

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

**STATION ENVIRONMENT AND OPERATIONS**

**STATION CLEANERS**

**WINTER 2024**

**SOUTH SCHEDULES  
BOOK**

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0291	Station South	Sun - Mon:0700 - 1500 Tue - Tue:0700 - 1500 Fri - Sat:0700 - 1500	2768

INSTRUCTIONS

	STATION	LINE	BOOTH	HOURS
Friday-Tuesday				
Report On Duty In Full Uniform.  Sun: Jay St Metrotech N103 To Cover Job SC0292 Mon: Jay St Metrotech N103To Cover Job SC0292 Tue: UTILITY Wed: RDO Thu: RDO Fri: Atlantic Av-Barclays Ctr C009 To Cover Job SC0293 Sat: Atlantic Av-Barclays Ctr C009 To Cover Job SC0293  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#
SC0292	Station South	0700 - 1500	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform RESTRICTED DUTY- Public Restroom/ RTO Facilities Cleaner. Must be Track Safety Qualified.  *Public Toilet Duties- see below  Note- If toilets are out of service, listed duties will be performed:  Mon- Clean men and women’s public toilets Tues to Sun- **General Duties- see below	Jay St Metrotech	A C F	N103	0700 - 0930
*Employee Toilet Duties- see below  Note- If toilets are out of service, listed duties will be performed: Mon- Clean men and women’s public toilets Tues to Sun- **General Duties- see below	Jay St Metrotech	A C F	N103	0930 - 1030
Lunch	Jay St Metrotech	A C F	N103	1030 - 1100
***RTO Tower Duties- see below	Jay St Metrotech	A C F	N103	1100 - 1200
*Public Toilet Duties- see below  Note- If toilets are out of service, listed duties will be performed: Mon- Clean men and women’s public toilets Tues to Sun- **General Duties- see below	Jay St Metrotech	A C F	N103	1200 - 1500
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 windows. Remove stickers and graffiti. Wipe down Digital Ad Panels.  *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  RESTRICTED DUTY- Public Restroom/ RTO Facilities Cleaner. Must be Track Safety Qualified.	Jay St Metrotech	A C F	N103	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#
SC0293	Station South	0700 - 1500	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform    RESTRICTED DUTY- 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:	Atlantic Av-Barclays Ctr	D N R	C009	0700 - 0800
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:	DeKalb Av	B Q R	C008	0815 - 0915
Clean men and women’s public toilets	Atlantic Av-Barclays Ctr	D N R	C009	0930 - 1030
Lunch	Atlantic Av-Barclays Ctr	D N R	C009	1030 - 1100
Clean men and women’s public toilets	DeKalb Av	B Q R	C008	1115 - 1215
Clean men and women’s public toilets	Atlantic Av-Barclays Ctr	D N R	C009	1230 - 1330
Clean men and women’s public toilets	DeKalb Av	B Q R	C008	1345 - 1445
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 windows booth window- use water only. Remove graffiti, stickers and sticker/glue residue. Wipe down Digital Ad Panels.  RESTRICTED DUTY- Public Restroom Cleaner	Atlantic Av-Barclays Ctr	D N R	C009	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#
SC0294	Station South	1100 - 1900	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform  Public Restroom/ Elevator/RTO Facilities Cleaner. Must be Track Safety Qualified.  Clean unisex public toilets *Public Toilet Duties- see below Note- If toilets are of service, **General Duties listed will be performed	Brighton Beach	B Q	B029	1100 - 1200
***RTO Tower Duties	Brighton Beach	B Q	B029	1200 - 1330
Clean men and women’s public toilets Note- If toilets are out of service, **General Duties listed will be performed	Kings Hwy	B Q	B024	1340 - 1540
Lunch	Kings Hwy	B Q	B024	1540 - 1610
Clean and disinfect ELE 760 and 761 ****Elevator Duties- see below Note- If Elevators out of service, General Duties listed will be performed	Kings Hwy	B Q	B024	1610 - 1810
Clean unisex public toilets Note- If toilets are out of service, **General Duties listed will be performed	Brighton Beach	B Q	B029	1820 - 1900
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  ***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, refrigerator, microwave. Empty all trash cans, sweep, mop and disinfect all floors. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES.  ****Elevator Duties Sweep, mop, disinfect, remove gum, wipe down interior and exterior panels, clean interior, and exterior glass on all elevators on station. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.  **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 windows. Remove stickers and graffiti. Wipe down Digital Ad Panels.  Public Restroom/ Elevator/RTO Facilities Cleaner. Must be Track Safety Qualified.	Brighton Beach	B Q	B029	1900 -

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0295	Station South	0700 - 1500	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform  Public Restroom/ Elevator/RTO Cleaner. Must be Track Safety Qualified.  Clean men and women's public toilets *Public Toilet Duties- see below Note- If toilets are of service, **General Duties listed will be performed	Coney Island Stillwell Av	D F N Q	G009	0700 - 0900
***RTO Tower Duties	Coney Island Stillwell Av	D F N Q	G009	0900 - 1000
Clean and disinfect ELE 701 and 702 ****Elevator Duties- see below Note- If Elevators out of service, General Duties listed will be performed	Coney Island Stillwell Av	D F N Q	G009	1000 - 1130
Lunch	Coney Island Stillwell Av	D F N Q	G009	1130 - 1200
Clean men and women’s public toilets Note- If toilets are out of service, **General Duties listed will be performed	Coney Island Stillwell Av	D F N Q	G009	1200 - 1330
Clean and disinfect ELE 701 and 702 ****Elevator Duties- see below Note-If Elevators out of service, General Duties listed will be performed	Coney Island Stillwell Av	D F N Q	G009	1330 - 1500
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 windows. Remove stickers and graffiti. Wipe down Digital Ad Panels  ***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 Sweep, mop, disinfect, remove gum, wipe down interior and exterior panels, clean interior, and exterior glass on all elevators on station. 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 Cleaner. Must be Track Safety Qualified.	Coney Island Stillwell Av	D F N Q	G009	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#
SC0296	Station South	0700 - 1500	2766

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 Toilet Duties- see below Note- If toilets are of service, **General Duties listed will be performed	36 St	D N R	C018	0700 - 0800
Clean men and women's public toilets *Public Toilet Duties- see below Note- If toilets are of service, **General Duties listed will be performed	59 St	N R	C021	0810 - 0900
Clean and disinfect ELE [387/388/389] **Elevator Duties- see below Note- If Elevators are out of service, General Duties listed will be performed	59 St	N R	C021	0900 - 0945
Clean men and women’s public toilets Note- If toilets are out of service, **General Duties listed will be performed	Bay Ridge 95 St	R	C027	1000 - 1100
Lunch	Bay Ridge 95 St	R	C027	1100 - 1130
Clean men and women’s public toilets	36 St	D N R	C018	1145 - 1235
Clean men and women’s public toilets	59 St	N R	C021	1245 - 1315
Clean and wipe ELE [387/388/389]	59 St	N R	C021	1315 - 1340
Clean men and women’s public toilets	Bay Ridge 95 St	R	C027	1355 - 1445
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 windows. Remove stickers and graffiti. Wipe down Digital Ad Panels.  *Elevator Duties Sweep, mop, disinfect, remove gum, wipe down interior and exterior panels, clean interior and exterior glass on all elevators on station. 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	36 St	D N R	C018	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#
SC0298	Station South	0700 - 1500	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform Public Restroom. Must be Track Qualified	Jamaica 179 St	F	N343	0700 - 0930
***RTO Tower Duties- see below				
*Public Toilet duties below	Jamaica 179 St	F	N343	0930 - 1000
Note- If toilets are out of Service, General Duties listed will be performed				
Station Cleaning Duties – see below	Jamaica 179 St	F	N343	1000 - 1100
*Public Toilet Duties – see below	Jamaica 179 St	F	N343	1100 - 1130
Lunch	Jamaica 179 St	F	N343	1130 - 1200
*Public Toilet Duties – see below	Jamaica 179 St	F	N343	1200 - 1300
Station Cleaning/RTO Duties – see below	Jamaica 179 St	F	N343	1300 - 1500
Report Off Duty	Jamaica 179 St	F	N343	1500 -
Report Off Duty				
*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 all floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK 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. (Open Public toilet 0700 in the event it is close). Clean and close 1200-1300. Allow bathroom to dry 10 minutes before reopening. If toilets are out of Service, General Duties listed will be performed				
**Station Cleaning Duties Sweep all stairs. Scrap all mezzanines, control areas and platforms. Wipe down all AFC equipment (MVMs, Turnstiles, HEET/HXT) in control areas including OMNY validators. Clean booth windows- use water only Remove graffiti, stickers and sticker/glue residue. Wipe down Digital Ad 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#
SC0300	Station South	0700 - 1500	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	61 St Woodside	7	R523	0700 - 0830
Public Restroom/ Elevator Cleaner				
*General Duties – see below				
*Open Public Toilets at 0700 hours				
Note- If public toilets out of service, General Duties listed will be performed				
Elevator Duties – See below	Junction Blvd	7	R528	0840 - 0915
*Public Toilet Duties - See below	61 St Woodside	7	R523	0925 - 1015
*Public Toilet cleaning 0930-1000 hours				
Note- If public toilets out of service, General Duties listed will be performed.				
**General Duties – see below	Queensboro Plaza	7 N W	R509	1025 - 1130
Lunch	Queensboro Plaza	7 N W	R509	1130 - 1200
*Public Toilet Duties – see below	Queensboro Plaza	7 N W	R509	1200 - 1300
*Public Toilet cleaning 1200-1300 hours				
Note- If public toilets out of service, General Duties listed will be performed				
Elevator Duties – See below	Junction Blvd	7	R528	1315 - 1400
Note- If elevators are out of service, General Duties listed will be performed				
*Public Toilet Duties- see below	61 St Woodside	7	R523	1410 - 1500
Note- If public toilets out of service, General Duties listed will be performed				
Report Off Duty	61 St Woodside	7	R523	1500 -
*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				
Wipe down all AFC equipment in control areas including OMNY validators, Clean exterior of booth windows. Remove graffiti and stickers and clean residue, Wipe windows and dust ledges, Wipe clean all public phones. Clean and mop employee facility and restroom. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap) as needed. Allow restroom to dry 10 minutes before reopening. Wipe clean stairway handrails. Wipe clean chrome top of trash receptacles. Remove bird droppings from floors. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.”				
***Elevator Duties- 61st Woodside				
Clean and disinfect EL415, 416, 417, 418 and 419. 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 Duties- Junction Blvd.				
Clean and disinfect EL425, 426 and 427. Perform all elevator duties listed above. Sweep and disinfect overpass area. 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#
SC0301	Station South	0700 - 1500	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Flushing Main St	7	R533	0700 - 0800
Public Restroom/ Elevator Cleaner				
*General Duties – See below *Open Public Toilet at 0700 hours Note- If public toilets out of service, General Duties listed will be performed				
*Elevator Duties- see below	Flushing Main St	7	R533	0800 - 0930
*Public Toilet Duties – see below	Flushing Main St	7	R533	0930 - 1000
*Elevator Duties- see below	Flushing Main St	7	R533	1000 - 1100
Lunch	Flushing Main St	7	R533	1100 - 1130
*General Duties– see below *Close & Clean public toilets 1200-1300 hours Note- If public toilets out of service, General Duties listed will be performed:	Mets-Willets Point	7	R532	1140 - 1300
Elevator Duties - See below	Flushing Main St	7	R533	1310 - 1410
*General Duties– see below	Flushing Main St	7	R533	1410 - 1500
Report Off Duty	Flushing Main St	7	R533	1500 -
*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, HEETs/HXT) in control areas including OMNY validators. Remove graffiti, stickers and sticker/glue residue. Clean exterior of 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.				
***Elevator Duties- Main Street Clean and disinfect EL414. 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#
SC0302	Station South	1500 - 2300	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Jay St Metrotech	A C F	N103	1500 - 1730
Public Restroom/ RTO Tower/Elevator Cleaner. Must be Track Safety Qualified				
*Public Toilet Duties- see below				
Note- If toilets are out of service, listed duties will be performed:				
Mon- Clean men and women’s public toilets				
Tues to Sun- **General Duties- see below				
*Employee Toilet Duties- see below	Jay St Metrotech	A C F	N103	1730 - 1800
Note- If Toilets are out of service, listed duties will be performed:				
Mon- Clean men and women’s public toilets				
Tues to Sun- **General Duties- see below				
Lunch	Jay St Metrotech	A C F	N103	1830 - 1900
***RTO Tower Duties- see below	Jay St Metrotech	A C F	N103	1900 - 1930
*Public Toilet Duties- see below	Jay St Metrotech	A C F	N103	1930 - 2300
Note- If toilets are out of service, listed duties will be performed:				
Mon- Clean men and women’s public toilets				
Tues to Sun- **General Duties- see below				
Report Off Duty	Jay St Metrotech	A C F	N103	2300 -
*Public Toilet Duties/Employee 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 windows. Remove stickers and graffiti. Wipe down Digital Ad Panels.				
*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.				
Public Restroom/ RTO Tower/Elevator 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#
SC0303	Station South	1500 - 2300	2766

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 Toilet Duties- see below Note- If toilets are out of service, **General Duties listed will be performed	Atlantic Av-Barclays Ctr	D N R	C009	1500 - 1600
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	DeKalb Av	B Q R	C008	1615 - 1715
Clean men and women’s public toilets	Atlantic Av-Barclays Ctr	D N R	C009	1730 - 1830
Lunch	Atlantic Av-Barclays Ctr	D N R	C009	1830 - 1900
Clean men and women’s public toilets	DeKalb Av	B Q R	C008	1915 - 2015
Clean men and women’s public toilets	Atlantic Av-Barclays Ctr	D N R	C009	2030 - 2130
Clean men and women’s public toilets	DeKalb Av	B Q R	C008	2145 - 2245
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- 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 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.  Public Restroom/ Elevator Cleaner.	Atlantic Av-Barclays Ctr	D N R	C009	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#
SC0304	Station South	1500 - 2300	2772

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 Toilet Duties- see below Note- If toilets are out of service, **General Duties listed will be performed	Coney Island Stillwell Av	D F N Q	G009	1500 - 1700
Customer Service Center – Clean & mop floors, empty garbage, wipe down glass	Coney Island Stillwell Av	D F N Q	G009	1700 - 1800
Clean and disinfect ELE 701 and 702 ****Elevator Duties- see below Note- If Elevators are out of service, General Duties listed will be performed	Coney Island Stillwell Av	D F N Q	G009	1800 - 1930
Lunch	Coney Island Stillwell Av	D F N Q	G009	1930 - 2000
Clean men and women’s public toilets Note- If toilets are out of service, **General Duties listed will be performed:	Coney Island Stillwell Av	D F N Q	G009	2000 - 2130
Clean and disinfect ELE 701 and 702 ****Elevator Duties- see below Note- If Elevators are out of service, General Duties listed will be performed	Coney Island Stillwell Av	D F N Q	G009	2130 - 2300
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  ***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 701 and 702]. 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 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  Public Restroom/ Elevator Cleaner.	Coney Island Stillwell Av	D F N Q	G009	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#
SC0305	Station South	1500 - 2300	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Queensboro Plaza	7 N W	R509	1500 - 1715
Public Restroom/ Elevator Cleaner.				
*General Duties - see below *(Public Toilet Duties 1530-1600 hours) Note- If public toilets out of service, General Duties listed will be performed:				
*Elevator Duties- see below	Junction Blvd	7	R528	1730 - 1845
*Public Toilet Duties – see below *(Close & Clean 1900 hours)	61 St Woodside	7	R523	1900 - 1930
Lunch	61 St Woodside	7	R523	1930 - 2000
**Elevator Duties – see below	61 St Woodside	7	R523	2000 - 2045
*General Duties– see below	61 St Woodside	7	R523	2045 - 2130
*Public Toilet Duties – see below	Queensboro Plaza	7 N W	R509	2140 - 2230
*General Duties– see below	Queensboro Plaza	7 N W	R509	2230 - 2300
Report Off Duty	Queensboro Plaza	7 N W	R509	2300 -
*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 Wipe down all AFC equipment in control areas including OMNY validators, Clean exterior of booth windows. Remove graffiti and stickers and clean residue, Wipe windows and dust ledges, Wipe clean all public phones. Clean and damp mop employee facility and restroom. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap) as needed. Allow restroom to dry 10 minutes before reopening. Wipe clean stairway handrails. Wipe clean chrome top of trash receptacles. Remove bird droppings from floors. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
***Elevator Duties- 61st Woodside Clean and disinfect EL415, EL416, EL417, EL418, EL419. 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#
SC0306	Station South	1500 - 2300	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Mets-Willets Point	7	R532	1500 - 1600
Public Restroom/RTO Tower/Elevator Cleaner. Must be Track Qualified				
*Public Toilet Duties *(Public Toilet Cleaning 1530-1600 hours) Note- If public toilets out of service, General Duties listed will be performed				
*Corona Yard-Refuse*	Mets-Willets Point	7	R532	1615 - 1745
*RTO Duties				
*General Duties- see below	Junction Blvd	7	R528	1815 - 1930
Lunch	Junction Blvd	7	R528	1930 - 2000
****Elevator Duties Note- If public toilets out of service, General Duties listed will be performed	Junction Blvd	7	R528	2000 - 2100
*Public Toilet Duties- see below	Flushing Main St	7	R533	2110 - 2210
*Public Toilet Duties- see below	Mets-Willets Point	7	R532	2220 - 2300
Report Off Duty	Mets-Willets Point	7	R532	2300 -
*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 Wipe down all AFC equipment in control areas including OMNY validators, Clean exterior of booth windows, Remove graffiti and stickers and clean sticker residue. Wipe windows and dust ledges. Scrap mezzanine areas (including ramps) leading to platform. Clean all stairway/ramp handrails. Wipe clean chrome top of trash receptacles. Remove bird droppings from floors. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
***RTO Duties- 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.				
****Elevator Duties- Junction Blvd. Clean and disinfect EL425, 426 and 427. 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#
SC0308	Station South	Sun - Mon:1500 - 2300 Thu - Thu:1500 - 2300 Fri - Sat:1500 - 2300	2773

INSTRUCTIONS

	STATION	LINE	BOOTH	HOURS
Thursday-Monday				
Report On Duty In Full Uniform.  Sun: Flushing Main St R533 To Cover Job SC307 Mon: Flushing Main St R533 To Cover Job SC307 Tue: RDO Wed: RDO Thu: UTILITY Fri: Jackson Hts Roosevelt Av N324 To Cover Job SC0732 Sat: Jackson Hts Roosevelt Av N324 To Cover Job SC0732  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	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#
SC0400	Station South	2300 - 0700	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Borough Hall	2 3	R601A	2300 -
*General Duties- see below	Borough Hall	2 3	R601A	2300 - 0100
*Major Duty - N/B & S/B Refuse Rooms - see below	Borough Hall	2 3	R601A	0100 - 0200
*Escalator Duties (ES303) - see below	Borough Hall	2 3	R601A	0200 - 0300
Lunch	Borough Hall	2 3	R601A	0300 - 0330
*Elevator Duties (EL317 & EL318) - see below	Borough Hall	2 3	R601A	0330 - 0430
*Major Duties- see below (List major duty to be performed from major duty list)	Borough Hall	2 3	R601A	0430 - 0600
*Light General Duties- see below	Borough Hall	2 3	R601A	0600 - 0700
Report off duty	Borough Hall	2 3	R601A	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 including around 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, 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Light General Duties Inspect station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.				
*Major Duty Cleaning- Sun: Deck wash walls, gutters, and column bases on N/B platform Mon: Deck wash walls, gutters, and column bases on S/B platform Tue: Bucket wash all street stairways, and stairways next to ES303 Wed: Deck wash walls, gutters, and column bases on N/B platform Thu: Deck wash walls, gutters, and column bases on S/B platform Fri: Bucket wash all street stairways, and stairways next to ES303 Sat: Major duty employee facility room, dry storage room, and chemical storage room				
*Major Duty Cleaning- Refuse Room - Daily <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>				
***Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean. 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."				
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.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0401	Station South	2300 - 0700	2771

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Rockaway Av	3	R629	2300 -
*General Duties- see below	Rockaway Av	3	R629	2300 - 2400
*Major Duties- see below	Rockaway Av	3	R629	2400 - 0100
*Major Duties Floors- see below	Rockaway Av	3	R629	0100 - 0200
Lunch	Rockaway Av	3	R629	0200 - 0230
*General Duties- see below	Saratoga Av	3	R628	0240 - 0340
*Major Duties- see below	Saratoga Av	3	R628	0340 - 0440
*Major Duties Floors- see below	Saratoga Av	3	R628	0440 - 0540
*General Duties- see below	Rockaway Av	3	R629	0550 - 0700
Report Off Duty.  **General Duties Sweep all stairs wipe all handrails. Scrap all mezzanines control areas and platforms deck all stains and drag marks disinfect all unsanitary conditions, pigeon droppings, feces, urine, clean and disinfect all trash receptacle, remove all stickers, graffiti on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM’s, gates in control areas including OMNY validators, HPI’s. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove all empty boxes. Clean mop and disinfect employee facility room and bathroom. Clean and disinfect refuse housing daily. Clean all mops, empty all mop buckets at the end of tour.  Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  Daily Major Duties: Clean all Refuse housing / all Refuse rooms, supply rooms, CTA’s rooms / CTA rooms, remove and discard all empty boxes.  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.	Rockaway Av	3	R629	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#
SC0402	Station South	2300 - 0700	2771

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Pennsylvania Av	3	R632	2300 -
*General Duties- see below	Pennsylvania Av	3	R632	2300 - 0100
*Major Duties Floors- see below	Pennsylvania Av	3	R632	0100 - 0130
*Major Duties - see below	Pennsylvania Av	3	R632	0130 - 0200
Lunch	Pennsylvania Av	3	R632	0200 - 0230
*General Duties- see below	Junius St	3	R630	0240 - 0440
*Major Duties Floors - see below	Junius St	3	R630	0440 - 0510
*Major Duties - see below	Junius St	3	R630	0510 - 0540
*General Duties- see below	Pennsylvania Av	3	R632	0550 - 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.  Daily Major Duties: Clean all Refuse housing / all Refuse rooms, supply rooms, CTA’s rooms / Scrubber rooms, remove and discard all empty boxes.  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.	Pennsylvania Av	3	R632	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#
SC0403	Station South	2300 - 0700	2771

