee Toilet- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.</div>				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0399	Station North	1400 - 2200	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	5 Av	7	R501	1400 -
*General Duties	5 Av	7	R501	1400 - 1700
*General Duties- see below- Entire passageway from Bryant Park to Times Square Shuttle Connector	42 St Bryant Park	B D F M	N503	1705 - 1810
Lunch	42 St Bryant Park	B D F M	N503	1810 - 1840
**Major Duties Cleaning- see below	5 Av	7	R501	1845 - 1945
*General Duties- see below	42 St Bryant Park	B D F M	N503	1950 - 2050
*General Duties- see below- Entire passageway from Bryant Park to Times Square Shuttle Connector	42 St Bryant Park	B D F M	N503	2100 - 2150
Report off duty	5 Av	7	R501	2200 -
<div>*General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Cleaning Sun: R500/R501 Mezzanines/Passageways/Underpass- Spot Mop/Deck all stains, spills, drag marks from floor areas. Remove all graffiti and stickers- do not leave residue. Mon: Chrome Surfaces- Clean and polish all chrome surfaces/handrails in R500/R501 Mezzanine and Passageway. Tue: Benches/Trash Receptacles on entire station.- Remove graffiti and stickers. Wash and clean around benches, trash receptacles and leaning posts. Wed: R501 Employee Toilet- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Thu: ""7"" Island Platform Refuse Rm- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Fri: Benches/Trash Receptacles on entire station.- Remove graffiti and stickers. Wash and clean around benches, trash receptacles and leaning posts. Sat: AFC Equipment in R500/R501 control areas- Clean and Polish all Turnstiles, MVMs, MEMs, HEETs, HXTs and wipe down OMNY Validators"</div>				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0400	Station North	2300 - 0700	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties-see below Major Duty Floors Nightly *Major Duties-see below	Wall St	2 3	R111	2300 - 0230
Lunch	Wall St	2 3	R111	0230 - 0300
*General Duties-see below Major Duty Floors Nightly	Wall St	4 5	R203	0310 - 0520
*General Duties-see below	Wall St	2 3	R111	0530 - 0700
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct including clean & disinfect R110 and R111 mezzanines. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Wet Mop all stairway landings, threads, passageways/underpass, tunnels, mezzanines & corridors. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize touch points. Clean and disinfect refuse rooms/refuse housings. *Major Duty Cleaning- Sun: Scrubber Room - Deck wash walls and floor, wipe Fire Extinguisher, restock and organize supplies and equipment. Clean & Organize paper and chemical Supply Rooms including wiping down Fire Extinguisher and breakdown and discard empty boxes. Sat: Refuse Room - Deck Wash walls and floors, wipe down Fire Extinguishers.	Wall St	2 3	R111	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0401	Station North	2300 - 0700	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
"Report on Duty in Full Uniform *General Duties-see below Island Platform *Major Duties-see below	World Trade Center	E	N094	2300 - 0030
*General Duties-see below Island Platform	Park Place	2 3	R115	0040 - 0200
Lunch	Park Place	2 3	R115	0200 - 0230
*General Duties-see below Paid/Unpaid Mezzanines, Stairways & Landings *Major Duties-see below (0430-0500) *Elevator Duties-see below (0330-0430)"	Park Place	2 3	R115	0230 - 0600
*General Duties-see below Church ST Entrance Stairways by Cemetery, Paid/Unpaid Mezzanines	World Trade Center	E	N094	0600 - 0700
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including 2 Broadway entrance and in front of Citibank. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Mezzanine/Passageways/Corridors/Stairways Walls: Clean/wipe-down tiled walls to remove dust/stains, residue & graffiti. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Nightly: (WTC-E Only) Clean Booth N094 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon sensors and Fire Extinguishers. Daily: Sweep, Remove Stains, & Disinfect Stairway, wipe handrails, clean coping, and railing. Wet mop Threads, Landings Employee Facility Room - Sweep & mop floors. Clean exterior of all surfaces including lockers. Clean interior/exterior of microwave, refrigerator, and Quench Unit. Employee Toilet/Public Restrooms - Deck wash walls and floors. Clean exterior of all surfaces including tissue and hand towel holders, mirror, hand dryer, sink, and commode. Replenish paper and soap.	World Trade Center	E	N094	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC0401A	Station North	1500 - 2300	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform. *General Duties-see below *Elevator Duties-see below *Major Duties-see below (1630-1700)"	World Trade Center	E	N094	1500 - 1730
*General Duties-see below	World Trade Center	E	N094	1740 - 1840
Lunch	World Trade Center	E	N094	1840 - 1910
*General Duties-see below *Major Duties-see below (1930-2000)"	World Trade Center	E	N094	1910 - 2140
RTO Facility/Tower	World Trade Center	E	N094	2150 - 2300
Report Off Duty. **General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways and elevator EL-326. Scrap all mezzanines, control areas, platforms, underpass, and passageways, and stairways S17, S18, S19, & S20. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect, clean & polish all trash receptacles. Remove all stains, spills and drag marks on floor areas & spot mop. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty." **Major Duty Cleaning- Daily: Wet Mop: stairway & landings, including threads, passageways/underpass, tunnels, mezzanines & corridors. Remove, clean & disinfect bird droppings. Clean and disinfect Refuse Room on ""E"" platform. Men's and Women's public toilets - Deck wash walls and floors. Clean exterior of all surfaces including tissue and hand towel holders, mirror, hand dryer, sink, and commode. Replenish paper and soap. Clean and polish all MVM's, MEM's, HEET's, Turnstiles and chrome on station. Elevator Duties Clean and polish (EL326). Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	World Trade Center	E	N094	2300 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC1130	Station North	2200 - 0600	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform.	149 St-Grand Concourse	4	R261	2200 - 2230
PPE Check and Safety Talk.				
Depart to Assigned Location				
*Perform Deep Cleaning Duties- see below	Various	Various	Various	2300 - 0200
Lunch	Various	Various	Various	0200 - 0230
*Resume Deep Cleaning Duties	Various	Various	Various	0230 - 0515
Clean and Disinfect PPE and Equipment/Clean-Up Time.	149 St-Grand Concourse	4	R261	0545 - 0600
Report off duty.	149 St-Grand Concourse	4	R261	0600 -
Deep Cleaning - HIT Team: (duties include but are not limited to): *Prep station until the arrival of the Mobile Wash Truck (sweep stairways, scrap entire station, empty, clean and disinfect trash receptacles, remove gum from floors, remove all graffiti, stickers, and sticker residue found on all equipment and fixtures). **Strip all stairways (street, mezzanine & platforms). Strip and remove gum from platform floors and ADA Tactiles. Pressure wash all walls, columns, and sanitary bases. Remove large graffiti and bird droppings from various areas, including elevated stations and outside areas. Clean escalators, including stainless steel, glass, and walls surrounding escalators. Clean elevators and elevator glass in high areas unreachable by routine station cleaners. Clean artwork on station. Clean atop all booths (remove all debris). Clean overhead ceilings. Clean light fixtures (not removing bulbs), lighting columns, and all piping. Clean all overhead monitors and speakers. Clean walls, signage, and CCTV Units. Remove debris from unused space. Clean the floor of the work area. Ensure the floor is properly dry by mopping or utilizing an HDC machine. *Do not spray or expose lights or electronic equipment to excessive water. * May be required to utilize boom trucks, scissor lifts, and power tools				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC1131	Station North	2200 - 0600	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform.	149 St-Grand Concourse	4	R261	2200 - 2230
PPE Check and Safety Talk.				
Depart to Assigned Location				
*Perform Deep Cleaning Duties- see below	Various	Various	Various	2300 - 0200
Lunch	Various	Various	Various	0200 - 0230
*Resume Deep Cleaning Duties	Various	Various	Various	0230 - 0515
Clean and Disinfect PPE and Equipment/Clean-Up Time.	149 St-Grand Concourse	4	R261	0545 - 0600
Report off duty.	149 St-Grand Concourse	4	R261	0600 -
Deep Cleaning - HIT Team: (duties include but are not limited to): *Prep station until the arrival of the Mobile Wash Truck (sweep stairways, scrap entire station, empty, clean and disinfect trash receptacles, remove gum from floors, remove all graffiti, stickers, and sticker residue found on all equipment and fixtures). **Strip all stairways (street, mezzanine & platforms). Strip and remove gum from platform floors and ADA Tactiles. Pressure wash all walls, columns, and sanitary bases. Remove large graffiti and bird droppings from various areas, including elevated stations and outside areas. Clean escalators, including stainless steel, glass, and walls surrounding escalators. Clean elevators and elevator glass in high areas unreachable by routine station cleaners. Clean artwork on station. Clean atop all booths (remove all debris). Clean overhead ceilings. Clean light fixtures (not removing bulbs), lighting columns, and all piping. Clean all overhead monitors and speakers. Clean walls, signage, and CCTV Units. Remove debris from unused space. Clean the floor of the work area. Ensure the floor is properly dry by mopping or utilizing an HDC machine. *Do not spray or expose lights or electronic equipment to excessive water. * May be required to utilize boom trucks, scissor lifts, and power tools				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC1132	Station North	2200 - 0600	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform.	149 St-Grand Concourse	4	R261	2200 - 2230
PPE Check and Safety Talk.				
Depart to Assigned Location				
*Perform Deep Cleaning Duties- see below	Various	Various	Various	2300 - 0200
Lunch	Various	Various	Various	0200 - 0230
*Resume Deep Cleaning Duties	Various	Various	Various	0230 - 0515
Clean and Disinfect PPE and Equipment/Clean-Up Time.	149 St-Grand Concourse	4	R261	0545 - 0600
Report off duty.	149 St-Grand Concourse	4	R261	0600 -
Deep Cleaning - HIT Team: (duties include but are not limited to): *Prep station until the arrival of the Mobile Wash Truck (sweep stairways, scrap entire station, empty, clean and disinfect trash receptacles, remove gum from floors, remove all graffiti, stickers, and sticker residue found on all equipment and fixtures). **Strip all stairways (street, mezzanine & platforms). Strip and remove gum from platform floors and ADA Tactiles. Pressure wash all walls, columns, and sanitary bases. Remove large graffiti and bird droppings from various areas, including elevated stations and outside areas. Clean escalators, including stainless steel, glass, and walls surrounding escalators. Clean elevators and elevator glass in high areas unreachable by routine station cleaners. Clean artwork on station. Clean atop all booths (remove all debris). Clean overhead ceilings. Clean light fixtures (not removing bulbs), lighting columns, and all piping. Clean all overhead monitors and speakers. Clean walls, signage, and CCTV Units. Remove debris from unused space. Clean the floor of the work area. Ensure the floor is properly dry by mopping or utilizing an HDC machine. *Do not spray or expose lights or electronic equipment to excessive water. * May be required to utilize boom trucks, scissor lifts, and power tools				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC1133	Station North	2200 - 0600	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform.	149 St-Grand Concourse	4	R261	2200 - 2230
PPE Check and Safety Talk.				
Depart to Assigned Location				
*Perform Deep Cleaning Duties- see below	Various	Various	Various	2300 - 0200
Lunch	Various	Various	Various	0200 - 0230
*Resume Deep Cleaning Duties	Various	Various	Various	0230 - 0515
Clean and Disinfect PPE and Equipment/Clean-Up Time.	149 St-Grand Concourse	4	R261	0545 - 0600
Report off duty.	149 St-Grand Concourse	4	R261	0600 -
Deep Cleaning - HIT Team: (duties include but are not limited to): *Prep station until the arrival of the Mobile Wash Truck (sweep stairways, scrap entire station, empty, clean and disinfect trash receptacles, remove gum from floors, remove all graffiti, stickers, and sticker residue found on all equipment and fixtures). **Strip all stairways (street, mezzanine & platforms). Strip and remove gum from platform floors and ADA Tactiles. Pressure wash all walls, columns, and sanitary bases. Remove large graffiti and bird droppings from various areas, including elevated stations and outside areas. Clean escalators, including stainless steel, glass, and walls surrounding escalators. Clean elevators and elevator glass in high areas unreachable by routine station cleaners. Clean artwork on station. Clean atop all booths (remove all debris). Clean overhead ceilings. Clean light fixtures (not removing bulbs), lighting columns, and all piping. Clean all overhead monitors and speakers. Clean walls, signage, and CCTV Units. Remove debris from unused space. Clean the floor of the work area. Ensure the floor is properly dry by mopping or utilizing an HDC machine. *Do not spray or expose lights or electronic equipment to excessive water. * May be required to utilize boom trucks, scissor lifts, and power tools				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC1134	Station North	2200 - 0600	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform.	149 St-Grand Concourse	4	R261	2200 - 2230
PPE Check and Safety Talk.				
Depart to Assigned Location				
*Perform Deep Cleaning Duties- see below	Various	Various	Various	2300 - 0200
Lunch	Various	Various	Various	0200 - 0230
*Resume Deep Cleaning Duties	Various	Various	Various	0230 - 0515
Clean and Disinfect PPE and Equipment/Clean-Up Time.	149 St-Grand Concourse	4	R261	0545 - 0600
Report off duty.	149 St-Grand Concourse	4	R261	0600 -
Deep Cleaning - HIT Team: (duties include but are not limited to): *Prep station until the arrival of the Mobile Wash Truck (sweep stairways, scrap entire station, empty, clean and disinfect trash receptacles, remove gum from floors, remove all graffiti, stickers, and sticker residue found on all equipment and fixtures). **Strip all stairways (street, mezzanine & platforms). Strip and remove gum from platform floors and ADA Tactiles. Pressure wash all walls, columns, and sanitary bases. Remove large graffiti and bird droppings from various areas, including elevated stations and outside areas. Clean escalators, including stainless steel, glass, and walls surrounding escalators. Clean elevators and elevator glass in high areas unreachable by routine station cleaners. Clean artwork on station. Clean atop all booths (remove all debris). Clean overhead ceilings. Clean light fixtures (not removing bulbs), lighting columns, and all piping. Clean all overhead monitors and speakers. Clean walls, signage, and CCTV Units. Remove debris from unused space. Clean the floor of the work area. Ensure the floor is properly dry by mopping or utilizing an HDC machine. *Do not spray or expose lights or electronic equipment to excessive water. * May be required to utilize boom trucks, scissor lifts, and power tools				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC1135	Station North	2200 - 0600	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform.	149 St-Grand Concourse	4	R261	2200 - 2230
PPE Check and Safety Talk.				
Depart to Assigned Location				
*Perform Deep Cleaning Duties- see below	Various	Various	Various	2300 - 0200
Lunch	Various	Various	Various	0200 - 0230
*Resume Deep Cleaning Duties	Various	Various	Various	0230 - 0515
Clean and Disinfect PPE and Equipment/Clean-Up Time.	149 St-Grand Concourse	4	R261	0545 - 0600
Report off duty.	149 St-Grand Concourse	4	R261	0600 -
Deep Cleaning - HIT Team: (duties include but are not limited to): *Prep station until the arrival of the Mobile Wash Truck (sweep stairways, scrap entire station, empty, clean and disinfect trash receptacles, remove gum from floors, remove all graffiti, stickers, and sticker residue found on all equipment and fixtures). **Strip all stairways (street, mezzanine & platforms). Strip and remove gum from platform floors and ADA Tactiles. Pressure wash all walls, columns, and sanitary bases. Remove large graffiti and bird droppings from various areas, including elevated stations and outside areas. Clean escalators, including stainless steel, glass, and walls surrounding escalators. Clean elevators and elevator glass in high areas unreachable by routine station cleaners. Clean artwork on station. Clean atop all booths (remove all debris). Clean overhead ceilings. Clean light fixtures (not removing bulbs), lighting columns, and all piping. Clean all overhead monitors and speakers. Clean walls, signage, and CCTV Units. Remove debris from unused space. Clean the floor of the work area. Ensure the floor is properly dry by mopping or utilizing an HDC machine. *Do not spray or expose lights or electronic equipment to excessive water. * May be required to utilize boom trucks, scissor lifts, and power tools				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC1136	Station North	2200 - 0600	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform.	149 St-Grand Concourse	4	R261	2200 - 2230
PPE Check and Safety Talk.				
Depart to Assigned Location				
*Perform Deep Cleaning Duties- see below	Various	Various	Various	2300 - 0200
Lunch	Various	Various	Various	0200 - 0230
*Resume Deep Cleaning Duties	Various	Various	Various	0230 - 0515
Clean and Disinfect PPE and Equipment/Clean-Up Time.	149 St-Grand Concourse	4	R261	0545 - 0600
Report off duty.	149 St-Grand Concourse	4	R261	0600 -
Deep Cleaning - HIT Team: (duties include but are not limited to): *Prep station until the arrival of the Mobile Wash Truck (sweep stairways, scrap entire station, empty, clean and disinfect trash receptacles, remove gum from floors, remove all graffiti, stickers, and sticker residue found on all equipment and fixtures). **Strip all stairways (street, mezzanine & platforms). Strip and remove gum from platform floors and ADA Tactiles. Pressure wash all walls, columns, and sanitary bases. Remove large graffiti and bird droppings from various areas, including elevated stations and outside areas. Clean escalators, including stainless steel, glass, and walls surrounding escalators. Clean elevators and elevator glass in high areas unreachable by routine station cleaners. Clean artwork on station. Clean atop all booths (remove all debris). Clean overhead ceilings. Clean light fixtures (not removing bulbs), lighting columns, and all piping. Clean all overhead monitors and speakers. Clean walls, signage, and CCTV Units. Remove debris from unused space. Clean the floor of the work area. Ensure the floor is properly dry by mopping or utilizing an HDC machine. *Do not spray or expose lights or electronic equipment to excessive water. * May be required to utilize boom trucks, scissor lifts, and power tools				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC1137	Station North	2200 - 0600	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform.	149 St-Grand Concourse	4	R261	2200 - 2230
PPE Check and Safety Talk.				
Depart to Assigned Location				
*Perform Deep Cleaning Duties- see below	Various	Various	Various	2300 - 0200
Lunch	Various	Various	Various	0200 - 0230
*Resume Deep Cleaning Duties	Various	Various	Various	0230 - 0515
Clean and Disinfect PPE and Equipment/Clean-Up Time.	149 St-Grand Concourse	4	R261	0545 - 0600
Report off duty.	149 St-Grand Concourse	4	R261	0600 -
Deep Cleaning - HIT Team: (duties include but are not limited to): *Prep station until the arrival of the Mobile Wash Truck (sweep stairways, scrap entire station, empty, clean and disinfect trash receptacles, remove gum from floors, remove all graffiti, stickers, and sticker residue found on all equipment and fixtures). **Strip all stairways (street, mezzanine & platforms). Strip and remove gum from platform floors and ADA Tactiles. Pressure wash all walls, columns, and sanitary bases. Remove large graffiti and bird droppings from various areas, including elevated stations and outside areas. Clean escalators, including stainless steel, glass, and walls surrounding escalators. Clean elevators and elevator glass in high areas unreachable by routine station cleaners. Clean artwork on station. Clean atop all booths (remove all debris). Clean overhead ceilings. Clean light fixtures (not removing bulbs), lighting columns, and all piping. Clean all overhead monitors and speakers. Clean walls, signage, and CCTV Units. Remove debris from unused space. Clean the floor of the work area. Ensure the floor is properly dry by mopping or utilizing an HDC machine. *Do not spray or expose lights or electronic equipment to excessive water. * May be required to utilize boom trucks, scissor lifts, and power tools				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC1138	Station North	2200 - 0600	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform.	149 St-Grand Concourse	4	R261	2200 - 2230
PPE Check and Safety Talk.				
Depart to Assigned Location				
*Perform Deep Cleaning Duties- see below	Various	Various	Various	2300 - 0200
Lunch	Various	Various	Various	0200 - 0230
*Resume Deep Cleaning Duties	Various	Various	Various	0230 - 0515
Clean and Disinfect PPE and Equipment/Clean-Up Time.	149 St-Grand Concourse	4	R261	0545 - 0600
Report off duty.	149 St-Grand Concourse	4	R261	0600 -
Deep Cleaning - HIT Team: (duties include but are not limited to): *Prep station until the arrival of the Mobile Wash Truck (sweep stairways, scrap entire station, empty, clean and disinfect trash receptacles, remove gum from floors, remove all graffiti, stickers, and sticker residue found on all equipment and fixtures). **Strip all stairways (street, mezzanine & platforms). Strip and remove gum from platform floors and ADA Tactiles. Pressure wash all walls, columns, and sanitary bases. Remove large graffiti and bird droppings from various areas, including elevated stations and outside areas. Clean escalators, including stainless steel, glass, and walls surrounding escalators. Clean elevators and elevator glass in high areas unreachable by routine station cleaners. Clean artwork on station. Clean atop all booths (remove all debris). Clean overhead ceilings. Clean light fixtures (not removing bulbs), lighting columns, and all piping. Clean all overhead monitors and speakers. Clean walls, signage, and CCTV Units. Remove debris from unused space. Clean the floor of the work area. Ensure the floor is properly dry by mopping or utilizing an HDC machine. *Do not spray or expose lights or electronic equipment to excessive water. * May be required to utilize boom trucks, scissor lifts, and power tools				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC1139	Station North	2200 - 0600	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform.	149 St-Grand Concourse	4	R261	2200 - 2230
PPE Check and Safety Talk.				
Depart to Assigned Location				
*Perform Deep Cleaning Duties- see below	Various	Various	Various	2300 - 0200
Lunch	Various	Various	Various	0200 - 0230
*Resume Deep Cleaning Duties	Various	Various	Various	0230 - 0515
Clean and Disinfect PPE and Equipment/Clean-Up Time.	149 St-Grand Concourse	4	R261	0545 - 0600
Report off duty.	149 St-Grand Concourse	4	R261	0600 -
Deep Cleaning - HIT Team: (duties include but are not limited to):				
*Prep station until the arrival of the Mobile Wash Truck (sweep stairways, scrap entire station, empty, clean and disinfect trash receptacles, remove gum from floors, remove all graffiti, stickers, and sticker residue found on all equipment and fixtures).				
**Strip all stairways (street, mezzanine & platforms). Strip and remove gum from platform floors and ADA Tactiles. Pressure wash all walls, columns, and sanitary bases. Remove large graffiti and bird droppings from various areas, including elevated stations and outside areas. Clean escalators, including stainless steel, glass, and walls surrounding escalators. Clean elevators and elevator glass in high areas unreachable by routine station cleaners. Clean artwork on station. Clean atop all booths (remove all debris). Clean overhead ceilings. Clean light fixtures (not removing bulbs), lighting columns, and all piping. Clean all overhead monitors and speakers. Clean walls, signage, and CCTV Units. Remove debris from unused space. Clean the floor of the work area. Ensure the floor is properly dry by mopping or utilizing an HDC machine.				
*Do not spray or expose lights or electronic equipment to excessive water.				
* May be required to utilize boom trucks, scissor lifts, and power tools				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC1140	Station North	2200 - 0600	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform.	149 St-Grand Concourse	4	R261	2200 - 2230
PPE Check and Safety Talk.				
Depart to Assigned Location				
*Perform Deep Cleaning Duties- see below	Various	Various	Various	2300 - 0200
Lunch	Various	Various	Various	0200 - 0230
*Resume Deep Cleaning Duties	Various	Various	Various	0230 - 0515
Clean and Disinfect PPE and Equipment/Clean-Up Time.	149 St-Grand Concourse	4	R261	0545 - 0600
Report off duty.	149 St-Grand Concourse	4	R261	0600 -
Deep Cleaning - HIT Team: (duties include but are not limited to): *Prep station until the arrival of the Mobile Wash Truck (sweep stairways, scrap entire station, empty, clean and disinfect trash receptacles, remove gum from floors, remove all graffiti, stickers, and sticker residue found on all equipment and fixtures). **Strip all stairways (street, mezzanine & platforms). Strip and remove gum from platform floors and ADA Tactiles. Pressure wash all walls, columns, and sanitary bases. Remove large graffiti and bird droppings from various areas, including elevated stations and outside areas. Clean escalators, including stainless steel, glass, and walls surrounding escalators. Clean elevators and elevator glass in high areas unreachable by routine station cleaners. Clean artwork on station. Clean atop all booths (remove all debris). Clean overhead ceilings. Clean light fixtures (not removing bulbs), lighting columns, and all piping. Clean all overhead monitors and speakers. Clean walls, signage, and CCTV Units. Remove debris from unused space. Clean the floor of the work area. Ensure the floor is properly dry by mopping or utilizing an HDC machine. *Do not spray or expose lights or electronic equipment to excessive water. * May be required to utilize boom trucks, scissor lifts, and power tools				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC1141	Station North	2200 - 0600	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform.	149 St-Grand Concourse	4	R261	2200 - 2230
PPE Check and Safety Talk.				
Depart to Assigned Location				
*Perform Deep Cleaning Duties- see below	Various	Various	Various	2300 - 0200
Lunch	Various	Various	Various	0200 - 0230
*Resume Deep Cleaning Duties	Various	Various	Various	0230 - 0515
Clean and Disinfect PPE and Equipment/Clean-Up Time.	149 St-Grand Concourse	4	R261	0545 - 0600
Report off duty.	149 St-Grand Concourse	4	R261	0600 -
Deep Cleaning - HIT Team: (duties include but are not limited to): *Prep station until the arrival of the Mobile Wash Truck (sweep stairways, scrap entire station, empty, clean and disinfect trash receptacles, remove gum from floors, remove all graffiti, stickers, and sticker residue found on all equipment and fixtures). **Strip all stairways (street, mezzanine & platforms). Strip and remove gum from platform floors and ADA Tactiles. Pressure wash all walls, columns, and sanitary bases. Remove large graffiti and bird droppings from various areas, including elevated stations and outside areas. Clean escalators, including stainless steel, glass, and walls surrounding escalators. Clean elevators and elevator glass in high areas unreachable by routine station cleaners. Clean artwork on station. Clean atop all booths (remove all debris). Clean overhead ceilings. Clean light fixtures (not removing bulbs), lighting columns, and all piping. Clean all overhead monitors and speakers. Clean walls, signage, and CCTV Units. Remove debris from unused space. Clean the floor of the work area. Ensure the floor is properly dry by mopping or utilizing an HDC machine. *Do not spray or expose lights or electronic equipment to excessive water. * May be required to utilize boom trucks, scissor lifts, and power tools				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC1144	Station North	2200 - 0600	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Thursday				
Report On Duty In Full Uniform.	14 St-Union Sq	4 5 6	R221	2200 - 2230
PPE Check and Safety Talk.				
Depart to Assigned Location				
*Perform Deep Cleaning Duties- see below	Various	Various	Various	2230 - 0200
Lunch	Various	Various	Various	0200 - 0230
*Resume Deep Cleaning Duties	Various	Various	Various	0230 - 0515
Clean and Disinfect PPE and Equipment/Clean-Up Time.	14 St-Union Sq	4 5 6	R221	0545 - 0600
Report off duty.	14 St-Union Sq	4 5 6	R221	0600 -
Deep Cleaning - HIT Team: (duties include but are not limited to): *Prep station until the arrival of the Mobile Wash Truck (sweep stairways, scrap entire station, empty, clean and disinfect trash receptacles, remove gum from floors, remove all graffiti, stickers, and sticker residue found on all equipment and fixtures). **Strip all stairways (street, mezzanine & platforms). Strip and remove gum from platform floors and ADA Tactiles. Pressure wash all walls, columns, and sanitary bases. Remove large graffiti and bird droppings from various areas, including elevated stations and outside areas. Clean escalators, including stainless steel, glass, and walls surrounding escalators. Clean elevators and elevator glass in high areas unreachable by routine station cleaners. Clean artwork on station. Clean atop all booths (remove all debris). Clean overhead ceilings. Clean light fixtures (not removing bulbs), lighting columns, and all piping. Clean all overhead monitors and speakers. Clean walls, signage, and CCTV Units. Remove debris from unused space. Clean the floor of the work area. Ensure the floor is properly dry by mopping or utilizing an HDC machine. *Do not spray or expose lights or electronic equipment to excessive water. * May be required to utilize boom trucks, scissor lifts, and power tools				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC1145	Station North	2200 - 0600	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Thursday				
Report On Duty In Full Uniform.	14 St-Union Sq	4 5 6	R221	2200 - 2230
PPE Check and Safety Talk.				
Depart to Assigned Location				
*Perform Deep Cleaning Duties- see below	Various	Various	Various	2230 - 0200
Lunch	Various	Various	Various	0200 - 0230
*Resume Deep Cleaning Duties	Various	Various	Various	0230 - 0515
Clean and Disinfect PPE and Equipment/Clean-Up Time.	14 St-Union Sq	4 5 6	R221	0545 - 0600
Report off duty.	14 St-Union Sq	4 5 6	R221	0600 -
Deep Cleaning - HIT Team: (duties include but are not limited to): *Prep station until the arrival of the Mobile Wash Truck (sweep stairways, scrap entire station, empty, clean and disinfect trash receptacles, remove gum from floors, remove all graffiti, stickers, and sticker residue found on all equipment and fixtures). **Strip all stairways (street, mezzanine & platforms). Strip and remove gum from platform floors and ADA Tactiles. Pressure wash all walls, columns, and sanitary bases. Remove large graffiti and bird droppings from various areas, including elevated stations and outside areas. Clean escalators, including stainless steel, glass, and walls surrounding escalators. Clean elevators and elevator glass in high areas unreachable by routine station cleaners. Clean artwork on station. Clean atop all booths (remove all debris). Clean overhead ceilings. Clean light fixtures (not removing bulbs), lighting columns, and all piping. Clean all overhead monitors and speakers. Clean walls, signage, and CCTV Units. Remove debris from unused space. Clean the floor of the work area. Ensure the floor is properly dry by mopping or utilizing an HDC machine. *Do not spray or expose lights or electronic equipment to excessive water. * May be required to utilize boom trucks, scissor lifts, and power tools				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC1146	Station North	2200 - 0600	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Thursday				
Report On Duty In Full Uniform.	14 St-Union Sq	4 5 6	R221	2200 - 2230
PPE Check and Safety Talk.				
Depart to Assigned Location				
*Perform Deep Cleaning Duties- see below	Various	Various	Various	2230 - 0200
Lunch	Various	Various	Various	0200 - 0230
*Resume Deep Cleaning Duties	Various	Various	Various	0230 - 0515
Clean and Disinfect PPE and Equipment/Clean-Up Time.	14 St-Union Sq	4 5 6	R221	0545 - 0600
Report off duty.	14 St-Union Sq	4 5 6	R221	0600 -
Deep Cleaning - HIT Team: (duties include but are not limited to): *Prep station until the arrival of the Mobile Wash Truck (sweep stairways, scrap entire station, empty, clean and disinfect trash receptacles, remove gum from floors, remove all graffiti, stickers, and sticker residue found on all equipment and fixtures). **Strip all stairways (street, mezzanine & platforms). Strip and remove gum from platform floors and ADA Tactiles. Pressure wash all walls, columns, and sanitary bases. Remove large graffiti and bird droppings from various areas, including elevated stations and outside areas. Clean escalators, including stainless steel, glass, and walls surrounding escalators. Clean elevators and elevator glass in high areas unreachable by routine station cleaners. Clean artwork on station. Clean atop all booths (remove all debris). Clean overhead ceilings. Clean light fixtures (not removing bulbs), lighting columns, and all piping. Clean all overhead monitors and speakers. Clean walls, signage, and CCTV Units. Remove debris from unused space. Clean the floor of the work area. Ensure the floor is properly dry by mopping or utilizing an HDC machine. *Do not spray or expose lights or electronic equipment to excessive water. * May be required to utilize boom trucks, scissor lifts, and power tools				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC1147	Station North	2200 - 0600	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Thursday				
Report On Duty In Full Uniform.	14 St-Union Sq	4 5 6	R221	2200 - 2230
PPE Check and Safety Talk.				
Depart to Assigned Location				
*Perform Deep Cleaning Duties- see below	Various	Various	Various	2230 - 0200
Lunch	Various	Various	Various	0200 - 0230
*Resume Deep Cleaning Duties	Various	Various	Various	0230 - 0515
Clean and Disinfect PPE and Equipment/Clean-Up Time.	14 St-Union Sq	4 5 6	R221	0545 - 0600
Report off duty.	14 St-Union Sq	4 5 6	R221	0600 -
Deep Cleaning - HIT Team: (duties include but are not limited to): *Prep station until the arrival of the Mobile Wash Truck (sweep stairways, scrap entire station, empty, clean and disinfect trash receptacles, remove gum from floors, remove all graffiti, stickers, and sticker residue found on all equipment and fixtures). **Strip all stairways (street, mezzanine & platforms). Strip and remove gum from platform floors and ADA Tactiles. Pressure wash all walls, columns, and sanitary bases. Remove large graffiti and bird droppings from various areas, including elevated stations and outside areas. Clean escalators, including stainless steel, glass, and walls surrounding escalators. Clean elevators and elevator glass in high areas unreachable by routine station cleaners. Clean artwork on station. Clean atop all booths (remove all debris). Clean overhead ceilings. Clean light fixtures (not removing bulbs), lighting columns, and all piping. Clean all overhead monitors and speakers. Clean walls, signage, and CCTV Units. Remove debris from unused space. Clean the floor of the work area. Ensure the floor is properly dry by mopping or utilizing an HDC machine. *Do not spray or expose lights or electronic equipment to excessive water. * May be required to utilize boom trucks, scissor lifts, and power tools				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC1148	Station North	2200 - 0600	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Thursday				
Report On Duty In Full Uniform.	14 St-Union Sq	4 5 6	R221	2200 - 2230
PPE Check and Safety Talk.				
Depart to Assigned Location				
*Perform Deep Cleaning Duties- see below	Various	Various	Various	2230 - 0200
Lunch	Various	Various	Various	0200 - 0230
*Resume Deep Cleaning Duties	Various	Various	Various	0230 - 0515
Clean and Disinfect PPE and Equipment/Clean-Up Time.	14 St-Union Sq	4 5 6	R221	0545 - 0600
Report off duty.	14 St-Union Sq	4 5 6	R221	0600 -
Deep Cleaning - HIT Team: (duties include but are not limited to): *Prep station until the arrival of the Mobile Wash Truck (sweep stairways, scrap entire station, empty, clean and disinfect trash receptacles, remove gum from floors, remove all graffiti, stickers, and sticker residue found on all equipment and fixtures). **Strip all stairways (street, mezzanine & platforms). Strip and remove gum from platform floors and ADA Tactiles. Pressure wash all walls, columns, and sanitary bases. Remove large graffiti and bird droppings from various areas, including elevated stations and outside areas. Clean escalators, including stainless steel, glass, and walls surrounding escalators. Clean elevators and elevator glass in high areas unreachable by routine station cleaners. Clean artwork on station. Clean atop all booths (remove all debris). Clean overhead ceilings. Clean light fixtures (not removing bulbs), lighting columns, and all piping. Clean all overhead monitors and speakers. Clean walls, signage, and CCTV Units. Remove debris from unused space. Clean the floor of the work area. Ensure the floor is properly dry by mopping or utilizing an HDC machine. *Do not spray or expose lights or electronic equipment to excessive water. * May be required to utilize boom trucks, scissor lifts, and power tools				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC1149	Station North	2200 - 0600	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Thursday				
Report On Duty In Full Uniform.	14 St-Union Sq	4 5 6	R221	2200 - 2230
PPE Check and Safety Talk.				
Depart to Assigned Location				
*Perform Deep Cleaning Duties- see below	Various	Various	Various	2230 - 0200
Lunch	Various	Various	Various	0200 - 0230
*Resume Deep Cleaning Duties	Various	Various	Various	0230 - 0515
Clean and Disinfect PPE and Equipment/Clean-Up Time.	14 St-Union Sq	4 5 6	R221	0545 - 0600
Report off duty.	14 St-Union Sq	4 5 6	R221	0600 -
Deep Cleaning - HIT Team: (duties include but are not limited to): *Prep station until the arrival of the Mobile Wash Truck (sweep stairways, scrap entire station, empty, clean and disinfect trash receptacles, remove gum from floors, remove all graffiti, stickers, and sticker residue found on all equipment and fixtures). **Strip all stairways (street, mezzanine & platforms). Strip and remove gum from platform floors and ADA Tactiles. Pressure wash all walls, columns, and sanitary bases. Remove large graffiti and bird droppings from various areas, including elevated stations and outside areas. Clean escalators, including stainless steel, glass, and walls surrounding escalators. Clean elevators and elevator glass in high areas unreachable by routine station cleaners. Clean artwork on station. Clean atop all booths (remove all debris). Clean overhead ceilings. Clean light fixtures (not removing bulbs), lighting columns, and all piping. Clean all overhead monitors and speakers. Clean walls, signage, and CCTV Units. Remove debris from unused space. Clean the floor of the work area. Ensure the floor is properly dry by mopping or utilizing an HDC machine. *Do not spray or expose lights or electronic equipment to excessive water. * May be required to utilize boom trucks, scissor lifts, and power tools				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC1150	Station North	2200 - 0600	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Thursday				
Report On Duty In Full Uniform.	14 St-Union Sq	4 5 6	R221	2200 - 2230
PPE Check and Safety Talk.				
Depart to Assigned Location				
*Perform Deep Cleaning Duties- see below	Various	Various	Various	2230 - 0200
Lunch	Various	Various	Various	0200 - 0230
*Resume Deep Cleaning Duties	Various	Various	Various	0230 - 0515
Clean and Disinfect PPE and Equipment/Clean-Up Time.	14 St-Union Sq	4 5 6	R221	0545 - 0600
Report off duty.	14 St-Union Sq	4 5 6	R221	0600 -
Deep Cleaning - HIT Team: (duties include but are not limited to): *Prep station until the arrival of the Mobile Wash Truck (sweep stairways, scrap entire station, empty, clean and disinfect trash receptacles, remove gum from floors, remove all graffiti, stickers, and sticker residue found on all equipment and fixtures). **Strip all stairways (street, mezzanine & platforms). Strip and remove gum from platform floors and ADA Tactiles. Pressure wash all walls, columns, and sanitary bases. Remove large graffiti and bird droppings from various areas, including elevated stations and outside areas. Clean escalators, including stainless steel, glass, and walls surrounding escalators. Clean elevators and elevator glass in high areas unreachable by routine station cleaners. Clean artwork on station. Clean atop all booths (remove all debris). Clean overhead ceilings. Clean light fixtures (not removing bulbs), lighting columns, and all piping. Clean all overhead monitors and speakers. Clean walls, signage, and CCTV Units. Remove debris from unused space. Clean the floor of the work area. Ensure the floor is properly dry by mopping or utilizing an HDC machine. *Do not spray or expose lights or electronic equipment to excessive water. * May be required to utilize boom trucks, scissor lifts, and power tools				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NC1151Station North	2200 - 0600	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Thursday				
Report On Duty In Full Uniform.	14 St-Union Sq	4 5 6	R221	2200 - 2230
PPE Check and Safety Talk.				
Depart to Assigned Location				
*Perform Deep Cleaning Duties- see below	Various	Various	Various	2230 - 0200
Lunch	Various	Various	Various	0200 - 0230
*Resume Deep Cleaning Duties	Various	Various	Various	0230 - 0515
Clean and Disinfect PPE and Equipment/Clean-Up Time.	14 St-Union Sq	4 5 6	R221	0545 - 0600
Report off duty.	14 St-Union Sq	4 5 6	R221	0600 -
Deep Cleaning - HIT Team: (duties include but are not limited to): *Prep station until the arrival of the Mobile Wash Truck (sweep stairways, scrap entire station, empty, clean and disinfect trash receptacles, remove gum from floors, remove all graffiti, stickers, and sticker residue found on all equipment and fixtures). **Strip all stairways (street, mezzanine & platforms). Strip and remove gum from platform floors and ADA Tactiles. Pressure wash all walls, columns, and sanitary bases. Remove large graffiti and bird droppings from various areas, including elevated stations and outside areas. Clean escalators, including stainless steel, glass, and walls surrounding escalators. Clean elevators and elevator glass in high areas unreachable by routine station cleaners. Clean artwork on station. Clean atop all booths (remove all debris). Clean overhead ceilings. Clean light fixtures (not removing bulbs), lighting columns, and all piping. Clean all overhead monitors and speakers. Clean walls, signage, and CCTV Units. Remove debris from unused space. Clean the floor of the work area. Ensure the floor is properly dry by mopping or utilizing an HDC machine. *Do not spray or expose lights or electronic equipment to excessive water. * May be required to utilize boom trucks, scissor lifts, and power tools				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC1152	Station North	2200 - 0600	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Thursday				
Report On Duty In Full Uniform.	14 St-Union Sq	4 5 6	R221	2200 - 2230
PPE Check and Safety Talk.				
Depart to Assigned Location				
*Perform Deep Cleaning Duties- see below	Various	Various	Various	2230 - 0200
Lunch	Various	Various	Various	0200 - 0230
*Resume Deep Cleaning Duties	Various	Various	Various	0230 - 0515
Clean and Disinfect PPE and Equipment/Clean-Up Time.	14 St-Union Sq	4 5 6	R221	0545 - 0600
Report off duty.	14 St-Union Sq	4 5 6	R221	0600 -
Deep Cleaning - HIT Team: (duties include but are not limited to): *Prep station until the arrival of the Mobile Wash Truck (sweep stairways, scrap entire station, empty, clean and disinfect trash receptacles, remove gum from floors, remove all graffiti, stickers, and sticker residue found on all equipment and fixtures). **Strip all stairways (street, mezzanine & platforms). Strip and remove gum from platform floors and ADA Tactiles. Pressure wash all walls, columns, and sanitary bases. Remove large graffiti and bird droppings from various areas, including elevated stations and outside areas. Clean escalators, including stainless steel, glass, and walls surrounding escalators. Clean elevators and elevator glass in high areas unreachable by routine station cleaners. Clean artwork on station. Clean atop all booths (remove all debris). Clean overhead ceilings. Clean light fixtures (not removing bulbs), lighting columns, and all piping. Clean all overhead monitors and speakers. Clean walls, signage, and CCTV Units. Remove debris from unused space. Clean the floor of the work area. Ensure the floor is properly dry by mopping or utilizing an HDC machine. *Do not spray or expose lights or electronic equipment to excessive water. * May be required to utilize boom trucks, scissor lifts, and power tools				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC1153	Station North	2200 - 0600	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Thursday				
Report On Duty In Full Uniform.	14 St-Union Sq	4 5 6	R221	2200 - 2230
PPE Check and Safety Talk.				
Depart to Assigned Location				
*Perform Deep Cleaning Duties- see below	Various	Various	Various	2230 - 0200
Lunch	Various	Various	Various	0200 - 0230
*Resume Deep Cleaning Duties	Various	Various	Various	0230 - 0515
Clean and Disinfect PPE and Equipment/Clean-Up Time.	14 St-Union Sq	4 5 6	R221	0545 - 0600
Report off duty.	14 St-Union Sq	4 5 6	R221	0600 -
Deep Cleaning - HIT Team: (duties include but are not limited to): *Prep station until the arrival of the Mobile Wash Truck (sweep stairways, scrap entire station, empty, clean and disinfect trash receptacles, remove gum from floors, remove all graffiti, stickers, and sticker residue found on all equipment and fixtures). **Strip all stairways (street, mezzanine & platforms). Strip and remove gum from platform floors and ADA Tactiles. Pressure wash all walls, columns, and sanitary bases. Remove large graffiti and bird droppings from various areas, including elevated stations and outside areas. Clean escalators, including stainless steel, glass, and walls surrounding escalators. Clean elevators and elevator glass in high areas unreachable by routine station cleaners. Clean artwork on station. Clean atop all booths (remove all debris). Clean overhead ceilings. Clean light fixtures (not removing bulbs), lighting columns, and all piping. Clean all overhead monitors and speakers. Clean walls, signage, and CCTV Units. Remove debris from unused space. Clean the floor of the work area. Ensure the floor is properly dry by mopping or utilizing an HDC machine. *Do not spray or expose lights or electronic equipment to excessive water. * May be required to utilize boom trucks, scissor lifts, and power tools				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC1154	Station North	2200 - 0600	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Thursday				
Report On Duty In Full Uniform.	14 St-Union Sq	4 5 6	R221	2200 - 2230
PPE Check and Safety Talk.				
Depart to Assigned Location				
*Perform Deep Cleaning Duties- see below	Various	Various	Various	2230 - 0200
Lunch	Various	Various	Various	0200 - 0230
*Resume Deep Cleaning Duties	Various	Various	Various	0230 - 0515
Clean and Disinfect PPE and Equipment/Clean-Up Time.	14 St-Union Sq	4 5 6	R221	0545 - 0600
Report off duty.	14 St-Union Sq	4 5 6	R221	0600 -
Deep Cleaning - HIT Team: (duties include but are not limited to): *Prep station until the arrival of the Mobile Wash Truck (sweep stairways, scrap entire station, empty, clean and disinfect trash receptacles, remove gum from floors, remove all graffiti, stickers, and sticker residue found on all equipment and fixtures). **Strip all stairways (street, mezzanine & platforms). Strip and remove gum from platform floors and ADA Tactiles. Pressure wash all walls, columns, and sanitary bases. Remove large graffiti and bird droppings from various areas, including elevated stations and outside areas. Clean escalators, including stainless steel, glass, and walls surrounding escalators. Clean elevators and elevator glass in high areas unreachable by routine station cleaners. Clean artwork on station. Clean atop all booths (remove all debris). Clean overhead ceilings. Clean light fixtures (not removing bulbs), lighting columns, and all piping. Clean all overhead monitors and speakers. Clean walls, signage, and CCTV Units. Remove debris from unused space. Clean the floor of the work area. Ensure the floor is properly dry by mopping or utilizing an HDC machine. *Do not spray or expose lights or electronic equipment to excessive water. * May be required to utilize boom trucks, scissor lifts, and power tools				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NC1155	Station North	2200 - 0600	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Thursday				
Report On Duty In Full Uniform.	14 St-Union Sq	4 5 6	R221	2200 - 2230
PPE Check and Safety Talk.				
Depart to Assigned Location				
*Perform Deep Cleaning Duties- see below	Various	Various	Various	2230 - 0200
Lunch	Various	Various	Various	0200 - 0230
*Resume Deep Cleaning Duties	Various	Various	Various	0230 - 0515
Clean and Disinfect PPE and Equipment/Clean-Up Time.	14 St-Union Sq	4 5 6	R221	0545 - 0600
Report off duty.	14 St-Union Sq	4 5 6	R221	0600 -
Deep Cleaning - HIT Team: (duties include but are not limited to): *Prep station until the arrival of the Mobile Wash Truck (sweep stairways, scrap entire station, empty, clean and disinfect trash receptacles, remove gum from floors, remove all graffiti, stickers, and sticker residue found on all equipment and fixtures). **Strip all stairways (street, mezzanine & platforms). Strip and remove gum from platform floors and ADA Tactiles. Pressure wash all walls, columns, and sanitary bases. Remove large graffiti and bird droppings from various areas, including elevated stations and outside areas. Clean escalators, including stainless steel, glass, and walls surrounding escalators. Clean elevators and elevator glass in high areas unreachable by routine station cleaners. Clean artwork on station. Clean atop all booths (remove all debris). Clean overhead ceilings. Clean light fixtures (not removing bulbs), lighting columns, and all piping. Clean all overhead monitors and speakers. Clean walls, signage, and CCTV Units. Remove debris from unused space. Clean the floor of the work area. Ensure the floor is properly dry by mopping or utilizing an HDC machine. *Do not spray or expose lights or electronic equipment to excessive water. * May be required to utilize boom trucks, scissor lifts, and power tools				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC001	Station North	2300 - 0700	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform *Scrubber Machine Duties- see below *Note- If machines are out of service listed General Duties will be performed. Scrubber Machine Duties [Upper Mezzanine] (see below)	191 St	1	R185	2300 - 0030
Scrubber Machine Duties [S/B Platform] (see below)	191 St	1	R185	0030 - 0230
Lunch	191 St	1	R185	0230 - 0300
*Scrubber Machine Duties [N/B Platform] (see below)	191 St	1	R185	0300 - 0500
*Major Duty-See below	191 St	1	R185	0500 - 0600
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains from floors. Empty trash receptacles.	191 St	1	R185	0600 - 0700
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Scrap Entire Station. Dust mop and remove gum from floors. Prepare scrubber machine and machine clean (N/B floors 2300-0200) (S/B floors 0230-0530) Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **General Duties-If Scrubber Machines are out of service- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Major Duty- Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.	191 St	1	R185	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC002	Station North	2300 - 0700	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform *Scrubber Machine Duties- see below Note- If machines are out of service listed General Duties will be performed *Scrubber Machine Duties [N/B Mezzanine] (see below)	137 St City College	1	R176	2300 - 2400
*Scrubber Machine Duties [N/B Platform] (see below)	137 St City College	1	R176	2400 - 0200
Lunch	137 St City College	1	R176	0200 - 0230
*Scrubber Machine Duties [S/B Mezzanine] (see below)	137 St City College	1	R176	0230 - 0330
*Scrubber Machine Duties [S/B Platform] (see below)	137 St City College	1	R176	0330 - 0530
*Major Duty-See below	137 St City College	1	R176	0530 - 0600
*Inspect station for unsanitary conditions and correct. Re-scrap station including underpass. Remove all spills and stains from floors.	137 St City College	1	R176	0600 - 0700
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean (N/B Mezzanine and N/B Platform 2300-0200) (S/B Mezzanine and S/B Platform) 0230-0530 Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. **General Duties-If Scrubber Machines are out of service Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty Major Duty- Employee Toilets Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.	137 St City College	1	R176	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC003	Station North	2300 - 0700	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform *Scrubber Machine Duties- see below Note- If machines are out of service listed General Duties will be performed *Scrubber Machine Duties [N/B Mezzanine] (see below)	Cathedral Pkwy 110 St	1	R172	2300 - 2400
*Scrubber Machine Duties [N/B Platform] (see below)	Cathedral Pkwy 110 St	1	R172	2400 - 0200
Lunch	Cathedral Pkwy 110 St	1	R172	0200 - 0230
*Scrubber Machine Duties [S/B Mezzanine] (see below)	Cathedral Pkwy 110 St	1	R172	0230 - 0330
*Scrubber Machine Duties [S/B Mezzanine] (see below)	Cathedral Pkwy 110 St	1	R172	0330 - 0530
*Major Duty-See below	Cathedral Pkwy 110 St	1	R172	0530 - 0600
*Inspect station for unsanitary conditions and correct. Re-scrap station including underpass. Remove all spills and stains from floors.	Cathedral Pkwy 110 St	1	R172	0600 - 0700
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean (N/B Mezzanine and N/B Platform 2300-0200) (S/B Mezzanine and S/B Platform 0230-0530) Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. **General Duties-If Scrubber Machines are out of service Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty- Employee Toilets Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed	Cathedral Pkwy 110 St	1	R172	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC004	Station North	2300 - 0700	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Scrubber Machine Duties- see below * Note- If machines are out of service listed General Duties will be performed *Scrubber Machine Duties [N/B Mezzanine] (see below)	103 St	1	R170	2300 - 2400
*Scrubber Machine Duties [N/B Platform] (see below)	103 St	1	R170	2400 - 0200
Lunch	103 St	1	R170	0200 - 0230
*Scrubber Machine Duties [S/B Mezzanine] (see below)	103 St	1	R170	0230 - 0330
*Scrubber Machine Duties [S/B Platform] (see below)	103 St	1	R170	0330 - 0530
*Major Duty-See below	103 St	1	R170	0530 - 0600
*Inspect station for unsanitary conditions and correct. Re-scrap station including underpass. Remove all spills and stains from floors.	103 St	1	R170	0600 - 0700
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean (N/B Mezzanine and N/B Platform 2300-0200) (S/B Mezzanine and S/B Platform) 0230-0530 Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. **General Duties-If Scrubber Machines are out of service Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty Major Duty- Employee Toilets Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.	103 St	1	R170	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC005	Station North	2300 - 0700	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Scrubber Machine Duties- see below Note- If machines are out of service listed General Duties will be performed *Scrubber Machine Duties [R168A Mezzanine] (see below)	96 St	1 2 3	R169	2300 - 0030
*Scrubber Machine Duties [R168A Mezzanine] (see below)	96 St	1 2 3	R169	0030 - 0300
Lunch	96 St	1 2 3	R169	0300 - 0330
*Elevator Duty – See below	96 St	1 2 3	R169	0330 - 0400
*Inspect station for unsanitary conditions and correct. Re-scrap station including underpass. Remove all spills and stains from floors. Empty and disinfect trash receptacles	96 St	1 2 3	R169	0400 - 0630
*Major Duty-See below	96 St	1 2 3	R169	0630 - 0700
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Scrap Dust mop and remove gum from floors. Prepare scrubber machine and machine clean (R168A Mezzanine and S/B Platform 2300-0300) Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. **General Duties-If Scrubber Machines are out of service- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Elevator Duties- 96 St. Clean and polish (elevator 145). Remove gum, sweep, mop, and disinfect elevator floors, wipe down interior and exterior panels/edges on all levels, (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove debris from elevator door sills. Clean and wipe down the safety edge with dry rag from top to bottom. **Major Duty- Employee Toilet in Supervisors Office Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.	96 St	1 2 3	R169	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC005A	Station North	2300 - 0700	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	96 St	1 2 3	R169	2300 - 0030
*Scrubber Machine Duties [R169 Mezzanine]				
Note- If machines are out of service listed General Duties will be performed				
*Scrubber Machine Duties [N/B Platform]	96 St	1 2 3	R169	0030 - 0300
Lunch	96 St	1 2 3	R169	0300 - 0330
*Elevator Duty- see below	96 St	1 2 3	R169	0330 - 0400
*Inspect station for unsanitary conditions and correct. Re-scrap station including underpass. Remove all spills and stains from floors. Empty and disinfect trash receptacles.	96 St	1 2 3	R169	0430 - 0630
*Major Duty- see below	96 St	1 2 3	R169	0630 - 0700
Report Off Duty.	96 St	1 2 3	R169	0700 -
*Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Scrap Dust mop and remove gum from floors. Prepare scrubber machine and machine clean (R169 Mezzanine and N/B Platform 2300-0300) Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. *****Elevator Duties - Clean and polish EL145. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Major Duty- Employee Toilet in Supervisors Office Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. **General Duties-If Scrubber Machines are out of service- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC006	Station North	2300 - 0700	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform *Scrubber Machine Duties- see below Note- If machines are out of service listed General Duties will be performed *Scrubber Machine Duties [N/B Mezzanine] (see below)	72 St	1 2 3	R161B	2300 - 2400
*Scrubber Machine Duties [N/B Platform] (see below)	72 St	1 2 3	R161B	2400 - 0200
Lunch	72 St	1 2 3	R161B	0200 - 0230
*Scrubber Machine Duties [S/B Mezzanine] (see below)	72 St	1 2 3	R161B	0230 - 0330
*Scrubber Machine Duties [S/B Platform] (see below)	72 St	1 2 3	R161B	0330 - 0530
*Elevator Duty – See below	72 St	1 2 3	R161B	0530 - 0600
*Major Duty-See below	72 St	1 2 3	R161B	0600 - 0630
*Inspect station for unsanitary conditions and correct. Re-scrap station including underpass. Remove all spills and stains from floors.	72 St	1 2 3	R161B	0630 - 0700
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean (N/B Mezzanine and N/B Platform 2300-0200) (S/B Mezzanine and S/B Platform 0230-0530) Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. **General Duties-If Scrubber Machines are out of service- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Elevator Duties- 72 St Clean and polish (elevator 239 and 240). Remove gum, sweep, mop, and disinfect elevator floors, wipe down interior and exterior panels/edges on all levels, (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove debris from elevator door sills. Clean and wipe down the safety edge with dry rag from top to bottom. Major Duty- Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.	72 St	1 2 3	R161B	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NHDC007	2300 - 0700	2751