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	New Lots Av	3	R634	2300 -
*General Duties- see below	New Lots Av	3	R634	2300 - 2400
*Major Duties- see below	New Lots Av	3	R634	2400 - 0100
*General Duties- see below	Van Siclen Av	3	R633	0110 - 0210
Lunch	Van Siclen Av	3	R633	0210 - 0240
*Major Duties- see below	Van Siclen Av	3	R633	0240 - 0320
* Major Duties Floors- see below	Van Siclen Av	3	R633	0320 - 0400
* Major Duties Floors- see below	New Lots Av	3	R634	0410 - 0500
*General Duties- see below	New Lots Av	3	R634	0500 - 0700
Report Off Duty.	New Lots Av	3	R634	0700 -
**General Duties Sweep all stairs wipe all handrails. Scrap all mezzanines control areas and platforms deck all stains and drag marks disinfect all unsanitary conditions, pigeon droppings, feces, urine, clean and disinfect all trash receptacle, remove all stickers, graffiti on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM’s, gates in control areas including OMNY validators, HPI’s. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove all empty boxes. Clean mop and disinfect employee facility room and bathroom. Clean and disinfect refuse housing daily. Clean all mops, empty all mop buckets at the end of tour.  Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  Daily Major Duties: Clean all Refuse housing / all Refuse rooms, supply rooms, CTA’s rooms / Scrubber rooms, remove and discard all empty boxes.  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#
SC0404	Station South	0700 - 1500	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Clark St	2 3	R600	0700 -
*General Duties- see below	Clark St	2 3	R600	0700 - 0820
*Major Duty - Booth - see below	Clark St	2 3	R600	0820 - 0900
*Major Duty - Emergency Stairway - see below	Clark St	2 3	R600	0820 - 0900
*Major Duty - AFC Equipment - see below	Atlantic Av-Barclays Ctr	2 3 4 5	R610	0915 - 1130
Lunch	Atlantic Av-Barclays Ctr	2 3 4 5	R610	1130 - 1200
*Elevator Duties (EL310, EL311 & EL312) -see below	Clark St	2 3	R600	1215 - 1345
*Light General Duties- see below	Clark St	2 3	R600	1345 - 1500
Report off duty	Clark St	2 3	R600	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 around 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, 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.				
**Major Duty Cleaning- AFC Equipment  (0915-1000) Q Line @R612 Clean all AFC equipment: MVMs, MEMs, Turnstiles, Metrocard Readers, OMNI equipment, HPIs, Trash receptacle chrome tops, clean exterior of service booth R612  (1005-1045) 3 Line @R610 Clean all AFC equipment: MVMs, MEMs, Turnstiles, Metrocard Readers, OMNI equipment, HPIs, Trash receptacle chrome tops, clean exterior of service booth R610  (1050-1130) R Line @C009 Clean all AFC equipment: MVMs, MEMs, Turnstiles, Metrocard Readers, OMNI equipment, HPIs, Trash receptacle chrome tops, clean exterior of service booth C009				
**Major Duty Cleaning- Booth - Sunday  Clean booth interior and exterior, mop floor, wipe down walls, and dust ledges.				
**Major Duty Cleaning- Emergency Stairway - Mon, Tue, Wed, Thu, Fri, Sat  Sweep down the stairs and disinfect the emergency stairway, contact field supervision before and after task.				
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.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0405	Station South	0700 - 1500	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	Borough Hall	2 3	R601A	0700 -
*General Duties- see below	Borough Hall	2 3	R601A	0700 - 0900
Perform All Listed Duties At Court St On The "R" Line	Borough Hall	2 3	R601A	0900 - 1100
*General Duties- see below				
Lunch	Borough Hall	2 3	R601A	1100 - 1130
Perform All Listed Duties At Court St On The "R" Line	Borough Hall	2 3	R601A	1130 - 1230
*Elevator Duties (EL308 & EL309) -see below				
Perform All Listed Duties At Court St On The "R" Line	Borough Hall	2 3	R601A	1230 - 1300
*Major Duty - Emergency Stairway - see below				
*Elevator Duties (EL317 & EL318) -see below	Borough Hall	2 3	R601A	1300 - 1400
*Light General Duties- see below	Borough Hall	2 3	R601A	1400 - 1500
Report Off Duty.	Borough Hall	2 3	R601A	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 around 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, 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.				
*Major Duty Cleaning- Emergency Stairway - Daily  Sweep down the stairs and disinfect the emergency stairway, contact field supervision before and after task.				
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.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0406	Station South	0700 - 1500	2771

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Rockaway Av	3	R629	0700 -
*General Duties- see below	Rockaway Av	3	R629	0700 - 1000
Major duties: Monday & Thursday				
Lunch	Rockaway Av	3	R629	1000 - 1030
*General Duties- see below	Saratoga Av	3	R628	1040 - 1340
Major duties: Wednesday & Saturday				
*General Duties- see below	Rockaway Av	3	R629	1350 - 1500
Report Off Duty.	Rockaway Av	3	R629	1500 -
**General Duties Sweep all stairs wipe all handrails. Scrap all mezzanines, control areas and platforms disinfect all unsanitary conditions, deck all stains and drag marks, pigeon droppings, feces, urine, clean and disinfect all trash receptacle, remove all stickers, graffiti on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM's, gates in control areas including OMNY validators, HPI's. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove all empty boxes. Clean mop and disinfect employee facility room and bathroom. Clean and disinfect refuse housing daily. Clean all mops, empty all mop buckets at the end of tour.  Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  Major duties: Monday & Thursday Rockaway 0930-1000. Wednesday & Saturday Saratoga 1300-1340  Clean booth interior, exterior, mop booth floor, wash walls, dust ledges, clean booth interior & exterior windows				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0407	Station South	0700 - 1500	2771

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Pennsylvania Av	3	R632	0700 -
*General Duties- see below	Pennsylvania Av	3	R632	0700 - 1000
***Major Duties: Monday & Thursday				
Lunch	Pennsylvania Av	3	R632	1000 - 1030
*General Duties- see below	Junius St	3	R630	1040 - 1340
***Major Duties: Wednesday & Saturday				
*General Duties- see below	Pennsylvania Av	3	R632	1350 - 1500
Report Off Duty.	Pennsylvania Av	3	R632	1500 -
<p>**General Duties</p> <p>Sweep all stairs wipe all handrails. Scrap all mezzanines, control areas and platforms disinfect all unsanitary conditions, deck all stains and drag marks, pigeon droppings, feces, urine, clean and disinfect all trash receptacle, remove all stickers, graffiti on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM’s, gates in control areas including OMNY validators, HPI’s. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove all empty boxes. Clean mop and disinfect employee facility room and bathroom. Clean and disinfect refuse housing daily. Clean all mops, empty all mop buckets at the end of tour.</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: Monday / Thursday Pennsylvania 0930-1000 / Wed / Saturday Junius 1300-1340</p> <p>Clean booth interior, exterior, mop booth floor, wash walls, dust ledges, clean booth interior &amp; exterior windows.</p>				
*Due To Station Renovation, Junius St Station May Be Closed*				

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

Job#		Hours	RC#
SC0408	Station South	0700 - 1500	2771

## INSTRUCTIONS

STATION	LINE	BOOTH	HOURS
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**Sunday-Saturday**

Report On Duty In Full Uniform.	New Lots Av	3	R634	0700 -
*General Duties- see below	New Lots Av	3	R634	0700 - 0900
*General Duties- see below	Van Siclen Av	3	R633	0910 - 1100
Lunch	Van Siclen Av	3	R633	1100 - 1130
*General Duties- see below	Van Siclen Av	3	R633	1130 - 1250
****Major duties: Wednesday & Saturday				
*General Duties- see below	New Lots Av	3	R634	1300 - 1500
****Major duties: Monday & Thursday				
Report Off Duty.	New Lots Av	3	R634	1500 -
<p>**General Duties</p> <p>Sweep all stairs wipe all handrails. Scrap all mezzanines, control areas and platforms disinfect all unsanitary conditions, deck all stains and drag marks, pigeon droppings, feces, urine, clean and disinfect all trash receptacle, remove all stickers, graffiti on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM's, gates in control areas including OMNY validators, HPI's. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove all empty boxes. Clean mop and disinfect employee facility room and bathroom. Clean and disinfect refuse housing daily. Clean all mops, empty all mop buckets at the end of tour.</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: Monday / Thursday New Lots 1300-1320 / Wed / Saturday Van Siclen 1130-1150</p> <p>Clean booth interior, exterior, mop booth floor, wash walls, dust ledges, clean booth interior &amp; exterior windows.</p> <p>*Due To Station Renovation, Pennsylvania Ave Station May Be Closed*</p>				

**Deodorize the entire station.**

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0409	Station South	1500 - 2300	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Monday-Friday				
Report On Duty In Full Uniform	Clark St	2 3	R600	1500 -
*General Duties- see below	Clark St	2 3	R600	1500 - 1730
*Major Duties - see below	Clark St	2 3	R600	1730 - 1830
Lunch	Atlantic Av-Barclays Ctr	2 3 4 5	R610	1840 - 1910
*Major Duty - AFC Equipment - see below	Atlantic Av-Barclays Ctr	2 3 4 5	R610	1910 - 2130
*Elevator Duties (EL310, EL311 & EL312) -see below	Clark St	2 3	R600	2140 - 2230
*Light General Duties- see below	Clark St	2 3	R600	2230 - 2300
Report off Duty	Clark St	2 3	R600	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 in and around 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, 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.				
*Major Duty Cleaning- Mon: Clean CTA slop sink room in emergency exit Tue: Clean CTA slop sink room on Island Platform Wed: Employee restroom, wash down walls and floor, clean and disinfect toilet, sink and mirror, restock supplies Thu: Clean CTA slop sink room in emergency exit Fri: Clean CTA slop sink room on Island Platform				
*Major Duty Cleaning- AFC Equipment (1910-1950) Q Line @R612 Clean all AFC equipment: MVMs, MEMs, Turnstiles, Metrocard Readers, OMNI equipment, HPis, Trash receptacle chrome tops, clean exterior of service booth R612				
(1955-2040) 3 Line @R610 Clean all AFC equipment: MVMs, MEMs, Turnstiles, Metrocard Readers, OMNI equipment, HPis, Trash receptacle chrome tops, clean exterior of service booth R610				
(2045-2130) R Line @C009 Clean all AFC equipment: MVMs, MEMs, Turnstiles, Metrocard Readers, OMNI equipment, HPis, Trash receptacle chrome tops, clean exterior of service booth C009				
Elevator Duties Clean and Polish [EL310, EL311 & EL312] 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.				

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0409	Station South	1500 - 2300	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Saturday-Sunday				
Report on Duty in Full Uniform	Clark St	2 3	R600	1500 -
*General Duties- see below	Clark St	2 3	R600	1500 - 1730
*Major Duties - see below	Clark St	2 3	R600	1730 - 1830
Lunch	Atlantic Av-Barclays Ctr	2 3 4 5	R610	1840 - 1910
*General Duties- see below	Atlantic Av-Barclays Ctr	2 3 4 5	R610	1910 - 2130
Performed on the Q line, From Hanson Place entrance to Barclay Center entrance, and LIRR Track Entrance				
*Elevator Duties (EL310, EL311 & EL312)-see below	Clark St	2 3	R600	2140 - 2230
*Light General Duties- see below	Clark St	2 3	R600	2230 - 2300
Report off duty.	Clark St	2 3	R600	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 including in and around elevators. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down &amp; disinfect 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.</div> <div>*Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.</div> <div>*Major Duty Cleaning- Sun: Employee facility room, wash down walls and floor Sat: Clean polish and dust all AFC equipment, railings and gates in R600 control area.</div> <div>Elevator Duties Clean and Polish [EL310, EL311 &amp; EL312] 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#
SC0410	Station South	1500 - 2300	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Borough Hall	2 3	R601A	1500 -
*General Duties- see below	Borough Hall	2 3	R601A	1500 - 1700
*General Duties- see below Perform duty at Court St on the "R"	Borough Hall	2 3	R601A	1700 - 1900
Lunch	Borough Hall	2 3	R601A	1900 - 1930
*Elevator Duties (EL308 & EL309) -see below Perform duty at Court St on the "R"	Borough Hall	2 3	R601A	1930 - 2030
*Major Duty - Emergency Stairway - see below Perform duty at Court St on the "R"	Borough Hall	2 3	R601A	2030 - 2100
*Elevator Duties (EL317 & EL318) -see below	Borough Hall	2 3	R601A	2100 - 2200
*Light General Duties- see below	Borough Hall	2 3	R601A	2200 - 2230
Report Off Duty.	Borough Hall	2 3	R601A	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 around 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, 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.				
*Major Duty Cleaning- Emergency Stairway - Daily  Sweep down the stairs and disinfect the emergency stairway, contact field supervision before and after task.				
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.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0411	Station South	1500 - 2300	2771

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Rockaway Av	3	R629	1500 -
*General Duties- see below	Rockaway Av	3	R629	1500 - 1800
Lunch	Rockaway Av	3	R629	1800 - 1830
*General Duties- see below	Saratoga Av	3	R628	1840 - 2130
Major duties: Wednesday & Sunday				
*General Duties- see below	Rockaway Av	3	R629	2140 - 2300
Major duties: Monday & Thursday				
Report Off Duty.	Rockaway Av	3	R629	2300 -
**General Duties Sweep all stairs wipe all handrails. Scrap all mezzanines, control areas and platforms disinfect all unsanitary conditions, deck all stains and drag marks, pigeon droppings, feces, urine, clean and disinfect all trash receptacle, remove all stickers, graffiti on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM's, gates in control areas including OMNY validators, HPI's. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove all empty boxes. Clean mop and disinfect employee facility room and bathroom. Clean and disinfect refuse housing daily. Clean all mops, empty all mop buckets at the end of tour.  Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  Major duties: Monday & Thursday Rockaway 2000-2045 Wednesday & Sunday Saratoga 2200-2245 Clean Facility room refrigerator, microwave, refrigerator rack, Quench water cooler, table bench/chair, mop floor. Bathroom.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0412	Station South	1500 - 2300	2771

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
*General Duties- see below	Pennsylvania Av	3	R632	1500 -
Report On Duty In Full Uniform.	Pennsylvania Av	3	R632	1500 - 1800
*General Duties- see below	Junius St	3	R630	1810 - 1900
Lunch	Junius St	3	R630	1900 - 1930
*General Duties- see below	Junius St	3	R630	1930 - 2200
****Major duties: Monday & Thursday				
*General Duties- see below	Pennsylvania Av	3	R632	2210 - 2300
****Major Duties: Wednesday & Sunday				
Report Off Duty.	Pennsylvania Av	3	R632	2300 -
**General Duties Sweep all stairs wipe all handrails. Scrap all mezzanines, control areas and platforms disinfect all unsanitary conditions, deck all stains and drag marks, pigeon droppings, feces, urine, clean and disinfect all trash receptacle, remove all stickers, graffiti on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM’s, gates in control areas including OMNY validators, HPI’s. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove all empty boxes. Clean mop and disinfect employee facility room and bathroom. Clean and disinfect refuse housing daily. Clean all mops, empty all mop buckets at the end of tour.  Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  ****Major duties: Monday & Thursday Junius St 2130-2200 Wednesday & Sunday Pennsylvania Ave 2230-2300  Clean Facility room refrigerator, microwave, refrigerator rack, Quench water cooler, table bench/chair, mop floor. Bathroom.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0413	Station South	1500 - 2300	2771

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	New Lots Av	3	R634	1500 -
*General Duties- see below	New Lots Av	3	R634	1500 - 1700
*General Duties- see below	Van Siclen Av	3	R633	1710 - 1830
Lunch	Van Siclen Av	3	R633	1830 - 1900
*General Duties- see below	Van Siclen Av	3	R633	1900 - 2020
***Major Duties: Wednesday & Sunday				
*General Duties- see below	New Lots Av	3	R634	2030 - 2300
Major duties: Monday & Thursday				
Report Off Duty.	New Lots Av	3	R634	2300 -
**General Duties Sweep all stairs wipe all handrails. Scrap all mezzanines, control areas and platforms disinfect all unsanitary conditions, deck all stains and drag marks, pigeon droppings, feces, urine, clean and disinfect all trash receptacle, remove all stickers, graffiti on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM’s, gates in control areas including OMNY validators, HPI’s. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove all empty boxes. Clean mop and disinfect employee facility room and bathroom. Clean and disinfect refuse housing daily. Clean all mops, empty all mop buckets at the end of tour.  Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  Major duties: Monday & Thursday New Lots 2100-2200 Wednesday & Sunday Van Siclen 1930-2000  Clean Facility room refrigerator, microwave, refrigerator rack, Quench water cooler, table bench/chair, mop floor. Bathroom.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0414	Station South	2300 - 0700	2771

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Franklin Av	2 3 4 5	R622	2300 -
*General Duties- see below	Franklin Av	2 3 4 5	R622	2300 - 2400
*Major Duties- see below	Franklin Av	2 3 4 5	R622	2400 - 0100
*Major Duties Floors- see below	Franklin Av	2 3 4 5	R622	0100 - 0130
Lunch	Franklin Av	2 3 4 5	R622	0130 - 0200
*General Duties- see below	Bergen St	2 3	R617	0210 - 0310
*Major Duties- see below	Bergen St	2 3	R617	0310 - 0340
*Major Duties Floors- see below	Bergen St	2 3	R617	0340 - 0410
*General Duties- see below	Botanic Gardens	S	B010	0420 - 0500
*Major Duties- see below	Botanic Gardens	S	B010	0500 - 0530
*Major Duties Floors- see below	Botanic Gardens	S	B010	0530 - 0600
*General Duties- see below	Franklin Av	2 3 4 5	R622	0600 - 0700
Report off duty.	Franklin Av	2 3 4 5	R622	0700 -
<p><b>**General Duties</b></p> <p>Sweep all stairs wipe all handrails. Scrap all mezzanines control areas and platforms deck all stains and drag marks disinfect all unsanitary conditions, pigeon droppings, feces, urine, clean and disinfect all trash receptacle, remove all stickers, graffiti on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM’s, gates in control areas including OMNY validators, HPI’s. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove all empty boxes. Clean mop and disinfect employee facility room and bathroom. Clean and disinfect refuse housing daily. Clean all mops, empty all mop buckets at the end of tour.</p> <p>Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.</p> <p>Daily Major Duties: Clean all Refuse housing / all Refuse rooms, supply rooms, CTA’s rooms / CTA rooms, remove and discard all empty boxes.</p> <p><b>*Public Restroom Duties</b></p> <p>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. Open Public Toilet @ 0700</p> <p><b>Major Duty Floors-Nightly</b></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 all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.</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#
SC0415	Station South	2300 - 0700	2771

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Kingston Av	3	R624	2300 -
*General Duties- see below	Kingston Av	3	R624	2300 - 0100
*Major Duties Floors- see below	Kingston Av	3	R624	0100 - 0200
Lunch	Kingston Av	3	R624	0200 - 0230
*General Duties- see below	Nostrand Av	3	R623	0240 - 0340
*Major Duties- see below	Nostrand Av	3	R623	0340 - 0440
*Major Duties Floors- see below	Nostrand Av	3	R623	0440 - 0540
*Major Duties- see below	Kingston Av	3	R624	0550 - 0630
*General Duties- see below	Kingston Av	3	R624	0630 - 0700
Report Off Duty.	Kingston Av	3	R624	0700 -
<div><div>**General Duties</div><div>Sweep all stairs wipe all handrails. Scrap all mezzanines control areas and platforms deck all stains and drag marks disinfect all unsanitary conditions, pigeon droppings, feces, urine, clean and disinfect all trash receptacle, remove all stickers, graffiti on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM’s, gates in control areas including OMNY validators, HPI’s. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove all empty boxes. Clean mop and disinfect employee facility room and bathroom. Clean and disinfect refuse housing daily. Clean all mops, empty all mop buckets at the end of tour.</div><div>Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.</div><div>Daily Major Duties: Clean all Refuse housing / all Refuse rooms, supply rooms, CTA’s rooms / CTA rooms, remove and discard all empty boxes.</div><div>Major Duty Floors-Nightly</div><div>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>				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0416	Station South	0700 - 1500	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Borough Hall	4 5	R602	0700 -
*General Duties- see below Performed by R602 & R604 on the 4/5 line including the passageway leading to the 2/3 line.	Borough Hall	4 5	R602	0700 - 0930
*Major Duty - Booth - see below Sun R602, Sat R601A	Borough Hall	2 3 4 5	R602	0930 - 1000
Clean and disinfect employee facility room and toilet room	Borough Hall	4 5	R602	1000 - 1100
Lunch	Borough Hall	4 5	R602	1100 - 1130
*Major Duties- see below (List major duty to be performed from major duty list)	Borough Hall	4 5	R602	1130 - 1400
*Light General Duties- see below	Borough Hall	4 5	R602	1400 - 1500
Report Off Duty.	Borough Hall	4 5	R602	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 around 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, 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.				
*Major Duty Cleaning-  Sun: Deck wash walls, and accessible pipes in passageway leading to 2/3 line  Mon: Deck wash walls, gutters, sanitary buses and column bases on N/B platform  Tue: Deck wash walls, gutters, sanitary buses and column bases on S/B platform  Wed: Deck wash walls, gutters, sanitary buses and column bases in R602 paid and unpaid mezzanine  Thu: Bucket wash walls, K rails, and remove litter above and behind the entrance signs on street stairways in R602  Fri: Deck wash walls, gutters, sanitary buses and column bases in R604 paid and unpaid mezzanine  Sat: Bucket wash walls, K rails, and remove litter above and behind the entrance signs on street stairways in R604				
*Major Duty Cleaning- Booth - Sunday R602 - Saturday R601A  Clean booth  interior and exterior, mop floor, wipe down walls, and dust 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#
SC0417	Station South	0700 - 1500	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Nevins St	2 3 4 5	R608	0700 -
*General Duties- see below	Nevins St	2 3 4 5	R608	0700 - 1100
*Major Duty - Booth - see below - Sun Only	Nevins St	2 3 4 5	R608	1000 - 1100
Lunch	Hoyt St	2 3	R606	1110 - 1140
*General Duties- see below	Hoyt St	2 3	R606	1140 - 1350
*Major Duty - Booth - see below - Sun Only	Hoyt St	2 3	R606	1250 - 1350
*Light General Duties- see below	Nevins St	2 3 4 5	R608	1400 - 1500
Report Of Duty	Nevins St	2 3 4 5	R608	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 around 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, 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.				
*Major Duty Cleaning- Nevins Street R608  Sun: Clean  booth interior and exterior, mop floor, wipe down walls, and dust ledges.				
*Major Duty Cleaning- Hoyt Street R606  Sun: Clean  booth interior and exterior, mop floor, wipe down walls, and dust 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#
SC0418	Station South	0700 - 1500	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Atlantic Av-Barclays Ctr	2 3 4 5	R610	0700 -
*General Duties- see below Performed on 2/3/4/5 Local and express platforms, S/E underpass, lower mezzanine and passageway to the B/Q line, and the Wide stairway U21A-F leading to Pacific St	Atlantic Av-Barclays Ctr	2 3 4 5	R610	0700 - 1000
*Elevator Duties (EL304, EL305 & EL306) -see below	Atlantic Av-Barclays Ctr	2 3 4 5	R610	1000 - 1100
Lunch	Atlantic Av-Barclays Ctr	2 3 4 5	R610	1100 - 1130
*Major Duties - see below	Atlantic Av-Barclays Ctr	2 3 4 5	R610	1130 - 1230
Spot mop all stains, spills, and drag marks then deodorize all areas including elevators	Atlantic Av-Barclays Ctr	2 3 4 5	R610	1230 - 1400
*Light General Duties- see below	Atlantic Av-Barclays Ctr	2 3 4 5	R610	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 around 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, 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  *Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.  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.  *Major Duty Cleaning-  Sun: Clean booth R610, interior, and exterior, mop floor, wipe down walls, and dust ledges. Remove all garbage and debris.  Mon: N/B refuse room, wash down walls, deck and mop floor, and disinfect  Tue: S/B refuse room, wash down walls, deck and mop floor, and disinfect  Wed: Clean, organize and disinfect both paper and chemical supply rooms on S/E of N/B platform  Thu: Clean, sweep and mop both station supervisor offices on the N/B platform  Fri: Clean, organize and disinfect scrubber rooms on N/B and S/B platforms  Sat: Clean, organize and disinfect scrubber rooms on express platform, and lower mezzanine	Atlantic Av-Barclays Ctr	2 3 4 5	R610	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#
SC0419	Station South	0700 - 1500	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Grand Army Plaza	2 3	R619	0700 -
*General Duties- see below	Grand Army Plaza	2 3	R619	0700 - 1100
*Major Duty - Booth - see below - Sun & Sat Only	Grand Army Plaza	2 3	R619	1000 - 1100
Lunch	Bergen St	2 3	R617	1110 - 1140
*General Duties- see below	Bergen St	2 3	R617	1140 - 1350
*Major Duty - Booth - see below - Sun & Sat Only	Bergen St	2 3	R617	1250 - 1350
*Light General Duties- see below	Grand Army Plaza	2 3	R619	1400 - 1500
Report Off Duty.	Grand Army Plaza	2 3	R619	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 including around elevator. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down &amp; disinfect 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.</div> <div>*Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.</div> <div>*Major Duty Cleaning- Grand Army Plaza R619  Sun: Clean  booth interior and exterior, mop floor, wipe down walls, and dust ledges. Sat: Wash walls and floor in refuse room</div> <div>*Major Duty Cleaning- Bergen Street R617  Sun: Wash  walls and floor in refuse room. Sat: Clean booth interior and exterior, mop floor, wipe down walls, and dust ledges.</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#
SC0420	Station South	0700 - 1500	2771

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Franklin Av	2 3 4 5	R622	0700 -
*General Duties- see below	Franklin Av	2 3 4 5	R622	0700 - 0830
*Public Toilet Duties- see below	Franklin Av	2 3 4 5	R622	0830 - 0900
*General Duties- see below	Botanic Gardens	S	B010	0900 - 0950
*General Duties- see below	Eastern Pkwy Brooklyn Museum	2 3	R621	1000 - 1120
Lunch	Franklin Av	2 3 4 5	R622	1130 - 1200
*Public Toilet Duties- see below	Franklin Av	2 3 4 5	R622	1200 - 1230
*General Duties- see below	Eastern Pkwy Brooklyn Museum	2 3	R621	1240 - 1340
***Elevator Duties- see below	Eastern Pkwy Brooklyn Museum	2 3	R621	1340 - 1400
*General Duties- see below	Franklin Av	2 3 4 5	R622	1410 - 1500
Report Off Duty.  **General Duties Sweep all stairs wipe all handrails. Scrap all mezzanines control areas and platforms deck all stains and drag marks disinfect all unsanitary conditions, pigeon droppings, feces, urine, clean and disinfect all trash receptacle, remove all stickers, graffiti on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM’s, gates in control areas including OMNY validators, HPI’s. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove all empty boxes. Clean mop and disinfect employee facility room and bathroom. Clean and disinfect refuse housing daily. Clean all mops, empty all mop buckets at the end of tour.  Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  Daily Major Duties: Clean all Refuse housing / all Refuse rooms, supply rooms, CTA’s rooms / CTA rooms, remove and discard all empty boxes.  *Public Restroom Duties- If public restrooms are out of service, listed general Duties will be performed. 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. (Open Public toilet 0700 in the event it is close).  ***Elevator Duties Clean and Polish [EL755, EL757, EL756] 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.	Franklin Av	2 3 4 5	R622	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#
SC0421	Station South	0700 - 1500	2771

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Kingston Av	3	R624	0700 -
*General Duties- see below	Kingston Av	3	R624	0700 - 1000
Major duties: Wednesday & Saturday				
*General Duties- see below	Nostrand Av	3	R623	1005 - 1100
Lunch	Nostrand Av	3	R623	1100 - 1130
*General Duties- see below	Nostrand Av	3	R623	1130 - 1330
Major Duties: Monday & Thursday				
*General Duties- see below	Kingston Av	3	R624	1335 - 1500
Report Off Duty.	Kingston Av	3	R624	1500 -
**General Duties Sweep all stairs wipe all handrails. Scrap all mezzanines, control areas and platforms disinfect all unsanitary conditions, deck all stains and drag marks, pigeon droppings, feces, urine, clean and disinfect all trash receptacle, remove all stickers, graffiti on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM’s, gates in control areas including OMNY validators, HPI’s. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove all empty boxes. Clean mop and disinfect employee facility room and bathroom. Clean and disinfect refuse housing daily. Clean all mops, empty all mop buckets at the end of tour.  Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  Major duties: Wednesday & Saturday Kingston 0900-0940 Monday & Thursday Nostrand 1230-1310  Clean booth interior, exterior, mop booth floor, wash walls, dust ledges, clean booth interior & exterior windows				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0421A	Station South	1500 - 2300	2771

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below	Kingston Av	3	R624	1500 - 1800
Lunch	Kingston Av	3	R624	1800 - 1830
*General Duties- see below	Nostrand Av	3	R623	1840 - 2140
*General Duties- see below	Kingston Av	3	R624	2150 - 2300
Report Off Duty.  *General Duties Sweep all stairs wipe all handrails. Scrap all mezzanines, control areas and platforms disinfect all unsanitary conditions, deck all stains and drag marks, pigeon droppings, feces, urine, clean and disinfect all trash receptacle, remove all stickers, graffiti on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM’s, gates in control areas including OMNY validators, HPI’s. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove all empty boxes. Clean mop and disinfect employee facility room and bathroom. Clean and disinfect refuse housing daily. Clean all mops, empty all mop buckets at the end of tour.  Major Duties Wednesday & Sunday Nostrand 2100-2140. Monday & Thursday Kingston 2220-2300 Clean Facility room & Bathroom disinfect and mop floors, clean refrigerator, microwave, refrigerator rack, Quench water cooler, table bench/chair.	Kingston Av	3	R624	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#
SC0422	Station South	0700 - 1500	2771

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Crown Hts Utica Av	3 4	R626	0700 -
*General Duties- see below	Crown Hts Utica Av	3 4	R626	0700 - 0930
Major duties: Monday Thursday				
*Public Toilet Duties- see below	Crown Hts Utica Av	3 4	R626	0930 - 1000
Lunch	Crown Hts Utica Av	3 4	R626	1000 - 1030
*General Duties- see below	Crown Hts Utica Av	3 4	R626	1030 - 1200
*Public Toilet Duties- see below	Crown Hts Utica Av	3 4	R626	1200 - 1300
*General Duties- see below	Sutter Av-Rutland Rd	3	R627	1310 - 1450
Major Duties: Wednesday / Saturday				
Report Off Duty.	Crown Hts Utica Av	3 4	R626	1500 -
**General Duties Sweep all stairs wipe all handrails. Clean and disinfect EL322 & EL323 mop floor, wipe Elevator Walls. Scrap all mezzanines, control areas and platforms disinfect all unsanitary conditions, deck all stains and drag marks, feces, urine, clean and disinfect all trash receptacle, remove all stickers, graffiti on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM's, gates in control areas including OMNY validators, HPI's. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove all empty boxes. Clean mop and disinfect employee facility room, bathroom & public bathroom. Clean and disinfect refuse housing daily. Clean all mops, empty all mop buckets at the end of tour.  Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  Major duties: Monday Thursday Utica Avenue 0900-0930 Wednesday / Saturday Sutter Avenue 1330-1400  Clean booth interior, exterior, mop booth floor, wash walls, dust ledges, clean booth interior & exterior windows.  *Public Restroom Duties- If public restrooms are out of service, listed General Duties will be performed. 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 toilet 0700 in the event it is close). 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#
SC0422A	Station South	1100 - 1900	2771

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	Crown Hts Utica Av	3 4	R626	1100 - 1200
* Elevator Duties				
*Public Toilet Duties- see below	Crown Hts Utica Av	3 4	R626	1200 - 1300
* Elevator Duties	Crown Hts Utica Av	3 4	R626	1300 - 1400
*Employee Toilet Duties- see below	Crown Hts Utica Av	3 4	R626	1400 - 1500
Lunch	Crown Hts Utica Av	3 4	R626	1500 - 1530
*Public Toilet Duties- see below	Crown Hts Utica Av	3 4	R626	1530 - 1630
* Elevator Duties	Crown Hts Utica Av	3 4	R626	1630 - 1745
*Public Toilet Duties- see below Close Public Restrooms at 1900 hours	Crown Hts Utica Av	3 4	R626	1745 - 1900
Report Off Duty.  Elevator Duties Clean and polish (EL322, EL323 ). 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/Employee 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. Close Public toilet 1900	Crown Hts Utica Av	3 4	R626	1900 -

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0423	Station South	1500 - 2300	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Borough Hall	4 5	R602	1500 -
*General Duties- see below Performed by R602 & R604 on the 4/5 line including the passageway leading to the 2/3 line.	Borough Hall	4 5	R602	1500 - 1800
Clean and disinfect employee facility room and toilet room	Borough Hall	4 5	R602	1800 - 1900
Lunch	Borough Hall	4 5	R602	1900 - 1930
*Major Duties- see below (List major duty to be performed from major duty list)	Borough Hall	4 5	R602	1930 - 2130
*Light General Duties- see below	Borough Hall	4 5	R602	2130 - 2300
Report Off Duty.	Borough Hall	4 5	R602	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 around 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, 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.				
**Major Duty Cleaning-  Sun: Deck wash walls, and floor in N/B refuse room, disinfect garbage bins  Mon: Deck wash walls, and floor in S/B refuse room, disinfect garbage bins  Tue: Deck wash walls, and floor in N/B CTA scrubber room, Organize and discard all garbage  Wed: Deck wash walls, and floor in S/B CTA scrubber room, Organize and discard all garbage  Thu: Clean and organize all supply rooms in station (Including rooms by R601A) Discard all garbage  Fri: Clean and disinfect GSM/GSS/Supervisors office and restroom.  Sat: Deck wash walls, and floor in mezzanine CTA scrubber room, Organize and discard all garbage				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0423A	Station South	2300 - 0700	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform *General Duties- see below	Borough Hall	2 3 4 5	R602	2300 - 0030
*Major Duty Cleaning- see below	Borough Hall	2 3 4 5	R602	0030 - 0130
*General Duties-Daily - see below	Hoyt St	2 3	R606	0140 - 0315
Lunch	Hoyt St	2 3	R606	0315 - 0345
*Major Duty Cleaning- see below	Hoyt St	2 3	R606	0345 - 0445
*Light General Duties	Borough Hall	2 3 4 5	R602	0500 - 0545
*Light General Duties	Hoyt St	2 3	R606	0600 - 0645
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 around 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, 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  *Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles. Deodorize the entire station.  *Major Duty Cleaning- Borough Hall 4/5 Sun: Clean & Disinfect Around N/B Platform columns, benches, sandboxes, end of platforms, and trash receptacles Mon: Clean & Disinfect Around S/B Platform columns, benches, sandboxes, end of platforms, and trash receptacles Tue: Clean & Polish All AFC Equipment in R602 & R604 Wed: Wash, Clean & Disinfect walls and floors in S/B refuse room Thu: Wash, Clean & Disinfect walls and floors in N/B refuse room Fri: Clean & Disinfect All trash receptacles, and shine stainless steel Sat: Wash, Clean & Disinfect walls and floors in EFR & employee toilet room.  *Major Duty Cleaning- Hoyt Street 2/3 Sun: Clean & Disinfect Around N/B Platform columns, benches, sandboxes, end of platforms, and trash receptacles Mon: Clean & Disinfect Around S/B Platform columns, benches, sandboxes, end of platforms, and trash receptacles Tue: Clean & Polish All AFC Equipment Wed: Wash, Clean & Disinfect walls and floors in S/B refuse housing Thu: Wash, Clean & Disinfect walls and floors in N/B refuse housing Fri: Clean & Disinfect All trash receptacles, and shine stainless steel Sat: Wash, Clean & Disinfect walls and floors in EFR & employee toilet room	Borough Hall	2 3 4 5	R602	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#
SC0424	Station South	1500 - 2300	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Nevins St	2 3 4 5	R608	1500 -
*General Duties- see below	Nevins St	2 3 4 5	R608	1500 - 1700
*General Duties- see below	Hoyt St	2 3	R606	1705 - 1915
Lunch	Hoyt St	2 3	R606	1915 - 1945
*Light General Duties- see below	Nevins St	2 3 4 5	R608	1950 - 2050
Clean and disinfect employee facility room and toilet room	Nevins St	2 3 4 5	R608	2050 - 2125
*Light General Duties- see below	Hoyt St	2 3	R606	2130 - 2250
Report Off Duty	Nevins St	2 3 4 5	R608	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 around 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, 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all 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#
SC0424A	Station South	2300 - 0700	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform *General Duties-Daily - see below	Nevins St	2 3 4 5	R608	2300 - 0100
*Elevator Duties EL301, EL302, EL303 -see below	Atlantic Av-Barclays Ctr	D N R	C009	0110 - 0210
*Elevator Duties EL304, EL305, EL306 -see below	Atlantic Av-Barclays Ctr	2 3 4 5	R610	0210 - 0310
Lunch	Nevins St	2 3 4 5	R608	0320 - 0350
*Light General Duties - see below	Nevins St	2 3 4 5	R608	0350 - 0450
*Elevator Duties EL301, EL302, EL303 -see below	Atlantic Av-Barclays Ctr	D N R	C009	0500 - 0555
*Elevator Duties EL304, EL305, EL306 -see below	Atlantic Av-Barclays Ctr	2 3 4 5	R610	0555 - 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 including around 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, 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  *Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles. Deodorize the entire station  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.	Nevins St	2 3 4 5	R608	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#
SC0425	Station South	1500 - 2300	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Atlantic Av-Barclays Ctr	2 3 4 5	R610	1500 -
*General Duties- see below Performed on 2/3/4/5 Local and express platforms, S/E underpass, lower mezzanine and passageway to the B/Q line, and the Wide stairway U21A-F leading to Pacific St	Atlantic Av-Barclays Ctr	2 3 4 5	R610	1500 - 1830
*Elevator Duties (EL304, EL305 & EL306) -see below	Atlantic Av-Barclays Ctr	2 3 4 5	R610	1830 - 1930
Lunch	Atlantic Av-Barclays Ctr	2 3 4 5	R610	1930 - 2000
*Major Duties - see below	Atlantic Av-Barclays Ctr	2 3 4 5	R610	2000 - 2100
Clean all signs on walls and columns on local and express platforms	Atlantic Av-Barclays Ctr	2 3 4 5	R610	2100 - 2200
*Light General Duties- see below	Atlantic Av-Barclays Ctr	2 3 4 5	R610	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 around 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, 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  *Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.  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.  *Major Duty Cleaning-  Sun: Clean and polish handrails on N/B platform  Mon: Clean and polish handrails on S/B platform  Tue: Clean and polish handrails on Express platform  Wed: Clean and polish handrails in ramp leading to R612 mezzanine and underpass  Thu: Clean, organize and disinfect refuse rooms on N/B platforms  Fri: Clean, organize and disinfect refuse rooms on S/B platforms  Sat: Clean, organize and disinfect infectious waste room on lower mezzanine	Atlantic Av-Barclays Ctr	2 3 4 5	R610	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#
SC0426	Station South	1500 - 2300	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Grand Army Plaza	2 3	R619	1500 -
*General Duties- see below	Grand Army Plaza	2 3	R619	1500 - 1700
*General Duties- see below	Bergen St	2 3	R617	1710 - 1905
Lunch	Bergen St	2 3	R617	1905 - 1935
*General Duties- see below	Eastern Pkwy Brooklyn Museum	2 3	R621	1945 - 2145
*Light General Duties- see below	Bergen St	2 3	R617	2150 - 2220
*Light General Duties- see below	Grand Army Plaza	2 3	R619	2230 - 2300
Report Off Duty.	Grand Army Plaza	2 3	R619	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 around 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, 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber rooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Light General Duties Inspect station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all 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#
SC0427	Station South	1500 - 2300	2771

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Franklin Av	2 3 4 5	R622	1500 -
*General Duties- see below	Franklin Av	2 3 4 5	R622	1500 - 1530
*Public Toilet Duties- see below	Franklin Av	2 3 4 5	R622	1530 - 1600
*General Duties- see below	Franklin Av	2 3 4 5	R622	1600 - 1800
Lunch	Franklin Av	2 3 4 5	R622	1830 - 1900
*General Duties- see below	Botanic Gardens	S	B010	1900 - 2000
Major duties: Monday & Thursday				
*General Duties- see below	Franklin Av	2 3 4 5	R622	2000 - 2300
Major duties: Wednesday & Sunday				
Report off duty.	Franklin Av	2 3 4 5	R622	2300 -
**General Duties Sweep all stairs wipe all handrails. Scrap all mezzanines, control areas and platforms disinfect all unsanitary conditions, deck all stains and drag marks, pigeon droppings, feces, urine, clean and disinfect all trash receptacle, remove all stickers, graffiti on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM's, gates in control areas including OMNY validators, HPI's. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove all empty boxes. Clean mop and disinfect employee facility room and bathroom. Clean and disinfect refuse housing daily. Clean all mops, empty all mop buckets at the end of tour.  Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  Major duties: Wednesday & Sunday Franklin 2100-2140 Monday & Thursday Botanic 1900-1930  Clean Facility room & Bathroom disinfect and mop floors, clean refrigerator, microwave, refrigerator rack, Quench water cooler, table bench/chair.  *Public Restroom Duties- If public restrooms are out of service, listed General Duties will be performed. 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. Close Public Toilet @ 1900.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0428	Station South	1500 - 2300	2771

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Crown Hts Utica Av	3 4	R626	1500 -
Daily Major Duty- see below	Crown Hts Utica Av	3 4	R626	1500 - 1530
*Public Toilet Duties- see below	Crown Hts Utica Av	3 4	R626	1530 - 1600
*General Duties- see below	Crown Hts Utica Av	3 4	R626	1600 - 1830
Lunch	Crown Hts Utica Av	3 4	R626	1830 - 1900
*General Duties- see below	Sutter Av-Rutland Rd	3	R627	1910 - 2100
*Elevator Duties ELE #s322 & 323- see below	Crown Hts Utica Av	3 4	R626	2110 - 2150
*General Duties- see below	Crown Hts Utica Av	3 4	R626	2150 - 2300
Report Off Duty.  **General Duties Sweep all stairs wipe all handrails. Scrap all mezzanines, control areas and platforms disinfect all unsanitary conditions, deck all stains and drag marks, feces, urine, clean and disinfect all trash receptacle, remove all stickers, graffiti on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM’s, gates in control areas including OMNY validators, HPI’s. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove all empty boxes. Clean mop and disinfect employee facility room and bathroom. Clean and disinfect refuse housing daily. Clean all mops, empty all mop buckets at the end of tour.  Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  Daily Major Duty Facility Room (Sutter Ave): 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.  *Public Restroom Duties- If public restrooms are out of service, listed General Duties will be performed. 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. Close Public toilet 1900 .  Elevator Duties Clean and Polish [ELE #s322 & 323] 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.	Crown Hts Utica Av	3 4	R626	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#
SC0429	Station South	2300 - 0700	2771