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform *Scrubber Machine Duties- see below *Note- If machines are out of service listed General Duties will be performed *Scrubber Machine Duties [N/B Mezzanine] (see below)	66 St Lincoln Center	1	R160	2300 - 2400
*Scrubber Machine Duties [N/B Platform] (see below)	66 St Lincoln Center	1	R160	2400 - 0200
Lunch	66 St Lincoln Center	1	R160	0200 - 0230
*Scrubber Machine Duties [S/B Mezzanine] (see below)	66 St Lincoln Center	1	R160	0230 - 0330
*Scrubber Machine Duties [S/B Platform] (see below)	66 St Lincoln Center	1	R160	0330 - 0530
*Elevator Duty – See below	66 St Lincoln Center	1	R160	0530 - 0600
*Major Duty-See below	66 St Lincoln Center	1	R160	0600 - 0630
*Inspect station for unsanitary conditions and correct. Re-scrap station including underpass. Remove all spills and stains from floors.	66 St Lincoln Center	1	R160	0630 - 0700
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean (N/B Mezzanine and N/B Platform 2300-0200) (S/B Mezzanine and S/B Platform 0230-0530) Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. **General Duties-If Scrubber Machines are out of service- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Elevator Duties- 66 St. Lincoln Center Clean and polish (elevator 237 and 238). Remove gum, sweep, mop, and disinfect elevator floors, wipe down interior and exterior panels/edges on all levels, (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove debris from elevator door sills. Clean and wipe down the safety edge with dry rag from top to bottom. **Major Duty- Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.	66 St Lincoln Center	1	R160	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC008	Station North	2200 - 0600	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Scrubber Machine & General Duties Duties – Southbound platform and Control areas including Ramp and transfer Between SB & NB platform.	59 St Columbus Circle	1	R158	2200 - 0100
Lunch	59 St Columbus Circle	A B C D	N051	0100 - 0130
*Scrubber Machine & General Duties Duties – Northbound platform and Control areas including Ramp.	59 St Columbus Circle	1	R158	0130 - 0330
Elevator Duties - EL277, EL278, EL279 & EL280	59 St Columbus Circle	1	N051	0330 - 0445
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors.	59 St Columbus Circle	1	R158	0445 - 0600
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean Northbound and Southbound platforms including ramp and transfer areas, unpaid/paid mezzanine and control areas. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **General Duties- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Duties - Check & correct any unsanitary conditions found Clean and polish EL277, EL278, EL279 & EL280. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. "	59 St Columbus Circle	A B C D	N051	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC009	Station North	2200 - 0600	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	50 St	1	R155	2200 - 2400
*General Duties				
Scrubber Machine Duties	50 St	1	R155	2400 - 0200
Lunch	50 St	1	R155	0200 - 0230
Bathroom Duties	50 St	1	R155	0230 - 0315
*General Duties	50 St	1	R155	0315 - 0500
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors.	50 St	1	R155	0500 - 0600
Report Off Duty.	50 St	1	R155	0600 -
*Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean Northbound, Southbound platform including unpaid/paid mezzanines. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. Bathroom Duties - Clean Men/Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC010	Station North	2200 - 0600	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform. *Scrubber Machine Duties- see below Note- If Scrubber Machines are out of service, listed General Duties will be performed. *Scrubber Machine Clean [Mezzanine- R151] - see below	Times Sq-42 St	1 2 3	R151	2200 - 2400
*Scrubber Machine Duties [Platform SB] - see below	Times Sq-42 St	1 2 3	R151	2400 - 0130
Lunch	Times Sq-42 St	1 2 3	R151	0130 - 0200
**Scrubber Machine Duties [Platform NB] - see below	Times Sq-42 St	1 2 3	R151	0200 - 0330
*Scrubber Machine Clean [Mezzanine- R143] - see below	Times Sq-42 St	1 2 3	R151	0330 - 0500
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors.	Times Sq-42 St	1 2 3	R151	0500 - 0600
Report off duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean [state areas to be cleaned]. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” **General Duties-If machines are out of service- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.	Times Sq-42 St	1 2 3	R151	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC011	Station North	2200 - 0600	2757