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	President St	2 5	R635	2300 -
*General Duties- see below	President St	2 5	R635	2300 - 2400
*Major Duties- see below	President St	2 5	R635	2400 - 0030
*Escalator Duties [ESC#304] - see below	President St	2 5	R635	0030 - 0100
*General Duties- see below	Sterling St	2 5	R636	0105 - 0200
*Major Duties- see below	Sterling St	2 5	R636	0200 - 0230
*Major Duties Floors- see below	Sterling St	2 5	R636	0230 - 0300
Lunch	Sterling St	2 5	R636	0300 - 0330
*General Duties- see below	Winthrop St	2 5	R637	0340 - 0445
*Major Duties- see below	Winthrop St	2 5	R637	0445 - 0545
*Major Duties Floors- see below	Winthrop St	2 5	R637	0545 - 0615
*Major Duties Floors- see below	President St	2 5	R635	0620 - 0700
Report Off Duty.	President St	2 5	R635	0700 -
**General Duties Sweep all stairs wipe all handrails. Scrap all mezzanines, control areas and platforms disinfect all unsanitary conditions, deck all stains and drag marks, pigeon droppings, feces, urine, clean and disinfect all trash receptacle, remove all stickers, graffiti on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM's, gates in control areas including OMNY validators, HPI's. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove all empty boxes. Clean mop and disinfect employee facility room and bathroom. Clean and disinfect refuse housing daily. Clean all mops, empty all mop buckets at the end of tour. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  Daily Major duties: Clean all refuse housing/ all refuse rooms, supply rooms, CTA rooms/scrubber rooms, remove and discard all empty boxes.  Escalator Duties- Contact E&E prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean (ESC#304). 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.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0430	Station South	2300 - 0700	2771

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Flatbush Av Brooklyn College	2 5	R645	2300 -
*General Duties- see below	Flatbush Av Brooklyn College	2 5	R645	2300 - 2400
*General Duties- see below	Newkirk Av	2 5	R643	0010 - 0210
Lunch	Newkirk Av	2 5	R643	0220 - 0250
** Major Duties Floors- see below	Newkirk Av	2 5	R643	0250 - 0350
***Elevator Duties- see below	Flatbush Av Brooklyn College	2 5	R645	0400 - 0430
****RTO Dispatcher Office	Flatbush Av Brooklyn College	2 5	R645	0430 - 0530
*Public Restroom Duties- see below	Flatbush Av Brooklyn College	2 5	R645	0530 - 0600
*General Duties- see below	Flatbush Av Brooklyn College	2 5	R645	0600 - 0700
Report Off Duty.  *General Duties Sweep all stairs wipe all handrails. Scrap all mezzanines, control areas and platforms disinfect all unsanitary conditions, deck all stains and drag marks, feces, urine, clean and disinfect all trash receptacle, remove all stickers, graffiti on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM’s, gates in control areas including OMNY validators, HPI’s. Wipe down all Digital Ad Panels Clean booth exterior windows clean all supplies room remove all empty boxes. Clean mop and disinfect employee facility room, bathroom & public bathroom. Clean and disinfect refuse housing daily. Clean all mops, empty all mop buckets at the end of tour.  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 [EL319] 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.  *Public Restroom Duties- If restrooms are out of service, listed General Duties will be performed. 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 toilet 0700hours  ***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.  Refuse Room Nightly- 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 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.	Flatbush Av Brooklyn College	2 5	R645	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#
SC0431	Station South	0700 - 1500	2771

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	President St	2 5	R635	0700 -
*General Duties- see below	President St	2 5	R635	0700 - 0900
Major Duties: Friday				
*General Duties- see below	Sterling St	2 5	R636	0905 - 1115
Major Duties: Wednesday				
Lunch	Sterling St	2 5	R636	1115 - 1145
*General Duties- see below	Winthrop St	2 5	R637	1150 - 1400
Major Duties: Monday				
*General Duties- see below	President St	2 5	R635	1405 - 1500
Report Off Duty.	President St	2 5	R635	1500 -
<p><b>**General Duties</b></p> <p>Sweep all stairs wipe all handrails. Scrap all mezzanines, control areas and platforms disinfect all unsanitary conditions, deck all stains and drag marks, pigeon droppings, feces, urine, clean and disinfect all trash receptacle, remove all stickers, graffiti on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM’s, gates in control areas including OMNY validators, HPI’s. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove all empty boxes. Clean mop and disinfect employee facility room and bathroom. Clean and disinfect refuse housing daily. Clean all mops, empty all mop buckets at the end of tour.</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: Monday Winthrop 1300-1340 Wednesday Sterling 1000-1030 Friday President 0800-0830.</p> <p>Clean booth interior, exterior, mop booth floor, wash walls, dust ledges, clean booth interior &amp; exterior windows.</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#
SC0432	Station South	0700 - 1500	2771

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Church Av	2 5	R639	0700 -
*General Duties- see below	Church Av	2 5	R639	0700 - 0900
***Elevator Duties- see below	Church Av	2 5	R639	0900 - 1000
Lunch	Church Av	2 5	R639	1000 - 1030
*General Duties- see below	Beverly Rd	2 5	R641	1040 - 1240
Major duties: Wednesday & Sunday				
*General Duties- see below	Church Av	2 5	R639	1250 - 1500
Major duties: Monday & Thursday				
Report Off Duty.	Church Av	2 5	R639	1500 -
**General Duties Sweep all stairs wipe all handrails. Scrap all mezzanines, control areas and platforms disinfect all unsanitary conditions, deck all stains and drag marks, pigeon droppings, feces, urine, clean and disinfect all trash receptacle, remove all stickers, graffiti on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM’s, gates in control areas including OMNY validators, HPI’s. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove all empty boxes. Clean mop and disinfect employee facility room and bathroom. Clean and disinfect refuse housing daily. Clean all mops, empty all mop buckets at the end of tour. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  Major duties: Wednesday & Sunday Beverly Rd 1100-1130 Monday & Thursday Church Ave 1250-1320 Clean Facility room & bathroom disinfect and mop floors, clean refrigerator, microwave, refrigerator rack, Quench water cooler, table bench/chair.  **Elevator Duties Clean and Polish [ELE320 & 321] 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#
SC0432A	Station South	2300 - 0700	2771

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform. *General Duties- see below	Church Av	2 5	R639	2300 - 0100
*General Duties- see below	Beverly Rd	2 5	R641	0100 - 0300
Lunch	Church Av	2 5	R639	0310 - 0340
*General Duties- see below	Church Av	2 5	R639	0340 - 0700
Report Off Duty.  **General Duties Sweep all stairs wipe all handrails. Scrap all mezzanines, control areas and platforms disinfect all unsanitary conditions, deck all stains and drag marks, pigeon droppings, feces, urine, empty clean and disinfect all trash receptacle, remove all stickers, graffiti on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM's, gates in control areas including OMNY validators, HPI's. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove all empty boxes. Clean mop and disinfect employee facility room and bathroom. Clean and disinfect refuse housing daily. Clean all mops, empty all mop buckets at the end of tour.  Daily Major duties: Clean all refuse housing/all Refuse rooms, CTA rooms/, Scrubber rooms, Remove and discard all empty boxes  Elevator Duties Clean and polish (EL320, EL 321). 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.	Church Av	2 5	R639	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#
SC0432B	Station South	1500 - 2300	2771

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform. *General Duties- see below	Church Av	2 5	R639	1500 - 1800
Lunch	Church Av	2 5	R639	1800 - 1830
*General Duties- see below	Beverly Rd	2 5	R641	1840 - 2140
*General Duties- see below	Church Av	2 5	R639	2150 - 2300
Report Off Duty.  **General Duties Sweep all stairs wipe all handrails. Scrap all mezzanines, control areas and platforms disinfect all unsanitary conditions, deck all stains and drag marks, pigeon droppings, feces, urine, empty clean and disinfect all trash receptacle, remove all stickers, graffiti on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM's, gates in control areas including OMNY validators, HPI's. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove all empty boxes. Clean mop and disinfect employee facility room and bathroom. Clean and disinfect refuse housing daily. Clean all mops, empty all mop buckets at the end of tour. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  Major duties: Wednesday /Sunday Beverly Rd 1900-1940 Monday/ Thursday Church Ave 1620-1700 Clean Facility room & bathroom disinfect and mop floors, clean refrigerator, microwave, refrigerator rack, Quench water cooler, table bench/chair.  Elevator Duties Clean and polish (EL320, EL 321). 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.	Church Av	2 5	R639	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#
SC0433	Station South	1500 - 2300	2771

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	Church Av	2 5	R639	1500 -
*General Duties- see below	Church Av	2 5	R639	1500 - 1730
Major duties: Monday/ Thursday				
***Elevator Duties- see below	Church Av	2 5	R639	1730 - 1800
Lunch	Church Av	2 5	R639	1800 - 1830
*General Duties- see below	Beverly Rd	2 5	R641	1840 - 2140
Major duties: Wednesday/Sunday				
*General Duties- see below	Church Av	2 5	R639	2150 - 2300
Report off duty.	Church Av	2 5	R639	2300 -
**General Duties Sweep all stairs wipe all handrails. Scrap all mezzanines, control areas and platforms disinfect all unsanitary conditions, deck all stains and drag marks, pigeon droppings, feces, urine, clean and disinfect all trash receptacle, remove all stickers, graffiti on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM’s, gates in control areas including OMNY validators, HPI’s. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove all empty boxes. Clean mop and disinfect employee facility room and bathroom. Clean and disinfect refuse housing daily. Clean all mops, empty all mop buckets at the end of tour. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  Major duties: Monday/ Thursday Church Ave 1620-1700. Wednesday /Sunday Beverly Rd 1900-1940 Clean Facility room & bathroom disinfect and mop floors, clean refrigerator, microwave, refrigerator rack, Quench water cooler, table bench/chair.  Elevator Duties Clean and Polish [ELE320, ELE321] 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#
SC0434	Station South	0700 - 1500	2771

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Flatbush Av Brooklyn College	2 5	R645	0700 -
*General Duties- see below	Flatbush Av Brooklyn College	2 5	R645	0700 - 0900
Major Duties: Monday / Thursday				
***Elevator Duties [ELE319]- see below	Flatbush Av Brooklyn College	2 5	R645	0900 - 0930
*Public Restroom Duties- see below	Flatbush Av Brooklyn College	2 5	R645	0930 - 1000
Lunch	Flatbush Av Brooklyn College	2 5	R645	1000 - 1030
***RTO Facilities Duties	Flatbush Av Brooklyn College	2 5	R645	1030 - 1100
*General Duties- see below	Flatbush Av Brooklyn College	2 5	R645	1100 - 1200
*Public Restroom Duties- see below	Flatbush Av Brooklyn College	2 5	R645	1200 - 1300
*General Duties- see below	Newkirk Av	2 5	R643	1310 - 1450
Major Duties: Wednesday / Saturday				
Report Off Duty.	Flatbush Av Brooklyn College	2 5	R645	1500 -
**General Duties- Sweep all stairs wipe all handrails. Scrap all mezzanines, control areas and platforms disinfect all unsanitary conditions, deck all stains and drag marks, feces, urine, clean and disinfect all trash receptacle, remove all stickers, graffiti on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM's, gates in control areas including OMNY validators, HPI's. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove all empty boxes. Clean mop and disinfect employee facility room, bathroom & public bathroom. Clean and disinfect refuse housing daily. Clean all mops, empty all mop buckets at the end of tour. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
Major duties: Flatbush Avenue Monday / Thursday 0830-0900 Newkirk Avenue Wednesday / Saturday 1400-1430 Clean booth interior, exterior, mop booth floor, wash walls, dust ledges, clean booth interior & exterior windows.				
*Public Restroom Duties- If restrooms are out of service, listed general Duties will be performed. 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 toilet 0700 in the event it is close). Allow bathroom to dry 10 minutes before reopening.				
***RTO Facilities Duties- Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunchroom, 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- Clean and Polish [ELE319] 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#
SC0435	Station South	1500 - 2300	2771

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty in Full Uniform.	Sterling St	2 5	R636	1500 -
*General Duties- see below	Sterling St	2 5	R636	1500 - 1730
Major duties: Monday/ Wednesday				
*General Duties- see below	Winthrop St	2 5	R637	1735 - 1940
Major duties: Friday				
Lunch	Winthrop St	2 5	R637	1940 - 2010
*General Duties- see below	President St	2 5	R635	2015 - 2215
Major duties: Friday				
*General Duties- see below	Sterling St	2 5	R636	2200 - 2300
Report Off Duty.	Sterling St	2 5	R636	2300 -
**General Duties Sweep all stairs wipe all handrails. Scrap all mezzanines, control areas and platforms disinfect all unsanitary conditions, deck all stains and drag marks, pigeon droppings, feces, urine, clean and disinfect all trash receptacle, remove all stickers, graffiti on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM’s, gates in control areas including OMNY validators, HPI’s. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove all empty boxes. Clean mop and disinfect employee facility room and bathroom. Clean and disinfect refuse housing daily. Clean all mops, empty all mop buckets at the end of tour. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  Major duties: Monday/ Wednesday Sterling 1600-1630. Winthrop 1800-1830. President Friday 2100-2130. Clean facility room refrigerator, microwave, refrigerator rack, Quench water cooler, table bench/chair, mop floor.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0436	Station South	1500 - 2300	2771

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty in Full Uniform.	Flatbush Av Brooklyn College	2 5	R645	1500 -
*General Duties- see below	Flatbush Av Brooklyn College	2 5	R645	1500 - 1600
*General Duties- see below	Newkirk Av	2 5	R643	1610 - 1810
Lunch	Newkirk Av	2 5	R643	1810 - 1840
Major Duties- see below	Newkirk Av	2 5	R643	1840 - 1910
*General Duties- see below	Flatbush Av Brooklyn College	2 5	R645	1920 - 2130
*Elevator Duties [EL319, EL382 & EL383]- see below	Flatbush Av Brooklyn College	2 5	R645	2130 - 2230
Major Duties- see below	Flatbush Av Brooklyn College	2 5	R645	2230 - 2300
Report Off Duty.  **General Duties Sweep all stairs wipe all handrails.  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. 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 [EL319, EL382 & EL383] 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 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.	Flatbush Av Brooklyn College	2 5	R645	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#
SC0436A	Station South	2300 - 0700	2771

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty in Full Uniform. *General Duties/Major- see below	Flatbush Av Brooklyn College	2 5	R645	2300 - 2400
*General Duties/Major- see below	Newkirk Av	2 5	R643	0010 - 0210
Lunch	Flatbush Av Brooklyn College	2 5	R645	0220 - 0250
*General Duties/Major- see below	Flatbush Av Brooklyn College	2 5	R645	0250 - 0500
*Elevator Duties- see below	Flatbush Av Brooklyn College	2 5	R645	0500 - 0530
*Public Toilet Duties- see below	Flatbush Av Brooklyn College	2 5	R645	0530 - 0600
RTO Dispatcher Office	Flatbush Av Brooklyn College	2 5	R645	0600 - 0630
*General Duties- see below	Flatbush Av Brooklyn College	2 5	R645	0630 - 0700
Report Off Duty.  *General Duties Sweep all stairs wipe all handrails. Clean and disinfect EL319 mop floor, wipe Elevator Walls. Scrap all mezzanines, control areas and platforms disinfect all unsanitary conditions, deck all stains and drag marks, feces, urine, empty clean and disinfect all trash receptacle, remove all stickers, graffiti on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM's, gates in control areas including OMNY validators, HPI's. Wipe down all Digital Ad Panels Clean booth exterior windows clean all supplies room remove all empty boxes. Clean mop and disinfect employee facility room, bathroom & public bathroom. Clean and disinfect refuse housing daily. Clean all mops, empty all mop buckets at the end of tour.  Elevator Duties Clean and polish (ELE 319). 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. Open public toilet 0700hours  Major duties Daily Clean, mop and disinfect public toilets. Refuse room clean all inserts bucket wash refuse room floor. RTO Sweep, clean, mop floors and empty trash receptacles	Flatbush Av Brooklyn College	2 5	R645	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#
SC0437	Station South	2300 - 0700	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Flushing Main St	7	R533	2300 -
**General Duties – Daily	Flushing Main St	7	R533	2300 - 0130
.***RTO Facilities Duties	Flushing Main St	7	R533	0130 - 0245
Lunch	Flushing Main St	7	R533	0245 - 0315
*Major Duty Cleaning	Flushing Main St	7	R533	0315 - 0345
*Station Cleaning Duties- Office/Facilities	Flushing Main St	7	R533	0345 - 0415
**General Duties – Daily	Flushing Main St	7	R533	0415 - 0700
OPEN PUBLIC RESTROOMS AT 0700 Hours				
Report Off Duty.	Flushing Main St	7	R533	0700 -
OPEN PUBLIC RESTROOMS AT 0700 Hours				
<p>*General Duties-Daily</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 &amp; disinfect 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.</p> <p>*Major Duty Cleaning-</p> <p>Sun: Tile/Concrete Walls: Bucket Wash lower portion of walls near booth R533 leading to all street level stairways. Remove spit and shoe marks.</p> <p>Mon: Scrubber Room- Deck wash walls and floor. Clean and organize all scrubber rooms. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies.</p> <p>Tues: 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>Wed/Sat: Stairways- Bucket Wash/Mop street stairways, landings and handrails. Wipe handrails dry. Clean adjacent tile walls. Remove all stickers.</p> <p>Thurs: Tile/Concrete Walls: Bucket Wash lower portion of walls near booth R534 leading to all street level stairways. Remove spit and shoe marks.</p> <p>Fri: Trash Receptacles: Wipe clean and disinfect trash receptacles including inside of chrome rim tops.</p> <p>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</p> <p>.***RTO Facilities Duties</p> <p>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.</p> <p>*Station Cleaning Duties- Office/Facilities</p> <p>Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office.</p> <p>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.</p> <p>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</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#
SC0437A	Station South	2300 - 0700	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Flushing Main St	7	R533	2300 - 2400
*Escalator Duties [ESC#455]- see below Note- If escalator(s) are out of service, listed General Duties will be performed				
*Escalator Duties[ESC#456]- see below	Flushing Main St	7	R533	2400 - 0100
*Escalator Duties[ESC#457]- - see below	Flushing Main St	7	R533	0100 - 0200
Lunch	Flushing Main St	7	R533	0200 - 0230
*Escalator Duties [ESC#451]- see below Note- If escalator(s) are out of service, listed General Duties will be performed:	Jackson Hts Roosevelt Av	E F M R	N324	0245 - 0345
*Escalator Duties[ESC#452]- - see below	Jackson Hts Roosevelt Av	E F M R	N324	0345 - 0445
*Escalator Duties[ESC#453]- - see below	Jackson Hts Roosevelt Av	E F M R	N324	0445 - 0545
*Escalator Duties[ESC#449]- - see below	Jackson Hts Roosevelt Av	E F M R	N324	0545 - 0645
Report Off Duty.	Flushing Main St	7	R533	0700 -
**Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497				
Shutdown and clean ESC# 455, 456, 457, 449, 451, 452, 453. 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, panels and overhead Annunciators.				
*General Duties- Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including outside areas around ESC#455, 456, 457. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0437B	Station South	2300 - 0700	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Flushing Main St	7	R533	2300 - 2400
*Escalator Duties [ESC#455]- see below Note- If escalator(s) are out of service, listed General Duties will be performed				
*Escalator Duties[ESC#456]- see below	Flushing Main St	7	R533	2400 - 0100
*Escalator Duties[ESC#457]- - see below	Flushing Main St	7	R533	0100 - 0200
Lunch	Flushing Main St	7	R533	0200 - 0230
*Escalator Duties [ESC#451]- see below Note- If escalator(s) are out of service, listed General Duties will be performed:	Jackson Hts Roosevelt Av	E F M R	N324	0245 - 0345
*Escalator Duties[ESC#452]- - see below	Jackson Hts Roosevelt Av	E F M R	N324	0345 - 0445
*Escalator Duties[ESC#453]- - see below	Jackson Hts Roosevelt Av	E F M R	N324	0445 - 0545
*Escalator Duties[ESC#450]- - see below	Jackson Hts Roosevelt Av	E F M R	N324	0545 - 0645
Report Off Duty.	Flushing Main St	7	R533	0700 -
**Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497				
Shutdown and clean ESC# 455, 456, 457, 450, 451, 452, 453. 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, panels and overhead Annunciators.				
*General Duties- Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including outside areas around ESC#455, 456, 457. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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.				

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



JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0438	Station South	2300 - 0700	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Mets-Willets Point	7	R532	2300 -
*General Duties- see below	Mets-Willets Point	7	R532	2300 - 0030
*Major Duty Cleaning- see below	Mets-Willets Point	7	R532	0030 - 0145
**Major Duties - Floors	Mets-Willets Point	7	R532	0145 - 0245
Lunch	Mets-Willets Point	7	R532	0245 - 0315
*General Duties- see below	111 St	7	R530	0320 - 0430
*Major Duty Cleaning- see below	111 St	7	R530	0430 - 0515
**Major Duties - Floors	111 St	7	R530	0515 - 0615
*General Duties- see below *Open public toilets at 0700 hours	Mets-Willets Point	7	R532	0620 - 0700
Report Off Duty.	Mets-Willets Point	7	R532	0700 -
<div><div>*General Duties</div><div>Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including the ‘Grand’ stairways leading to R532H. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down &amp; disinfect 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.</div><div>*Major Duty Cleaning- Daily</div><div>Sun/Tue: Platform Cleaning: Deck wash platforms areas around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry.</div><div>Mon/Thu: Stairways – Bucket Wash all street level stairways. Clean adjacent tile walls or hand rails. Remove all stickers.</div><div>Wed: Tile/Concrete Walls-Bucket wash lower portion of walls in mezzanine and walls leading to all platform and street stairways. Remove spit, shoe marks, grime and dust build-up. Wipe window/ledges.</div><div>Fri: Stairways- Bucket Wash all stairway to the platform. Clean adjacent tile walls or hand rails. Remove all stickers.</div><div>Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.</div><div>*Major Duty Floors-Nightly</div><div>Remove dust balls and gum from floors. Damp mop 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.</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.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0439	Station South	2300 - 0700	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	82 St-Jackson Hts	7	R526	2300 -
*General Duties- see below	82 St-Jackson Hts	7	R526	2300 - 0100
*Major Duty Cleaning- see below	82 St-Jackson Hts	7	R526	0100 - 0200
*Major Duty - Floors	82 St-Jackson Hts	7	R526	0200 - 0230
Lunch	82 St-Jackson Hts	7	R526	0230 - 0300
*General Duties- see below	90 St-Elmhurst Av	7	R527	0310 - 0440
*Major Duty Cleaning- see below	90 St-Elmhurst Av	7	R527	0440 - 0540
*Major Duty - Floors	90 St-Elmhurst Av	7	R527	0540 - 0610
*General Duties- see below	82 St-Jackson Hts	7	R526	0620 - 0700
Report Off Duty.	82 St-Jackson Hts	7	R526	0700 -
*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				
*Major Duty Cleaning- Sun: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Mon: Stairways/Mezzanine: Spot mop floor in all areas of the mezzanine to remove bird dropping, dust balls and stains. Wipe clean stairway handrails. CIC Information Center: Remove graffiti/stickers and graffiti/glue residue from plastic covering and/or vinyl decals in mezzanine. Wipe clean exterior booth window and deal tray. Tue: Platform Cleaning: Deck wash NB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Wed: Tile/Concrete Walls-Bucket wash lower portion of walls in mezzanine and walls leading to all platform and street stairways. Remove spit, shoe marks, grime and dust build-up. Wipe window/ledges. Thu: Stairways/Mezzanine: Spot mop floor in all areas of the mezzanine to remove bird dropping, dust balls and stains. Wipe clean stairway handrails. CIC Information Center: Remove graffiti/stickers and graffiti/glue residue from plastic covering and/or vinyl decals in mezzanine. Wipe clean exterior booth window and deal tray. Fri: Bird Dropping Removal: Deck brush all areas of the mezzanine and stairway handrails leading to platform to remove bird dropping and stains. Wipe handrails dry. Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.				
*Major Duty Floors 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				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0439A	Station South	2300 - 0700	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Junction Blvd	7	R528	2300 - 0100
*General Duties- see below				
**Elevator/ Overpass Duties – see below	Junction Blvd	7	R528	0100 - 0130
*Major Duty Cleaning- see below	Junction Blvd	7	R528	0130 - 0200
*Major Duty- Floors	Junction Blvd	7	R528	0200 - 0230
Lunch	Junction Blvd	7	R528	0230 - 0300
*General Duties- see below	103 St-Corona Plaza	7	R529	0310 - 0400
*Major Duty Cleaning- see below	103 St-Corona Plaza	7	R529	0400 - 0440
*Major Duty – Floors	103 St-Corona Plaza	7	R529	0440 - 0520
*General Duties – see below	103 St-Corona Plaza	7	R529	0520 - 0600
*General Duties – see below	Junction Blvd	7	R528	0610 - 0700
Report Off Duty.	Junction Blvd	7	R528	0700 -
*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, overpass, and passageways. Wipe down & disinfect 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: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Mon: Stairways/Mezzanine: Spot mop floor in all areas of the mezzanine to remove bird dropping, dust balls and stains. Wipe clean stairway handrails. CIC Information Center: Remove graffiti/stickers and graffiti/glue residue from plastic covering and/or vinyl decals in mezzanine. Wipe clean exterior booth window and deal tray. Tue: Platform Cleaning: Deck wash NB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all NB trash receptacles including chrome tops. Wipe top dry. Wed: Tile/Concrete Walls-Bucket wash lower portion of walls in mezzanine and walls leading to all platform and street stairways. Remove spit, shoe marks, grime and dust build-up. Wipe window/ledges. Thu: Stairways/Mezzanine: Spot mop floor in all areas of the mezzanine to remove bird dropping, dust balls and stains. Wipe clean stairway handrails. CIC Information Center: Remove graffiti/stickers and graffiti/glue residue from plastic covering and/or vinyl decals in mezzanine. Wipe clean exterior booth window and deal tray. Fri: Bird Dropping Removal: Deck brush all areas of the mezzanine and stairway handrails leading to platform to remove bird dropping and stains. Wipe handrails dry. Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.				
*Major Duty Floors- 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.				
Elevator/Overpass Duties- Junction Blvd Spot mop overpass area. Clean disinfect, mop and polish[EL 425, 426 and 427. Remove gum. Sweep mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezz 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 dry rag from top to bottom. Clean & disinfect urine areas at all levels around elevator cab. Deodorize 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#
SC0440	Station South	2300 - 0700	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Jackson Hts Roosevelt Av	E F M R	N324	2300 -
*General Duties- see below	Jackson Hts Roosevelt Av	7	N324	2300 - 0130
Elevator/Escalator Duties- see below	Jackson Hts Roosevelt Av	7	N324	0130 - 0230
Lunch	Jackson Hts Roosevelt Av	7	N324	0230 - 0300
*Major Duty Cleaning- see below	Jackson Hts Roosevelt Av	7	N324	0300 - 0500
Elevator/Escalator Duties- see below	Jackson Hts Roosevelt Av	7	N324	0500 - 0600
*General Duties- see below	Jackson Hts Roosevelt Av	7	N324	0600 - 0700
Report off Duty.  *General Duties-Daily All duties performed on 7 Line/Broadway-74 Street) Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including bus loading areas. Scrap all ‘7’ Line mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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 including bus loading area. Remove all stains, spills and drag marks on floor areas. Empty N324 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 ‘7’ Line railings and stairways. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Sweep, mop disinfect EL420 and EL423. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each area you are assigned to clean during your tour of duty.  *Major Duty Cleaning- Weekly (All duties performed on 7 Line/Broadway-74 Street) Sun: Refuse Room NB Platform- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect room. Mon/Wed/Fri: Clean and disinfect Balcony Floor/Railings (Area overlooking booth N324) Scrap and bucket wash N324 ‘balcony’ area to remove bird droppings. Mop dry any excess water in area. Wipe clean windows and ledges and all railings. Remove all stickers/graffiti observed on signs. Disinfect and deodorize balcony area and inside ‘7’ platform landing. Sweep stairway P2A-B and P4A-B and clean all pigeon droppings from stairs, handrails and wall panels. Tues: Graffiti-Free/Digital Panels NB Platform: Wipe fingerprints clean on digital ad-panels using water only. Remove stains, scuff marks, spit, shoe marks, dust build up and urine conditions. from “graffiti-free panels on NB platform. Thu: Graffiti-Free/Digital Panels SB Platform: Wipe fingerprints clean on digital ad-panels using water only. Remove stains, scuff marks, spit, shoe marks, dust build up and urine conditions. from “graffiti-free panels on SB platform. Sat: Refuse Room SB Platform- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect room.  Elevator/Escalator Duties (ESC/EL # to clean subject to change by supervision) Clean and disinfect EL420 and EL423. 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 and disinfect urine areas at all levels around elevator cab. Deodorize cab. Remove gum from ES449 and ES450 top and bottom chrome landings.	Jackson Hts Roosevelt Av	E F M R	N324	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#
SC0441	Station South	2300 - 0700	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	61 St Woodside	7	R523	2300 -
*General Duties- see below	61 St Woodside	7	R523	2300 - 0130
*Elevator Duties – see below Note: If elevators are out of service, General Duties will be performed	61 St Woodside	7	R523	0130 - 0200
*Major Duty Cleaning- see below	61 St Woodside	7	R523	0200 - 0230
Lunch	61 St Woodside	7	R523	0230 - 0300
**Major Duties- Floors	61 St Woodside	7	R523	0300 - 0330
*General Duties- see below	69 St	7	R524	0340 - 0500
*Major Duty Cleaning– see below	69 St	7	R524	0510 - 0540
*Major Duties- Floors	69 St	7	R524	0540 - 0620
*General Duties- see below	61 St Woodside	7	R523	0630 - 0700
Open Public Toilets (0650-0700)				
Report Off Duty.	61 St Woodside	7	R523	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. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down &amp; disinfect 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 Remove dust balls, bird dropping and gum from floors. Remove all stains, spills, and drag mark on mezzanine floors. Mop all stairway landings. Deck brush and Disinfect all urine areas. Sanitize all touch points.</div> <div>*Major Duty Cleaning- Sun: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Mon/Thu: Stairways/Mezzanine: Spot mop floor in all areas of the mezzanine to remove bird dropping, dust balls and stains. Wipe clean stairway handrails. CIC Information Center: Remove graffiti/stickers and graffiti/glue residue from plastic covering and/or vinyl decals in mezzanine. Wipe clean exterior booth window and deal tray. Tue: Platform Cleaning: Deck wash NB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all NB trash receptacles including chrome tops. Wipe top dry. Wed: Tile/Concrete Walls-Bucket wash lower portion of walls in mezzanine and walls leading to all platform and street stairways. Remove spit, shoe marks, grime and dust build-up. Wipe window/ledges. Fri: Bird Dropping Removal: Deck brush all areas of the mezzanine and stairway handrails leading to platform to remove bird dropping and stains. Wipe handrails dry. Sat: Refuse Housing: Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.</div> <div>**Elevator Duties - Clean and polish EL415, EL416, EL417, EL418 and EL419 . 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.</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#
SC0442	Station South	2300 - 0700	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	46 St Bliss St	7	R519	2300 -
*General Duties- see below	46 St Bliss St	7	R519	2300 - 0100
*Major Duty Cleaning- see below	46 St Bliss St	7	R519	0100 - 0145
*Major Duty-Floors	46 St Bliss St	7	R519	0145 - 0230
Lunch	46 St Bliss St	7	R519	0230 - 0300
*General Duties- see below	52 St	7	R521	0310 - 0510
*Major Duty Cleaning- see below	52 St	7	R521	0510 - 0550
*Major Duty-Floors	52 St	7	R521	0550 - 0620
*General Duties- see below	46 St Bliss St	7	R519	0620 - 0700
Report Off Duty.	46 St Bliss St	7	R519	0700 -
<div>*Major Duty Floors Remove dust balls, bird dropping and gum from floors. Remove all stains, spills, and drag mark on mezzanine floors. Mop all stairway landings. Deck brush and Disinfect all urine areas. Sanitize all touch points.</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 including 47th St and 53rd entrances. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down &amp; disinfect 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 Cleaning- Sun: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Mon: Stairways/Mezzanine: Spot mop floor in all areas of the mezzanine to remove bird dropping, dust balls and stains. Wipe clean stairway handrails. CIC Information Center: Remove graffiti/stickers and graffiti/glue residue from plastic covering and/or vinyl decals in mezzanine. Wipe clean exterior booth window and deal tray. Tue: Platform Cleaning: Deck wash NB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Wed: Tile/Concrete Walls-Bucket wash lower portion of walls in mezzanine and walls leading to all platform and street stairways. Remove spit, shoe marks, grime and dust build-up. Wipe window/ledges. Thu: Stairways/Mezzanine: Spot mop floor in all areas of the mezzanine to remove bird dropping, dust balls and stains. Wipe clean stairway handrails. CIC Information Center: Remove graffiti/stickers and graffiti/glue residue from plastic covering and/or vinyl decals in mezzanine. Wipe clean exterior booth window and deal tray. Fri: Bird Dropping Removal: Deck brush all areas of the mezzanine and stairway handrails leading to platform to remove bird dropping and stains. Wipe handrails dry. Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.</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#
SC0443	Station South	2300 - 0700	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on duty in full uniform.	Queensboro Plaza	7 N W	R509	2300 -
*General Duties/Major Duty Floors- see below	Queensboro Plaza	7 N W	R509	2300 - 2400
***RTO Facilities Duties	Queensboro Plaza	7 N W	R509	2400 - 0100
*Major Duty Cleaning- see below	Queensboro Plaza	7 N W	R509	0100 - 0200
Lunch	Queensboro Plaza	7 N W	R509	0200 - 0230
**General Duties- see below	33 St-Rawson St	7	R516	0240 - 0400
*Major Duty Cleaning- see below	33 St-Rawson St	7	R516	0400 - 0450
*Major Duty Floors-- see below	33 St-Rawson St	7	R516	0450 - 0550
*General Duties- see below (Open public toilet at 0700 hours)	Queensboro Plaza	7 N W	R509	0600 - 0700
Report Off Duty.	Queensboro Plaza	7 N W	R509	0700 -
<div><div>*General Duties-Daily</div><div>Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including north &amp; south overpass. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Remove bread crumbs/bird feed observed on station. Wipe down &amp; disinfect 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>Sun: Platform Cleaning: Deck wash Manhattan platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Remove bread crumbs/bird feed observed. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry.</div><div>Mon: Stairways/Mezzanine: Spot mop floor in all areas of the mezzanine to remove bird dropping, dust balls and stains. Wipe clean stairway handrails. CIC Information Center: Remove graffiti/stickers and graffiti/glue residue from plastic covering and/or vinyl decals in mezzanine. Wipe clean exterior booth window and deal tray.</div><div>Tue: Platform Cleaning: Deck wash Queens platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry.</div><div>Wed: Tile/Concrete Walls-Bucket wash lower portion of walls in mezzanine and walls leading to all platform and street stairways. Remove spit, shoe marks, grime and dust build-up. Wipe window/ledges.</div><div>Thu: Stairways/Mezzanine: Spot mop floor in all areas of the mezzanine to remove bird dropping, dust balls and stains. Wipe clean stairway handrails. CIC Information Center: Remove graffiti/stickers and graffiti/glue residue from plastic covering and/or vinyl decals in mezzanine. Wipe clean exterior booth window and deal tray.</div><div>Fri: Bird Dropping Removal: Deck wash SE Manhattan platform and spot mop ADA tile to remove bird dropping and stains.</div><div>Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.</div><div>***RTO Facilities Duties    **MUST BE TRACK QUALIFID**</div><div>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.</div><div>*Major Duty Floors</div><div>Remove dust balls, gum and bird droppings from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors and around benches and trash receptacles. 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.</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.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0444	Station South	2300 - 0700	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Court Sq	7	R508	2300 -
*General Duties- see below	Court Sq	7	R508	2300 - 0100
*Major Duties- see below	Court Sq	7	R508	0100 - 0200
*General Duties- see below	Vernon Blvd Jackson Av	7	R504	0210 - 0330
Lunch	Vernon Blvd Jackson Av	7	R504	0330 - 0400
*Major Duties- see below	Vernon Blvd Jackson Av	7	R504	0400 - 0500
*General Duties- see below	Court Sq	7	R508	0515 - 0700
Report Off Duty.	Court Sq	7	R508	0700 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street) including 03A-B, 04A-B, 05A-B. 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. Mop clean EL445X, EL446, EL447. 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- [R508 0100-0200] [R504 0400-0500] 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. Pick up supplies for Vernon Jackson/Courthouse Sq from Hunters point. Tue/Thu: Bird Dropping/Gum Removal: Deck brush all areas of the mezzanine and stairways leading to ‘7’ platforms to remove bird dropping, dirt, grime, stains and dust build-up. Remove gum from platform stairways. Mon/Sat: Tile/Concrete Walls-Bucket wash lower portion of walls and glass panels in R508 (Manhattan) mezzanine leading to all platform and street stairways. Remove spit, shoe marks, grime and dust build-up. Wipe window/ledges. Wipe clean ‘O’ stairway handrails and escalator panels facing ‘O’ stairways. Wed: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Fri: Platform Cleaning: Deck wash NB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all NB trash receptacles including chrome tops. Wipe top dry.  **Elevator Duties - Clean and polish EL445X, EL446, EL447. 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#
SC0444AStation South	2300 - 0700	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	40 St Lowery St	7	R518	2300 - 0100
*General Duties/Major Duty Floors- see below				
*Major Duty Cleaning- see below	40 St Lowery St	7	R518	0100 - 0200
Lunch	40 St Lowery St	7	R518	0200 - 0230
*General Duties- see below	Hunters Point Av	7	R507	0245 - 0400
*Major Duty Cleaning- see below	Hunters Point Av	7	R507	0400 - 0500
*Major Duty Floors- see below	Hunters Point Av	7	R507	0500 - 0550
*General Duties- see below	40 St Lowery St	7	R518	0605 - 0700
Report Off Duty.	40 St Lowery St	7	R518	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: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Mon: Stairways/Mezzanine: Spot mop floor in all areas of the mezzanine to remove bird dropping, dust balls and stains. Wipe clean stairway handrails. CIC Information Center: Remove graffiti/stickers and graffiti/glue residue from plastic covering and/or vinyl decals in mezzanine. Wipe clean exterior booth window and deal tray. Tue: Platform Cleaning: Deck wash NB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Wed: Tile/Concrete Walls-Bucket wash lower portion of walls in mezzanine and walls leading to all platform and street stairways. Remove spit, shoe marks, grime and dust build-up. Wipe window/ledges. Thu: Stairways/Mezzanine: Spot mop floor in all areas of the mezzanine to remove bird dropping, dust balls and stains. Wipe clean stairway handrails. CIC Information Center: Remove graffiti/stickers and graffiti/glue residue from plastic covering and/or vinyl decals in mezzanine. Wipe clean exterior booth window and deal tray. Fri: Bird Dropping Removal: Deck brush all areas of the mezzanine and stairway handrails leading to platform to remove bird dropping and stains. Wipe handrails dry. Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.				
*Major Duty Floors Remove dust balls, gum and bird droppings from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors and around benches and trash receptacles. 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.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0445	Station South	0700 - 1500	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Flushing Main St	7	R533	0700 -
*General Duties Daily- see below OPEN PUBLIC RESTROOM AT 0700 Hours	Flushing Main St	7	R533	0700 - 0900
*Major Duties Daily- see below	Flushing Main St	7	R533	0900 - 1100
Lunch	Flushing Main St	7	R533	1100 - 1130
*Major Duty Cleaning - see below	Flushing Main St	7	R533	1130 - 1200
*Public Toilet Duties – see below	Flushing Main St	7	R533	1200 - 1300
*General Duties Daily- see below	Flushing Main St	7	R533	1300 - 1500
Report Off Duty.  OPEN PUBLIC RESTROOM AT 0700 Hours  *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 R534 mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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. Mop clean EL414. 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 - (Daily) Disinfect mezzanine- Deck brush all areas of the mezzanine gutter wall to remove scuff marks, dirt and grime. Wipe clean all street and mezzanine stairway handrails in R534 mezzanine. Refuse Room-Sweep clean and disinfect room. Scrubber/Supply Room- Clean and organize R534 scrubber & supply rooms. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Spot clean ADA Tactile as needed. Deck brush and disinfect all gutter/sanitary bases in R534 mezzanine areas.  **Major Duty Cleaning- (Weekly) Sun: Clean booth R534 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Clean deal tray. Tue: Trash Receptacles: Wipe clean and disinfect all trash receptacles including inside of chrome tops. Thurs/Sat: Refuse Room: Deck wash walls and floor. Wipe down fire extinguisher. Discard all debris and empty boxes. Remove loose debris from from inserts. Disinfect room. Wipe down Fire Extinguishers.  *Public Toilet Duties - Close & Clean 1200-1300 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.  *Public Toilet Duties - Close & Clean 1200-1300 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.	Flushing Main St	7	R533	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#
SC0446	Station South	0700 - 1500	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Flushing Main St	7	R533	0700 -
*General Duties Daily- see below OPEN PUBLIC RESTROOM AT 0700 Hours	Flushing Main St	7	R533	0700 - 0900
*Major Duties Daily- see below	Flushing Main St	7	R533	0900 - 1100
*Major Duty Cleaning - see below	Flushing Main St	7	R533	1100 - 1130
Lunch	Flushing Main St	7	R533	1130 - 1200
*RTO Tower Duties - see below	Flushing Main St	7	R533	1200 - 1245
*General Duties Daily- see below	Flushing Main St	7	R533	1245 - 1500
Report Off Duty.  OPEN PUBLIC RESTROOM AT 0700 Hours  **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 R533 mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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. Mop clean EL414. 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 - (Daily) Disinfect mezzanine- Deck brush all areas of the mezzanine gutter wall to scuff marks, dirt and grime. Wipe clean all street and platform stairway handrails in R533 mezz. Scrubber Room- Clean and organize R533 scrubber rooms including platform scrubber rooms. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Spot clean ADA Tactile as needed. Deck brush and disinfect all gutter/sanitary bases in R533 mezzanine areas.  **Major Duty Cleaning- (Weekly) Sun: Booth- Clean booth R533 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Clean deal tray. 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. Fri: Tile/Concrete Walls: Bucket Wash lower portion of mezzanine walls. Remove spit and shoe marks.  *RTO Tower 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.	Flushing Main St	7	R533	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#
SC0447	Station South	0700 - 1500	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Mets-Willets Point	7	R532	0700 -
*General Duties- see below *Open public toilets at 0700 hours	Mets-Willets Point	7	R532	0700 - 0915
* RTO Duties – see below Corona Yard-Refuse	Mets-Willets Point	7	R532	0930 - 1030
*Major Duty Cleaning – see below	Mets-Willets Point	7	R532	1045 - 1115