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

"Report on Duty in Full Uniform. *Scrubber Machine Duties- see below Note- If Scrubber Machines are out of service listed General Duties will be performed" "Perform duties on N, Q, R lines *Scrubber Machine Clean Eclipse(mixing bowl] - see below"	Times Sq-42 St	N Q R	R151	2200 - 2330
"Perform duties on N, Q, R lines *Scrubber Machine Duties [Platform SB] - see below"	Times Sq-42 St	1 2 3	R151	2330 - 0100
"Perform duties on N, Q, R lines **Scrubber Machine Duties [Platform NB] - see below"	Times Sq-42 St	N Q R	R151	0100 - 0230
Lunch	Times Sq-42 St	1 2 3	R151	0230 - 0300
"Perform duties on N, Q, R lines **Scrubber Machine Duties [40th BWY control area A021] - see below"	Times Sq-42 St	N Q R	R151	0300 - 0430
"Perform duties on N, Q, R lines *Scrubber Machine Clean [Mezzanine- 41/Bwy - see below"	Times Sq-42 St	N Q R	R151	0430 - 0530
"Perform duties on N, Q, R lines *Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors"	Times Sq-42 St	N Q R	R151	0530 - 0600
"Report off duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean [state areas to be cleaned]. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” **General Duties-If machines are out of service- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings."	Times Sq-42 St	1 2 3	R151	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC012	Station North	2200 - 0600	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform. Perform duties on '7' Line, Upper & Lower Mezz *Scrubber Machine Duties- see below Note- If Scrubber Machines are out of service listed General Duties will be performed.	Times Sq-42 St	1 2 3	R151	2200 -
*Scrubber Machine Clean [Mezzanine- Lower] - see below	Times Sq-42 St	7	R145	2200 - 2400
*Scrubber Machine Duties [Island Platform] - see below	Times Sq-42 St	7	R145	2400 - 0200
Lunch	Times Sq-42 St	1 2 3	R151	0200 - 0230
*Scrubber Machine Clean [Mezzanine- Upper] - see below	Times Sq-42 St	7	R145	0230 - 0430
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors.	Times Sq-42 St	7	R145	0430 - 0600
Report off duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean [state areas to be cleaned]. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” **General Duties-If machines are out of service- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.	Times Sq-42 St	1 2 3	R151	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC013	Station North	2300 - 0700	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform. *Scrubber Machine Duties- see below	34 St Penn Station	1 2 3	R138	2300 - 0100
*Scrubber Machine Clean [Mezzanine R138] - see below				
*Scrubber Machine Duties [Island Platform] - see below	34 St Penn Station	1 2 3	R138	0100 - 0300
Lunch	34 St Penn Station	1 2 3	R138	0300 - 0330
*Clean and disinfect R135 Control and underpass.	34 St Penn Station	1 2 3	R138	0330 - 0430
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors.	34 St Penn Station	1 2 3	R138	0430 - 0600
Clean and disinfect R135 Control and underpass.	34 St Penn Station	1 2 3	R138	0600 - 0700
Report off duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean [Mezzanine R138 & Island Express Platform]. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” **General Duties-If machines are out of service - Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.	34 St Penn Station	1 2 3	R138	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC014	Station North	2300 - 0700	2757

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report on Duty in Full Uniform. *Scrubber Machine Duties- see below Note- If Scrubber Machines are out of service, listed General Duties will be performed. *Scrubber Machine Clean SB Platform] - see below	34 St Penn Station	1 2 3	R138	2300 - 0130
*Scrubber Machine Duties [NB Platform] - see below	34 St Penn Station	1 2 3	R138	0130 - 0400
Lunch	34 St Penn Station	1 2 3	R138	0400 - 0430
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors.	34 St Penn Station	1 2 3	R138	0430 - 0700
Report off duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean [Platforms R142 & R141]. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” **General Duties-If machines are out of service - Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.	34 St Penn Station	1 2 3	R138	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC015	Station North	2200 - 0600	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Christopher St Sheridan Sq	1	R125	2200 - 2330
Scrap Entire Station. Sweep All Stairways And Outside Areas. Empty, Clean And Disinfect All Trash Receptacles Clean And Disinfect Employee's Toilet And Facility Room. Clean Booth Windows, MVMs, Mems, Turnstiles and MetroCard Readers.				
Sun/Tue/Thu: Dust Mop And Remove Gum From Northbound Tile Floors. Prepare Scrubber Machine And Machine Clean Northbound Floors. Wet Mop All Areas Inaccessible To Machine. Secure And Clean Scrubber Machine. Put On Charge. Clean Scrubber Room.	Christopher St Sheridan Sq	1	R125	2330 - 0100
Mon/Wed/Fri: Dust Mop And Remove Gum From Southbound Tile Floors. Prepare Scrubber Machine And Machine Clean Southbound Floors. Wet Mop All Areas Inaccessible To Machine. Secure And Clean Scrubber Machine. Put On Charge. Clean Scrubber Room.				
Sat: Clean And Disinfect Refuse Rooms .				
Clean Booth Windows, MVMs, Mems, Heets, Turnstiles, Metrocard Readers, All Glass And Metal Surfaces.	Christopher St Sheridan Sq	1	R125	0100 - 0130
Lunch	Christopher St Sheridan Sq	1	R125	0130 - 0200
Scrap Entire Station. Sweep All Stairways And Outside Areas. Empty, Clean And Disinfect All Trash Receptacles. Clean And Disinfect Employees Toilet And Facility Room . Disinfect All Urine Areas. Major Duty: 0300-0330 WED: Scrubber Rooms- Clean, tidy, Organize and restock	18 St	1	R129	0210 - 0340
Sun/Tue/Thu: Dust Mop And Remove Gum From Northbound Tile Floors. Prepare Scrubber Machine And Machine Clean Southbound Floors. Wet Mop All Areas Inaccessible To Machine. Secure And Clean Scrubber Machine. Put On Charge. Clean Scrubber Room. Mon/Wed/Fri: Dust Mop And Remove Gum From Southbound Tile Floors. Prepare Scrubber Machine And Machine Clean Northbound Floors. Wet Mop All Areas Inaccessible To Machine. Secure And Clean Scrubber Machine. Put On Charge. Clean Scrubber Room. Sat: Clean And Disinfect Refuse Rooms .	18 St	1	R129	0340 - 0510
Re-Scrap The Entire Station.	Christopher St Sheridan Sq	1	R125	0520 - 0600
Report Off Duty	Christopher St Sheridan Sq	1	R125	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC0151A	Station North	2300 - 0700	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform *Scrubber Machine Duties-Northbound Platform & All Street, Passageway & Mezzanine Stairways. Major Duty Floors Nightly If Machine is Out of Service, Listed General Duties Will Be Performed "	Rector St	1	R103	2300 - 0300
Lunch	Rector St	1	R103	0300 - 0330
*Scrubber Machine Duties-Southbound Platform, Mezzanines	Rector St	1	R103	0330 - 0500
*General Duties	Rector St	1	R103	0500 - 0650
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean platforms end-to-end where applicable, Including Passageways. Wet mop all areas inaccessible to the scrubber machine including stairway landings/steps & Threads. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. Clean scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. *General Duties: Dust Mop & Remove Gum from Floors. Mop Entire Platform, Passageways and Mezzanine Floors. Mop All Stairway Landings & Threads. Deck Brush and Disinfect Gutters, Sanitary Bases and Platform Ends. Spot Clean ADA Tactile as Required. Empty, Disinfect and Clean Chrome Tops on All Trash Receptacles & Polish. Disinfect All Urine Areas. Clean Interior of Trash Receptacle Base and Remove Stains on Floor at Base of Trash Receptacles. Clean All Ledges and Benches. Remove Graffiti, Stickers, And Sticker/Glue Residue. Sanitize All Touch Points. Clean And Disinfect Refuse Rooms/Refuse Canister Housings. Clean and Disinfect Employee Restroom/EFR. Clean & Mop Booth R103. Platforms/Mezzanines/Stairways: Clean/Wipe-down tiled walls to remove dust, stains, and residue.	Rector St	6	R103	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC016	Station North	2200 - 0600	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform. *Scrubber Machine Duties- see below Note- If Scrubber Machines are out of service listed, General Duties will be performed. *Scrubber Machine Clean [Mezzanine SB- - see below	Houston St	1	R123	2200 - 2400
*Scrubber Machine Duties [Platform SB] - see below	Houston St	1	R123	2400 - 0200
Lunch	Houston St	1	R123	0200 - 0230
**Scrubber Machine Duties [Platform NB] - see below	Houston St	1	R123	0230 - 0430
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors.	Houston St	1	R123	0430 - 0600
Report off duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean [Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” **General Duties-If machines are out of service- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.	Houston St	1	R123	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NHDC017	2200 - 0600	2757

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform. *Scrubber Machine Duties- see below Note- If Scrubber Machines are out of service listed, General Duties will be performed. *Scrubber Machine Clean [SB Platform] - see below	Franklin St	1	R117	2200 - 2400
*Scrubber Machine Duties [NB Platform] - see below	Franklin St	1	R117	2400 - 0200
Lunch	Franklin St	1	R117	0200 - 0230
*Scrubber Machine Clean [NB-Platform] - see below	Canal St	1	R119	0240 - 0410
*Scrubber Machine Duties- SB Platform- see below	Canal St	1	R119	0410 - 0540
Report off duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean [Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” **General Duties-If machines are out of service- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.	Franklin St	1	R117	0550 - 0600

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NHDC018	2300 - 0700	2765

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform. Perform Duties At Whitehall St "R" Line *Scrubber Machine Duties-Island Platform Major Duty Floors Nightly If Machine is Out of Service, Listed General Duties Will Be Performed	South Ferry	1	R101	2300 - 0125
Major Duties (See below)	South Ferry	R	R101	0125 - 0300
Lunch	South Ferry	R	R101	0300 - 0330
*Scrubber Machine Duties- Entrances & Mezzanines Major Duty Floors Nightly	South Ferry	R	R101	0330 - 0530
General Duties- see below	South Ferry	R	R101	0530 - 0700
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean the island platform end-to-end where applicable, including passageways and mezzanines. Wet mop all areas inaccessible to the scrubber machine including stairway landings, mezzanines & Threads. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners will perform all listed duties herein, including general duties. Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize touch points. Clean, bucket wash and disinfect refuse rooms & refuse housings. Clean and organize scrubber rooms. Bucket wash stairway landings and remove gum from threads. Remove stains, footprints and dust from walls. *General Duties- Nightly Dust Mop & Remove Gum From Floors. Mop Entire Platform, Passageways And Mezzanine Floors. Mop All Stairway Landings & Threads. Deck Brush And Disinfect Gutters, Sanitary Bases And Platform Ends. Spot Clean ADA Tactile As Required. Empty, Disinfect And Clean Chrome Tops On All Trash Receptacles. Disinfect All Urine Areas. Clean Interior of Trash Receptacle Base And Remove Stains on Floor at Base of Trash Receptacles. Clean All Ledges And Benches. Remove Graffiti, Stickers, And Sticker/Glue Residue. Sanitize All Touch Points. Clean And Disinfect Refuse Rooms/Refuse Canister Housings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Mop platorms to remove stains, drag marks & footprints. Clean ADA Tactile to remove gum, stains, drag marks & spills. Clean and polish all trash receptacles top to bottom.	South Ferry	1	R101	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC019	Station North	2300 - 0700	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform *Escalator Duties - see below	Gun Hill Rd	2 5	R331	2300 - 2400
*General Duties- see below	Gun Hill Rd	2 5	R331	2400 - 0100
*Scrubber Machine Duties- see below	Gun Hill Rd	2 5	R331	0100 - 0330
Lunch	Gun Hill Rd	2 5	R331	0330 - 0400
*Elevator Duties- see below	Gun Hill Rd	2 5	R331	0400 - 0500
*Major Duty Cleaning - see below	Gun Hill Rd	2 5	R331	0500 - 0600
*General Duties- see below	Gun Hill Rd	2 5	R331	0600 - 0700
Report off duty *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Clean bus loop at rear of station, wheelchair ramp, and three feet around headhouse. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platforms, mezzanines, passageways, and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean mezzanine. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. *Elevator Duties - Clean and polish ELE 182 &183. Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom. *Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean Es 104 and Es 105. Remove gum and damp mop upper and lower landings. Clean and polish exterior and interior of Escalator panels. Clean adjacent tile walls. Remove all accessible graffiti, stickers, and sticker/glue residue from handrails and overhead Annunciators. *Major Duty Cleaning- Sun: Refuse Housing- Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Mon: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Bronx bound platform. Tue: Clean passageway and sweep stairways (from mezz level to platform level) in consolidated facility area. Clean Supervisor's office. Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Wed: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Manhattan bound platform. Thu: Refuse Housing- Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Fri: Pick up cleaning supplies from East 180 Street. Deliver and store supplies in chemical and paper supply rooms at Gun Hill Road. Sat: Stairways- Bucket wash all platform stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers.	Gun Hill Rd	2 5	R331	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC020	Station North	2200 - 0600	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	3 Av-149 St	2 5	R310	2200 - 2300
*Scrubber Machine Duties [Manhattan Bound Mezzanine]				
*Scrubber Machine Duties [Manhattan Bound Platform]	3 Av-149 St	2 5	R310	2300 - 0145
Lunch	3 Av-149 St	2 5	R310	0145 - 0215
*Scrubber Machine Duties [Bronx Bound Mezzanine]	3 Av-149 St	2 5	R310	0215 - 0315
*Scrubber Machine Duties [Bronx Bound Platform]	3 Av-149 St	2 5	R310	0315 - 0600
Report off duty	3 Av-149 St	2 5	R310	0600 -
*Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean mezzanine. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. *General Duties-In lieu machines are out if service- Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and disinfect El 129 and El 130. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NHDC021	2200 - 0600	2755

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform	125 St	2 3	R304	2200 - 2300
*Scrubber Machine Duties [Manhattan Bound Mezzanine]				
*Scrubber Machine Duties [Manhattan Bound Platform]	125 St	2 3	R304	2300 - 0145
Lunch	125 St	2 3	R304	0145 - 0215
*Scrubber Machine Duties [Bronx Bound Mezzanine]	125 St	2 3	R304	0215 - 0315
*Scrubber Machine Duties [Bronx Bound Mezzanine]	125 St	2 3	R304	0315 - 0600
Report Off Duty	125 St	2 3	R304	0600 -
Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean mezzanine. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. *If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine."				
**General Duties-In lieu machines are out if service- Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and disinfect El 180 and El 181. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty."				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NHDC022	2300 - 0700	2765

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform. *Scrubber Machine Duties-Island Platform Major Duty Floors Nightly If Machine is Out of Service, Listed General Duties Will Be Performed.	Park Place	2 3	R115	2300 - 0130
*Escalator Duties-see below	Park Place	2 3	R115	0130 - 0230
Lunch	Park Place	2 3	R115	0230 - 0300
*Scrubber Machine Duties- R115 Paid/Unpaid Mezzanines & South-end Stairways and Landings Major Duty Floors Nightly *Escalator Duties-see below (0300-0400) Major Duties-see below (0400-0430)	Park Place	2 3	R115	0300 - 0500
*Major Duty & Back Mezzanine & Stairways	Park Place	2 3	R115	0500 - 0700
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean the island platform end-to-end where applicable, including Passageways. Wet mop all areas inaccessible to the scrubber machine including stairway landings & Threads. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners will perform general duties. Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings & Threads. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize touch points. Clean and disinfect refuse rooms/refuse housings. Wet Mop all stairway landings, threads, passageways/underpass, tunnels, mezzanines & corridors. *General Duties-If Scrubber Machines are out of service. Dust Mop & Remove Gum from Floors. Mop Entire Platform and Mezzanine Floors. Mop All Stairway Landings & Threads. Deck Brush and Disinfect Gutters, Sanitary Bases and Platform Ends. Spot Clean ADA Tactile as Required. Empty, Disinfect and Clean Chrome Tops on All Trash Receptacles. Disinfect All Urine Areas. Clean Interior of Trash Receptacle Base and Remove Stains on Floor at Base of Trash Receptacles. Clean All Ledges and Benches. Remove Graffiti, Stickers, And Sticker/Glue Residue. Sanitize All Touch Points. Clean And Disinfect Refuse Rooms/Refuse Canister Housings Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.	Park Place	2 3	R115	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC023	Station North	2300 - 0700	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Note: In the absence of coverage for NB and/or Mezzanine Job'(s), perform all listed duties in the N/B platform and/or the Mezzanine, including S/B platform. In lieu machines are out of service listed General Duties will be performed *Scrubber Machine Duties - see below (NB platform- Including stairways leading to mezzanine)	125 St	4 5 6	R258	2300 -
Lunch	125 St	4 5 6	R258	2300 - 0300
*Major Duties- see below (NB platform- Including stairways leading to mezzanine)	125 St	4 5 6	R258	0300 - 0330
*Major Duties- see below (NB platform- Including stairways leading to mezzanine)	125 St	4 5 6	R258	0330 - 0500
*Major Duties- see below (NB platform- Including stairways leading to mezzanine)	125 St	4 5 6	R258	0500 - 0700
Report off duty. *Scrubber Machine Duties-Daily: Complete pre-checklist. Prep work area: Scrap, Sweep, Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings Leading to Upper-Mezzanine. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings Remove stains, footprints & scruff marks on tile walls. Clean parabolic mirrors. Clean and polish interior/exterior elevator surface/panels. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **General Duties-If Scrubber Machines are out of service: Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways (NB Platform stairways leading to Mezzanine). Mop entire platform and mezzanine floors. Mop all stairway landings leading to upper-mezzanine and street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. Major Duties-Nightly: RTO Facility/Tower: Clean, mop and disinfect Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Elevators: Clean, mop & deodorize cabs. Clean and polish surfaces/panels with glass cleaner/Windex. Re-Inspect entire station to address cleanliness conditions towards the end of the tour & or before going off-duty	125 St	4 5 6	R258	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NHDC024	2300 - 0700	2756