Lunch	Mets-Willets Point	7	R532	1115 - 1145
*General Duties – see below	103 St-Corona Plaza	7	R529	1155 - 1300
*Major Duty Cleaning – see below	103 St-Corona Plaza	7	R529	1300 - 1345
*Major Duties Floors	103 St-Corona Plaza	7	R529	1345 - 1425
*General Duties – see below	Mets-Willets Point	7	R532	1435 - 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 the ‘Grand’ stairways leading to R532H. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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 R532 & R529 and interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Wipe ceiling slats and exhaust cover clean. Empty garbage. Remove all debris. Clean deal tray. Empty garbage. Remove all debris. Clean deal tray. Mon/Sat: Tile/Concrete Walls-Bucket wash lower portion of walls in mezzanine and leading to all platform and street stairways. Remove spit, shoe marks, grime and dust build-up. Wipe windows/ledges. Tue/Thu: Bird Dropping Removal: Deck brush all areas of the mezzanine and stairway handrails leading to platform to remove bird dropping and stains. Wipe handrails dry. Wed: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Fri: Platform Cleaning: Deck wash NB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry.  *Major Duty Floors Remove dust balls and bird droppings from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors and around benches and trash receptacles. 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.  *RTO Tower 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.	Mets-Willets Point	7	R532	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#
SC0448	Station South	0700 - 1500	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	82 St-Jackson Hts	7	R526	0700 -
*General Duties- see below	82 St-Jackson Hts	7	R526	0700 - 0930
* Major Duty Cleaning – see below	82 St-Jackson Hts	7	R526	0930 - 1030
*Major Duties - Floors	82 St-Jackson Hts	7	R526	1030 - 1100
Lunch	82 St-Jackson Hts	7	R526	1100 - 1130
*General Duties- see below	111 St	7	R530	1140 - 1300
* Major Duty Cleaning – see below	111 St	7	R530	1300 - 1345
*Major Duties - Floors	111 St	7	R530	1345 - 1415
*General Duties- see below	82 St-Jackson Hts	7	R526	1425 - 1500
Report Off Duty.	82 St-Jackson Hts	7	R526	1500 -
*General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways in including the overpasses and stairways leading to and fro Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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 R526 & R530 and interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Wipe ceiling slats and exhaust cover clean. Empty garbage. Remove all debris. Clean deal tray. Mon/Sat: Tile/Concrete Walls-Bucket wash lower portion of walls in mezzanine and leading to all platform and street stairways. Remove spit, shoe marks, grime and dust build-up. Wipe window/ledges. Tue/Thu: Bird Dropping Removal: Deck brush all areas of the mezzanine and stairway handrails leading to platform to remove bird dropping and stains. Wipe handrails dry. Wed: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Fri: Platform Cleaning: Deck wash NB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry.				
*Major Duty Floors Remove dust balls, gum and bird droppings from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors and around benches and trash receptacles. 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.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0449	Station South	0700 - 1500	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	90 St-Elmhurst Av	7	R527	0700 -
*General Duties- see below	90 St-Elmhurst Av	7	R527	0700 - 0930
* Major Duty Cleaning – see below	90 St-Elmhurst Av	7	R527	0930 - 1000
*Major Duties - Floors	90 St-Elmhurst Av	7	R527	1000 - 1115
Lunch	90 St-Elmhurst Av	7	R527	1115 - 1145
*General Duties- see below	Junction Blvd	7	R528	1155 - 1300
* Major Duty Cleaning – see below	Junction Blvd	7	R528	1300 - 1345
Elevator/Overpass Duties	Junction Blvd	7	R528	1345 - 1415
*General Duties- see below	90 St-Elmhurst Av	7	R527	1425 - 1500
Report Off Duty.	90 St-Elmhurst Av	7	R527	1500 -
*General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways in including the overpasses and stairways leading to and fro Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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 R527 & R528 and interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Wipe ceiling slats and exhaust cover clean. Empty garbage. Remove all debris. Clean deal tray. Mon/Sat: Tile/Concrete Walls-Bucket wash lower portion of walls in mezzanine and leading to all platform and street stairways. Remove spit, shoe marks, grime and dust build-up. Wipe window/ledges. Tue/Thu: Bird Dropping Removal: Deck brush all areas of the mezzanine and stairway handrails leading to platform to remove bird dropping and stains. Wipe handrails dry. Wed: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Fri: Platform Cleaning: Deck wash NB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all NB trash receptacles including chrome tops. Wipe top dry				
*Major Duty Floors Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors and around benches and trash receptacles. 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.				
Elevator/Overpass Duties- Junction Blvd Spot mop overpass area. Clean disinfect, mop and polish EL 425, 426 and 427. Remove gum. Sweep mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezz 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 dry rag from top to bottom. Clean & disinfect urine areas at all levels around elevator cab. Deodorize 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#
SC0450	Station South	0700 - 1500	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Jackson Hts Roosevelt Av	E F M R	N324	0700 -
*General Duties- see below OPEN PUBLIC RESTROOMS AT 0700 HOURS	Jackson Hts Roosevelt Av	7	N324	0700 - 0900
*Major Duty (Daily)- see below	Jackson Hts Roosevelt Av	7	N324	0900 - 1130
Lunch	Jackson Hts Roosevelt Av	7	N324	1130 - 1200
*Major Duty Cleaning - see below	Jackson Hts Roosevelt Av	7	N324	1200 - 1300
*General Duties- see below	Jackson Hts Roosevelt Av	7	N324	1300 - 1500
Report Off Duty.  OPEN PUBLIC RESTROOMS AT 0700 HOURS  *General Duties-Daily (All duties performed on 7 Line/Broadway-74 Street) Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including bus loading areas. Scrap all ‘7’ Line mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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 N324 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 ‘7’ Line 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- Weekly (All duties performed on 7 Line/Broadway-74 Street) Sun: CTA Room- Tidy and organize rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Mon: Graffiti-Free/Digital Panels: Remove stains, scuff marks and fingerprints from “graffiti-free and digital ad-panels” on NB ‘7’ platform. Wipe clean chrome rims and tops on all trash receptacles. Tue: Balcony Floor/Railings: Bucket Wash N324 ‘balcony’ area including railings on NB platform. Remove bird droppings. Disinfect. Remove all stickers/graffiti from signs. Mop EL420 Wed: Graffiti-Free/Digital Panels: Remove stains, scuff marks and fingerprints from “graffiti-free and digital ad-panels” on SB ‘7’ platform. Wipe clean chrome rims and tops on all trash receptacles. Thu: Stairways- Deck brush/Mop SB platform ‘P’ stairways, landings and handrails. Wipe handrails dry. Remove all stickers/graffiti from signs. Mop EL423. Fri: Remove dust balls and gum from mezzanine floors in ‘P’ & ‘U’ stairway areas including ES451, ES452,,ES453 landings. . Damp mop /disinfect all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Sat: Balcony Floor/Railings: Bucket Wash N324 ‘balcony’ area including railings on NB ‘7’ platform. Remove bird droppings. Disinfect. Remove all stickers/graffiti from signs. Mop EL420  *Major Duty - Daily Clean and disinfect ‘7’ Passageway- (Area @ top of ES451,452,453 leading to ‘7’ platforms) Deck brush all areas of the passageway including lower portion of passageway walls to remove bird dropping, spit, shoe marks,, stains, dust build up and urine conditions. Remove graffiti & stickers. Remove gum from ES451, ES452, ES453 landings. Clean and disinfect N323 SG-1 Mezzanine: (73 St & 37 Rd Exit Areas) Tile Walls: Deck brush lower portion of stairway S6 and mezzanine M5A-B/M6A-B walls, gutters and sanitary bases to remove spit, shoe marks and dust build-up. Deck brush street stairways, landings and handrails. Wipe handrails dry. Remove all stickers/graffiti from signs. Disinfect area Clean and disinfect ‘7’ Mezzanine- (Area @ top of ESC 449 & 450) Deck brush all areas of the mezzanine to remove bird dropping, stains, dust build up and urine conditions. Remove graffiti & stickers. Remove gum from ES449, ES450 landings.	Jackson Hts Roosevelt Av	E F M R	N324	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#
SC0451	Station South	0700 - 1500	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Jackson Hts Roosevelt Av	E F M R	N324	0700 -
*General Duties- see below	Jackson Hts Roosevelt Av	E F M R	N324	0700 - 0900
RTO Duties - 0830--0900 (see below)				
*Major Duty (Daily)- see below	Jackson Hts Roosevelt Av	E F M R	N324	0900 - 1130
Lunch	Jackson Hts Roosevelt Av	E F M R	N324	1130 - 1200
*Major Duty Cleaning - see below	Jackson Hts Roosevelt Av	E F M R	N324	1200 - 1300
*General Duties- see below	Jackson Hts Roosevelt Av	E F M R	N324	1300 - 1500
Report Off Duty.	Jackson Hts Roosevelt Av	E F M R	N324	1500 -
*General Duties-Daily (All duties are performed on E/F/M/R Lines-Roosevelt Ave) NIB platform, N324. N324A, N324B and middle mezzanine.				
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including bus loading areas. Scrap all NB, SB middle mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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 NB, SB and middle mezzanine trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty N324 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- Weekly (All duties are performed on E/F/M/R Lines-Roosevelt Ave) Sun: Booth- Clean booth N324 and interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Wipe ceiling slats and exhaust cover clean. Empty garbage. Remove all debris. Clean deal tray. Tue/ Thu: Graffiti-Free/Digital Panels: Remove stains, scuff marks and fingerprints from “graffiti-free and digital ad-panels” on NB platform. Wipe clean chrome rims and tops on all trash receptacles. Remove dust balls and gum from NB platform floors. Spot mop platform to remove spills and stains. Disinfect platform ends. Mop EL422 Wed/ Fri: Graffiti-Free/Digital Panels: Remove stains, scuff marks and fingerprints from “graffiti-free and digital ad-panels” on SB platform. Wipe clean chrome rims and tops on all trash receptacles. Remove dust balls and gum from SB platform floors. Spot mop platform to remove spills and stains. Disinfect platform ends. Mop EL421 Sat: Supply Room: Tidy and organize rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Restock supplies.				
***RTO Tower 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.				
*Major Duty - Daily- N324A & N324B Clean and disinfect N324 SG-4 Middle Mezzanine Unmanned Area: ( HEET / Broadway & 74 St Exit Area) Tile Walls: Deck brush lower portion of stairway (S3) and mezzanine (M3A-B) walls, gutters and sanitary bases to remove spit, shoe marks and dust build-up. Deck brush street stairways, landings and handrails. Wipe handrails dry. Remove all stickers/graffiti from signs. Disinfect area Clean and disinfect Upper Middle Mezzanine to Street/N324 Booth Area Tile Walls: Deck brush and damp mop stairway S4A-B-C to remove pigeon droppings. Deck brush lower portion of mezzanine stairway M4A-B-C walls, gutters and sanitary bases to remove spit, shoe marks and dust build-up. Deck brush handrails. Wipe handrails dry. Remove all stickers/graffiti from signs. Disinfect area. Clean and disinfect N324 SG-2/SG-3: (75 St & Broadway Exit Area) Tile Walls: Deck brush and damp mop stairway S4A-B-C to remove pigeon droppings. Deck brush lower portion of mezzanine stairway M4A-B-C walls, gutters and sanitary bases to remove spit, shoe marks and dust build-up. Deck brush handrails. Wipe handrails dry. Remove all stickers/graffiti from signs. Disinfect 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#
SC0451A	Station South0700 - 1500			2773
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Jackson Hts Roosevelt Av	E F M R	N324	0700 -
*General Duties- see below  ELV Duties 0830-0900 (EL421)	Jackson Hts Roosevelt Av	E F M R	N324	0700 - 0900
*Major Duty (Daily)- see below	Jackson Hts Roosevelt Av	E F M R	N324	0900 - 1130
Lunch	Jackson Hts Roosevelt Av	E F M R	N324	1130 - 1200
Public Toilets I close/dean 1200-1300)	Jackson Hts Roosevelt Av	E F M R	N324	1200 - 1300
*General Duties- see below  ELV Duties 1430-1500	Jackson Hts Roosevelt Av	E F M R	N324	1300 - 1500
Report Off Duty.  *General Duties-Daily (All duties are performed on E/F/M/R Lines-Roosevelt Ave) SB platform, N323 control area, E/F/M/R middle and intermediate mezzanines Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including bus loading areas. Scrap all NB, SB middle mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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 NB, SB and middle mezzanine 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. “Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  *Major Duty Cleaning- Weekly (All duties are performed on E/F/M/R Lines-Roosevelt Ave) S/B platform N323 control area.  Sun: N324 Employee Toilet wipe down all surfaces, walls, modesty panels, vanity mirrors, electrical hand dryer (if equipped) dispensers and holders. Clean sink and faucets. Clean commodes with toilet brush. Empty all trash receptacles. Remove all stickers and residue. Sweep, mop and disinfect toilet. Tue/ Thu: Graffiti-Free/Digital Panels: Remove stains, scuff marks and fingerprints from “graffiti-free and digital ad-panels” on NB platform. Wipe clean chrome rims and tops on all trash receptacles. Remove dust balls and gum from NB platform floors. Spot mop platform to remove spills and stains. Disinfect platform ends. Mop EL422 Wed/ Fri: Graffiti-Free/Digital Panels: Remove stains, scuff marks and fingerprints from “graffiti-free and digital ad-panels” on SB platform. Wipe clean chrome rims and tops on all trash receptacles. Remove dust balls and gum from SB platform floors. Spot mop platform to remove spills and stains. Disinfect platform ends. Mop EL421 Sat: Supply Room: Tidy and organize rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Restock supplies.  *Major Duty - Daily Clean and disinfect N323 SG-4 Middle Mezzanine Unmanned Area: ( HEET / Broadway & 74 St Exit Area) Tile Walls: Deck brush lower portion of stairway (S3) and mezzanine (M3A-B) walls, gutters and sanitary bases to remove spit, shoe marks and dust build-up. Deck brush street stairways, landings and handrails. Wipe handrails dry. Remove all stickers/graffiti from signs. Disinfect area Clean and disinfect Upper Middle Mezzanine to Street/N324 Booth Area Tile Walls: Deck brush and damp mop stairway S4A-B-C to remove pigeon droppings. Deck brush lower portion of mezzanine stairway M4A-B-C walls, gutters and sanitary bases to remove spit, shoe marks and dust build-up. Deck brush handrails. Wipe handrails dry. Remove all stickers/graffiti from signs. Disinfect area. Clean and disinfect N324 SG-2/SG-3: (75 St & Broadway Exit Area) Tile Walls: Deck brush and damp mop stairway S4A-B-C to remove pigeon droppings. Deck brush lower portion of mezzanine stairway M4A-B-C walls, gutters and sanitary bases to remove spit, shoe marks and dust build-up. Deck brush handrails. Wipe handrails dry. Remove all stickers/graffiti from signs. Disinfect area.  *Public Toilet Duties: Clean Men and Women public toilets. Wipe down all surface walls modesty panels, vanity mirrors. electric hand dryers (if equipped) dispenser and holders. Clean sink and facet Clean commodes with toilet brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop. and disinfect the floor. Replenish paper (toilet paper. paper towels. toilet seat covers) and soap as needed.  ***Elevator Duties: Clean and polish EL 421. Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/edges and glass on all levels (street, mezzanine and platforms). Remove graffiti, stickers and Clean and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top bottom	Jackson Hts Roosevelt Av	E F M R	N324	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#
SC0452	Station South	0700 - 1500	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	69 St	7	R524	0700 -
*General Duties- see below	69 St	7	R524	0700 - 0915
**Major Duty Cleaning- see below	69 St	7	R524	0915 - 0945
**Major Duties - Floors	69 St	7	R524	0945 - 1100
Lunch	61 St Woodside	7	R523	1110 - 1145
*Public Toilet Duties – see below *(Close and clean 1200-1300 hours) *Note- If public toilets are out of service, General Duties will be performed	61 St Woodside	7	R523	1145 - 1300
*General Duties- see below	61 St Woodside	7	R523	1300 - 1400
**Major Duty Cleaning- see below	61 St Woodside	7	R523	1400 - 1430
*General Duties- see below	69 St	7	R524	1440 - 1500
Report Off Duty.	69 St	7	R524	1500 -
*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.  *Major Duty Cleaning- Sun: Booth- Clean booth R523 & R524 and interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Wipe ceiling slats and exhaust cover clean. Empty garbage. Remove all debris. Clean deal tray. Mon/Sat: Tile/Concrete Walls-Bucket wash lower portion of walls in mezzanine and leading to all platform and street stairways. Remove spit, shoe marks, grime and dust build-up. Wipe window/ledges. Tue/Thu: Bird Dropping Removal: Deck brush all areas of the mezzanine and stairway handrails leading to platform to remove bird dropping and stains. Wipe handrails dry. Wed: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Fri: Platform Cleaning: Deck wash NB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all NB trash receptacles including chrome tops. Wipe top dry.  *Major Duty Floors Remove dust balls, gum and bird droppings from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors and around benches and trash receptacles. 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.  *Public Toilet Duties Clean Men and Women public toilets: Clean sinks and faucets. Empty trash cans. 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#
SC0453	Station South	0700 - 1500	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	52 St	7	R521	0700 -
*General Duties- see below	52 St	7	R521	0700 - 0900
**Major Duty Cleaning- see below	52 St	7	R521	0900 - 1000
*General Duties- see below	46 St Bliss St	7	R519	1010 - 1150
Lunch	46 St Bliss St	7	R519	1200 - 1230
*Major Duty Cleaning- see below	46 St Bliss St	7	R519	1230 - 1315
**Major Duties – Floors	46 St Bliss St	7	R519	1315 - 1345
**Major Duties – Floors	52 St	7	R521	1355 - 1435
*General Duties- see below	52 St	7	R521	1435 - 1500
Report Off Duty.	52 St	7	R521	1500 -
*General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including 47th St and 53rd St entrances. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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. Disinfect all urine areas on station and in front of Storage room doors under stairway SW S3, S4, S6 at 46th St Station. 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 R516 & R518 and interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Wipe ceiling slats and exhaust cover clean. Empty garbage. Remove all debris. Clean deal tray. Mon/Sat: Tile/Concrete Walls-Bucket wash lower portion of walls in mezzanine and walls leading to all platform and street stairways. Remove spit, shoe marks, grime and dust build-up. Wipe window/ledges. Tue/Thu: Bird Dropping Removal: Deck brush all areas of the mezzanine and stairway handrails leading to platform to remove bird dropping and stains. Wipe handrails dry. Wed: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Fri: Platform Cleaning: Deck wash NB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry.				
*Major Duty Floors Remove dust balls, gum and bird droppings from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors and around benches and trash receptacles. 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.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0454	Station South	0700 - 1500	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Queensboro Plaza	7 N W	R509	0700 -
*General Duties- see below	Queensboro Plaza	7 N W	R509	0700 - 0900
**RTO Facilities Duties- see below	Queensboro Plaza	7 N W	R509	0900 - 0945
*Major Duties - (Daily)- see below *Major Cleaning from (1030-1100)	Queensboro Plaza	7 N W	R509	0945 - 1100
Lunch	Queensboro Plaza	7 N W	R509	1100 - 1130
*General Duties- see below	Hunters Point Av	7	R507	1140 - 1240
Major Duties - (Daily)- see below *Major Duty Cleaning (1240-1310)	Hunters Point Av	7	R507	1240 - 1400
*General Duties- see below	Queensboro Plaza	7 N W	R509	1410 - 1500
Report Off Duty.	Queensboro Plaza	7 N W	R509	1500 -
<div><div>*General Duties-Daily</div><div>Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including north &amp; south overpass. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down &amp; disinfect 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 Duties - (Daily)</div><div>Remove dust balls, gum and bird droppings from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors and around benches and trash receptacles. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points.</div><div>*Major Duty Cleaning-</div><div>Sun: Booth- Clean booth R507 &amp; R509 and interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Wipe ceiling slats and exhaust cover clean. Empty garbage. Remove all debris. Clean deal tray.</div><div>Mon/Sat: Tile/Concrete Walls-Bucket wash lower portion of walls in mezzanine and walls leading to all platform and street stairways. Remove spit, shoe marks, grime and dust build-up. Wipe window/ledges.</div><div>Tue/Thu: Bird Dropping Removal: Deck brush all areas of the mezzanine and stairway handrails leading to platform to remove bird dropping and stains. Wipe handrails dry.</div><div>Wed: Platform Cleaning: Deck wash lower level platform around trash receptacles, benches, HPI/CAI, sandboxes and refuse room(s) to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Remove bread crumbs/bird feed.</div><div>Fri: Platform Cleaning: Deck wash upper level platform around trash receptacles, benches, HPI/CAI, sandboxes and refuse room(s) to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry.</div><div>***RTO Facilities Duties – **MUST BE TRACK QUALIFIED**</div><div>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</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.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0455	Station South	0700 - 1500	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Court Sq	7	R508	0700 -
*General Duties- see below	Court Sq	7	R508	0700 - 0900
*Major Duty Cleaning- see below	Court Sq	7	R508	0900 - 1000
*Elevator Duties – see below	Court Sq	7	R508	1000 - 1030
Lunch	Court Sq	7	R508	1030 - 1100
*General Duties- see below	Vernon Blvd Jackson Av	7	R504	1110 - 1300
*Major Duty- see below	Vernon Blvd Jackson Av	7	R504	1300 - 1345
*General Duties- see below	Court Sq	7	R508	1355 - 1430
*Elevator Duties – see below	Court Sq	7	R508	1430 - 1500
Report Off Duty.	Court Sq	7	R508	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street) including 03A-B, 04A-B, 05A-B. 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. Mop clean EL445X, EL446, EL447. 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 R508 & R504 and interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Wipe ceiling slats and exhaust cover clean. Empty garbage. Remove all debris. Clean deal tray. Mon/Sat: Tile/Concrete Walls-Bucket wash lower portion of walls and glass panels in R508 (Manhattan) mezzanine leading to all platform and street stairways. Remove spit, shoe marks, grime and dust build-up. Wipe window/ledges. Tue/Thu: Bird Dropping/Gum Removal: Deck brush all areas of the mezzanine and stairways leading to ‘7’ platforms to remove bird dropping, dirt, grime, stains and dust build-up. Remove gum from platform stairways. Wed: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Fri: Platform Cleaning: Deck wash NB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry.  **Elevator Duties - Clean and polish EL445X, EL446, EL447.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#
SC0456	Station South	1500 - 2300	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Flushing Main St	7	R533	1500 -
**General Duties – Daily-see below * Public Restroom Cleaning (1530-1600) – see below Note-If public toilets out of service, General Duties will be performed	Flushing Main St	7	R533	1500 - 1600
**Elevator Duties EL414- see below	Flushing Main St	7	R533	1600 - 1645
* General Duties - see below * Close Public Restrooms at 1900 hours	Flushing Main St	7	R533	1645 - 1900
Lunch	Flushing Main St	7	R533	1900 - 1930