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report on Duty in Full Uniform. Note: In the absence of coverage for NB and/or Mezzanine Job'(s), perform all listed duties in the N/B platform and/or the Mezzanine, including S/B platform. * If machines are out of service listed General Duties will be performed	125 St	4 5 6	R258	2300 -
*Scrubber Machine Duties - see below (SB Platform- Including stairways leading to NB platform)	125 St	4 5 6	R258	2300 - 0300
Lunch	125 St	4 5 6	R258	0300 - 0330
*Major Duties- see below (SB Platform- Including stairways leading to NB platform)	125 St	4 5 6	R258	0330 - 0500
*Major Duties- see below (SB Platform- Including stairways leading to NB platform)	125 St	4 5 6	R258	0500 - 0700
Report off duty. *Scrubber Machine Duties-Daily: Complete pre-checklist. Prep work area: Scrap, Sweep, Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings Leading to Upper-Mezzanine. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings Remove stains, footprints & scruff marks on tile walls. Clean parabolic mirrors. Clean and polish interior/exterior elevator surface/panels. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **General Duties-If Scrubber Machines are out of service: Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways (SB Platform stairways leading to Upper platform). Mop entire platform and mezzanine floors. Mop all stairway landings leading to upper mezzanine and street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. Major Duties-Nightly: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Elevators: Clean, mop & deodorize cabs. Clean and polish surfaces/panels with glass cleaner/Windex. Re-Inspect entire station to address cleanliness conditions towards the end of the tour & or before going off-duty RTO Facility/Tower SB Platform: Clean, mop and disinfect.	125 St	4 5 6	R258	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC0249A	Station North	2300 - 0700	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	Fulton St	2 3	N098	2300 - 0030
Note: In the absence of coverage for Job NHDC Job A-Line, perform all listed duties on the 2-Line & A-Line				
*Scrubber Machine Duties (E-Passageway 2 To J Line, Including stairways)				
If Machine is Out of Service, Listed General Duties Will Be Performed"				
Major Duties- see below (E-Passageway 2 To J Line, Including stairways)	Fulton St	2 3	N098	0030 - 0130
Lunch	Fulton St	2 3	N098	0130 - 0200
*Scrubber Machine Duties (W-Passageway A To 4 Line & Underpass)	Fulton St	A	N095	0200 - 0330
*Major Duties-see below				
Major Duties- see below (W-Passageway A To 4 Line & Underpass, Including stairways)	Fulton St	A	N095	0330 - 0500
General Duties-see below	Fulton St	2 3	N098	0500 - 0700
Report Off Duty	Fulton St	2 3	N098	0700 -
Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean the island platform end-to-end where applicable, including passageways and mezzanines. Wet mop all areas inaccessible to the scrubber machine including stairway landings, mezzanines & Threads. Remove squeegee, then Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. *If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners will perform all listed duties herein, including general duties. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Scrap all mezzanines, control areas, platforms, underpass, and passageways.				
Stairways: Leading to A Island Platform & To the 2/J Line. Bucket Wash/Deck Wash all Stairways, Including Steps/Threads/Copings. Clean stairway overheads, including tiles.				
Mop & Disinfect 135 William ST Entrance. Clean/Scrap 3ft around all street stairways/entrances including at Fulton ST & William ST. Wipe down & disinfect all stairway handrails. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Cleaning- Daily: Clean & Wipe down glass tiled wall in both passageways to remove dust, stains, residue, stickers and graffiti. Clean Backlit panels on walls, including elevator cabs. Clean/Wipe Down all chrome support beams. Bucket Wash underpass and deodorize. Deck Wash passageway stairway niche. Bucket Wash/organize and disinfect passageway scrubber rooms.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.
Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NHDC024A Station North	2300 - 0700	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	125 St	4 5 6	R258	2300 -
*Scrubber Machine Duties - see below	125 St	4 5 6	R258	2300 - 0300
Lunch	125 St	4 5 6	R258	0300 - 0330
*Major Duties- see below	125 St	4 5 6	R258	0330 - 0500
*Major Duties- see below	125 St	4 5 6	R258	0500 - 0700
Report Off Duty. *Scrubber Machine Duties-Daily: Inspect station for unsanitary conditions and correct. Sweep all stairs (mezzanine to street). Complete pre-checklist. Prep work area: Scrap, Sweep, Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings Leading to street. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings Remove stains, footprints & scruff marks on tile walls. Clean parabolic mirrors. Clean and polish interior/exterior elevator surface/panels. **If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. *** If station CTA job is not covered, HDC Cleaners must perform general duties. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. ***General Duties-If Scrubber Machines are out of service: Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings Remove stains, footprints & scruff marks on tile walls. Clean parabolic mirrors. Clean and polish interior/exterior elevator surface/panels. Major Duties-Nightly: Elevators: Clean, mop & deodorize cabs. Clean and polish surfaces/panels with glass cleaner/Windex. Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Back Mezz -Behind F. Office. Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Re-Inspect entire station to address cleanliness conditions towards the end of the tour & or before going off-duty.	125 St	6	R258	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC025	Station North	2300 - 0700	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Note: In the absence of coverage for NB platform, perform all listed duties on the NB platform, including SB platform. *	86 St	4 5 6	R250	2300 -
If machines are out of service listed General Duties will be performed				
*Scrubber Machine Duties - see below (SB Platform)	86 St	4 5 6	R250	2300 - 0300
Lunch	86 St	4 5 6	R250	0300 - 0330
*Major Duties- see below (SB Platform)	86 St	4 5 6	R250	0330 - 0500
**General Duties- see below (SB Platform)	86 St	4 5 6	R250	0500 - 0700
Report Off Duty *Scrubber Machine Duties -Nightly: Complete pre-checklist. Prep work area: Scrap, Sweep, Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings Leading to Upper Platform/Mezzanine/Street. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings Remove stains, footprints & scruff marks on tile walls. Clean parabolic mirrors. Clean and polish interior/exterior elevator surface/panels. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **General Duties-If Scrubber Machines are out of service: Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways (SB Platform stairways leading to Upper platform). Mop entire platform and mezzanine floors. Mop all stairway landings leading to upper mezzanine and street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. Major Duties - Nightly: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Elevators: Clean, mop & deodorize cabs. Clean and polish surfaces/panels with glass cleaner/Windex Re-Inspect entire station to address cleanliness conditions towards the end of the tour & or before going off-duty.	86 St	4 5 6	R250	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC026	Station North	2300 - 0700	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. * Scrubber Machine Duties - see below *Scrubber Machine Duties * - Mezzanine	59 St	4 5 6	R244	2300 - 0030
Scrubber Machine Duties - Northbound Upper Level including Underpass	59 St	4 5 6	R244	0030 - 0230
Lunch	59 St	4 5 6	R244	0230 - 0300
Scrubber Machine Duties - North Bound Lower Level	59 St	4 5 6	R244	0300 - 0530
Clean Scrubber Machine and Tidy Scrubber Room.	59 St	4 5 6	R244	0530 - 0600
** Perform General Duties** see below	59 St	4 5 6	R244	0600 - 0700
Report Off Duty. *Scrubber Machine Duties -Nightly: Complete pre-checklist. Prep work area: Scrap, Sweep, Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. ***** If station CTA job is not covered, HDC Cleaners must perform general duties***** **General Duties - If machines are out of service- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”	59 St	4 5 6	R244	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC027	Station North	2200 - 0600	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. * Scrubber Machine Duties - see below *Scrubber Machine Duties * - Northbound Side of Mezzanine Paid/Unpaid	Grand Central 42 St	4 5 6	R238	2200 - 0030
Scrubber Machine Duties - Northbound Platform	Grand Central 42 St	4 5 6	R238	0030 - 0200
Lunch	Grand Central 42 St	4 5 6	R238	0200 - 0230
*Prep Floor and Mop * Lexington Avenue Passageway and S/W Landings	Grand Central 42 St	4 5 6	R238	0230 - 0400
Clean Scrubber Machine and Tidy Scrubber Room (NB Plat & Mezz)	Grand Central 42 St	4 5 6	R238	0400 - 0500
Perform General Duties	Grand Central 42 St	4 5 6	R238	0500 - 0600
Report off duty. *Scrubber Machine Duties -Nightly: Complete pre-checklist. Prep work area: Scrap, Sweep, Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties**** **General Duties - If machines are out of service- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”	Grand Central 42 St	4 5 6	R238	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NHDC0272A Station North	2300 - 0700	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	Canal St	Q	A043	2300 - 0100
PERFORM DUTIES AT CANAL ST "Q" LINE				
*Scrubber Machine Duties-Northbound Platform				
*Stairways S6, S7, & S12A/B/C				
*Scrubber Machine Duties- Southbound Platform Stairways S8 & S9	Canal St	Q	A043	0100 - 0230
Lunch	Canal St	Q	A043	0230 - 0300
General Duties-see below Northbound & Southbound Platforms	Canal St	R W	A043	0310 - 0600
*General Duties-see below Ramp That Leads to N/Q Line Up to Mosaic Tile Wall	Canal St	R W	A043	0610 - 0700
Report Off Duty.	Canal St	R W	A043	0700 -
Scrubber Machine & General Duties-Daily Complete pre-checklist. Prep work area: Scrap & Sweep platform. Empty, Clean, Disinfect, Polish all trash receptacles. Dust mop and remove gum from floors. Prepare scrubber machine and machine clean both platforms end-to-end where applicable. Wet mop all areas inaccessible to the scrubber machine including stairway landings, threads, Passageways & Mezzanine. Bucket Wash, With a Deck brush remove Stains/Dust underneath stairways & Benches, including stairway threads, landings, risers & copings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. Clean & Bucket Wash Refuse housings/rooms. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. **General Duties: Mop All Stairway Landing, Threadss & Remove stains from Risers/Steps. Mop passageways, corridors & Platforms. Wipe down tiled walls to remove dust/stains. Deck Brush And Disinfect Gutters, Sanitary Bases And Platform Ends. Spot Clean ADA Tactile As Required. Empty, Disinfect And Clean Chrome Tops On All Trash Receptacles. Disinfect All Urine Areas. Clean Interior of Trash Receptacle Base And Remove Stains on Floor at Base of Trash Receptacles. Clean All Ledges And Benches. Remove Graffiti, Stickers, And Sticker/Glue Residue. Sanitize All Touch Points. Deck brush and disinfect gutters, sanitary bases and platform ends. Clean And Disinfect Refuse Rooms/Refuse Canister Housings. Wipe down & remove graffiti from housings. Clean and organize scrubber rooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC028	Station North	2200 - 0600	2762

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform. * - Southbound Side of Mezzanine Paid/Unpaid	Grand Central 42 St	4 5 6	R238	2200 -
*Scrubber Machine Duties- see below *Scrubber Machine Duties * - Southbound Side of Mezzanine Paid/Unpaid	Grand Central 42 St	4 5 6	R238	2200 - 0030
Lunch	Grand Central 42 St	4 5 6	R238	0030 - 0100
Scrubber Machine Duties - Southbound Platform	Grand Central 42 St	4 5 6	R238	0100 - 0230
Scrubber Machine Duties - R240 Overpass	Grand Central 42 St	4 5 6	R238	0230 - 0400
Clean Scrubber Machine and Tidy Scrubber Room (SB Plat & Mezz)	Grand Central 42 St	4 5 6	R238	0400 - 0500
** Perform General Duties** see below	Grand Central 42 St	4 5 6	R238	0500 - 0600
Report off duty. *Scrubber Machine Duties -Nightly: Complete pre-checklist. Prep work area: Scrap, Sweep, Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. ***** If station CTA job is not covered, HDC Cleaners must perform general duties***** **General Duties - If machines are out of service- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”	Grand Central 42 St	4 5 6	R238	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC029	Station North	2200 - 0600	2762

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform. * Scrubber Machine Duties - see below	Grand Central 42 St	4 5 6	R238	2200 -
*Prep Floor and Mop * - Mezzanine Control Area R241A and Escalator 203 & 204 Landing Mezzanine Area	Grand Central 42 St	7	R238	2200 - 2400
Lunch	Grand Central 42 St	7	R238	2400 - 0030
*Prep Floor and Mop * Underpass / Ramp Leading to 7 / Escalator 205 & 206 Landing	Grand Central 42 St	7	R238	0030 - 0130
Scrubber Machine Duties - Island Platform	Grand Central 42 St	7	R238	0130 - 0330
*Prep Floor and Mop * Escalator 207, 210 Landing	Grand Central 42 St	7	R238	0330 - 0430
Clean Scrubber Machine and Tidy Scrubber Room (Platform & 3rd Ave Exit).	Grand Central 42 St	7	R238	0430 - 0515
**Performed General Duties - 7 line Ramp leading to platform & 3rd Ave Exit & SW cleaning - *See Below	Grand Central 42 St	7	R238	0515 - 0600
Report off duty. *Scrubber Machine Duties -Nightly: Complete pre-checklist. Prep work area: Scrap, Sweep, Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties**** **General Duties - If machines are out of service- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.	Grand Central 42 St	4 5 6	R238	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC030	Station North	2300 - 0700	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Scrubber Machine Duties-Island Platform All Stairway Landings, & 135 William Street Mezzanine Tile Floor and R114 Street Mezzanine Tile Floor. Major Duty Floors Nightly If Machine is Out of Service, Listed General Duties Will Be Performed.	Fulton St	2 3	N098	2300 - 0300
Lunch	Fulton St	2 3	N098	0300 - 0330
*Scrubber Machine Duties-N098 Paid Mezzanine & Passageway Floor. Control Areas N098, R113, R113A, R113B. Overpass Adjacent to SWs NS30, NS31, & NS36. Major Duty Floors Nightly	Fulton St	2 3	N098	0330 - 0600
Sweep & Remove Stains And Drag Marks From Stairway NS-28 & NS-29				
*Scrubber Machine Duties-Island Platform Stair backs & Unmanned Paid/Unpaid Mezzanines. Spot Mop ADA Tactile.	Fulton St	2 3	N098	0600 - 0700
Report off duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean the island platform end-to-end where applicable, including passageways. Wet mop all areas inaccessible to the scrubber machine including stairway landings & Threads. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners will perform general duties. Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings & Threads. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize touch points. Clean and disinfect refuse rooms/refuse housings. Wet Mop all stairway landings, threads, passageways/underpass, tunnels, mezzanines & corridors. *General Duties-If Scrubber Machines are out of service. Dust Mop & Remove Gum From Floors. Mop Entire Platform, Passageways And Mezzanine Floors. Mop All Stairway Landings & Threads. Deck Brush And Disinfect Gutters, Sanitary Bases And Platform Ends. Spot Clean ADA Tactile As Required. Empty, Disinfect And Clean Chrome Tops On All Trash Receptacles. Disinfect All Urine Areas. Clean Interior of Trash Receptacle Base And Remove Stains on Floor at Base of Trash Receptacles. Clean All Ledges And Benches. Remove Graffiti, Stickers, And Sticker/Glue Residue. Sanitize All Touch Points. Clean And Disinfect Refuse Rooms/Refuse Canister Housings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.	Fulton St	2 3	N098	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC031	Station North	2200 - 0600	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform. * Scrubber Machine Duties - see below. *Prep Floor -Scrap, Sweep, Mop & Utilize Scrubber Machine -Mezzanine Control Area (unpaid) R221 , 14th St 4th Ave NW exit, & A035 Including NB & SB Passageway leads to 15 St Exit.	14 St-Union Sq	4 5 6	R221	2200 - 2400
*Utilize Scrubber Machine- SB (4) Platform	14 St-Union Sq	4 5 6	R221	2400 - 0145
Lunch	14 St-Union Sq	4 5 6	R221	0145 - 0215
*Scrubber Machine NB (4) Platform	14 St-Union Sq	4 5 6	R221	0215 - 0400
Clean Scrubber Machine and Room	14 St-Union Sq	4 5 6	R221	0400 - 0500
*Major Duties * Room Cleaning/ Organizing Restocking supply room	14 St-Union Sq	4 5 6	R221	0500 - 0600
*Scrubber Machine Duties -Nightly: Complete pre-checklist. Prep work area: Scrap, Sweep, Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings Leading to Lower Platform/Upper Platform/Mezzanine/Street. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **General Duties - Nightly: If machines are out of service General Duties will be performed. Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways (NB Platform stairways leading to Upper / Lower platform). Mop entire platform and mezzanine floors. Mop all stairway landings leading to upper mezzanine an street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duties - Nightly: Sun, Tues, Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Mon, Wed, Sat: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Note: Task subject to change and/or chance Spot clean ADA Tactile as needed. Deck brush & disinfect all gutters/sanitary bases/platform ends as needed throughout the station Wipe down all HPI Units, CAI, HEETS and MVM/MEM & Remove Dust. Clean all AFC equipment including turnstile heads and validators throughout the station.	14 St-Union Sq	4 5 6	R221	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NHDC032	2200 - 0600	2762

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform. * Scrubber Machine Duties - see below *Paid & Unpaid Mezzanine- A037 including passageway, Lower Mezzanine landing by RTO facility & NB and SB passageway lead to N,Q,R platforms -Scrap, Sweep, Mop- Perform General Duties- See Below	14 St-Union Sq	N Q R W	A034	2200 - 2400
*Scrubber Machine - (L) Island Platform	14 St-Union Sq	L	A034	2400 - 0200
Lunch	14 St-Union Sq	N Q R	A034	0200 - 0230
*Scrubber Machine - (L) Island Platform	14 St-Union Sq	L	A034	0230 - 0400
Clean Scrubber Machine and Perform Major Duties- See Below	14 St-Union Sq	L	A034	0400 - 0500
*Paid & Unpaid Mezzanine- A037 including passageway, Lower Mezzanine landing by RTO facility & NB and SB passageway lead to N,Q,R platforms -Scrap, Sweep, Mop	14 St-Union Sq	L	A034	0500 - 0600
Report Off Duty. *Scrubber Machine Duties -Nightly: Complete pre-checklist. Prep work area: Scrap, Sweep, Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings Leading to Lower Platform/Upper Platform/Mezzanine/Street. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **General Duties - Nightly: If machines are out of service- Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways (NB Platform stairways leading to Upper / Lower platform). Mop entire platform and mezzanine floors. Mop all stairway landings leading to upper-mezzanine an street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” Major Duties - Nightly: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. ***Elevator Duties- EL218 -Clean and polish elevators. Remove gum. Sweep, mop, and disinfect elevator floors. Wipe down interior and exterior panels/ ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom. **Escalator Duties- ESC 219 : Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean [Escalator]. Remove gum and damp mop upper and lower landings. Clean and polish exterior and interior of Escalator panels. Clean adjacent tile walls. Remove graffiti, stickers, and sticker/glue residue.	14 St-Union Sq	N Q R W	A034	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC033	Station North	2200 - 0600	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. * Scrubber Machine Duties - see below	14 St-Union Sq	N Q R W	A034	2200 - 2330
*Unpaid Mezzanine-Scrap, Sweep, Mop (including A034 & E 16 St Control Areas)- Perform General Duties- See Below				
*Scrubber Machine NB (N,Q,R) Platform	14 St-Union Sq	N Q R W	A034	2330 - 0130
Lunch	14 St-Union Sq	N Q R W	A034	0130 - 0200
*Scrubber Machine SB (N,Q,R) Platform	14 St-Union Sq	N Q R W	A034	0200 - 0400
Clean Scrubber Machine and Perform Major Duties- See Below (Room Cleaning)	14 St-Union Sq	N Q R W	A034	0400 - 0500
*Performed General Duties - See Below	14 St-Union Sq	N Q R W	A034	0500 - 0600
Report Off Duty. *Scrubber Machine Duties -Nightly: Complete pre-checklist. Prep work area: Scrap, Sweep, Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings Leading to Lower Platform/Upper Platform/Mezzanine/Street. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **General Duties - Nightly: If machines are out of service- Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways (NB Platform stairways leading to Upper / Lower platform). Mop entire platform and mezzanine floors. Mop all stairway landings leading to upper-mezzanine an street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” Major Duties - Nightly: ***Elevator Duties-EL219, 220-Clean and Polish, Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom. Sun/Tue/Thurs: <div>Scrubber Room- Deck</div> wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Mon/Wed/Fri: <div>Refuse</div> Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. <div>N</div> Task subject to change and/or chance. Spot clean ADA Tactile as needed. Deck brush & disinfect all gutters/sanitary bases/platform ends as needed throughout the station Wipe down all HPI Units, CAI, HEETS and MVM/MEM & Remove Dust. Clean all AFC equipment including turnstile heads and validators throughout the station.	14 St-Union Sq	N Q R W	A034	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC034	Station North	2300 - 0700	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. * Scrubber Machine Duties - see below	Brooklyn Bridge City Hall	4 5 6	R210	2300 - 2400
*Mezzanine Control Area R210A - MCU (Part time Paid & Unpaid) Scrap, Sweep, Mop- Perform General Duties				
*NB (4) platform - Utilize Scrubber Machine	Brooklyn Bridge City Hall	4 5 6	R210	2400 - 0130
Lunch.	Brooklyn Bridge City Hall	4 5 6	R210	0130 - 0200
*SB (4) platform - Utilize Scrubber Machine	Brooklyn Bridge City Hall	4 5 6	R210	0200 - 0430
*Clean Scrubber Machine and Tidy Scrubber Room**	Brooklyn Bridge City Hall	4 5 6	R210	0430 - 0500
Perform General Duties see below	Brooklyn Bridge City Hall	4 5 6	R210	0500 - 0700
Report Off Duty. *Scrubber Machine Duties -Nightly: Complete pre-checklist. Prep work area: Scrap, Sweep, Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings Leading to Lower Platform/Upper Platform/Mezzanine/Street. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **General Duties - If machines are out of service- Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways (NB Platform stairways leading to Upper / Lower platform). Mop entire platform and mezzanine floors. Mop all stairway landings leading to upper-mezzanine an street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” Major Duties - Nightly: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Task subject to change and/or chance. Spot clean ADA Tactile as needed Deck brush & disinfect all gutters/sanitary bases/platform ends as needed throughout the station. Wipe down all HPI Units, CAI, HEETS and MVM/MEM & Remove Dust. Clean all AFC equipment including turnstile heads and validators throughout the station.	Brooklyn Bridge City Hall	4 5 6	R210	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC035	Station North	2300 - 0700	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Scrubber Machine Duties-Northbound Platform Wet Mop All Areas Inaccessible to Machine Major Duty Floors Nightly If Machine is Out of Service, Listed General Duties Will Be Performed.	Wall St	4 5	R203	2300 - 0030
*Scrubber Machine Duties- Southbound Platform Wet Mop All Areas Inaccessible to Machine.	Wall St	4 5	R203	0030 - 0230
Lunch	Wall St	4 5	R203	0230 - 0300
*Scrubber Machine Duties-R203 Paid/Unpaid Mezzanine. Wet Mop All Areas Inaccessible to Machine. Major Duty Floors Nightly.	Wall St	4 5	R203	0300 - 0500
*Scrubber Machine Duties-NE and SE Underpass & Passageway to Equitable Building/Chase Manhattan Spot Mop ADA Tactile	Wall St	4 5	R203	0500 - 0700
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean the island platform end-to-end where applicable. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners will perform general duties. Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize touch points. Clean and disinfect refuse rooms/refuse housings. Wet Mop: stairway & landings, including threads, passageways/underpass, tunnels, mezzanines & corridors. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.	Wall St	4 5	R203	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC036	Station North	2300 - 0700	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Thursday				
Report On Duty In Full Uniform. *Scrubber Machine Duties-Southbound Platform and R202K Mezzanine, Sweep All Street & Mezzanine Stairways. Major Duty Floors Nightly. If Machine is Out of Service, Listed General Duties Will Be Performed.	Bowling Green	4 5	R200A	2300 - 0200
Lunch	Bowling Green	4 5	R200A	0200 - 0230
*Scrubber Machine Duties- Northbound Platform. Machine Clean Terrazzo & Quarry Tile Floors in R201 Mezzanine. Major Duty Floors Nightly	Bowling Green	4 5	R200A	0230 - 0600
*Scrubber Machine Duties-Wash R202K Landmark Mezzanine & Stairways of South-end of Southbound Platform.	Bowling Green	4 5	R200A	0600 - 0700
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean the island platform end-to-end where applicable, including Passageways. Wet mop all areas inaccessible to the scrubber machine including stairway landings & Threads. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners will perform general duties. Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize touch points. Clean and disinfect refuse rooms/refuse housings. Wet Mop: stairway & landings, including threads, passageways/underpass, tunnels, mezzanines & corridors. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.	Bowling Green	4 5	R200A	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC037	Station North	2200 - 0600	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Thursday				
Report On Duty In Full Uniform. In the absence of coverage for NHDC036 Job, perform all listed duties in the entire station *Scrubber Machine Duties-Northbound Platform, R200AK Mezzanine. R201 Mezzanine & Northbound Mezzanine Area. Major Duty Floors Nightly. If Machine is Out of Service, Listed General Duties Will Be Performed.	Bowling Green	4 5	R200A	2200 - 2400
Lunch	Bowling Green	4 5	R200A	2400 - 0030
*Scrubber Machine Duties- Southbound Platform. Machine Clean Terrazzo & Quarry Tile Floors in R201 Mezzanine. Major Duty Floors Nightly	Bowling Green	4 5	R200A	0030 - 0400
*Scrubber Machine Duties-R201 Top Mezzanine Area & Stairways, Paid & Unpaid Mezzanines (Lower & Upper)	Bowling Green	4 5	R200A	0400 - 0500
Major Duties- see below	Bowling Green	4 5	R200A	0500 - 0600
Report Off Duty. In the absence of coverage of Escalator/ Elevator Job, Perform Escalator Duties- ESC-339, 340, 341, & 342. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean the island platform end-to-end where applicable, Including Passageways. Wet mop all areas inaccessible to the scrubber machine including stairway landings & Threads. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners will perform general duties. Major Duty-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize touch points. Clean and disinfect refuse rooms/refuse housings. Wet Mop: stairway & landings, including threads/steps, mezzanines & corridors. Platform: Clean Overhead Slot Ceilings to remove dust/stains. Clean tiled walls to remove stains and dust. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *General Duties-If Scrubber Machines Out of Service Dust Mop & Remove Gum from Floors. Mop Entire Platform, Passageways and Mezzanine Floors. Mop All Stairway Landings & Threads. Deck Brush and Disinfect Gutters, Sanitary Bases and Platform Ends. Spot Clean ADA Tactile as Required. Empty, Disinfect and Clean Chrome Tops on All Trash Receptacles. Disinfect All Urine Areas. Clean Interior of Trash Receptacle Base and Remove Stains on Floor at Base of Trash Receptacles. Clean All Ledges and Benches. Remove Graffiti, Stickers, And Sticker/Glue Residue. Sanitize All Touch Points. Clean And Disinfect Refuse Rooms/Refuse Canister Housings.	Bowling Green	4 5	R200A	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC0383A	Station North	2300 - 0700	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	110 St	6	R254	2300 -
NOTE: In the absence of coverage for Non-HDC job, perform all listed duties, including General Duties at all stations.				
*Scrubber Machine Duties - see below	110 St	6	R254	2300 - 0300
Lunch	110 St	6	R254	0300 - 0330
*Scrubber Machine Duties - see below	110 St	6	R254	0330 - 0530
Major Duties - see below	110 St	6	R254	0530 - 0700
Report off duty.	110 St	6	R254	0700 -
*Scrubber Machine Duties -Nightly: Complete pre-checklist. Prep work area: Scrap, Sweep, Dust mop and remove gum from floors. Prepare scrubber machine and machine clean all platforms, including mezzanines. Wet mop all areas inaccessible to the scrubber machine including stairway landings Leading to Upper Platform/Mezzanine/Street. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. NOTE: * In lieu machines are out of service mop all platforms and perform all listed Duties. **General Duties-If Scrubber Machines are out of service: Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways (SB Platform stairways leading to Upper platform). Mop entire platform and mezzanine floors. Mop all stairway landings leading to upper mezzanine an street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. Major Duties – Nightly: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Refuse Room/Housings- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Platforms/Mezzanines: Remove all unsanitary conditions, remove stains, drag marks, spills and scruff marks on floors and tile walls. Deck brush & disinfect all gutters/sanitary bases/platform ends as needed throughout the station Wipe down all digital panels, HPI Units, CAI, HEETS and MVM/MEM & Remove Dust. Clean all AFC equipment including turnstile heads and validators throughout the station Re-Inspect entire station to address cleanliness conditions towards the end of the tour & or before going off-duty. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC040	Station North	2300 - 0700	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	96 St	6	R251	2300 -
NOTE: In the absence of coverage for Non-HDC job, perform all listed duties, including General Duties at both stations.				
*Scrubber Machine Duties - see below	96 St	6	R251	2300 - 0300
Lunch	96 St	6	R251	0300 - 0330
*Scrubber Machine Duties - see below	96 St	6	R251	0340 - 0530
Major Duties - see below	96 St	6	R251	0540 - 0700
Report off duty. *Scrubber Machine Duties -Nightly: Complete pre-checklist. Prep work area: Scrap, Sweep, Dust mop and remove gum from floors. Prepare scrubber machine and machine clean all platforms, including mezzanines. Wet mop all areas inaccessible to the scrubber machine including stairway landings Leading to Upper Platform/Mezzanine/Street. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. NOTE: * In lieu machines are out of service mop all platforms and perform all listed Duties. **General Duties-If Scrubber Machines are out of service: Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways (SB Platform stairways leading to Upper platform). Mop entire platform and mezzanine floors. Mop all stairway landings leading to upper mezzanine and street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. Major Duties – Nightly: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Refuse Room/Housings- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Platforms/Mezzanines: Remove all unsanitary conditions, remove stains, drag marks, spills & scruff-marks on floors & tile walls. Re-Inspect entire station to address cleanliness conditions towards the end of the tour & or before going off-duty. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.	96 St	6	R251	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NHDC041	2300 - 0700	2763

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform. * Major Cleaning Duties- see below * Bathroom duties Note- If Scrubber Machines are out of service listed General Duties will be performed	51 St	6	R242	2300 - 0230
LUNCH	51 St	6	R242	0230 - 0300
*General Duties-see below *Bathroom Duties- see below	51 St	6	R242	0300 - 0400
*Scrubber Machine Duties [Platform] *Scrubber Machine Clean [Mezzanine]	51 St	6	R242	0400 - 0600
*General Duties-see below Inspect station for unsanitary conditions and correct Re-scrap station. Remove all spills and stains on floors.	51 St	6	R242	0600 - 0700
Report Off Duty. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep Stairways, Scrap R242, R242AK, R243 Mezzanines And Underpass. Scrap N/B And S/B Platforms. Disinfect All Urine Areas. Empty All Trash Receptacles. Clean R242 Employee's Toilet And Facility Room. Restock Tissue, Towels And Soap. Remove Paper And Debris In Magnets Of Emergency Gates. Sweep all stairs (platform, mezzanine, and street). Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” **Scrubber Machine Duties-Daily Major Cleaning:(2400-0130) Sun: Deck brush /bucket wash all gutters, bases, platform ends throughout station. Tue: Bucket wash white ceramic tiles in underpass to E Line Wed: Clean And Polish Stainless Steel Railings At Stairways P1, Over Es 252, Columns At R242Ak, Stairway P2. Thu: Clean And Organize Scrubber Rooms N/B And S/B. Fri: R242Ak - Mop Entire Quarry Tile Floor In Mezzanine - Include Stairways. Sat: Bucket Wash White Ceramic Tile Walls Located In Underpass To "E" Line. Remove All Graffiti And Stickers Overhead Major Cleaning:(0300-0600) Sun/Tue/Thu:Dust Mop And Remove Gum From Tile Floor Southbound Platform, R242 Mezzanine And Underpass. Machine Clean Southbound Platform, R242 Mezzanine And Underpass. Wet Mop Areas Inaccessible To Machine. Secure And Clean Machine After Use, Put On Charge. Clean Scrubber Rooms. Mon/Wed/Fri:Dust Mop And Remove Gum From Tile Floor Southbound Platform And R243 Mezzanine. Machine Clean Southbound Platform, R242 Mezzanine And Underpass. Wet Mop Areas Inaccessible To Machine. Secure And Clean Machine After Use, Put On Charge. Clean Scrubber Rooms. Sat:Wet Mop Street Stairways R242 And R243 Mezzanine. Wet Mop Any Stains. Remove All Gum From N/B And S/B Underpass Quarry Tile Floors. **Bathroom duties: Employee/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.	51 St	6	R242	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC042	Station North	2300 - 0700	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. * Scrubber Machine Duties - see below *Perform General Duties*	33 St	6	R231	2300 - 2330
Scrubber Machine Duties - Northbound Platform & Mezzanine	33 St	6	R231	2330 - 0130
Lunch	33 St	6	R231	0130 - 0200
*Scrubber Machine Duties * - Southbound Platform and Mezzanine	33 St	6	R231	0200 - 0400
Clean Scrubber Machine and Tidy Scrubber Room.	33 St	6	R231	0400 - 0430
Perform General Duties	33 St	6	R231	0430 - 0700
Report Off Duty. *Scrubber Machine Duties -Nightly: Complete pre-checklist. Prep work area: Scrap, Sweep, Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties**** **General Duties - If machines are out of service- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”	33 St	6	R231	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC043	Station North	2200 - 0600	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform *Scrubber Machine Duties- see below Note- If machines are out of service listed General Duties will be performed- see below	Delancey St Essex St	J M Z	A061	2200 -
*Scrubber Machine Clean A061 Unpaid Mezzanine *Scrubber Machine Clean N/B Platform	Delancey St Essex St	J M Z	A061	2200 - 2400
*Scrubber Machine Clean S/B Platform	Delancey St Essex St	J M Z	A061	2400 - 0200
*Scrubber Machine Clean/Mop N525 paid and unpaid mezzanine	Delancey St Essex St	J M Z	A061	0200 - 0300
Lunch	Delancey St Essex St	J M Z	A061	0300 - 0330
**RTO Facilities Duties- see below	Delancey St Essex St	J M Z	A061	0330 - 0430
***Major Duty Cleaning- see below	Delancey St Essex St	J M Z	A061	0430 - 0530
Inspect station for unsanitary conditions and correct. Remove all spills and stains on floors	Delancey St Essex St	J M Z	A061	0530 - 0600
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. *Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. **If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. ***If station CTA job is not covered, HDC Cleaners must perform general duties *General Duties- If machines are out of service Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. ***RTO Facilities Duties Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men restrooms. Wipe down all surfaces including Quench machines, tables and seats and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES. *Major Duty Cleaning Sun: S/B ""R"" Platform Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Mon: N/B ""R"" Platform Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Tue: A025 Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Path Passageway Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Thu: S/B ""R"" Platform Stairways- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls Fri: N/B ""R"" Platform Stairways- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls Sat: N506 Paid Mezzanine Slop Sink Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies.	Delancey St Essex St	J M Z	A061	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NHDC044	2300 - 0700	2765

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform. *Scrubber Machine Duties-Northbound Platform & All Street, Passageway & Mezzanine Stairways. Major Duty Floors Nightly. If Machine is Out of Service, Listed General Duties Will Be Performed.	Canal St	6	A046	2300 - 0300
Lunch	Canal St	6	A046	0300 - 0330
*Scrubber Machine Duties-Southbound Platform, R214/R214A Mezzanines And S/B Tile Floor. Major Duty Floors Nightly.	Canal St	6	A046	0330 - 0600
*Scrubber Machine Duties-N/B & S/B Stairway Entrances.	Canal St	6	A046	0600 - 0700
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean the island platform end-to-end where applicable, Including Passageways. Wet mop all areas inaccessible to the scrubber machine including stairway landings & Threads. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners will perform general duties. Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings & Threads. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize touch points. Clean and disinfect refuse rooms/refuse housings. Wet Mop: stairway & landings, including threads, passageways/underpass, tunnels, mezzanines & corridors. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.. *General Duties-If Scrubber Machines are Out of Service. Dust Mop & Remove Gum From Floors. Mop Entire Platform, Passageways And Mezzanine Floors. Mop All Stairway Landings & Threads. Deck Brush And Disinfect Gutters, Sanitary Bases And Platform Ends. Spot Clean ADA Tactile As Required. Empty, Disinfect And Clean Chrome Tops On All Trash Receptacles. Disinfect All Urine Areas. Clean Interior of Trash Receptacle Base And Remove Stains on Floor at Base of Trash Receptacles. Clean All Ledges And Benches. Remove Graffiti, Stickers, And Sticker/Glue Residue. Sanitize All Touch Points. Clean And Disinfect Refuse Rooms/Refuse Canister Housings.	Canal St	6	A046	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC045	Station North	2200 - 0600	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	5 Av	7	R501	2200 -
Scrubber Machine Duties- see below Note- If machines are out of service listed General Duties will be performed- see below				
*Scrubber Machine Clean R501 Unpaid and Paid Mezzanine, Passageway up until IRT S/W's P7A/B.	5 Av	7	R501	2200 - 0100
*Scrubber Machine Clean Island Platform	5 Av	7	R501	0100 - 0300
Lunch	5 Av	7	R501	0300 - 0330
**Major Duty Cleaning- see below	5 Av	7	R501	0330 - 0430
Inspect entire station for unsanitary conditions and correct. Remove all spills and stains on floors	5 Av	7	R501	0430 - 0600
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. *Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. **If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. ***If station CTA job is not covered, HDC Cleaners must perform general duties. *General Duties- If machines are out of service Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Cleaning Sun: Island Platform Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Mon: R501 Mezzanine Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Tue: R501 Mezzanine/Street Stairways- Clean/Wash S/Ws S1A/B, M1A/B, M2A/B. Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Wed: Island Platform Stairways- Clean/Wash S/Ws P3A/B, P2A/B. Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Thu: Island Platform Stairways- Clean/Wash S/Ws P4A/B, P5A/B. Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Including dust build up on adjacent tile wall ledge. Fri: Island Platform Stairways- Clean/Wash S/Ws P6A/B, P7A/B. Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Including dust build up on adjacent tile wall ledge. Sat: R500 Mezzanine/Street Stairways- Clean/Wash S/Ws M3A/B, S2, S3. Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls.	5 Av	7	R501	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC046	Station North	2300 - 0700	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Scrubber Machine Duties- see below *Note- If machines are out of service listed General Duties will be performed Scrubber Machine Duties [Front Upper Mezzanine] (see below)	Inwood 207 St	A	N002A	2300 - 0030
Scrubber Machine Duties [Rear Upper Mezzanine] (see below)	Inwood 207 St	A	N002A	0030 - 0230
Lunch	Inwood 207 St	A	N002A	0230 - 0300
*Scrubber Machine Duties [Island Platform] (see below)	Inwood 207 St	A	N002A	0300 - 0500
*Major Duty-See below	Inwood 207 St	A	N002A	0500 - 0600
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains from floors. Empty trash receptacles.	Inwood 207 St	A	N002A	0600 - 0700
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Scrap Entire Station. Dust mop and remove gum from floors. Prepare scrubber machine and machine clean (Front Mezz. 2300-0200) (Rear Mezz. 0230-0530) Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. Deodorize entire Station upon arrival & departing Station you are assigned to clean during your tour of duty. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. **General Duties-If Scrubber Machines are out of service- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Major Duty- Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.	Inwood 207 St	A	N002A	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NHDC047	2200 - 0600	2754

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform	125 St	A B C D	N026	2200 - 2400
*Scrubber Machine Duties- see below				
Note- If Scrubber Machines are out of service listed General Duties will be performed				
*Scrubber Machine Clean [Mezzanine] - see below				
*Scrubber Machine Duties [N/B Platform] - see below	125 St	A B C D	N026	2400 - 0200
Lunch	125 St	A B C D	N026	0230 - 0300
**Scrubber Machine Duties [S/B Platform] - see below	125 St	A B C D	N026	0300 - 0500
*Scrubber Machine Clean [Mezzanine] - see below	125 St	A B C D	N026	0500 - 0530
*Inspect station for unsanitary conditions and correct Re-scrap station. Remove all spills and stains on floors	125 St	A B C D	N026	0530 - 0600
Report Off Duty	125 St	A B C D	N026	0600 -
*Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean [state areas to be cleaned]. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. **General Duties-If Scrubber Machines are out of service- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC048	Station North	2200 - 0600	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Scrubber Machine Duties- see below Note- If machines are out of service listed General Duties will be performed. *Scrubber Machine Duties – Southbound platform	59 St Columbus Circle	A B C D	N051	2200 - 0100
*Scrubber Machine Duties – N049 Mezzanine including landing to Police District.	59 St Columbus Circle	A B C D	N051	0100 - 0200
Lunch	59 St Columbus Circle	A B C D	N051	0200 - 0230
*Scrubber Machine Duties – Northbound platform Control areas including Ramp.	59 St Columbus Circle	A B C D	N051	0230 - 0400
*Scrubber Machine Duties – N051 Mezzanine including passageway to 57th St.	59 St Columbus Circle	A B C D	N051	0400 - 0500
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors.	59 St Columbus Circle	A B C D	N051	0500 - 0600
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean Northbound and Southbound platforms including ramp, control areas and unpaid/paid mezzanine. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **General Duties-If Scrubber Machines are out of service- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.	59 St Columbus Circle	A B C D	N051	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NHDC049	2200 - 0600	2761

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform	59 St Columbus Circle	A B C D	N051	2200 - 2400
N-49 Mezzanine And S/B Platform. Sweep All Stairways. Scrap Mezzanine And Platform Areas. Disinfect All Urine Areas. Empty, Disinfect, Clean And Polish All Trash Receptacles. Clean Exterior Of Booth Windows. Clean And Disinfect Employee'S Toilet And Facility Room. Dust All Ledges. Clean And Polish All Mvm’S, Mem’S, Heet’S, Turnstiles And All Chrome On Station. Remove All Gum, Stains, Spills And Drag Marks On Floor Areas.				
N-49 Mezzanine Area Including Landing Leading To Police District. Dust Mop And Remove All Gum From Tile Floor Areas Scheduled To Be Machine Cleaned. Prepare Scrubber Machine And Machine Clean Scheduled Areas. Wet Mop Areas Inaccessible To Machine Including Stairways And Landing. Clean Scrubber Machine And Scrubber Room. Put Machine On Charge.	59 St Columbus Circle	A B C D	N051	2400 - 0200
Lunch	59 St Columbus Circle	A B C D	N051	0200 - 0230
Southbound Platform Dust Mop And Remove All Gum From Tile Floor Areas Scheduled To Be Machine Cleaned. Prepare Scrubber Machine And Machine Clean Scheduled Areas. Wet Mop Areas Inaccessible To Machine Including Stairways And Landing. Clean Scrubber Machine And Scrubber Room. Put Machine On Charge	59 St Columbus Circle	A B C D	N051	0230 - 0430
Clean Refuse Room On Southbound Platform	59 St Columbus Circle	A B C D	N051	0430 - 0500
Re-Scrap Entire Station. Sweep All Street And Mezzanine Stairways. Disinfect All Urine Areas. Empty And Clean All Trash Receptacles.	59 St Columbus Circle	A B C D	N051	0500 - 0600
Report Off Duty.	59 St Columbus Circle	A B C D	N051	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NHDC050	2200 - 0600	2761

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform. Southbound Platforms Including Ramp **General & Scrubber Machine Duties	42 St/Port Authority Bus Terminal	A C E	N062A	2200 - 0200
Lunch	42 St/Port Authority Bus Terminal	A C E	N062A	0200 - 0230
Resume General & Scrubber Machine Duties Southbound Platform Including Ramp	42 St/Port Authority Bus Terminal	A C E	N062A	0230 - 0430
Re-Scrap Entire Southbound platform. Disinfect All Urine Areas. Empty, Disinfect, Clean And Polish All Trash Receptacles. Clean Refuse Room. Clean And Polish All Chrome On Platform Including Ramp. Clean Map And Columns Frames	42 St/Port Authority Bus Terminal	A C E	N062A	0430 - 0600
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean SB Platforms. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. **General Duties Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.	42 St/Port Authority Bus Terminal	A C E	N062A	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NHDC051 Station North	2200 - 0600	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform. Northbound Platform Including Ramp **General & Scrubber Machine Duties	42 St/Port Authority Bus Terminal	A C E	N062A	2200 - 0200
Lunch	42 St/Port Authority Bus Terminal	A C E	N062A	0200 - 0230
Resume General & Scrubber Machine Duties N/B Platform Including Ramp	42 St/Port Authority Bus Terminal	A C E	N062A	0230 - 0430
Re-Scrap Entire Northbound platform. Disinfect All Urine Areas. Empty, Disinfect, Clean And Polish All Trash Receptacles. Clean Refuse Room. Clean And Polish All Chrome On Platform Including Ramp. Clean Map And Columns Frames	42 St/Port Authority Bus Terminal	A C E	N062A	0430 - 0600
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean Northbound platforms including each ramp. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. **General Duties Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.	42 St/Port Authority Bus Terminal	A C E	N062A	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC052	Station North	2200 - 0600	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform -	42 St/Port Authority Bus Terminal	A C E	N062A	2200 - 2400
Middle Mezzanine: 40 St To N062A (Including Ramps To The Port Authority) **General & Scrubber Machine Duties "				
"Middle Mezzanine: N062A To 44 St Mezzanine Including N-60 Mezzanine Areas **General & Scrubber Machine Duties "	42 St/Port Authority Bus Terminal	A C E	N062A	2400 - 0200
Lunch	42 St/Port Authority Bus Terminal	A C E	N062A	0200 - 0230
Major Duty	42 St/Port Authority Bus Terminal	A C E	N062A	0230 - 0330
Bathroom Duties	42 St/Port Authority Bus Terminal	A C E	N062A	0330 - 0415
Re-Scrap Entire Mezzanine And Passageway Areas. Sweep All Street And Mezzanine Stairways. Disinfect All Urine Areas. Empty, Disinfect, Clean And Polish All Trash Receptacles.	42 St/Port Authority Bus Terminal	A C E	N062A	0415 - 0600
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean Northbound platforms including each ramp. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. **General Duties Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Major Duty Cleaning - Middle Mezzanine Scrubber Rooms - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. <div>**Bathroom duties:</div> Employee Toilet Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening."	42 St/Port Authority Bus Terminal	A C E	N062A	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC053	Station North	2200 - 0600	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform. *Scrubber Machine Duties- see below Note- If machines are out of service listed General Duties will be performed. *Scrubber Machine Duties- Northbound platform Including N068, N70 & N72 Control Areas	34 St Penn Station	A C E	N070	2200 - 0100
Lunch	34 St Penn Station	A C E	N070	0100 - 0130
**Scrubber Machine Duties – Southbound platform Including N069, N071 & N73 Control Areas.	34 St Penn Station	A C E	N070	0130 - 0430
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors.	34 St Penn Station	A C E	N070	0430 - 0600
Report off duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean N68, N69, N70, N71, N72, N73, Mezzanine areas, passageway tiles, Northbound & Southbound platforms. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. **General Duties-If machines are out of service- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.	34 St Penn Station	A C E	N070	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC054	Station North	2300 - 0700	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	34 St Penn Station	A C E	N070	2300 - 0230
*Scrubber Machine Duties- see below *Scrubber Machine Duties- N067 Mezzanine Areas, Passageways, Ramps and Lower Mezzanine				
Lunch	34 St Penn Station	A C E	N070	0230 - 0300
**Scrubber Machine Duties – Island Platform, Ramp and Underpass	34 St Penn Station	A C E	N070	0300 - 0530
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors.	34 St Penn Station	A C E	N070	0530 - 0700
Report Off Duty.	34 St Penn Station	A C E	N070	0700 -
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean N67, Mezzanine areas, passageway tiles, ramps, underpass, lower level mezzanine and Island Platform. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. **General Duties-If machines are out of service- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC055	Station North	2200 - 0600	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform. *GENERAL DUTIES *BATHROOM DUTIES	Canal St	A C E	N089	2200 - 2245
*General & Scrubber Machine Duties - Mezzanine Areas	Canal St	A C E	N089	2245 - 0100
*General & Scrubber Machine Duties - North Bound Platform	Canal St	A C E	N089	0100 - 0230
Lunch	Canal St	A C E	N089	0230 - 0300
*General & Scrubber Machine Duties - Southbound Platform	Canal St	A C E	N089	0300 - 0430
Re-Scrap Entire Station. Sweep All Stairs. Disinfect All Urine Areas. Empty And Clean All Trash Receptacles.	Canal St	A C E	N089	0430 - 0600
Report off duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean N89, N90 Mezzanine areas, passageway tiles, Northbound & Southbound platforms. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. **General Duties- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. <div>*Bathroom Duties</div> <div>- Clean And Disinfect Employees’ Toilets And Urinals, Commodes, Sink, Mirrors.</div> <div>- Empty Trash And Mop Floors.</div> <div>- Wipe Down All Modesty Panels And Walls.</div> <div>- Remove Graffiti From Non-Painted Surfaces.</div> <div>- Remove All Sticker/Residue.</div> <div>- Re-Stock With Soap And Tissue.</div>	Canal St	A C E	N089	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC056	Station North	2300 - 0700	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Scrubber Machine Duties-Island Platform N091 And N092 Paid & Unpaid Mezzanines And Passageway. Major Duty Floors Nightly. If Machine is Out of Service, Listed General Duties Will Be Performed.	Chambers St	A C	N092	2300 - 0230
Lunch	Chambers St	A C	N092	0230 - 0300
*Scrubber Machine Duties-N091 at Church ST Paid/Unpaid Mezzanines & Passageway Leading to N092 Major Duty Floors Nightly.	Chambers St	A C	N092	0300 - 0600
*Listed General Duties-If Scrubber Machines are out of service.				
*Scrubber Machine Duties-Island Platform.	Chambers St	A C	N092	0600 - 0700
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean the island platform end-to-end where applicable, including passageways. Wet mop all areas inaccessible to the scrubber machine including stairway landings & Threads. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners will perform general duties. Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize touch points. Clean and disinfect refuse rooms/refuse housings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Wet Mop: stairway & landings, including threads, passageways/underpass, tunnels, mezzanines & corridors. *General Duties-If Scrubber Machines are out of service. Dust Mop & Remove Gum From Floors. Mop Entire Platform, Passageways And Mezzanine Floors. Mop All Stairway Landings & Threads. Deck Brush And Disinfect Gutters, Sanitary Bases And Platform Ends. Spot Clean ADA Tactile As Required. Empty, Disinfect And Clean Chrome Tops On All Trash Receptacles. Disinfect All Urine Areas. Clean Interior of Trash Receptacle Base And Remove Stains on Floor at Base of Trash Receptacles. Clean All Ledges And Benches. Remove Graffiti, Stickers, And Sticker/Glue Residue. Sanitize All Touch Points. Clean And Disinfect Refuse Rooms/Refuse Canister Housings.	Chambers St	A C	N092	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC057	Station North	2300 - 0700	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Scrubber Machine Duties-Island Platform Major Duty Floors Nightly. If Machine is Out of Service, Listed General Duties Will Be Performed.	World Trade Center	E	N094	2300 - 0230
Lunch	World Trade Center	E	N094	0230 - 0300
*Scrubber Machine Duties- Passageway, N094 Paid/Unpaid Mezzanines, & Stairways up to N092 "Eye" Major Duty Floors Nightly.	World Trade Center	E	N094	0300 - 0600
*Scrubber Machine Duties-Island Platform & N094 Paid/Unpaid Mezzanines.	World Trade Center	E	N094	0600 - 0700
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean the island platform end-to-end where applicable, including passageways. Wet mop all areas inaccessible to the scrubber machine including stairway landings & Threads. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners will perform general duties. Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize touch points. Clean and disinfect refuse rooms/refuse housings. Wet Mop: stairway & landings, including threads, passageways/underpass, tunnels, mezzanines & corridors. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *General Duties-If Scrubber Machines are out of service. Dust Mop & Remove Gum From Floors. Mop Entire Platform, Passageways And Mezzanine Floors. Mop All Stairway Landings & Threads. Deck Brush And Disinfect Gutters, Sanitary Bases And Platform Ends. Spot Clean ADA Tactile As Required. Empty, Disinfect And Clean Chrome Tops On All Trash Receptacles. Disinfect All Urine Areas. Clean Interior of Trash Receptacle Base And Remove Stains on Floor at Base of Trash Receptacles. Clean All Ledges And Benches. Remove Graffiti, Stickers, And Sticker/Glue Residue. Sanitize All Touch Points. Clean And Disinfect Refuse Rooms/Refuse Canister Housings.	World Trade Center	E	N094	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC058	Station North	2300 - 0700	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Scrubber Machine Duties-Island Platform If Machine is Out of Service, Listed General Duties Will Be Performed.	Fulton St	A C	N095	2300 - 0100
*Scrubber Machine Duties- Lower/West Mezzanine Major Duty Floors Nightly.	Fulton St	A C	N095	0100 - 0300
Lunch	Fulton St	A C	N095	0300 - 0330
*Scrubber Machine Duties-Scrap & Mop All Stair backs on Island Platform Major Duty Floors Nightly.	Fulton St	A C	N095	0330 - 0600
*Scrubber Machine Duties-SW NS-24 Including Landings, Island Platform.	Fulton St	A C	N095	0600 - 0700
Report off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean the island platform end-to-end where applicable. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners will perform general duties. Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize touch points. Clean and disinfect refuse rooms/refuse housings. Clean and bucket wash underneath/behind stairways. Mop entire platform, stairway threads/landings & passageways. Deck wash & mop all areas unreachable via machine, including columns footings, edges, corners and base wall.	Fulton St	A C	N095	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC059	Station North	2200 - 0600	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform *General & Scrubber Machine Duties -Northbound platform and Mezzanine	81 St-Museum of Natural History	B C	N044	2200 - 0100
Major Duty Cleaning - See Schedule Below	81 St-Museum of Natural History	B C	N044	0100 - 0130
Lunch	81 St-Museum of Natural History	B C	N044	0130 - 0200
*General & Scrubber Machine Duties - Southbound platform and Mezzanine	81 St-Museum of Natural History	B C	N044	0200 - 0400
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors."	81 St-Museum of Natural History	B C	N044	0400 - 0600
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean N89, N90 Mezzanine areas, passageway tiles, Northbound & Southbound platforms. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. **General Duties- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Major Duty Cleaning- Sun: Employee Bathrooms - Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Mon: Chemical and Dry Supply Room - Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Tidy and organize supply rooms. Tue: Employee Facility Room - Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wed: Refuse Room – Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Thu: Clean and polish MVMs, MEMs, HEETs, Turnstiles and chromes railing. Clean and polish all trash receptacles. Fri: Scrubber Room - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Sat: Booth N044 and N046 - Clean booth interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Sign Booth Major Duty Form.	81 St-Museum of Natural History	B C	N044	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NHDC060	2200 - 0600	2754

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform *Scrubber Machine Duties- see below Note- If Scrubber Machines are out of service listed General Duties will be performed *Scrubber Machine Clean [Mezzanine] - see below	161 St Yankee Stadium	B D	N203	2200 - 2400
*Scrubber Machine Duties [N/B Platform] - see below	161 St Yankee Stadium	B D	N203	2400 - 0200
Lunch	161 St Yankee Stadium	B D	N203	0230 - 0300
**Scrubber Machine Duties [S/B Platform] - see below Major Cleaning Duties: (0430-0500)	161 St Yankee Stadium	B D	N203	0300 - 0500
*Scrubber Machine Clean [Mezzanine] - see below	161 St Yankee Stadium	B D	N203	0500 - 0530
*Inspect station for unsanitary conditions and correct [Re-scrap station. Remove all spills and stains on floors	161 St Yankee Stadium	B D	N203	0530 - 0600
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean [state areas to be cleaned]. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. **General Duties-If Scrubber machines are out of service- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Cleaning- 0430-0500 SUN & TUES: Clean NB Refuse Room. Clean Sweep, Bucket Wash and Disinfect. Hose Wash Tile Wall. SAT & WED: Clean SB Refuse Room. Clean Sweep, Bucket Wash and Disinfect.	161 St Yankee Stadium	B D	N203	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NHDC061	2300 - 0700	2763