** General Duties – see below	Flushing Main St	7	R533	1930 - 2100
*Major Duty Cleaning	Flushing Main St	7	R533	2100 - 2200
** General Duties - Daily	Flushing Main St	7	R533	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 outside area around EL414. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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. Mop clean EL414. 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: Tile/Concrete Walls: Bucket Wash lower portion of walls near booth R534 leading to all street level stairways. Remove spit and shoe marks 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. Tues: 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: Platform Cleaning: Spot mop around trash receptacles, HPI/CAI, digital/map frames on platforms to remove stains, drag marks and spills. Wipe clean all trash receptacles including chrome tops. Remove all stickers/graffiti from signs. Spot mop ADA tiles as needed. Thurs: 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: Tile/Concrete Walls: Bucket Wash lower portion of walls near booth R533 leading to all street level stairways. Remove spit and shoe marks. Sat: CTA/Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers.  ***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	Flushing Main St	7	R533	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#
SC0457	Station South	1500 - 2300	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	111 St	7	R530	1500 -
Sweep All Street, Mezzanine And Platform Stairways And Outside Areas. Scrap Mezzanine, Platform And Passageways. Disinfect All Urine Areas. Empty And Disinfect All Trash Receptacles. Clean Exterior Of Booth Windows. Remove Graffiti/Stickers And Clean Residue. Dust All Ledges. Remove All Pigeon Droppings From All Railings, Stairways, And Platforms. Remove All Stains, Spills And Drag Marks On Floor Areas.				
*General Duties- see below	111 St	7	R530	1500 - 1700
**Major Duty – Floors	111 St	7	R530	1700 - 1730
**Major Duty Cleaning - see below	111 St	7	R530	1730 - 1800
Lunch	111 St	7	R530	1800 - 1830
*General Duties- see below	103 St-Corona Plaza	7	R529	1840 - 2040
**Major Duty Cleaning - see below	103 St-Corona Plaza	7	R529	2040 - 2110
**Major Duty – Floors	103 St-Corona Plaza	7	R529	2110 - 2140
*General Duties- see below	111 St	7	R530	2150 - 2300
Report off duty	111 St	7	R530	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 [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down &amp; disinfect 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: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Mon/Sat: Bird Dropping Removal: Deck brush all areas of the mezzanine and stairway handrails leading to platform to remove bird dropping and stains. Wipe handrails dry. Tue/Wed: Tile/Concrete Walls-Bucket wash lower portion of walls in mezzanine and walls leading to all platform and street stairways. Remove spit, shoe marks, grime and dust build-up. Wipe window/ledges. Thu: Platform Cleaning: Deck wash NB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Fri: CTA/Supply Room- Tidy and organize supply rooms. Remove empty boxes. 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  *Major Duty Floors Remove dust balls, bird dropping and gum from floors. Remove all stains, spills, and drag mark on mezzanine floors. Mop all stairway landings. Deck brush and disinfect. Disinfect all urine areas. Sanitize all touch points.</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#
SC0458	Station South	1500 - 2300	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	90 St-Elmhurst Av	7	R527	1500 -
*General Duties- see below	90 St-Elmhurst Av	7	R527	1500 - 1700
* Major Duty Cleaning – see below	90 St-Elmhurst Av	7	R527	1700 - 1800
*General Duties- see below	Junction Blvd	7	R528	1810 - 1915
Lunch	Junction Blvd	7	R528	1915 - 1945
* Major Duty Cleaning – see below	Junction Blvd	7	R528	1945 - 2045
Elevator Duties - see below	Junction Blvd	7	R528	2045 - 2145
*General Duties- see below	90 St-Elmhurst Av	7	R527	2155 - 2300
Report Off Duty.	90 St-Elmhurst Av	7	R527	2300 -
*General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways in including the overpasses and stairways leading to and fro Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Mon/Sat: Bird Dropping Removal: Deck brush all areas of the mezzanine and stairway handrails leading to platform to remove bird dropping and stains. Wipe handrails dry. Tue/Wed: Tile/Concrete Walls-Bucket wash lower portion of walls in mezzanine and walls leading to all platform and street stairways. Remove spit, shoe marks, grime and dust build-up. Wipe window/ledges. Thu: Platform Cleaning: Deck wash NB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Fri: CTA/Supply Room- Tidy and organize supply rooms. Remove empty boxes. 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.  Elevator/Overpass Duties- Junction Blvd Spot mop overpass area. Clean disinfect and mop EL 425, 426 and 427. Remove gum. Sweep mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezz 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 dry rag from top to bottom. Clean & disinfect urine areas at all levels around elevator cab. Deodorize 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#
SC0459	Station South	1500 - 2300	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Jackson Hts Roosevelt Av	E F M R	N324	1500 -
*General Duties-Daily (All duties performed on 7 Line/Broadway-74 Street) Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including bus loading areas. Scrap all ‘7’ Line mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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 including bus loading area. Remove all stains, spills and drag marks on floor areas. Empty N324 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 ‘7’ Line 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.	Jackson Hts Roosevelt Av	E F M R	N324	1500 - 1730
***Elevator Duties - Clean and polish EL420, EL421, EL422 and EL423. 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.	Jackson Hts Roosevelt Av	E F M R	N324	1730 - 1830
Lunch	Jackson Hts Roosevelt Av	E F M R	N324	1830 - 1900
*Major Duty Cleaning- Weekly (All duties performed on 7 Line/Broadway-74 Street) Sun: Scrubber/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. Employee Toilets- Clean employee toilet by N324. Wipe down all surfaces- walls, 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: Balcony Floor/Railings: Bucket Wash N324 ‘balcony’ area including railings on NB platform. Remove bird droppings. Disinfect. Remove all stickers/graffiti from signs. Mop EL420 Tue: Graffiti-Free/Digital Panels: Remove stains, scuff marks and fingerprints from “graffiti-free and digital ad-panels” on NB ‘7’ platform. Wipe clean chrome rims and tops on all trash receptacles. Remove stickers and graffiti. Wed: Stairways- Deck brush/Mop SB platform ‘P’ stairways, landings and handrails. Wipe handrails dry. Remove all stickers/graffiti from signs. Mop EL423. Thu: Graffiti-Free/Digital Panels: Remove stains, scuff marks and fingerprints from “graffiti-free and digital ad-panels” on SB ‘7’ platform. Wipe clean chrome rims and tops on all trash receptacles. Remove stickers and graffiti. Fri: Balcony Floor/Railings: Bucket Wash N324 ‘balcony’ area including railings on NB ‘7’ platform. Remove bird droppings. Disinfect. Remove all stickers/graffiti from signs. Mop EL420 Sat: Remove dust balls and gum from mezzanine floors in ‘P’ & ‘U’ stairway areas including ES451, ES452, ES453 landings.	Jackson Hts Roosevelt Av	E F M R	N324	1900 - 2000
*General Duties - See Above  *Major Duty - Daily Clean and disinfect ‘7’ Passageway- (Area @ top of ES451,452,453 leading to ‘7’ platforms) Deck brush all areas of the passageway including lower portion of passageway walls to remove bird dropping, spit, shoe marks, stains, dust build up and urine conditions. Remove graffiti & stickers. Remove gum from ES451, ES452, ES453 landings. Clean and disinfect N323 SG-1 Mezzanine: (73 St & 37 Rd Exit Areas) Tile Walls: Deck brush lower portion of stairway S6 and mezzanine M5A-B/M6A-B walls, gutters and sanitary bases to remove spit, shoe marks and dust build-up. Deck brush street stairways, landings and handrails. Wipe handrails dry. Remove all stickers/graffiti from signs. Disinfect area Clean and disinfect ‘7’ Mezzanine- (Area @ top of ESC 449 & 450) Deck brush all areas of the mezzanine to remove bird dropping, stains, dust build up and urine conditions. Remove graffiti & stickers. Remove gum from ES449, ES450 landings.	Jackson Hts Roosevelt Av	E F M R	N324	2000 - 2300
Report Off Duty.	Jackson Hts Roosevelt Av	E F M R	N324	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#
SC0460	Station South	1500 - 2300	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Jackson Hts Roosevelt Av	E F M R	N324	1500 -
*General Duties-Daily (All duties are performed on E/F/M/R Lines-Roosevelt Ave) Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including bus loading areas. Scrap all NB, SB middle mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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 NB, SB and middle mezzanine trash receptacles including bus loading area. Remove all stains, spills and drag marks on floor areas. Empty N324 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.	Jackson Hts Roosevelt Av	E F M R	N324	1500 - 1900
***Major Duty Cleaning- Weekly (All duties are performed on E/F/M/R Lines-Roosevelt Ave) Sun: Tile/Concrete Walls-Bucket wash lower portion of walls in middle mezzanine in area by ES451, ES452 and ES453. Remove spit, shoe marks, grime and dust build-up. Remove stickers and graffiti. Mon: Refuse Room- Deck wash walls and floor on NB platform. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Refuse Housing-Wipe down exterior panel on NB platform. Remove loose debris from housing floor. Bucket wash and disinfect housing. Wed: Tile/Concrete Walls-Bucket wash lower portion of gutter walls in middle mezzanine from 75 St & B’way Exit down ramp to first NB platform stairway. Remove spit, shoe marks, grime and dust build-up. Thurs: Concession stands (Platform) - Wipe down exterior panel. Remove graffiti, stickers, and sticker/glue residue. Fri: Graffiti-Free/Digital Panels: Remove stains, scuff marks and fingerprints from “graffiti-free and digital ad-panels” on NB and SB platforms. Wipe clean chrome rims and tops on all trash receptacles. Spot mop platform to remove spills and stains. Disinfect platform ends. 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. 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.	Jackson Hts Roosevelt Av	E F M R	N324	1900 - 1930
Lunch	Jackson Hts Roosevelt Av	E F M R	N324	1930 - 2000
***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.	Jackson Hts Roosevelt Av	E F M R	N324	2000 - 2030
***Major Duty - Daily Clean and disinfect N324 SG-4 Middle Mezzanine Unmanned Area: ( HEET / Broadway & 74 St Exit Area) Tile Walls: Deck brush lower portion of stairway (S3) and mezzanine (M3A-B) walls, gutters and sanitary bases to remove spit, shoe marks and dust build-up. Deck brush street stairways, landings and handrails. Wipe handrails dry. Remove all stickers/graffiti from signs. Disinfect area Clean and disinfect Upper Middle Mezzanine to Street/N324 Booth Area Tile Walls: Deck brush and damp mop stairway S4 to remove pigeon droppings. Deck brush lower portion of mezzanine stairway M4A-B-C walls, gutters and sanitary bases to remove spit, shoe marks and dust build-up. Deck brush handrails. Wipe handrails dry. Remove all stickers/graffiti from signs. Disinfect area. Clean and disinfect N324 SG-2/SG-3: (75 St & Broadway Exit Area) Tile Walls: Deck brush and damp mop stairway S4A-B-C to remove pigeon droppings. Deck brush lower portion of mezzanine stairway M4A-B-C walls, gutters and sanitary bases to remove spit, shoe marks and dust build-up. Deck brush handrails. Wipe handrails dry. Remove all stickers/graffiti from signs. Disinfect area.	Jackson Hts Roosevelt Av	E F M R	N324	2030 - 2145
*General Duties - See Above	Jackson Hts Roosevelt Av	E F M R	N324	2145 - 2300
Report Off Duty.	Jackson Hts Roosevelt Av	E F M R	N324	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#
SC0461	Station South	1500 - 2300	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	52 St	7	R521	1500 -
*General Duties- see below	52 St	7	R521	1500 - 1700
**Major Duty Cleaning- see below	52 St	7	R521	1700 - 1800
*General Duties- see below	46 St Bliss St	7	R519	1810 - 2000
Lunch	46 St Bliss St	7	R519	2000 - 2030
*Major Duty Cleaning- see below	46 St Bliss St	7	R519	2030 - 2115
**Major Duties – Floors	46 St Bliss St	7	R519	2115 - 2145
**Major Duties – Floors	52 St	7	R521	2155 - 2225
*General Duties- see below	52 St	7	R521	2225 - 2300
Report Off Duty.	52 St	7	R521	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 47th St and 53rd St entrances. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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. Disinfect all urine areas on station and in front of Storage room doors under stairway SW S3, S4, S6 at 46th St Station. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Cleaning- Sun: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Mon/Sat: Bird Dropping Removal: Deck brush all areas of the mezzanine and stairway handrails leading to platform to remove bird dropping and stains. Wipe handrails dry. Tue/Wed: Tile/Concrete Walls-Bucket wash lower portion of walls in mezzanine and walls leading to all platform and street stairways. Remove spit, shoe marks, grime and dust build-up. Wipe window/ledges. Thu: Platform Cleaning: Deck wash NB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Fri: CTA/Supply Room- Tidy and organize supply rooms. Remove empty boxes. 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.				
*Major Duty Floors Remove dust balls, gum and bird droppings from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors and around benches and trash receptacles. 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.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
SC0461AStation South	1500 - 2300	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Mets-Willets Point	7	R532	1500 -
*General Duties – Daily	Mets-Willets Point	7	R532	1500 - 1630
*General Duties – Daily Corona Yard- Refuse ***RTO Duties	Mets-Willets Point	7	R532	1645 - 1815
*General Duties – Daily Clean and Close Public Toilets at 1900	Mets-Willets Point	7	R532	1830 - 1930
Lunch	61 St Woodside	7	R523	1945 - 2015
*Major Duty Cleaning– see below	61 St Woodside	7	R523	2015 - 2100
*General Duties –see below	61 St Woodside	7	R523	2100 - 2245
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. Clean and disinfect Employee toilet, empty all trash cans.  *Major Duty Cleaning- Sun: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Mon/Sat: Bird Dropping Removal: Deck brush all areas of the mezzanine and stairway handrails leading to platform to remove bird dropping and stains. Wipe handrails dry. Tue/Wed: Tile/Concrete Walls-Bucket wash lower portion of walls in mezzanine and walls leading to all platform and street stairways. Remove spit, shoe marks, grime and dust build-up. Wipe window/ledges. Thu: Platform Cleaning: Deck wash NB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Fri: CTA/Supply Room- Tidy and organize supply rooms. Remove empty boxes. 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.  **Elevator Duties - Clean and polish EL415, EL416, EL417, EL418 and EL419.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.  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 walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers  • RTO Duties: Dispatcher, Superintendent Tower. Clean all rooms: Crew room, lunch room, locker rooms, and women/men bathrooms. Wipe down all surfaces including Quench machines, refrigerators, and microwave. Empty all Ditrash 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. • 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 sink and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty all trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet paper, paper towels, toilet seat covers) and soap as needed	Mets-Willets Point	7	R532	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#
SC0462	Station South	1500 - 2300	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.  *General Duties- see below  *(Public Toilet Duties 1530-1600 hours) Note- If public toilets out of service, General Duties listed will be performed	Queensboro Plaza	7	R509	1500 - 1650
*General Duties- see below	Hunters Point Av	7	R507	1700 - 1800
*Major Duties- see below	Hunters Point Av	7	R507	1800 - 1850
Public Toilet Duties-see below *Clean & Close Public Restrooms at 1900 hours*	Queensboro Plaza	7	R509	1900 - 1930
Lunch	Queensboro Plaza	7	R509	1930 - 2000
*Major Duties- see below	Queensboro Plaza	7	R509	2000 - 2050
**RTO Facilities Duties -see below	Queensboro Plaza	7	R509	2100 - 2150
*General Duties- see below	Hunters Point Av	7	R507	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 including north and south overpass. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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-) (Queensboro Plaza 1930-2030) (Hunters Point 2130-2230) Sun: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Remove bread crumbs/bird feed. Mon/Sat: Bird Dropping Removal: Deck brush all areas of the mezzanine and stairway handrails leading to platform to remove bird dropping and stains. Wipe handrails dry. Tue/Wed: Tile/Concrete Walls-Bucket wash lower portion of walls in mezzanine and walls leading to all platform and street stairways. Remove spit, shoe marks, grime and dust build-up. Wipe window/ledges. Thu: Platform Cleaning: Deck wash NB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Fri: CTA/Supply Room- Tidy and organize supply rooms. Remove empty boxes. 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.  ***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.  ***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 IO minutes before reopening 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 stations.	Queensboro Plaza	7	R509	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#
SC0463	Station South	1500 - 2300	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Court Sq	7	R508	1500 -
*General Duties- see below	Court Sq	7	R508	1500 - 1630
*Major Duties- see below	Court Sq	7	R508	1630 - 1730
*General Duties- see below	Vernon Blvd Jackson Av	7	R504	1740 - 1900
Lunch	Vernon Blvd Jackson Av	7	R504	1900 - 1930
*Major Duties- see below	Vernon Blvd Jackson Av	7	R504	1930 - 2030
**Elevator Duties- see below	Court Sq	7	R508	2040 - 2130
*General Duties- see below	Court Sq	7	R508	2130 - 2300
Report Off Duty.	Court Sq	7	R508	2300 -
<div>*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street) including 03A-B, 04A-B, 05A-B. Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down &amp; disinfect 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- [R508 1630-1730] [R504 1930-2030] 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/Sat: Bird Dropping/Gum Removal: Deck brush all areas of the mezzanine and stairways leading to ‘7’ platforms to remove bird dropping, dirt, grime, stains and dust build-up. Remove gum from platform stairways. Tue/Thu: Tile/Concrete Walls-Bucket wash lower portion of walls and glass panels in R508 (Manhattan) mezzanine leading to all platform and street stairways. Remove spit, shoe marks, grime and dust build-up. Wipe window/ledges. Wed: Platform Cleaning: Deck wash NB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Fri: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry.  **Elevator Duties - Clean and polish EL445X, EL446, EL447.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.</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#
SC0464	Station South	2300 - 0700	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	High St	A C	N100	2300 -
*General Duties- see below.	High St	A C	N100	2300 - 0100
*Major Duty Floors- see below.	High St	A C	N100	0100 - 0145
*Major Duty Cleaning – see below.	High St	A C	N100	0145 - 0240
Lunch	York St	F	N530	0250 - 0545
*Major duties- see below.	York St	F	N530	0320 - 0400
*Major Duty Floors- see below.	York St	F	N530	0400 - 0445
*General Duties- see below	York St	F	N530	0445 - 0545
*General Duties- see below	High St	A C	N100	0600 - 0700
Report Off Duty.	High St	A C	N100	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 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. 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: N100  Saturday: Clean Disinfect Canister Housings Island Platform Tuesday: Clean Shine Stainless Steel in Unmanned Mezzanine (Mezz B) Wednesday : Clean Bathroom and EFR Unmanned Mezzanine Thursday / Friday : Clean Disinfect N/B side of Island Platform , all ADA Tactiles Sunday/Monday : Clean Disinfect S/B side of Island Platform, all ADA Tactiles  **Major Duty Cleaning: N530 Sunday/ Monday : Clean Disinfect S/B side of Island Platform , all ADA Tactiles Tuesday/ Wednesday : Clean Disinfect N/B side of Island Platform, all ADA Tactiles Thursday/Friday : Clean and Disinfect Trash Receptacles, Shine Cylinder Saturday : Clean and Disinfect Canister Housing Island Platform  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#
SC0464A	Station South	2100 - 0500	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	High St	A C	N100	2100 - 2200
Escalator Duties: ESC# 321 – see below				
Escalator Duties: ESC #322 – see below	High St	A C	N100	2200 - 2300
Escalator Duties: ESC #323- see below	High St	A C	N100	2300 - 2400
Escalator Duties: ESC #324 - see below	High St	A C	N100	2400 - 0100
Escalator Duties: ESC #350 - see below	High St	A C	N100	0100 - 0200
Lunch	High St	A C	N100	0200 - 0230
Escalator Duties: ESC #356- see below	Jay St Metrotech	A C F	N103	0245 - 0345
Escalator Duties: ESC #357- see below	Jay St Metrotech	A C F	N103	0345 - 0445
Report Off Duty.	High St	A C	N100	0500 -
Note- If regular night cleaning job is not covered, 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 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. 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 [321,322,323,324,350,356,357]. 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#
SC0465	Station South	2200 - 0600	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform.	Jay St Metrotech	R	C003	2200 -
*General Duties.	Jay St Metrotech	R	C003	2200 - 2330
**Major Duty Floors.	Jay St Metrotech	R	C003	2330 - 0030
***Elevator Duties.	Jay St Metrotech	A C F	N103	0030 - 0200
Lunch	Jay St Metrotech	A C F	N103	0200 - 0230
****Major Duty Cleaning.	Jay St Metrotech	A C F	N103	0230 - 0330
*General Duties.	Jay St Metrotech	R	C003	0330 - 0600
Report off duty.	Jay St Metrotech	R	C003	0600 -
<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 including 370 Jay St area. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down &amp; disinfect 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.</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>***Major Duty Cleaning- Sun: C003 Disinfect Island Platform Specifically Area near Elevator #709 Mon: C003 Island 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: C003 Sweep All Stairways Top to Bottom, Corner to Corner Wed: C003 Clean Disinfect Employee Facility Room and Employee Toilets Thu: N103 S/B Platform Stairways: Clean, Scrub, and Disinfect areas under Platform Stairways , Behind Chrome Railings Fri: .N103 N/B Platform Stairways : Clean, Scrub, and Disinfect area under Platform Stairways, Behind Chrome Railings Sat: N103 Assist CTA Job# 712 Cleaning Tile Wall Adjacent to ESC's #317, &amp; #318</div><div>Elevator Duties  Clean and Polish [706,707,708,709] 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></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
<b>Sunday-Saturday</b>				
Report On Duty In Full Uniform. Perform*General Duties- see below Perform * Major Duty Floors-Nightly (0030-0130)	Hoyt Schermerhorn	A C G	N108	2300 - 0230
Lunch	Hoyt Schermerhorn	A C G	N108	0230 - 0300
Perform *General Duties- see below Perform **Major Cleaning (0330-0430)	Hoyt Schermerhorn	A C G	N108	0300 - 0700
Report Off Duty	Hoyt Schermerhorn	A C G	N108	0700 -
<p><b>*General Duties-Nightly</b>  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 &amp; disinfect 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.</p> <p><b>*Major Duty Floors-Nightly</b>  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.</p> <p><b>*Major Duty Cleaning- (0030-0130)</b>  Sun: Refuse Room (NB Platform)- 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: Delivery of supplies  Wed: Refuse Room (SB Platform)- 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.</p> <p><b>**Major Duty Cleaning- 0330-0430)</b>  Mon: Stairways- Bucket Wash [S4/M4]. Clean adjacent tile walls. Remove all stickers.  Wed: Stairways- Bucket Wash [P10AB/P11AB]. Clean adjacent tile walls. Remove all stickers.  Thu: Stairways- Bucket Wash [P14AB/P15AB]. Clean adjacent tile walls. Remove all stickers.  Fri: Stairways- Bucket Wash [P18AB/P19AB]. Clean adjacent tile walls. Remove all stickers.  Sat: Stairways- Bucket Wash [S8/M10]. Clean adjacent tile walls. Remove all stickers</p>				