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform. *Scrubber Machine Duties- see below Note- If Scrubber Machines are out of service listed General Duties will be performed **Elevator Duties- see below	21 St Queensbridge	F	N603	2300 - 0200
*Scrubber Machine Clean [Mezzanine]	21 St Queensbridge	F	N603	0200 - 0330
LUNCH	21 St Queensbridge	F	N603	0330 - 0400
*Scrubber Machine Duties [northbound] *General Duties- see below *Bathroom Duties- see below *Scrubber Machine Duties [southbound]	21 St Queensbridge	F	N603	0400 - 0630
*General Duties- see below Inspect station for unsanitary conditions and correct Re-scrap station. Remove all spills and stains on floors	21 St Queensbridge	F	N603	0630 - 0700
Report Off Duty. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Clean & Close Public Restroom. Open Public Restrooms. Hours at scheduled time. **Elevator Duties Clean and polish EI405, EI406 And EI407). Remove gum, sweep, mop, and disinfect elevator floors, wipe down interior and exterior panels/edges on all levels, (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove debris from elevator door sills. Clean and wipe down the safety edge with dry rag from top to bottom. *Major Cleaning: (2400-0200) Clean And Polish, Mop All Escalator Plates. Remove Gum From Escalator Plates. Sun/Thu: Esc 425 And 426. Mon/Fri: E421 And E422. Wed/Sat Esc 423 And 424 Tue: Clean And Disinfect N603 Interior/Exterior. **Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean .Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. **Bathroom duties***Employee/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.	21 St Queensbridge	F	N603	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC062	Station North	2300 - 0700	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Scrubber Machine Duties – [Mezzanine] Note- If Scrubber Machines are out of service listed General Duties/bathroom duties will be performed	Roosevelt Island	F	N602	2300 - 0200
*Scrubber Machine Duties [Northbound]	Roosevelt Island	F	N602	0230 - 0330
LUNCH	Roosevelt Island	F	N602	0330 - 0400
*Scrubber Machine Duties [Southbound] *General Duties- see below *Bathroom Duties- see below	Roosevelt Island	F	N602	0400 - 0600
*General Duties- see below Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors	Roosevelt Island	F	N602	0600 - 0700
Report Off Duty. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Clean & Close Public Restroom. Open Public Restrooms. Hours at scheduled time. **Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. Scrub And Bucket Wash All Mezzanine And Southbound Platform Stairways. Scrub Tile Walls, Benches, Telephone Areas, Signs, Hose Boxes And Shutter Doors On Southbound Platform. Clean And Polish Stainless Steel Adjacent To Stairs And Stainless Steel Handrails. Remove Gum From Stairs. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. **Bathroom duties: Employee/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.	Roosevelt Island	F	N602	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC063	Station North	2200 - 0600	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Scrubber Machine Duties – [N601 Mezzanine] Note- If Scrubber Machines are out of service listed General Duties/bathroom duties will be performed	Lexington Av/63 St	F Q	N601	2200 - 0030
*Scrubber Machine Duties – [Upper Mezzanine]	Lexington Av/63 St	F Q	N601	0030 - 0230
LUNCH	Lexington Av/63 St	F Q	N601	0230 - 0300
*Scrubber Machine Duties – [Upper Mezzanine] *General Duties- see below *Bathroom-Duties- see below	Lexington Av/63 St	F Q	N601	0300 - 0500
*General Duties- see below Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors	Lexington Av/63 St	F Q	N601	0500 - 0600
Report Off Duty. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Clean & Close Public Restroom. Open Public Restrooms. Hours at scheduled time. **Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. **Bathroom duties: Employee/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.	Lexington Av/63 St	F Q	N601	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NHDC063A Station North	2200 - 0600	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				

Report on Duty in Full Uniform *Scrubber Machine Duties – [Third Ave Mezzanine] Note- If Scrubber Machines are out of service listed General Duties/bathroom duties will be performed	Lexington Av/63 St	F Q	N601	2200 - 0030
Scrubber Machine Duties [Lower Level]	Lexington Av/63 St	F Q	N601	0100 - 0230
LUNCH	Lexington Av/63 St	F Q	N601	0230 - 0300
Scrubber Machine Duties [Lower Level] General Duties Bathroom Duties	Lexington Av/63 St	F Q	N601	0300 - 0500
*General Duties- see below Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors	Lexington Av/63 St	F Q	N601	0500 - 0600
Report Off Duty. General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Clean & Close Public Restroom. Open Public Restrooms. Hours at scheduled time. Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. Scrub And Bucket Wash All Mezzanine and Southbound Platform Stairways. Scrub Tile Walls, Benches, Telephone Areas, Signs, Hose Boxes And Shutter Doors On Southbound Platform. Clean And Polish Stainless Steel Adjacent To Stairs And Stainless Steel Handrails. Remove Gum from Stairs. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. Bathroom duties***Employee/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers, and soap as needed. Allow bathroom to dry 10 minutes before reopening	Lexington Av/63 St	F Q	N601	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NHDC064	2300 - 0700	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Scrubber Machine Duties- see below Note- If Scrubber Machines are out of service listed General Duties will be performed	Lexington Av/53 St	E M	N305	2300 - 0130
*Scrubber Machine Clean [Mezzanine]	Lexington Av/53 St	E M	N305	0130 - 0330
Lunch	Lexington Av/53 St	E M	N305	0330 - 0400
*Scrubber Machine Duties [Platform] *Scrubber Machine Clean [Mezzanine] *General Duties-see below *Bathroom Duties-see below	Lexington Av/53 St	E M	N305	0400 - 0600
*General Duties- see below *Inspect station for unsanitary conditions and correct Re-scrap station. Remove all spills and stains on floors.	Lexington Av/53 St	E M	N305	0600 - 0700
Report Off Duty. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Clean & Close Public Restroom. Open Public Restrooms. Hours at scheduled time. **Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean [state areas to be cleaned]. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. **Bathroom duties***Employee/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.	Lexington Av/53 St	E M	N305	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NHDC065	2300 - 0700	2763

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform. *Scrubber Machine Duties- see below Note- If Scrubber Machines are out of service listed General Duties will be performed	57 St	F	N600	2300 - 0130
*Scrubber Machine Clean [Mezzanine]	57 St	F	N600	0130 - 0330
Lunch	57 St	F	N600	0330 - 0400
*Major cleaning- All Days: Clean All Glass Panels. Dust All Marble Walls On Mezzanine. *General Duties- see below *Bathroom Duties-see below	57 St	F	N600	0400 - 0600
*General Duties- see below Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors. Clean RTO Facilities.	57 St	F	N600	0600 - 0700
Report Off Duty. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Clean & Close Public Restroom. Open Public Restrooms. Hours at scheduled time. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. **Bathroom duties***Employee/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.	57 St	F	N600	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC066	Station North	2300 - 0700	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
REPORT ON DUTY IN FULL UNIFORM. *General/Bathroom Duties- see below Note- If Scrubber Machines are out of service listed General Duties will be performed.	5 Av/53 St	E M	N303	2300 - 0030
*Scrubber Machine Clean [Mezzanine]	5 Av/53 St	E M	N303	0030 - 0330
LUNCH	5 Av/53 St	E M	N303	0330 - 0400
*Scrubber Machine Clean [Mezzanine] Clean All Panels. Dust All Marble Walls On Mezzanine *General Duties- see below *Bathroom Duties-see below	5 Av/53 St	E M	N303	0400 - 0600
*General Duties-see below Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors	5 Av/53 St	E M	N303	0600 - 0700
Report Off Duty. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Clean & Close Public Restroom. Open Public Restrooms. Hours at scheduled time. Madison Ave side (2330-0030): Sweep All Stairways to street. Scrap and Empty all trash receptacles paid and unpaid area. Dust, damp mop, wipe coping/stone/metal from railing to floor edges surrounding access from mezzanine to platform and leading to stairways.“ Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” **Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean [state areas to be cleaned]. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. **Bathroom duties***Employee/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.	5 Av/53 St	E M	N303	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NHDC067	2300 - 0700	2763

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform. *General/Bathroom Duties- see below Note- If Scrubber Machines are out of service listed General Duties will be performed *Scrubber Machine Clean [Mezzanine N301] - Remove Gum From S2, S3, M3A/B, M4A/B. Mop Stairways And All Inaccessible Areas.	7 Av	B D E	N301	2300 - 0130
Lunch	7 Av	B D E	N301	0130 - 0200
Remove Gum From Stairways ML1, ML3, ML4, PL1-8 P6, P7 And Mop Stairways.	7 Av	B D E	N301	0200 - 0230
**Scrubber Machine Clean [UPPER LEVEL] *General Duties- see below *Bathroom Duties- see below	7 Av	B D E	N301	0230 - 0600
*General Duties-see below Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors.	7 Av	B D E	N301	0600 - 0700
Report Off Duty. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Clean & Close Public Restroom. Open Public Restrooms. Hours at scheduled time. **Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. *Major Cleaning (2400-0030) Mon/Wed: Clean Esc 238; All Chromes, Handrails And Adjacent Tile Walls, Remove Gum From Top And Bottom Plates. Tue/Fri: Clean N301 Scrubber Room - Wipe Down Eyewash And Fire Extinguisher, Discard Unauthorized Materials, Deck Wash Tile Floor, Properly Store Hoses. Thu/Sun: Clean Upper Platform Scrubber Room - Wipe Down Eyewash And Fire Extinguisher, Discard Unauthorized Materials, Deck Wash Tile Floor And Properly Store Hoses. ***Bathroom duties: Employee/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.	7 Av	B D E	N301	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NHDC068	2300 - 0700	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General/Bathroom Duties- see below Note- If Scrubber Machines are out of service listed General Duties will be performed. *Scrubber Machine Clean [Mezzanine N300K] - Remove Gum From S4, S5, M5A/B, M6A/B. Mop Stairways And All Inaccessible Areas.	7 Av	B D E	N301	2300 - 0130
Lunch	7 Av	B D E	N301	0130 - 0200
Remove Gum From Stairways ML5-8, PL9-12, P8, P9 And Mop Stairways.	7 Av	B D E	N301	0200 - 0230
**Scrubber Machine Clean [LOWER LEVEL] *General Duties-see below *Bathroom Duties -see below	7 Av	B D E	N301	0230 - 0600
*General Duties- see below Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors	7 Av	B D E	N301	0600 - 0700
REPORT OFF DUTY. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Clean & Close Public Restroom. Open Public Restrooms. Hours at scheduled time. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. *Major Cleaning (2400-0030) Mon/Wed: Clean Esc 237; All Chromes, Handrails And Adjacent Tile Walls, Remove Gum From Top And Bottom Plates. Tue/Fri: Clean N300K Scrubber Room - Wipe Down Eyewash And Fire Extinguisher, Discard Unauthorized Materials, Deck Wash Tile Floor, Properly Store Hoses. Thu/Sun: Clean Upper Platform Scrubber Room - Wipe Down Eyewash And Fire Extinguisher, Discard Unauthorized Materials, Deck Wash Tile Floor And Properly Store Hoses. *Bathroom duties: Employee/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.	7 Av	B D E	N301	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC069	Station North	2200 - 0600	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	42 St Bryant Park	B D F M	N503	2200 -
*Scrubber Machine Duties- see below Note- If machines are out of service listed General Duties will be performed- see below				
*Scrubber Machine Clean N503/N504 Unpaid/Paid Mezzanines	42 St Bryant Park	B D F M	N503	2200 - 0030
*Scrubber Machine Clean S/B Platform	42 St Bryant Park	B D F M	N503	0030 - 0300
Lunch	42 St Bryant Park	B D F M	N503	0300 - 0330
**Major Duty Cleaning- see below	42 St Bryant Park	B D F M	N503	0330 - 0500
Inspect station for unsanitary conditions and correct. Remove all spills and stains on floors	42 St Bryant Park	B D F M	N503	0500 - 0600
Report off duty	42 St Bryant Park	B D F M	N503	0600 -
*Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. *Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. **If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. ***If station CTA job is not covered, HDC Cleaners must perform general duties *General Duties- If machines are out of service Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. " **Major Duty Cleaning Sun: S/B Platform Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Mon: N503 Paid Mezzanine Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Tue: S/B Platform Stairways- Clean/Wash S/Ws P1, P3, P5. Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Wed: S/B Platform Stairways- Clean/Wash S/Ws P7, P9, P11. Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Thu: S/B Platform Stairways- Clean/Wash S/Ws PL1A, P13A/B. Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Including dust build up on adjacent tile wall ledge. Fri: N504 Unpaid Mezzanine/Street S/Ws S5, M6, S6, M7, M8, M9, M10. Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Sat: N503 Unpaid Mezzanine/Street S/Ws M11A/B/C, M13, S8. Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NHDC070	2200 - 0600	2764

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report on Duty in Full Uniform	42 St Bryant Park	B D F M	N503	2200 -
*Scrubber Machine Duties- see below Note- If machines are out of service listed General Duties will be performed- see below				
*Scrubber Machine Clean N502 Unpaid/Paid Mezzanines	42 St Bryant Park	B D F M	N503	2200 - 2330
*Scrubber Machine Clean N/B Platform	42 St Bryant Park	B D F M	N503	2330 - 0200
Lunch	42 St Bryant Park	B D F M	N503	0200 - 0230
*Scrubber Machine Clean 5th Avenue Passageway to the IRT	42 St Bryant Park	B D F M	N503	0230 - 0400
**Major Duty Cleaning- see below	42 St Bryant Park	B D F M	N503	0400 - 0530
Inspect station for unsanitary conditions and correct. Remove all spills and stains on floors	42 St Bryant Park	B D F M	N503	0530 - 0600
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. *Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. **If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. ***If station CTA job is not covered, HDC Cleaners must perform general duties. *General Duties- If machines are out of service Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. " **Major Duty Cleaning Sun: N/B Platform Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Mon: N502 Paid Mezzanine Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Tue: N/B Platform Stairways- Clean/Wash S/Ws P2, P4, P6. Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Wed: N/B Platform Stairways- Clean/Wash S/Ws P8, P10, P12. Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Thu: N/B Platform Stairways- Clean/Wash S/Ws PL2, P14A/B. Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Including dust build up on adjacent tile wall ledge. Fri: N502 Unpaid Mezzanine/Street S/Ws MB20A/B, M19S/B, SB11A/B. Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Sat: Restock All Scrubber Rooms with Supplies @N502, N503 and N504- HDC Soap, Bleach, Mop Heads	42 St Bryant Park	B D F M	N503	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC071	Station North	2200 - 0600	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	34 St Herald Sq	B D F M	N506	2200 -
PERFORM DUTIES ON "N,Q,R,W" LINES				
*Scrubber Machine Duties- see below Note- If machines are out of service listed General Duties will be performed- see below.				
*Scrubber Machine Clean A025 Mezzanine	34 St Herald Sq	B D F M	N506	2200 - 2330
*Scrubber Machine Clean A022 Mezzanine	34 St Herald Sq	B D F M	N506	2330 - 0100
*Scrubber Machine Clean N/B Platform	34 St Herald Sq	B D F M	N506	0100 - 0245
Lunch	34 St Herald Sq	B D F M	N506	0245 - 0315
*Scrubber Machine Clean S/B Platform	34 St Herald Sq	B D F M	N506	0315 - 0500
Major Duty Cleaning- see below	34 St Herald Sq	B D F M	N506	0500 - 0600
Report Off Duty.	34 St Herald Sq	B D F M	N506	0600 -
*Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. *Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. **If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. ***If station CTA job is not covered, HDC Cleaners must perform general duties. *General Duties- If machines are out of service Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. " *Major Duty Cleaning Sun: S/B "R" Platform Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Mon: N/B ""R"" Platform Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Tue: A025 Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Path Passageway Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Thu: S/B ""R"" Platform Stairways- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls Fri: N/B ""R"" Platform Stairways- Clean/Wash S/Ws, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls Sat: N506 Paid Mezzanine Slop Sink Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC072	Station North	2200 - 0600	2764

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report on Duty in Full Uniform	34 St Herald Sq	B D F M	N506	2200 -
*Scrubber Machine Duties- see below Note- If machines are out of service listed General Duties will be performed- see below				
*Scrubber Machine Clean N507 Mezzanine	34 St Herald Sq	B D F M	N506	2200 - 2330
*Scrubber Machine Clean N/B Platform	34 St Herald Sq	B D F M	N506	2330 - 0200
Lunch	34 St Herald Sq	B D F M	N506	0200 - 0230
*Scrubber Machine Clean S/B Platform	34 St Herald Sq	B D F M	N506	0230 - 0500
**Major Duty Cleaning- see below	34 St Herald Sq	B D F M	N506	0500 - 0600
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. *Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. **If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. ***If station CTA job is not covered, HDC Cleaners must perform general duties. *General Duties- If machines are out of service Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duty Cleaning Sun: S/B ""F"" Platform Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Mon: N/B ""F"" Platform Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Tue: N/B ""F"" Platform Stairways- Clean/Wash S/Ws P6A/B, P8A/B, P10A/B, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls Wed: Restock all scrubber rooms with supplies- HDC soap, bleach, mopheads Thu: S/B ""F"" Platform Stairways- Clean/Wash S/Ws P1A/B, P3A/B, ML12A/B, P12A/B, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls Fri: N/B ""F"" Platform Stairways- Clean/Wash S/Ws P2A/B, P4A/B, ML11A/B, P11A/B, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls Sat: S/B ""F"" Platform Stairways- Clean/Wash S/Ws P5A/B, P7A/B, Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls"	34 St Herald Sq	B D F M	N506	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC073	Station North	2200 - 0600	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	34 St Herald Sq	B D F M	N506	2200 -
*Scrubber Machine Duties- see below Note- If machines are out of service listed General Duties will be performed- see below				
*Scrubber Machine Clean N506 Unpaid Mezzanine and Path Passageway	34 St Herald Sq	B D F M	N506	2200 - 2400
*Scrubber Machine Clean N505K Mezzanine	34 St Herald Sq	B D F M	N506	2400 - 0130
Lunch	34 St Herald Sq	B D F M	N506	0130 - 0200
*Scrubber Machine Clean N506 Paid Mezzanine	34 St Herald Sq	B D F M	N506	0200 - 0330
*Scrubber Machine Clean Intermediate Mezzanines and Ramps.	34 St Herald Sq	B D F M	N506	0330 - 0530
Inspect 35th Street Passageway and associated stairways for unsanitary conditions and correct.	34 St Herald Sq	B D F M	N506	0530 - 0600
Report off duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. *Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. **If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. ***If station CTA job is not covered, HDC Cleaners must perform general duties. *General Duties- If machines are out of service Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.	34 St Herald Sq	B D F M	N506	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC074	Station North	2200 - 0600	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	Broadway-Lafayette St	B D F M	N519	2200 -
*Scrubber Machine Duties- see below Note- If machines are out of service listed General Duties will be performed- see below				
*Scrubber Machine Clean N519, N519A, and N519B Mezzanines and Passageway to downtown "6".	Broadway-Lafayette St	B D F M	N519	2200 - 0100
*Scrubber Machine Clean S/B Platform	Broadway-Lafayette St	B D F M	N519	0100 - 0300
Lunch	Broadway-Lafayette St	B D F M	N519	0300 - 0330
**Major Duty Cleaning- see below	Broadway-Lafayette St	B D F M	N519	0330 - 0430
Inspect entire station for unsanitary conditions and correct. Remove all spills and stains on floors	Broadway-Lafayette St	B D F M	N519	0430 - 0600
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. *Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. **If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. ***If station CTA job is not covered, HDC Cleaners must perform general duties *General Duties- If machines are out of service Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning Sun: S/B Platform Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Mon: S/B Stairways and Landings- Clean/Wash S/Ws ML3A/B, ML5A/B, P9A/B. Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Tue: S/B Stairways and Landings- Clean/Wash S/Ws P7, P5, P3, P1. Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Wed: N519 Unpaid Mezzanine Stairways- Clean/Wash S/Ws M5A/B, M6A/B, M7A/B, M11A/B, S8, S9. Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Thu: N519A/B Unpaid Mezzanine Stairways- Clean/Wash S/Ws M3A/B, M4, S4, S5, S6. Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Fri: Middle Mezzanine located at the S/end- Spot Mop/Deck all stains, spills, drag marks from floor areas. Remove all graffiti and stickers- do not leave residue. Sat: Restock all scrubber rooms with supplies- HDC soap, bleach, and mopheads.	Broadway-Lafayette St	B D F M	N519	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC075	Station North	2200 - 0600	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Scrubber Machine Duties- see below Note- If machines are out of service listed General Duties will be performed- see below.	Delancey St Essex St	F	N525	2200 -
Public Restroom Duties	Delancey St Essex St	F	N525	2200 - 2300
*Scrubber Machine Clean N526 Mezzanine	Delancey St Essex St	F	N525	2300 - 2400
*Scrubber Machine Clean S/B Platform	Delancey St Essex St	F	N525	2400 - 0200
Lunch	Delancey St Essex St	F	N525	0200 - 0230
*Scrubber Machine Clean N/B Platform	Delancey St Essex St	F	N525	0230 - 0430
Major Duty Cleaning	Delancey St Essex St	F	N525	0430 - 0600
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. *If station CTA job is not covered, HDC Cleaners must perform general duties* *General Duties- If machines are out of service Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duty Cleaning Sun: S/B ""R"" Platform Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Mon: N/B "R" Platform Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Tue: N526 Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Clean/Wash S/Ws N525 paid mezzanine/street stairways- Remove All Stickers and Graffiti from Adjacent Surfaces-Tile Walls Thu: Clean/Wash S/Ws N525 unpaid mezzanine/street stairways- Remove All Stickers and Graffiti from Adjacent Surfaces-Tile Walls Fri: Clean/Wash S/Ws N526 paid mezzanine/street stairways- Remove All Stickers and Graffiti from Adjacent Surfaces-Tile Walls Sat: Clean/Wash S/Ws N526 unpaid mezzanine/street stairways- Remove All Stickers and Graffiti from Adjacent Surfaces-Tile Walls	Delancey St Essex St	F	N525	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC076	Station North	2300 - 0700	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Scrubber Machine Duties-Island Platform, Passageway & Mezzanine Stairways At A077 Paid & Unpaid Mezzanines. Major Duty Floors Nightly. If Machine is Out of Service, Listed General Duties Will Be Performed.	Fulton St	2 3	N098	2300 - 0230
Lunch	Fulton St	2 3	N098	0230 - 0300
*Scrubber Machine Duties-A081 & A082 Paid & Unpaid Mezzanines. Major Duty Floors Nightly.	Fulton St	2 3	N098	0300 - 0500
*Scrubber Machine Duties-Island Platform, Unmanned Paid/Unpaid Mezzanines.	Fulton St	2 3	N098	0500 - 0700
Report off duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean the island platform end-to-end where applicable, including passageways. Wet mop all areas inaccessible to the scrubber machine including stairway landings, threads and passageways. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners will perform general duties. Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize touch points. Clean and disinfect refuse rooms/refuse housings. Wet Mop: stairway & landings, including threads, passageways/underpass, tunnels, mezzanines & corridors. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *General Duties-If Scrubber Machines are out of service. Dust Mop & Remove Gum From Floors. Mop Entire Platform, passageways And Mezzanine Floors. Mop All Stairway Landings & Threads. Deck Brush And Disinfect Gutters, Sanitary Bases And Platform Ends. Spot Clean ADA Tactile As Required. Empty, Disinfect And Clean Chrome Tops On All Trash Receptacles. Disinfect All Urine Areas. Clean Interior of Trash Receptacle Base And Remove Stains on Floor at Base of Trash Receptacles. Clean All Ledges And Benches. Remove Graffiti, Stickers, And Sticker/Glue Residue. Sanitize All Touch Points. Clean And Disinfect Refuse Rooms/Refuse Canister Housings.	Fulton St	2 3	N098	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC077	Station North	2300 - 0700	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Scrubber Machine Duties-Manhattan Bound Platform & Paid/Unpaid Mezzanines & Stairways. Major Duty Floors Nightly. If Machine is Out of Service, Listed General Duties Will Be Performed.	Broad St	J Z	A083	2300 - 0200
Lunch	Broad St	J Z	A083	0200 - 0230
*Scrubber Machine Duties-Queens Bound Platform & Paid/Unpaid Mezzanines & Stairways. Major Duty Floors Nightly.	Broad St	J Z	A083	0230 - 0600
*Scrubber Machine Duties-A083 Mezzanine Paid/Unpaid.	Broad St	J Z	A083	0600 - 0700
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean the island platform end-to-end where applicable, including tunnels & passageways. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners will perform general duties. Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize touch points. Clean and disinfect refuse rooms/refuse housings. Wet Mop: stairway & landings, including threads, passageways/underpass, tunnels, mezzanines & corridors. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *General Duties-If Scrubber Machines are out of service. Dust Mop & Remove Gum From Floors. Mop Entire Platform, Passageways, Tunnels And Mezzanine Floors. Mop All Stairway Landings & Remove stains from threads. Deck Brush And Disinfect Gutters, Sanitary Bases And Platform Ends. Spot Clean ADA Tactile As Required. Empty, Disinfect And Clean Chrome Tops On All Trash Receptacles. Disinfect All Urine Areas. Clean Interior of Trash Receptacle Base And Remove Stains on Floor at Base of Trash Receptacles. Clean All Ledges And Benches. Remove Graffiti, Stickers, And Sticker/Glue Residue. Sanitize All Touch Points. Clean And Disinfect Refuse Rooms/Refuse Canister Housings.	Broad St	J Z	A083	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC078	Station North	2300 - 0700	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform.	14 St	A C E	N078	2300 - 0230
Middle Mezzanine **General & Scrubber Machine Duties				
Lunch	14 St	A C E	N078	0230 - 0300
Resume General & Scrubber Machine Duties Middle Mezzanine	14 St	A C E	N078	0300 - 0400
Major Duty - Scrubber Room in Paid Mezzanine at N078 and unpaid Mezzanine at N078	14 St	A C E	N078	0400 - 0500
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors. Women's Public Restrooms at 0700 Hrs	14 St	A C E	N078	0500 - 0700
Report off duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean N78, H001, Unpaid/Paid Mezzanine areas, passageway tiles and L Line ramp. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. ****Major Duty Cleaning: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. **General Duties- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.	14 St	A C E	N078	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC079	Station North	2200 - 0600	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	14 St	A C E	N078	2200 - 0100
Northbound Platforms **General & Scrubber Machine Duties				
Elevator Duties – EL223	14 St	A C E	N078	0100 - 0200
Lunch	14 St	A C E	N078	0200 - 0230
Resume General & Scrubber Machine Duties on Northbound Platform	14 St	A C E	N078	0230 - 0400
Major Duty - Northbound Refuse Room & Northbound Scrubber Room	14 St	A C E	N078	0400 - 0500
*Inspect station including EL223 for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors.	14 St	A C E	N078	0500 - 0600
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean 14th St - Northbound, 14th St - Southbound and 8th Ave – Island Platform. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. **Elevator Duties - Clean and polish EL223. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills **General Duties-If machines are out of service- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.	14 St	A C E	N078	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NHDC079A Station North	2200 - 0600	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform - Island Platform **General & Scrubber Machine Duties	8 Av	L	H001	2200 - 0100
Elevator Duties – EL221 & EL224	8 Av	L	H001	0100 - 0200
Lunch	8 Av	L	H001	0200 - 0230
RTO Facilities Sweep, Mop And Disinfect Toilets And Empty Trash Receptacles."	8 Av	L	H001	0230 - 0315
Major Duty Cleaning - See Below	8 Av	L	H001	0315 - 0430
General Duties	8 Av	L	H001	0430 - 0600
Report off duty. General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean 14th St - Northbound, 14th St - Southbound and 8th Ave – Island Platform. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. **Elevator Duties - Clean and polish EL221 & EL224. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills Major Duty Cleaning- Sun: Employee Bathrooms (Located in 8th Ave Passageway) - Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Mon: Chemical and Dry Supply Room - Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Tidy and organize supply rooms. Tue: Employee Facility Room - Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Office - Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office. Thu: Clean and polish MVMs, MEMs, HEETs, Turnstiles and chromes railing. Clean and polish all trash receptacles. Fri: Scrubber Rooms (Middle Island Platform) - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. * Extra 30-45 minutes allowed Sat: Booth N078 and H001 - Clean booth interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Sign Booth Major Duty Form."	8 Av	L	H001	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC080	Station North	2300 - 0700	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Scrubber Machine Duties - see below	59 St	4 5 6	R244	2300 -
If Scrubber Machines are out of service listed General Duties will be performed				
*Perform General Duties * - including Mezzanine (A002 Control Area)	59 St	N R W	R244	2300 - 0100
Scrubber Machine Duties - Island Platform	59 St	N R W	R244	0100 - 0230
Lunch	59 St	4 5 6	R244	0230 - 0300
*Perform General Duties * - including Middle Mezzanine (salad bowl)	59 St	N R W	R244	0300 - 0530
Clean Scrubber Machine and Tidy Scrubber Room.	59 St	N R W	R244	0530 - 0600
Perform General Duties	59 St	N R W	R244	0600 - 0700
Report off duty. *Scrubber Machine Duties -Nightly: Complete pre-checklist. Prep work area: Scrap, Sweep, Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties**** **General Duties - If machines are out of service- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.	59 St	4 5 6	R244	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NHDC081	2300 - 0700	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Scrubber Machine Duties - see below *Perform General Duties*	5 Av/59 St	N R W	A006	2300 - 0030
Scrubber Machine Duties - Northbound Platform	5 Av/59 St	N R W	A006	0030 - 0230
Lunch	5 Av/59 St	N R W	A006	0230 - 0300
Scrubber Machine Duties - Southbound Platform	5 Av/59 St	N R W	A006	0300 - 0430
Clean Scrubber Machine and Tidy Scrubber Room.	5 Av/59 St	N R W	A006	0430 - 0500
Perform General Duties	5 Av/59 St	N R W	A006	0500 - 0700
Report Off Duty. *Scrubber Machine Duties -Nightly: Complete pre-checklist. Prep work area: Scrap, Sweep, Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties**** **General Duties - If machines are out of service- Dust mop and remove gum from floors. Mop entire platform and mezzanine / passageway floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”	5 Av/59 St	N R W	A006	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC082	Station North	2300 - 0700	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Scrubber Machine General Duties- see below Note- If Scrubber Machines are out of service listed General Duties will be performed	49 St	N R W	A015	2300 - 0030
*Scrubber Machine Clean [Northbound]	49 St	N R W	A015	0030 - 0300
Lunch	49 St	N R W	A015	0300 - 0330
*Scrubber Machine Clean [Southbound]	49 St	N R W	A015	0330 - 0600
*General Duties-see below Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors	49 St	N R W	A015	0600 - 0700
Report Off Duty. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean [state areas to be cleaned]. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. **Bathroom duties: Employee/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.	49 St	N R W	A015	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NHDC083	2200 - 0600	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform. *Scrubber Machine Duties- see below Note- If Scrubber Machines are out of service listed, General Duties will be performed. *Scrubber Machine Duties[Mezzanine SB- - see below	28 St	R W	A027	2200 - 2330
*Scrubber Machine Duties [Platform SB] - see below	28 St	R W	A027	2330 - 0130
Lunch	28 St	R W	A027	0130 - 0200
**Scrubber Machine Duties [Platform NB] - see below	28 St	R W	A027	0200 - 0330
*Scrubber Machine Duties [Mezzanine NB] - see below	28 St	R W	A027	0330 - 0500
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors.	28 St	R W	A027	0500 - 0600
Report off duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” **General Duties-If machines are out of service- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.	28 St	R W	A027	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC084	Station North	2200 - 0600	2757

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report on Duty in Full Uniform. *Scrubber Machine Duties- see below Note- If Scrubber Machines are out of service listed, General Duties will be performed. *Scrubber Machine Clean [Mezzanine SB- - see below	Prince St	R W	A041	2200 - 2330
*Scrubber Machine Duties [Platform SB] - see below	Prince St	R W	A041	2330 - 0130
Lunch	Prince St	R W	A041	0130 - 0200
**Scrubber Machine Duties [Platform NB] - see below	Prince St	R W	A041	0200 - 0330
*Scrubber Machine Clean [Mezzanine NB] - see below	Prince St	R W	A041	0330 - 0500
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors.	Prince St	R W	A041	0500 - 0600
Report off duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean [state areas to be cleaned]. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” **General Duties-If machines are out of service- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.	Prince St	R W	A041	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC085	Station North	2300 - 0700	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Scrubber Machine Duties-Northbound Platform. All Street And Mezzanine Stairways & Ramp Down to N/Q Lines Up Until Mosaic Tile Wall. Major Duty Floors Nightly. If Machine is Out of Service, Listed General Duties Will Be Performed.	Canal St	R W	A043	2300 - 0200
Lunch	Canal St	R W	A043	0200 - 0230
*Scrubber Machine Duties-Southbound Platform All Street And Mezzanine Stairways Major Duty Floors Nightly.	Canal St	R W	A043	0230 - 0500
*Scrubber Machine Duties-A043 Paid & Unpaid Mezzanines & Stairways.	Canal St	R W	A043	0500 - 0700
Report off duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean the island platform end-to-end where applicable. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners will perform general duties. Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize touch points. Clean and disinfect refuse rooms/refuse housings. Wet Mop: stairway & landings, including threads, passageways/underpass, tunnels, mezzanines & corridors. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.. *General Duties-If Scrubber Machines are out of service. Dust Mop & Remove Gum From Floors. Mop Entire Platform And Mezzanine Floors. Mop All Stairway Landings. Deck Brush And Disinfect Gutters, Sanitary Bases And Platform Ends. Spot Clean ADA Tactile As Required. Empty, Disinfect And Clean Chrome Tops On All Trash Receptacles. Disinfect All Urine Areas. Clean Interior of Trash Receptacle Base And Remove Stains on Floor at Base of Trash Receptacles. Clean All Ledges And Benches. Remove Graffiti, Stickers, And Sticker/Glue Residue. Sanitize All Touch Points. Clean And Disinfect Refuse Rooms/Refuse Canister Housings.	Canal St	R W	A043	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC086	Station North	2300 - 0700	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. PERFORM DUTIES AT CANAL ST "J" LINE *Scrubber Machine Duties-Island Platform Street & Platform Stairways. Major Duty Floors Nightly If Machine is Out of Service, Listed General Duties Will Be Performed.	Canal St	6 J	A046	2300 - 0230
Lunch	Canal St	J	A046	0230 - 0300
Listed General Duties-If Scrubber Machines are out of service. Major Duty Floors Nightly	Canal St	J	A046	0300 - 0430
Elevator Duties	Canal St	J	A046	0430 - 0530
General Duties- see below	Canal St	J	A046	0530 - 0655
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean the island platform end-to-end where applicable. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners will perform general duties. *General Duties: Mop All Stairway Landin/Threads & Remove stains from Risers/Steps. Mop passageways, mezzanines, corridors & Platforms. Wipe down tiled walls to remove dust/stains, including platform columns. Deck Brush And Disinfect Gutters, Sanitary Bases And Platform Ends. Spot Clean ADA Tactile As Required. Empty, Disinfect And Clean Chrome Tops On All Trash Receptacles. Disinfect All Urine Areas. Clean Interior of Trash Receptacle Base And Remove Stains on Floor at Base of Trash Receptacles. Clean All Ledges And Benches. Remove Graffiti, Stickers, And Sticker/Glue Residue. Sanitize All Touch Points. Deck brush and disinfect gutters, sanitary bases and platform ends. Clean And Disinfect Refuse Rooms/Refuse Canister Housings. Bucket Wash and disinfect refuse rooms. Clean and organize scrubber rooms. Wet Mop: Platform, stairway landings, steps/threads, passageways/underpass, tunnels, mezzanines & corridors. . Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.. *Elevator/Escalator Duties- Clean & Polish EL-722 & EL-719 Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	Canal St	6	A046	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC087	Station North	2300 - 0700	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Scrubber Machine Duties-Northbound Platform All Street, & Mezzanine Stairways At A050, A051, A052, & A053 Paid & Unpaid Mezzanines, & South-end Underpass. Major Duty Floors Nightly. If Machine is Out of Service, Listed General Duties Will Be Performed.	Cortlandt St	R W	A050	2300 - 0200
Lunch	Cortlandt St	R W	A050	0200 - 0230
*Scrubber Machine Duties-Southbound Platform, A052 & A053 Control Areas. Major Duty Floors Nightly	Cortlandt St	R W	A050	0230 - 0500
*Major Duties-see below (0330-0400)				
*Scrubber Machine Duties-"E" Line Passageway & Northbound And Southbound Platform.	Cortlandt St	R W	A050	0500 - 0700
Report off duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean the island platform end-to-end where applicable. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners will perform general duties. *Major Duty Cleaning- Daily Deck Wash & Remove Dust And Stains From Tile Walls in ""E"" Line Passageway Refuse Room - Clean & disinfect. Sweep, deck brush, mop, and remove all stains & drag marks. Breakdown all empty boxes. Wipe down fire extinguisher. Clean/wipe down walls, as needed. Scrubber Room - Clean & disinfect. Sweep, deck brush, mop, and remove all stains & drag marks. Breakdown all empty boxes. Wipe down fire extinguisher and eyewash unit. Clean/wipe down walls, as needed. Clean & Organize Paper/Chemical Supply Rooms Including Breakdown Empty Boxes And Place Supply Boxes on Shelves. Sa Clean, Sweep, & Mop Employee Facility Room. Remove Dust From Ledges & Lockers. Deck Brush Walls, Where Accessible. Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize touch points. Clean and disinfect refuse rooms/refuse housings. Wet Mop: stairway & landings, including threads, passageways/underpass, tunnels, mezzanines & corridors. Empty, disinfect and clean chrome tops on all trash receptacles. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *General Duties-If Scrubber Machines are out of service. Dust Mop & Remove Gum From Floors. Mop Entire Platform And Mezzanine Floors. Mop All Stairway Landings. Deck Brush And Disinfect Gutters, Sanitary Bases And Platform Ends. Spot Clean ADA Tactile As Required. Empty, Disinfect And Clean Chrome Tops On All Trash Receptacles. Disinfect All Urine Areas. Clean Interior of Trash Receptacle Base And Remove Stains on Floor at Base of Trash Receptacles. Clean All Ledges And Benches. Remove Graffiti, Stickers, And Sticker/Glue Residue. Sanitize All Touch Points. Clean And Disinfect Refuse Rooms/Refuse Canister Housings.	Cortlandt St	R W	A050	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NHDC088	2300 - 0700	2763

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform. *Scrubber Machine Duties- see below Note- If Scrubber Machines are out of service listed General Duties will be performed.	57 St-7 Av	N R Q W	A010	2300 - 0130
*Scrubber Machine Clean [A010 Mezzanine and Southbound]	57 St-7 Av	N R Q W	A010	0130 - 0300
LUNCH	57 St-7 Av	N R Q W	A010	0300 - 0330
*Major Duty-see below	57 St-7 Av	N R Q W	A010	0330 - 0400
*Elevator Duties- see below Wipe Down Street Entrance Exterior	57 St-7 Av	N R Q W	A010	0400 - 0500
RTO Tower	57 St-7 Av	N R Q W	A010	0500 - 0600
*General Duties- see below Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors.	57 St-7 Av	N R Q W	A010	0600 - 0700
Report Of Duty. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Clean & Close Public Restroom. Open Public Restrooms. Hours at scheduled time. **Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean [state areas to be cleaned]. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. Sun: Major Duty Tower S/B. Mon: Major Duty Supt'S Office. Tue-Sat: Spot Mop The Mezzanine By 55 St And In Front Of Supt'S Office. Polish And Clean MVMs And Turnstiles In A010 Mezzanine. **Elevator Duties Clean and polish (EL281, EL282, EL283 and EL604). Remove gum, sweep, mop, and disinfect elevator floors, wipe down interior and exterior panels/edges on all levels, (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove debris from elevator door sills. Clean and wipe down the safety edge with dry rag from top to bottom. **Bathroom duties: Employee/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.	57 St-7 Av	N R Q W	A010	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC089	Station North	2300 - 0700	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform *General Duties- see below	E 180 St	2 5	R325	2300 - 2400
*Public Restroom Duties- Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Open public toilets at 0650 hrs.	E 180 St	2 5	R325	2400 - 0100
*Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean mezzanine. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine.	E 180 St	2 5	R325	0100 - 0300
Lunch	E 180 St	2 5	R325	0300 - 0330
*Major Duty Cleaning- Mon: Refuse Rooms: Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Stairways- Bucket wash all street and mezzanine stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers. Wed: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Manhattan bound platform. Thu: Refuse Rooms: Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Fri: Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall: Remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Wall on Bronx bound platform. Sat: Stairways- Bucket wash all platform stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers.	E 180 St	2 5	R325	0330 - 0430
*Elevator Duties - Clean and polish (ELE 159 & 160). Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels(street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	E 180 St	2 5	R325	0430 - 0530
*General Duties- see below	E 180 St	2 5	R325	0530 - 0700
Report Off Duty *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Clean courtyard and empty trash receptacles. Bucket wash passageway. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platforms, mezzanines, passageways, and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty.	E 180 St	2 5	R325	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC090	Station North	2200 - 0600	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Parkchester	6	R417	2200 - 0200
*Scrubber Machine Duties- see below				
*Note- If Scrubber Machines are out of service, the listed General Duties will be performed.				
*Remove pigeon droppings from Southside entrance.	Parkchester	6	R417	0200 - 0300
Lunch	Parkchester	6	R417	0300 - 0330
Major duty Cleaning	Parkchester	6	R417	0330 - 0440
**General Duties- see below	Parkchester	6	R417	0440 - 0600
Report Off Duty	Parkchester	6	R417	0600 -
<div>*Scrubber Machine Duties-Daily Complete pre-checklists. Prep work area: Dust mop and remove gum from all floors. Prepare scrubber machines and machine clean unpaid and paid mezzanine areas. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machines after use. Complete post-checklists. **Put machines on to charge. Tidy each scrubber room after use. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must also perform general duties. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *General Duties-If machines are out of service- Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Remove all pigeon droppings (clean and disinfect) from the outside area (southside and northside exits). Clean and disinfect, including all urine areas. Empty all trash receptacles, disinfect, and clean all T/R chrome tops, the interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse housings. Wipe down booth windows. Clean, disinfect, sweep, mop and restock both employee and public restrooms. Clean, disinfect, sweep, and mop the employee facility room. Wipe down the tables, clean the Quench, and wipe down the microwave and refrigerator. Remove refuse. Deodorize the entire station at the beginning and end of each tour. *Major Duty Cleaning- Nightly Remove Pigeon droppings from Southside entrance Remove Pigeon droppings from Northside entrance</div>				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC091	Station North	2300 - 0700	2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Central Park North 110 St	2 3	R301	2300 - 2400
*General Duties- see below				
*Scrubber Machine Duties [Platform] - see below	Central Park North 110 St	2 3	R301	2400 - 0300
Lunch	Central Park North 110 St	2 3	R301	0300 - 0330
*Scrubber Machine Duties [Staffed and Unstaffed Mezzanines] - see below	Central Park North 110 St	2 3	R301	0330 - 0430
*Major Cleaning - Sun: Concrete/Tile Wall: Remove stains and scuff marks from Concrete/Tile Wall in staffed and unstaffed mezzanines. Mon: Refuse Rooms: Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Stairways- Bucket wash all street and mezzanine stairways. Clean handrails and adjacent tile wall/fiberglass panels. Remove all stickers. Wed: Concrete/Tile Wall: Remove stains and scuff marks from Concrete/Tile Wall on platform. Thu: Refuse Rooms: Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Fri: Passageway by EFR and Employee toilet - Bucket wash passageway. Remove all stains and dust from walls and floor. Remove garbage and stack items properly. Sat: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers.	Central Park North 110 St	2 3	R301	0430 - 0530
*General Duties- see below	Central Park North 110 St	2 3	R301	0530 - 0700
Report Off Duty	Central Park North 110 St	2 3	R301	0700 -
*General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Hose wash passageway. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty. **Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean mezzanine. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. *Note - In lieu machines are out of service, listed General Duties will be performed	Central Park North 110 St	2 3	R301	

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC092	Station North	2300 - 0700	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Scrubber Machine Duties/General Duties-Island Platform, Stairway NS18 & NS19 Major Duty Floors Nightly If Machine is Out of Service, Mop entire Platform & Perform General Duties.	Fulton St	A C	N095	2300 - 0200
Lunch	Fulton St	A C	N095	0200 - 0230
*Scrubber Machine Duties-R205A & R208 Mezzanines, Stairway NS20 & NS21 Major Duty Floor Nightly.	Fulton St	A C	N095	0230 - 0500
*Scrubber Machine Duties-Island Platform & All Stair backs.	Fulton St	A C	N095	0500 - 0700
Report off duty. *Scrubber Machine & General Duties-Daily Complete pre-checklist. Prep work area: Scrap & Sweep platform. Empty, Clean, Disinfect, Polish Chrome top of all trash receptacles. Dust mop and remove gum from floors. Prepare scrubber machine and machine clean the island platform end-to-end where applicable, including side of escalators. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Bucket Wash, With a Deck brush remove Stains/Dust underneath stairways & Benches, including stairway threads, landings, risers & copings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. Major Duties: Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize touch points. Clean and disinfect refuse rooms/refuse housings. Bucket wash refuse room. Organize, clean & disinfect scrubber rooms. Re-stock Scrubber Room. Wet Mop: stairway & landings, including threads, passageways/underpass, tunnels, mezzanines & corridors. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.	Fulton St	A C	N095	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC093	Station North	2300 - 0700	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Scrubber Machine Duties-Island Platform & R112A Mezzanine. Major Duty Floors Nightly If Machine is Out of Service, Listed General Duties Will Be Performed.	Wall St	2 3	R111	2300 - 0300
Lunch	Wall St	2 3	R111	0300 - 0330
*Scrubber Machine Duties- R110 Unmanned Paid/Unpaid Mezzanines & Stairway Entrances. Major Duty Floors Nightly *Major Duties-see below (0500-0530)	Wall St	2 3	R111	0330 - 0600
*Scrubber Machine Duties-Island Platform and Stairways Leading to Mezzanine/Passageway	Wall St	2 3	R111	0600 - 0700
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean the island platform end-to-end where applicable. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners will perform general duties. *Major Duty Cleaning- Mon/Wed/Fri : Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. <div>Sun/Tue/Thurs/Sat:</div> Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Scrubber Room- Deck wash walls and floor. Clean/disinfect and organize the room. Discard all debris and empty chemical bottles.Wipe down Fire Extinguishers. Restock supplies. Wipe down Fire Extinguishers. Restock supplies Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize touch points. Clean and disinfect refuse rooms/refuse housings.	Wall St	2 3	R111	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NHDC094	2300 - 0700	2765

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report on Duty in Full Uniform	South Ferry	1	R101	2300 - 0125
PERFORM DUTIES AT S. FERRY "1" LINE				
*Scrubber Machine Duties-Island Platform Major Duty Floors Nightly				
If Machine is Out of Service, Listed General Duties Will Be Performed				
*Major Duties-see below	South Ferry	1	R101	0125 - 0300
Lunch	South Ferry	1	R101	0300 - 0330
*Scrubber Machine Duties- Stone St Entrances & Mezzanines Major Duty Floors Nightly	South Ferry	1	R101	0330 - 0530
General Duties	South Ferry	1	R101	0530 - 0700
Report Off Duty.	South Ferry	1	R101	0700 -
*Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean the island platform end-to-end where applicable, including passageways and mezzanines. Wet mop all areas inaccessible to the scrubber machine including stairway landings, mezzanines & Threads. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners will perform all listed duties herein, including general duties.				
Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize touch points. Clean, bucket wash and disinfect refuse rooms & refuse housings. Clean and organize scrubber rooms. Bucket wash stairway landings and remove gum from threads. Remove stains, footprints and dust from walls.				
*General Duties- Nightly Dust Mop & Remove Gum From Floors. Mop Entire Platform, Passageways And Mezzanine Floors. Mop All Stairway Landings & Threads. Deck Brush And Disinfect Gutters, Sanitary Bases And Platform Ends. Spot Clean ADA Tactile As Required. Empty, Disinfect And Clean Chrome Tops On All Trash Receptacles. Disinfect All Urine Areas. Clean Interior of Trash Receptacle Base And Remove Stains on Floor at Base of Trash Receptacles. Clean All Ledges And Benches. Remove Graffiti, Stickers, And Sticker/Glue Residue. Sanitize All Touch Points. Clean And Disinfect Refuse Rooms/Refuse Canister Housings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Mop platorms to remove stains, drag marks & footprints. Clean ADA Tactile to remove gum, stains, drag marks & spills. Clean and polish all trash receptacles top to bottom.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC095	Station North	2300 - 0700	2751

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform *Scrubber Machine Duties- see below * Note- If machines are out of service listed General Duties will be performed	116 St Columbia University	1	R173	2300 - 2400
*Scrubber Machine Duties (NB Platform) (see below	116 St Columbia University	1	R173	2400 - 0200
Lunch	116 St Columbia University	1	R173	0200 - 0230
*Scrubber Machine Duties [S/B Mezzanine] (see below)	116 St Columbia University	1	R173	0230 - 0330
*Scrubber Machine Duties [S/B Platform] (see below)	116 St Columbia University	1	R173	0330 - 0530
*Major Duty-See below	116 St Columbia University	1	R173	0530 - 0600
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains from floors. Empty trash receptacles.	116 St Columbia University	1	R173	0600 - 0700
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Scrap Entire Station. Dust mop and remove gum from floors. Prepare scrubber machine and machine clean (N/B floors 2300-0200) (S/B floors 0230-0530) Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. **General Duties-If Scrubber Machines are out of service- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty- Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.	116 St Columbia University	1	R173	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NHDC096	2300 - 0700	2751

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform *Scrubber Machine Duties- see below Note- If machines are out of service listed General Duties will be performed Scrubber Machine Duties [Upper Mezzanine] (see below)	181 St	1	R183	2300 - 0030
Scrubber Machine Duties [S/B Platform] (see below)	181 St	1	R183	0030 - 0230
Lunch	181 St	1	R183	0230 - 0300
*Scrubber Machine Duties [N/B Platform] (see below)	181 St	1	R183	0300 - 0500
*Major Duty-See below	181 St	1	R183	0500 - 0600
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains from floors. Empty trash receptacles.	181 St	1	R183	0600 - 0700
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Scrap Entire Station. Dust mop and remove gum from floors. Prepare scrubber machine and machine clean (N/B floors 2300-0200) (S/B floors 0230-0530) Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. "Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour. **General Duties-If Scrubber Machines are out of service- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. **Major Duty- Employee Toilets- Clean Men and Women’s: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.	181 St	1	R183	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NHDC097	Station North	2200 - 0600
		2755

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	135 St	2 3	R306	2200 - 2300
*Scrubber Machine Duties [Manhattan Bound Mezzanine]				
*Scrubber Machine Duties [Manhattan Bound Platform]	135 St	2 3	R306	2300 - 0145
Lunch	135 St	2 3	R306	0145 - 0215
*Scrubber Machine Duties [Bronx Bound Mezzanine]	135 St	2 3	R306	0215 - 0315
*Scrubber Machine Duties [Bronx Bound Mezzanine]	135 St	2 3	R306	0315 - 0600
Report Off Duty	135 St	2 3	R306	0600 -
*Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean mezzanine. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. *General Duties-In lieu machines are out if service- Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and disinfect El 180 and El 181. Deodorize the entire station upon arriving and departing at each station you are assigned to clean during your tour of duty.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC098	Station North	2300 - 0700	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. * Scrubber Machine Duties - see below *Major Duties - Elevators Cleaning 314,315,316 - see below	Brooklyn Bridge City Hall	4 5 6	R210	2300 - 2400
*Mezzanine Control Unpaid Area R210 Including Crossover by Side of Booth toward Pace University Exit & Passageway-Scrap, Sweep, Mop, utilize Scrubber Machine.	Brooklyn Bridge City Hall	4 5 6	R210	2400 - 0200
Lunch	Brooklyn Bridge City Hall	4 5 6	R210	0200 - 0230
*Major Duties - Public Restrooms- See below	Brooklyn Bridge City Hall	4 5 6	R210	0230 - 0300
*Mezzanine Control paid Area -R210 Including 4,5,6 crossover & Passageway leading from A069K to R210 paid Mezzanine- Scrap, Sweep, Mop, utilize Scrubber Machine.	Brooklyn Bridge City Hall	4 5 6	R210	0300 - 0400
*Clean Scrubber Machine and Tidy Scrubber Room**	Brooklyn Bridge City Hall	4 5 6	R210	0400 - 0430
Perform General Duties see below	Brooklyn Bridge City Hall	4 5 6	R210	0430 - 0700
Report Off Duty. *Scrubber Machine Duties -Nightly: Complete pre-checklist. Prep work area: Scrap, Sweep, Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings Leading to Lower Platform/Upper Platform/Mezzanine/Street. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **General Duties - If machines are out of service- Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways (NB Platform stairways leading to Upper / Lower platform). Mop entire platform and mezzanine floors. Mop all stairway landings leading to upper-mezzanine an street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” Major Duties - Nightly: ***Public Restroom Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening. Sun-Sat: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Refuse Room-Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers Office/Facility Room Cleaning: Clean, Mop floor, remove garbage, Dust Lockers.	Brooklyn Bridge City Hall	4 5 6	R210	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC099	Station North	2300 - 0700	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	116 St	6	R256	2300 - 0300
*Scrubber Machine Duties - see below				
Lunch	116 St	6	R256	0300 - 0330
*Major Duties- see below	116 St	6	R256	0330 - 0500
**General Duties- see below	116 St	6	R256	0500 - 0700
Report Off Duty. *Scrubber Machine Duties -Nightly: Complete pre-checklist. Prep work area: Scrap, Sweep, Dust mop and remove gum from floors. Prepare scrubber machine and machine clean all platforms, including mezzanines. Wet mop all areas inaccessible to the scrubber machine including stairway landings Leading to Upper Platform/Mezzanine/Street. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **General Duties-If Scrubber Machines are out of service: Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways . Mop entire platform and mezzanine floors. Mop all stairway landings leading to upper-mezzanine an street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. ***Major Duties- Nightly: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Deck brush & disinfect all gutters/sanitary bases/platform ends as needed throughout the station Wipe down all digital panels, HPI Units, CAI, HEETS and MVM/MEM & Remove Dust. Clean all AFC equipment including turnstile heads and validators throughout the station. Re-Inspect entire station to address cleanliness conditions towards the end of the tour & or before going off-duty. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” Note: Task subject to change and/or chance	116 St	6	R256	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC100	Station North	2200 - 0600	2761

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform.	14 St	A C E	N078	2200 - 0100
Southbound Platforms **General & Scrubber Machine Duties				
Elevator Duties – EL222	14 St	A C E	N078	0100 - 0200
Lunch	14 St	A C E	N078	0200 - 0230
Resume General & Scrubber Machine Duties Southbound Platform	14 St	A C E	N078	0230 - 0400
Major Duty - Southbound Refuse Room & Southbound Scrubber Room	14 St	A C E	N078	0400 - 0500
*Inspect station including EL222 for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors	14 St	A C E	N078	0500 - 0600
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean 14th St - Northbound, 14th St - Southbound and 8th Ave – Island Platform. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. **Elevator Duties - Clean and polish EL222. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills **General Duties Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.	14 St	A C E	N078	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NHDC101	2200 - 0600	2757

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Thursday

Report On Duty In Full Uniform. *Scrubber Machine Duties- see below Note- If Scrubber Machines are out of service listed, General Duties will be performed. *Scrubber Machine Clean [Mezzanine- Lower] - see below	34 St Hudson Yards	7	R550	2200 - 2400
*Scrubber Machine Duties [Island Platform] - see below	34 St Hudson Yards	7	R550	2400 - 0200
Lunch	34 St Hudson Yards	7	R550	0200 - 0230
**Major Duty- see below	34 St Hudson Yards	7	R550	0230 - 0400
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors.	34 St Hudson Yards	7	R550	0400 - 0600
"Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean [state areas to be cleaned]. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. Empty Trash Receptacles **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” **General Duties-If machines are out of service - Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings."	34 St Hudson Yards	7	R550	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC102	Station North	2200 - 0600	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform. *Scrubber Machine Duties- see below Note- If Scrubber Machines are out of service listed, General Duties will be performed. *Scrubber Machine duties [Upper Mezzanine] - see below *clean and close Public Restroom @ 2400 hours	34 St Hudson Yards	7	R550	2200 - 0100
Lunch	34 St Hudson Yards	7	R550	0100 - 0130
**Scrubber Machine Duties [passageway] - see below	34 St Hudson Yards	7	R550	0130 - 0230
*Scrubber Machine duties- Backhouse - see below	34 St Hudson Yards	7	R550	0230 - 0330
Scrubber Machine- Clean	34 St Hudson Yards	7	R550	0330 - 0430
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors.	34 St Hudson Yards	7	R550	0430 - 0600
"Report off duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean [state areas to be cleaned]. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room.& Empty all trash receptacles **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” **General Duties-If machines are out of service - Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings."	34 St Hudson Yards	7	R550	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NHDC103	2200 - 0600	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Monday				
Report On Duty In Full Uniform. Dust Mop And Remove Gum From Passageways, Upper Mezzanine And Street Level. Scrap Passageways, Upper Mezzanine And Street Level. Empty All Trash Receptacles. Clean And Disinfect All Urine Areas. Clean All Glass Partitions In Control Area, Including Booth Windows. Clean And Polish Trash Receptacles. Clean And Disinfect Public Toilets. Polish All Stainless Steel. Major Cleaning: (2330-0030) Sun: RTO Facility/Tower/Relay Room/Lower Mezzanine. Clean, Disinfect, Mop & Empty Trash Mon: RTO Facility/Tower/Relay Room/Lower Mezzanine. Clean, Disinfect, Mop & Empty Trash Fri: Clean And Polish Escalators E632. Remove Gum From Top And Bottom Plates. Remove Graffiti And Stickers. Clean And Polish Turnstiles, MVMs And Mems And AFC Readers. Sat: Clean And Polish E 631. Remove Gum From Top And Bottom Plates. Remove Graffiti And Stickers. Clean And Polish Turnstiles, MVMs, Mems And AFC Readers.	34 St Hudson Yards	7	R550	2200 - 0030
Lunch	34 St Hudson Yards	7	R550	0030 - 0100
Major Cleaning: Prepare Scrubber Machine For Use. Dust Mop And Remove Gum From Street Level And Upper Mezzanine. Machine Clean Tile Floor. Clean And Secure Machine After Use. Put Machine On Charge. Clean Scrubber Rooms. Clean On The Go (Otg) And Help Point Intercom (Hpi) Equipment. Polish All Stainless Steel.	34 St Hudson Yards	7	R550	0100 - 0430
Re-Scrap Mezzanine, Passageways And Stairways. Disinfect All Urine Areas. Empty And Disinfect All Trash Receptacles.	34 St Hudson Yards	7	R550	0430 - 0600
Report Off Duty.				

Thursday

Report On Duty In Full Uniform. Sun/Mon: Perform All Cleaning Duties on Street Level and Upper Mezzanine Level. Fri/Sat: Perform All Cleaning Duties on Lower Mezzanine and Island Platform. Sweep All Street Stairways And Mezzanine Stairways. Clean and Sanitize Wall Base In Passageways and Disinfect All Urine Areas. Scrap, Dust Mop and Remove Gum, Clean all Glass Partitions in Control Areas, including Booth Window. Remove all Stickers and Graffiti and Clean Residue.	34 St Hudson Yards	7	R550	2200 - 2300
RTO Facilities / Tower - Clean And Disinfect. Sweep and Mop Floors. Major Cleaning: Thu: Public Toilets - Clean and Disinfect. Sweep and Mop Floors.	34 St Hudson Yards	7	R550	2300 - 0100
Mop and Remove Gum from All Street Stairways, Mezzanines And Platform Stairways.	34 St Hudson Yards	7	R550	0100 - 0130
Lunch	34 St Hudson Yards	7	R550	0130 - 0200
0200-0245: Clean, Sweep, Mop Floors And Disinfect Women's Locker Room/Toilets. 0245-0330: Clean, Sweep, Mop Floors And Disinfect Men's Locker Room/Toilets. 0330-0415: Clean And Polish AFC Equipment, MVMs, MEMs And Turnstiles.	34 St Hudson Yards	7	R550	0200 - 0415
Clean On The Go (OTG) And Help Point Intercom (HPI) Equipment. Polish All Stainless Steel. Clean And Disinfect Public And Employee Toilets. Clean And Disinfect Scrubber Rooms And CTA Rooms. Re-Scrap Passageways, Mezzanine And Stairways. Clean And Polish All Trash Receptacles.	34 St Hudson Yards	7	R550	0415 - 0600
Report Off Duty.				

Friday-Saturday

Report On Duty In Full Uniform. Dust Mop And Remove Gum From Lower Mezzanine And Island Platform And Passageways. Scrap Lower Mezzanine And Island Platform. Empty All Trash Receptacles. Clean And Disinfect All Urine Areas. Polish And Clean Trash Receptacles. Clean And Disinfect Public Toilets. Routine Cleaning El 600, El 601 And El 602. Clean, Disinfect & Empty Trash In RTO Facility/Tower/Relay Room & Lower Mezzanine. Major Cleaning: Sweep, Clean And Disinfect All Refuse Rooms.	34 St Hudson Yards	7	R550	2200 - 0100
Lunch	34 St Hudson Yards	7	R550	0100 - 0130
Major Cleaning: Prepare Scrubber Machine For Use. Dust Mop And Remove Gum From Island Platform. Machine Clean Tile Floor. Clean And Secure Machine After Use. Put Machine On Charge. Clean Scrubber Rooms. Clean On The Go (Otg) And Help Point Intercom (Hpi) Equipment. Polish All Stainless Steel.	34 St Hudson Yards	7	R550	0130 - 0430
Re-Scrap Mezzanine, Passageways, And Platform Areas. Sweep All Lower Mezzanine Stairways And Platform Stairways. Disinfect All Urine Areas. Empty And Disinfect All Trash Receptacles.	34 St Hudson Yards	7	R550	0430 - 0600
Report Off Duty.				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC104	Station North	2300 - 0700	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Scrubber Machine Duties- see below Note- If Scrubber Machines are out of service listed General Duties will be performed.	72 St	Q	N700	2300 - 0130
*Scrubber Machine Clean [Mezzanine]	72 St	Q	N700	0130 - 0330
Lunch	72 St	Q	N700	0330 - 0400
*Scrubber Machine Duties- [Platform] *Scrubber Machine Clean [Mezzanine]	72 St	Q	N700	0400 - 0600
*General Duties- see below Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors.	72 St	Q	N700	0600 - 0700
Report Off Duty. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Clean & Close Public Restroom. Open Public Restrooms. Hours at scheduled time. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean [state areas to be cleaned]. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. *Bathroom duties***Employee/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.	72 St	Q	N700	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC105	Station North	2300 - 0700	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Scrubber Machine Duties- see below Note- If Scrubber Machines are out of service listed General Duties will be performed.	86 St	Q	N701	2300 - 0130
*Scrubber Machine Clean [Mezzanine]	86 St	Q	N701	0130 - 0330
Lunch	86 St	Q	N701	0330 - 0400
*Scrubber Machine Duties -[Platform]	86 St	Q	N701	0400 - 0600
*General Duties- see below Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors.	86 St	Q	N701	0600 - 0700
Report Off Duty. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Clean & Close Public Restroom. Open Public Restrooms. Hours at scheduled time. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean [state areas to be cleaned]. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. **Bathroom duties: Employee/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.	86 St	Q	N701	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC106	Station North	2300 - 0700	2763

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Scrubber Machine Duties- see below Note- If Scrubber Machines are out of service listed General Duties will be performed	96 St	Q	N702	2300 - 0130
*Scrubber Machine Clean [Mezzanine]	96 St	Q	N702	0130 - 0330
Lunch	96 St	Q	N702	0330 - 0400
*Scrubber Machine Duties [Platform]	96 St	Q	N702	0400 - 0600
*General Duties- see below Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors.	96 St	Q	N702	0600 - 0700
Report Off Duty. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Clean & Close Public Restroom. Open Public Restrooms. Hours at scheduled time. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean [state areas to be cleaned]. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. **Bathroom duties: Employee/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.	96 St	Q	N702	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NHDC107	2200 - 0600	2762

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform. * Scrubber Machine Duties - see below job description *Scrap, Sweep, Mop & Utilize Scrubber Machine on Mezzanine Unpaid Control Area- A33, A33K, A034,A034K, A037, E 15 St Park exit & E 16 St part time area. *Mezzanine Control Paid Area- (From E 16th St to R221 including all Passageway connects N,Q,R to 4,5,6).	14 St-Union Sq	N Q R W	A034	2200 - 2400
Lunch	14 St-Union Sq	N Q R W	A034	0130 - 0200
* Perform Major Duties - Public restroom cleaning - see below	14 St-Union Sq	N Q R W	A034	0200 - 0245
*Mezzanine Control Paid Area (From E 16th St to R221 including all Passageway connects N,Q,R to 4,5,6)	14 St-Union Sq	N Q R W	A034	0245 - 0430
Perform Major Duties- See Below- Clean Machine and Room.	14 St-Union Sq	N Q R W	A034	0430 - 0530
Perform General Cleaning duties - see below job duties.	14 St-Union Sq	N Q R W	A034	0530 - 0600
Report Off Duty. *Scrubber Machine Duties -Nightly: Complete pre-checklist. Prep work area: Scrap, Sweep, Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties**** **General Duties - If machines are out of service- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” ***Major Duties - Nightly: *Public Restroom Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening Sun, Tues, Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Mon, Wed, Sat: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.	14 St-Union Sq	N Q R W	A034	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC108	Station North	2200 - 0600	2757

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform. *Scrubber Machine Duties- see below Note- In lieu machines are out of service listed General Duties will be performed. *Scrubber Machine Duties [Mezzanine-SB] - see below	23 St	R W	A030	2200 - 2330
*Scrubber Machine Duties [SB Platform] - see below	23 St	R W	A030	2330 - 0130
Lunch	23 St	R W	A030	0130 - 0200
*Scrubber Machine Duties [Mezzanine-NB-] see below	23 St	R W	A030	0200 - 0330
*Scrubber Machine Duties NB Platform- see below	23 St	R W	A030	0330 - 0450
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors.	23 St	R W	A030	0450 - 0550
Report off duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean [Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” **General Duties-In lieu machines are out if service- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.	23 St	R W	A030	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC109	Station North	2200 - 0600	2757

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report on Duty in Full Uniform. *Scrubber Machine Duties- see below Note- In lieu machines are out of service listed General Duties will be performed *Scrubber Machine Duties [Mezzanine-SB] - see below	8 St-NYU	R W	A038	2200 - 2330
*Scrubber Machine Duties [SB Platform] - see below	8 St-NYU	R W	A038	2330 - 0130
Lunch	8 St-NYU	R W	A038	0130 - 0200
*Scrubber Machine Duties [Mezzanine-NB-] see below	8 St-NYU	R W	A038	0200 - 0330
*Scrubber Machine Duties NB Platform- see below	8 St-NYU	R W	A038	0330 - 0450
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors.	8 St-NYU	R W	A038	0450 - 0550
Report off duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean [Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” **General Duties-In lieu machines are out if service- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.	8 St-NYU	R W	A038	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NHDC110	2300 - 0700	2763

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform. *Scrubber Machine Duties- see below Note- If Scrubber Machines are out of service listed General Duties will be performed	57 St-7 Av	N R Q W	A010	2300 - 0130
*Scrubber Machine Clean [55th St Mezzanine and Northbound]	57 St-7 Av	N R Q W	A010	0130 - 0300
LUNCH	57 St-7 Av	N R Q W	A010	0300 - 0330
*Major Duty-see below Clean And Polish All Elevators; Wipe Down Street all Entrance Exterior	57 St-7 Av	N R Q W	A010	0330 - 0600
*General Duties- see below Inspect station for unsanitary conditions and correct Re-scrap station. Remove all spills and stains on floors.	57 St-7 Av	N R Q W	A010	0600 - 0700
Report Off Duty. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Clean & Close Public Restroom. Open Public Restrooms. Hours at scheduled time. **Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean [state areas to be cleaned]. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. **Elevator Duties Clean and polish (elevator #). Remove gum, sweep, mop, and disinfect elevator floors, wipe down interior and exterior panels/edges on all levels, (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove debris from elevator door sills. Clean and wipe down the safety edge with dry rag from top to bottom. **Bathroom duties***Employee/Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.	57 St-7 Av	N R Q W	A010	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC111	Station North	2300 - 0700	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. * Scrubber Machine Duties - see below *NB Mezzanine Control Area R219 - Scrap, Sweep, Mop, Utilize Scrubber Machine- Perform General Duties- See Below	Astor Pl	6	R219	2300 - 0130
Lunch	Astor Pl	6	R219	0130 - 0200
*SB Mezzanine Control Area R218 - Scrap, Sweep, Mop, Utilize Scrubber Machine- Perform General Duties- See Below	Astor Pl	6	R219	0200 - 0400
Clean Scrubber Machine and Perform Major Duties	Astor Pl	6	R219	0400 - 0500
*Mezzanine Control Area - R219 Scrap, Sweep, Mop- Perform General Duties - See Below	Astor Pl	6	R219	0500 - 0600
Perform General Duties Entire Station	Astor Pl	6	R219	0600 - 0700
Report Off Duty. *Scrubber Machine Duties -Nightly: Complete pre-checklist. Prep work area: Scrap, Sweep, Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings Leading to Lower Platform/Upper Platform/Mezzanine/Street. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **General Duties - If machines are out of service- Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways (NB Platform stairways leading to Upper / Lower platform). Mop entire platform and mezzanine floors. Mop all stairway landings leading to upper-mezzanine an street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. “Deodorize entire station at the beginning and end of each tour.” Major Duties - Nightly: Sun-Sat: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Tues/Thurs/Fri: Refuse Room/Housing Canisters- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon/Wed: Booth Cleaning Task subject to change and/or chance. Spot clean ADA Tactile as needed Deck brush & disinfect all gutters/sanitary bases/platform ends as needed throughout the station. Wipe down all HPI Units, CAI, HEETS and MVM/MEM & Remove Dust. Clean all AFC equipment including turnstile heads and validators throughout the station.	Astor Pl	6	R219	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NHDC124Station North	2300 - 0700	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	103 St	6	R252	2300 -
*Scrubber Machine Duties - see below	103 St	6	R252	2300 - 0300
Lunch	103 St	6	R252	0300 - 0330
*Scrubber Machine Duties - see below	77 St	6	R248	0340 - 0530
Major Duties -see below	103 St	6	R252	0540 - 0700
Report Off Duty. *Scrubber Machine Duties-Daily: Inspect station for unsanitary conditions and correct. Sweep all stairs (mezzanine, and street). Complete pre-checklist. Prep work area: Scrap, Sweep, Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings Leading to street. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. *** If station CTA job is not covered, HDC Cleaners must perform general duties. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **General Duties-If Scrubber Machines are out of service: Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings Remove stains, footprints & scruff marks on tile walls. Clean parabolic mirrors. Clean and polish interior/exterior elevator surface/panels. Major Duties-Nightly: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Supply room/EFR/: Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Street Stairways: Bucket wash, mop and deodorize Re-Inspect entire station to address cleanliness conditions towards the end of the tour & or before going off-duty.	103 St	6	R252	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC125	Station North	2300 - 0700	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. * Scrubber Machine Duties - see below *Scrubber Machine Duties * - Mezzanine	59 St	4 5 6	R244	2300 - 2400
Scrubber Machine Duties - Southbound Upper Level including Underpass.	59 St	4 5 6	R244	2400 - 0200
Lunch	59 St	4 5 6	R244	0200 - 0230
Scrubber Machine Duties - Southbound Lower Level	59 St	4 5 6	R244	0230 - 0430
Clean Scrubber Machine and Tidy Scrubber Room.	59 St	4 5 6	R244	0430 - 0500
Perform General Duties see below	59 St	4 5 6	R244	0500 - 0700
Report Off Duty. *Scrubber Machine Duties -Nightly: Complete pre-checklist. Prep work area: Scrap, Sweep, Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. ***** If station CTA job is not covered, HDC Cleaners must perform general duties***** **General Duties - If machines are out of service- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”	59 St	4 5 6	R244	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC126	Station North	2300 - 0700	2765

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Scrubber Machine Duties-Northbound Platform, Paid & Unpaid Mezzanines. Major Duty Floors Nightly If Machine is Out of Service, Listed General Duties Will Be Performed	WTC Cortlandt	1	R107	2300 - 0100
*Scrubber Machine Duties-R107 Mezzanine, Lower Level Mezzanine	WTC Cortlandt	1	R107	0100 - 0200
Lunch	WTC Cortlandt	1	R107	0200 - 0230
*Scrubber Machine Duties- Southbound Platform, Paid & Unpaid Mezzanines. Major Duty Floors Nightly.	WTC Cortlandt	1	R107	0230 - 0400
General Duties *Major Duties	WTC Cortlandt	1	R107	0400 - 0700
Report Off Duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean the island platform end-to-end where applicable. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners will perform general duties. Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize touch points. Clean and disinfect refuse rooms/refuse housings. Wet Mop: stairway & landings, including threads, passageways/underpass, tunnels, mezzanines & corridors. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *General Duties-If Scrubber Machines are out of service. Dust Mop & Remove Gum From Floors. Mop Entire Platform And Mezzanine Floors. Mop All Stairway Landings. Deck Brush And Disinfect Gutters, Sanitary Bases And Platform Ends. Spot Clean ADA Tactile As Required. Empty, Disinfect And Clean Chrome Tops On All Trash Receptacles. Disinfect All Urine Areas. Clean Interior of Trash Receptacle Base And Remove Stains on Floor at Base of Trash Receptacles. Clean All Ledges And Benches. Remove Graffiti, Stickers, And Sticker/Glue Residue. Sanitize All Touch Points. Clean And Disinfect Refuse Rooms/Refuse Canister Housings.	WTC Cortlandt	1	R107	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC127	Station North	2300 - 0700	2751

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform	168 St	A C	N013	2300 -
*Scrubber Machine Duties- see below "1" Line	168 St	A C	N013	2300 - 2400
*Note- If machines are out of service listed General Duties will be performed on the "1" Line				
*Scrubber Machine Duties (NB Platform) (see below) "1" Line	168 St	A C	N013	2400 - 0130
*Scrubber Machine Duties [S/B Platform] (see below) "1" Line	168 St	A C	N013	0130 - 0300
Lunch	168 St	A C	N013	0300 - 0330
*Major Duty-See below "1" Line	168 St	A C	N013	0330 - 0430
*Elevator Duty – See below "1" Line	168 St	A C	N013	0430 - 0515
Inspect station for unsanitary conditions and correct. Re-scrap Mezzanine and Platform Area. Remove all spills and stains from floors. Empty and disinfect all Trash receptacles. Scrap and disinfect passageway lower mezzanine. "1" Line	168 St	A C	N013	0515 - 0700
Report Off Duty. *Scrubber Machine Duties-Daily "1" line Complete pre-checklist. Prep work area: Scrap entire station. Sweep all stairways and Outside Areas. Empty Clean and disinfect all Trash Receptacles. Dust mop and remove gum from floors. Prepare scrubber machine and machine clean (Mezzanine floors (2300-2400) (N/B floors 2400-0130) (S/B floors 0130-0300) Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. **General Duties-If Scrubber Machines are out of service- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Elevator Duties Clean and polish (elevator111,112,113 and 114). Remove gum, sweep, mop, and disinfect elevator floors, wipe down interior and exterior panels/edges on all levels, (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators in the station. Remove debris from elevator door sills. Clean and wipe down the safety edge with dry rag from top to bottom. Major Duty Mon: Major Clean and Disinfect Employee Toilet Tues: Clean and disinfect Scrubber Room NB Wed: Clean, sweep, disinfect and hose wash Emergency Stairway at 168 Street 1 Line (works with NC0155) Thurs: Clean and disinfect Scrubber Room S/B Fri: Clean and disinfect Scrubber Room Mezzanine Sat: Clean, sweep, disinfect and hose wash Emergency Stairway at 168 Street 1 Line (works with NC0155)	168 St	1	N013	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC128	Station North	2200 - 0600	2762

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Scrubber Machine Duties - see below	Grand Central 42 St	4 5 6	R238	2200 -
*Scrubber Machine duties * Mezzanine Control Area by R236 and Unpaid Passageway	Grand Central 42 St	S	R238	2200 - 2300
Performed General Duties Including Golden Stairs Moping/ cleaning-see below	Grand Central 42 St	S	R238	2300 - 0030
Scrubber Machine Duties Platform	Grand Central 42 St	S	R238	0030 - 0200
Lunch	Grand Central 42 St	S	R238	0200 - 0230
Scrubber Machine Duties - Paid Shuttle Passageway	Grand Central 42 St	S	R238	0230 - 0330
Clean Scrubber Machine and Tidy Scrubber Room	Grand Central 42 St	S	R238	0330 - 0400
Performed General Duties Including Golden S/Ws cleaning - see below	Grand Central 42 St	S	R238	0400 - 0600
Report off duty. *Scrubber Machine Duties -Nightly: Complete pre-checklist. Prep work area: Scrap, Sweep, Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties**** **General Duties - If machines are out of service- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”	Grand Central 42 St	4 5 6	R238	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
NHDC129	2200 - 0600	2757

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report on Duty in Full Uniform. *Scrubber Machine Duties- see below Note- If Scrubber Machines are out of service, listed General Duties will be performed. *Scrubber Machine Clean [Mezzanine- Shuttle] - see below	Times Sq-42 St	S	R147	2200 - 2400
*Scrubber Machine Duties [Island Platform] - see below	Times Sq-42 St	S	R147	2400 - 0200
Lunch	Times Sq-42 St	S	R147	0200 - 0230
*Scrubber Machine Clean [Mezz- 42nd Connector] - see below	Times Sq-42 St	S	R147	0230 - 0430
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors.	Times Sq-42 St	S	R147	0430 - 0600
Report off duty. *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean [state areas to be cleaned]. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.” **General Duties-If machines are out of service - Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.	Times Sq-42 St	S	R147	0600 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC130	Station North	2300 - 0700	2756

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Note: In the absence of coverage for SB platform, perform all listed duties on the SB platform, including NB platform. *	86 St	4 5 6	R250	2300 -
If machines are out of service listed General Duties will be performed				
*Scrubber Machine Duties - see below (NB Platform)	86 St	4 5 6	R250	2300 - 0330
Lunch	86 St	4 5 6	R250	0330 - 0400
*Scrubber Machine Duties - see below (NB Platform)	86 St	4 5 6	R250	0400 - 0530
**Major Duties- see below (NB Platform)	86 St	4 5 6	R250	0530 - 0700
Report Off Duty. *Scrubber Machine Duties -Nightly: Complete pre-checklist. Prep work area: Scrap, Sweep, Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings Leading to Upper Platform/Mezzanine/Street. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings Remove stains, footprints & scruff marks on tile walls. Clean parabolic mirrors. Clean and polish interior/exterior elevator surface/panels. Elevators: Clean, mop & deodorize cabs. Clean and polish surfaces/panels with glass cleaner/Windex. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **General Duties-If Scrubber Machines are out of service: Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways (SB Platform stairways leading to Upper platform). Mop entire platform and mezzanine floors. Mop all stairway landings leading to upper mezzanine and street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. Major Duties - Nightly: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Supply Rooms: Clean, organize & restock. Re-Inspect entire station to address cleanliness conditions towards the end of the tour & or before going off-duty. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.	86 St	4 5 6	R250	0700 -

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
NHDC247	Station North	2200 - 0600	2764

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	Broadway-Lafayette St	B D F M	N519	2200 -
Scrubber Machine Duties- see below				
Note: If machines are out of service listed General Duties will be performed- see below"				
Scrubber Machine Clean N519/N519A/N519B Lower Mezzanine	Broadway-Lafayette St	B D F M	N519	2200 - 2400
Scrubber Machine Clean N/B Platform	Broadway-Lafayette St	B D F M	N519	2400 - 0230
Lunch	Broadway-Lafayette St	B D F M	N519	0230 - 0300
Major Duty Cleaning- see below	Broadway-Lafayette St	B D F M	N519	0300 - 0430
Inspect entire station for unsanitary conditions and correct. Remove all spills and stains on floors	Broadway-Lafayette St	B D F M	N519	0430 - 0600
Report Off Duty.	Broadway-Lafayette St	B D F M	N519	0600 -
*Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. *Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging. **If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **If station CTA job is not covered, HDC Cleaners must perform general duties. *General Duties- If machines are out of service Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. " **Major Duty Cleaning Sun: N/B Platform Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Mon: N/B Stairways and Landings- Clean/Wash S/Ws ML10A/B, ML12A/B, P10A/B. Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Tue: N/B Stairways and Landings- Clean/Wash S/Ws P8, P6, P4, P2. Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Wed: N519 Paid Mezzanine Stairways- Clean/Wash S/Ws ML6A/B/C, ML8A/B/C. Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Thu: N519 Paid Mezzanine Stairways- Clean/Wash S/Ws ML4A/B/C, ML2A/B/C. Remove All Stickers and Graffiti from Adjacent Surfaces- Tile Walls. Fri: Lower Mezzanine Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Restock all scrubber rooms with supplies- HDC soap, bleach, and mopheads."				

Task subject to change and/or by chance.
Spot clean ADA Tactile as needed.