**Deodorize the entire station.**

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0467	Station South	2300 - 0700	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Perform *General Duties- see below	Nostrand Av	A C	N116	2300 - 0120
Perform *Major Duty Floors-Nightly	Nostrand Av	A C	N116	0130 - 0230
Lunch	Nostrand Av	A C	N116	0230 - 0300
Perform **Major Duty Cleaning	Nostrand Av	A C	N116	0300 - 0430
Perform *General Duties- see below	Nostrand Av	A C	N116	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. 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- NOSTRAND Mon: Stairways- Bucket & Deck Wash [M2AB, M4AB]. Clean adjacent tile walls. Remove all stickers. Tue: Stairways- Bucket & Deck Wash [M1AB, M3AB]. Clean adjacent tile walls. Remove all stickers. Thu: Stairways- Bucket & Deck Wash [M7AB, M8AB]. Clean adjacent tile walls. Remove all stickers. Fri: NB Platform Stairways- Bucket & Deck Wash [list stairway #'s]. Clean adjacent tile walls. Remove all stickers. Sat: SB Platform Stairways- Bucket & Deck Wash [list stairway #'s]. Clean adjacent tile walls. Remove all stickers	Nostrand Av	A C	N116	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#
SC0468	Station South	2300 - 0700	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Perform *General Duties- see below Perform *Major Cleaning (0030-0130)	Rockaway Av	C	N122	2300 - 0130
Perform *General Duties- see below	Ralph Av	C	N121B	0130 - 0230
Lunch	Ralph Av	C	N121B	0230 - 0300
Perform *General Duties- see below Perform *Major Duty Floors-Nightly (0300-0400) Perform *Major Cleaning (0400-0450)	Ralph Av	C	N121B	0300 - 0450
Perform *General Duties- see below Perform *Major Duty Floors-Nightly (0500-0600)	Rockaway Av	C	N122	0500 - 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- ROCKAWAY: Sun: Stairways- Deck Mop & Wash [S7/M3AB]. Clean adjacent tile walls. Remove all stickers. Mon: Employee Toilets- Clean Employee bathroom: Wipe down all 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 Fire Extinguishers. Wed: Stairways- Deck Mop & Wash [S8/M4AB]. Clean adjacent tile walls. Remove all stickers. Wed: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse insets and disinfect. Deck Mop, Clean and Disinfect ALL Trash Receptacles Wed: Booth- Clean booth [booth #N122] 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: 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.  RALPH: Sun: Stairways- Bucket Wash [S6/M7AB]. 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. Sun: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Tue: Trash Receptacles - Deck Mop, Clean and Disinfect ALL SB Trash Receptacles Wed: Trash Receptacles - Deck Mop, Clean and Disinfect ALL NB Trash Receptacles Wed: Booth- Clean booth [booth # N121B] 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 Housing- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse insets and disinfect. Deck Mop, Clean and Disinfect ALL Trash Receptacles 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.	Rockaway Av	C	N122	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#
SC0469	Station South	2300 - 0700	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Broadway Junction	A C	N124	2300 -
*General Duties- see below Recheck-Clean/disinfect public bathrooms	Broadway Junction	A C	N124	2300 - 0100
**Escalator Duties [ESC #347] – see below	Broadway Junction	A C	N124	0100 - 0200
**Escalator Duties [ESC #330]– see below	Broadway Junction	A C	N124	0200 - 0300
Lunch	Broadway Junction	A C	N124	0300 - 0330
**Escalator Duties [ESC #331] – see below	Broadway Junction	A C	N124	0330 - 0430
***Major Duties- see below	Broadway Junction	A C	N124	0430 - 0515
*General Duties- see below	Broadway Junction	A C	N124	0515 - 0700
Report Off Duty	Broadway Junction	A C	N124	0700 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platforms, mezzanine M5 s/w next to booth leading to Transit District 33). Clean/Scrap all front entrance that leads to buses. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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. Bucket wash all trash receptacles and benches. 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-Daily: Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart (212)424-4497 Clean and polish all Escalators. 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: Rockaway Platform- Bucket wash trash receptacles and sandbox. Tue: Manhattan Platform- Bucket wash trash receptacles and sandbox. Wed: Mezzanine Scrubber room- Deck wash walls and floor. Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Rockaway Platform- Deck wash walls and floor. Refuse room and scrubber room. Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Fri: Manhattan Platform- Deck wash walls and floor. Refuse room and scrubber room. Tidy and organize supply rooms. 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#
SC0470	2300 - 0700	2777

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform. *General Duties- see below	Euclid Av	A C	N128	2300 - 0030
**Major Duty- see below	Euclid Av	A C	N128	0030 - 0130
***Elevator Duties-see below	Euclid Av	A C	N128	0130 - 0210
***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.	Euclid Av	A C	N128	0210 - 0300
Lunch	Euclid Av	A C	N128	0300 - 0330
*General Duties- see below	Euclid Av	A C	N128	0330 - 0530
***Elevator Duties-see below	Euclid Av	A C	N128	0530 - 0615
***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 both public toilet at 0700am	Euclid Av	A C	N128	0615 - 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. 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 Windows and stations Signs. 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- pick up supplies for Euclid Ave : 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: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. Thur: Employee Toilets- Clean 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. Fri: Pick Up Supplies from N127-Shepherd Ave Main Supply Rooms. Restock Chemical And Paper Supplies Sat: Sweep all street stairways and bucket wash all street stairways and handrails. **Elevator Duties - Clean and polish [ELE # 341, ELE#342 & ELE#343]. 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 Cleaning Duties- Office/Facilities Supervisor 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 walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers.	Euclid Av	A C	N128	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#
SC0471A	Station South	2300 - 0700	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below	Rockaway Blvd	A	N134	2300 - 0100
*Major Duty Floors- see below	Rockaway Blvd	A	N134	0100 - 0200
*Major Duty- see below	Rockaway Blvd	A	N134	0200 - 0230
Lunch	Rockaway Blvd	A	N134	0230 - 0300
*General Duties- see below	104 St	A	N137	0310 - 0510
*Major Duty Floors- see below	104 St	A	N137	0510 - 0610
*Major Duty- see below	104 St	A	N137	0610 - 0640
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Rockaway Blvd	A	N134	0640 - 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. 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 Windows and stations Signs. 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.  All Major duty must be performed from below list. **Major Duty Cleaning- pick up supplies for 85th St and 75th St stations. 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: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. Thur: Employee Toilets- Clean 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. Fri: Pick Up Supplies from J031- Woodhaven Blvd. Main Supply Rooms. Restock Chemical And Paper Supplies Sat: Sweep all street stairways and bucket wash all street stairways and handrails.	Rockaway Blvd	A	N134	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#
SC0472	Station South	2300 - 0700	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below	Ozone Park Lefferts Blvd	A	N141	2300 - 0030
**Major Duty- see below	Ozone Park Lefferts Blvd	A	N141	0030 - 0130
**Elevator Duties - Clean and polish [ELE #462 & ELE# 463]. 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.	Ozone Park Lefferts Blvd	A	N141	0130 - 0200
***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.	Ozone Park Lefferts Blvd	A	N141	0200 - 0240
Lunch	Ozone Park Lefferts Blvd	A	N141	0240 - 0310
*General Duties- see below	111 St	A	N139	0320 - 0450
**Major Duties- see below	111 St	A	N139	0450 - 0550
Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Ozone Park Lefferts Blvd	A	N141	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, 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. **Major Duty Cleaning- pick up supplies for Lefferts blvd and 111th Street : Sun: Employee Facility Room & Supervisor Office: 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. Supv/Manager Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office. Mon: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. Thur: Employee Toilets- Clean 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. Fri: Pick Up Supplies from N127-Shepherd Ave Main Supply Rooms. Restock Chemical And Paper Supplies. Sat: Sweep all street stairways and bucket wash all street stairways and handrails. *Station Cleaning Duties- Office/Facilities Supervisor 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 walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers.	Ozone Park Lefferts Blvd	A	N141	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#
SC0473	Station South	2300 - 0700	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Aqueduct North Conduit Av	A	N181	2300 - 0100
*General Duties- see below				
**Major Duty “Floors”- see below	Aqueduct North Conduit Av	A	N181	0100 - 0145
**Major Duties- see below	Aqueduct North Conduit Av	A	N181	0145 - 0230
Lunch	Aqueduct North Conduit Av	A	N181	0230 - 0300
Racetrack: *General Duties- see below	Aqueduct North Conduit Av	A	N181	0310 - 0500
Racetrack: **Major Duty “Floors”- see below	Aqueduct North Conduit Av	A	N181	0500 - 0545
Racetrack: **Major Duties- see below	Aqueduct North Conduit Av	A	N181	0545 - 0620
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Aqueduct North Conduit Av	A	N181	0630 - 0700
Report Off Duty.	Aqueduct North Conduit Av	A	N181	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. 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 Windows and stations Signs. 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- pick up supplies for Aqueduct NC and Race Track Stations. 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: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. Thu: Employee Toilets- Clean 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. Fri: Pick Up Supplies from N182-Howard Beach Supply Rooms. Restock Chemical And Paper Supplies Sat: Sweep all street stairways and bucket wash all street stairways and handrails				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0474	Station South	2300 - 0700	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below	Far Rockaway Mott Av	A	N196	2300 - 0100
**Major Duties- see below	Far Rockaway Mott Av	A	N196	0100 - 0200
**Elevator Duties - Clean and polish [ELE # 497 & ELE # 498]. 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.	Far Rockaway Mott Av	A	N196	0200 - 0230
Lunch	Far Rockaway Mott Av	A	N196	0230 - 0300
***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.	Far Rockaway Mott Av	A	N196	0300 - 0430
*General Duties- see below	Far Rockaway Mott Av	A	N196	0430 - 0630
***Public Toilet Duties: Open Public Toilet at 0700AM. 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.	Far Rockaway Mott Av	A	N196	0630 - 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 and outside Complex area including parking lot. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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. 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 Windows and stations Signs. 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- pick up supplies for Mott Ave 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: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. Thur: Employee Toilets- Clean 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. Fri: Pick Up Supplies from N192-Beach 60th St Supply Rooms. Restock Chemical And Paper Supplies Sat: Sweep all street stairways and bucket wash all street stairways and handrails.	Far Rockaway Mott Av	A	N196	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#
SC0475	Station South	2300 - 0700	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Beach 67 St	A	N191	2300 - 0030
*General Duties- see below				
**Elevators Cleaning Duties- see below	Beach 67 St	A	N191	0030 - 0130
**Major Duties- see below (List major duty to be performed from major duty list	Beach 67 St	A	N191	0130 - 0230
Lunch	Beach 67 St	A	N191	0230 - 0300
*General Duties- see below	Beach 60 St	A	N192	0310 - 0510
**Major Duties- see below	Beach 60 St	A	N192	0510 - 0610
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Beach 67 St	A	N191	0620 - 0700
Report Off Duty	Beach 67 St	A	N191	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. 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 Windows and stations Signs. 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 – TBD –(Under Rehabilitation- New Elevators installation in progress ) 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 Cleaning- pick up supplies for Beach 67th St and Beach 60th St Stations. 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: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. Thur: Employee Toilets- Clean 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. Fri: Pick Up Supplies from N192-Beach 60th St Supply Rooms. Restock Chemical And Paper Supplies Sat: Sweep all street stairways and bucket wash all street stairways and handrails.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0476	Station South	1500 - 2300	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Rockaway Blvd	A	N134	1500 - 1730
*General Duties- see below				
**Major Duties- see below	Rockaway Blvd	A	N134	1730 - 1830
Lunch	Rockaway Blvd	A	N134	1830 - 1900
*General Duties- see below	104 St	A	N137	1910 - 2110
**Major Duties- see below	104 St	A	N137	2100 - 2210
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Rockaway Blvd	A	N134	2220 - 2300
Report Off Duty	Rockaway Blvd	A	N134	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. 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 Windows and stations Signs. 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- pick up supplies for Rockaway Blvd and 104th Street.  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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. 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: Pick Up Supplies From N127-Shepherd Ave Main Supply Rooms. Restock Chemical And Paper Supplies. Thu: Sweep all street stairways and deck wash all street stairways and handrails. Fri: 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. Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0477	Station South	0600 - 1400	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Jay St Metrotech	A C F	N103	0600 -
*Public Bathroom Duties- see below.	Jay St Metrotech	A C F	N103	0600 - 0630
**General Duties- see below	Jay St Metrotech	A C F	N103	0630 - 1000
Lunch	Jay St Metrotech	A C F	N103	1000 - 1030
** RTO Duties – see below	Jay St Metrotech	A C F	N103	1030 - 1100
**** Major Duties-see below	Jay St Metrotech	A C F	N103	1100 - 1230
**General Duties- see below	Jay St Metrotech	A C F	N103	1230 - 1400
Report Off Duty.	Jay St Metrotech	A C F	N103	1400 -
<p>**General Duties-Daily AM</p> <p>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 &amp; disinfect 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.</p> <p>*Public Toilet Duties</p> <p>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 Facilities Duties</p> <p>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.</p> <p>****Major Duty Cleaning: N103</p> <p>Sunday/ Monday : Clean Disinfect Employee Bathroom and EFR</p> <p>Tuesday : Clean Disinfect N/B platform Refuse Rooms</p> <p>Wednesday : Clean Disinfect S/B Platform Refuse Room</p> <p>Thursday : Sweep and Clean under S/B platform Stairways remove Stains and Dust</p> <p>Friday : Sweep and Clean under N/B Platform Stairways remove Stains and Dust</p> <p>Saturday :Major Cleaning Booth N103 Interior, and Exterior, Disinfect Control Area</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#
SC0478	Station South	0700 - 1500	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	High St	A C	N100	0700 -
*General Duties- see below.	High St	A C	N100	0700 - 0930
** Major Duties- see below.	High St	A C	N100	0930 - 1030
Lunch	York St	F	N530	1050 - 1120
* General Duties- see below.	York St	F	N530	1120 - 1300
** Major Duties- see below.	York St	F	N530	1300 - 1400
* General Duties- see below.	High St	A C	N100	1410 - 1500
Report Off Duty.	High St	A C	N100	1500 -
*General Duties-Daily AM 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. 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: N100  Sunday/ Monday : Clean Disinfect N/B side of Island Platform , all ADA Tactiles Tuesday/ Wednesday : Clean Disinfect S/B side of Island Platform, all ADA Tactiles Thursday/Friday : Clean Employee Facility rooms and Bathrooms Saturday :Major Cleaning Booth N100 Interior, and Exterior, Disinfect Control Area				
**Major Duty Cleaning: N530 Sunday/ Monday : Clean Disinfect N/B side of Island Platform , all ADA Tactiles Tuesday/ Wednesday : Clean Disinfect S/B side of Island Platform, all ADA Tactiles Thursday/Friday: Clean Employee Facility rooms and Bathrooms Saturday: Major Cleaning Booth N530 Interior, and Exterior, Disinfect Control 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#
SC0479	Station South	1500 - 2300	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	69 St	7	R524	1500 -
*General Duties- see below	69 St	7	R524	1500 - 1700
**Major Duty Cleaning- see below	69 St	7	R524	1700 - 1800
**Major Duties – Floors	69 St	7	R524	1800 - 1830
*General Duties- see below	82 St-Jackson Hts	7	R526	1840 - 2015
Lunch	82 St-Jackson Hts	7	R526	2015 - 2045
**Major Duty Cleaning- see below	82 St-Jackson Hts	7	R526	2045 - 2115
**Major Duties – Floors	82 St-Jackson Hts	7	R526	2115 - 2145
*General Duties- see below	69 St	7	R524	2155 - 2300
Report off duty.	69 St	7	R524	2300 -
*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.				
*Major Duty Cleaning- Sun: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Mon/Sat: Bird Dropping Removal: Deck brush all areas of the mezzanine and stairway handrails leading to platform to remove bird dropping and stains. Wipe handrails dry. Tue/Wed: Tile/Concrete Walls-Bucket wash lower portion of walls in mezzanine and walls leading to all platform and street stairways. Remove spit, shoe marks, grime and dust build-up. Wipe window/ledges. Thu: Platform Cleaning: Deck wash NB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all NB trash receptacles including chrome tops. Wipe top dry. Fri: CTA/Supply Room- Tidy and organize supply rooms. Remove empty boxes. 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.				
*Major Duty Floors 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#
SC0480	Station South	0700 - 1500	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform Perform *General Duties- see below	Rockaway Av	C	N122	0700 - 0850
Perform *General Duties- see below	Ralph Av	C	N121B	0900 - 1100
Lunch	Ralph Av	C	N121B	1100 - 1130
Perform *General Duties- see below Perform *Major Cleaning (1200-1240)	Ralph Av	C	N121B	1130 - 1250
Perform *General Duties- see below	Rockaway Av	C	N122	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 restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  *Major Duty Cleaning-  RALPH AV Sun: Booth- Clean booth [booth # N121B] 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: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. 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: 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. Fri: Supply Room-Clean Organize and Replenish Supply room Sat: Clean closed Area	Rockaway Av	C	N122	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#
SC0480A	Station South	1500 - 2300	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below	Ralph Av	C	N121B	1500 - 1630
*General Duties- see below	Rockaway Av	C	N122	1640 - 1830
Lunch	Rockaway Av	C	N122	1830 - 1900
*General Duties- see below Major Cleaning (2000-2040)	Rockaway Av	C	N122	1910 - 2050
*General Duties- see below	Ralph Av	C	N121B	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, 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-  ROCKAWAY AV Sun: Booth- Clean booth [booth #N122] 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: Trash Receptacles - Deck Mop, Clean and Disinfect ALL SB Trash Receptacles Wed: Trash Receptacles - Deck Mop, Clean and Disinfect ALL NB Trash Receptacles 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. Fri: Supply Room-Clean Organize and Replenish Supply room	Ralph Av	C	N121B	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#
SC0481	Station South	0700 - 1500	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Perform *General Duties- see below Perform *Major Cleaning (0815-0900) UTICA AV Sun: Booth- Clean booth N120 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: Supply Room- Tidy and organize Station supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Supv. Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office. 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 lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Refuse Room (SB Platform)- 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 (NB Platform)- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect	Utica Av	A C	N120	0700 - 0900
Perform *General Duties- see below	Kingston Throop Avs	C	N119	0910 - 1110
Lunch	Kingston Throop Avs	C	N119	1110 - 1140
Perform *General Duties- see below Perform *Major Cleaning (1140-1215) KINGSTON-THROOP Sun: Booth- Clean booth N119 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: Supply Room- Tidy and organize Station supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Closed Rooms: (Rooms in Control Area N118) Deck wash walls and floor. Clean and organize the room. Wed: Employee Toilets- Clean Employee Bathroom: Wipe down all 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 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.	Kingston Throop Avs	C	N119	1140 - 1220
Perform *General Duties- see below Perform *Elevator Cleaning (1230-1300) ***Elevator Duties- EL344, EL345, EL346 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.	Utica Av	A C	N120	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. 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.	Utica Av	A C	N120	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#
SC0482	Station South	0700 - 1500	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	33 St-Rawson St	7	R516	0700 -
*General Duties- see below	33 St-Rawson St	7	R516	0700 - 0900
*Major Duty Cleaning- see below	33 St-Rawson St	7	R516	0900 - 1000
*Major Duty Floors - see below	33 St-Rawson St	7	R516	1000 - 1100
Lunch	40 St Lowery St	7	R518	1110 - 1140
*General Duties- see below	40 St Lowery St	7	R518	1140 - 1330
*Major Duty- see below	40 St Lowery St	7	R518	1330 - 1415
*General Duties- see below	33 St-Rawson St	7	R516	1420 - 1500
Report Off Duty.	33 St-Rawson St	7	R516	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 34th Street entrances. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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. Deck brush & disinfect all gutters/sanitary bases/platform ends as needed throughout the station. “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/Office- Clean booth R516 & R518 and interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Wipe ceiling slats and exhaust cover clean. Empty garbage. Remove all debris. Clean deal tray. Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office. Mon/Sat: Tile/Concrete Walls-Bucket wash lower portion of walls in mezzanine and walls leading to all platform and street stairways. Remove spit, shoe marks, grime and dust build-up. Wipe window/ledges. Tue/Thu: Bird Dropping Removal: Deck brush all areas of the mezzanine and stairway handrails leading to platform to remove bird dropping and stains. Wipe handrails dry. Wed: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Fri: Platform Cleaning: Deck wash NB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry.				
*Major Duty Floors (At 34th Street Entrance Area Mezzanine) Remove dust balls, gum and bird droppings from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors and around benches and trash receptacles. 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.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0483	Station South	0700 - 1500	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Opening Public Restrooms at 0700 hours	Broadway Junction	A C	N124	0700 -
*General Duties- see below Public Restroom Duties (0930-1000) – see below Check and restock public bathrooms 0930-1000 Note- If public restrooms out of service, listed General Duties will be performed	Broadway Junction	A C	N124	0700 - 1000
* Major Duties- see below	Broadway Junction	A C	N124	1000 - 1130
Lunch	Broadway Junction	A C	N124	1130 - 1200
**Public Restroom Duties (1200-1300) – see below Close public restrooms 1200-1300 hours Note- If public restrooms out of service, listed General Duties will be performed	Broadway Junction	A C	N124	1200 - 1300
*General Duties- see below	Broadway Junction	A C	N124	1300 - 1500
Report Off Duty.  *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platforms, mezzanine M5 s/w next to booth leading to Transit District 33). Clean/Scrap all front entrance that leads to buses. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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. Bucket wash all trash receptacles and benches. 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.”  **Public Toilet Duties 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 toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.  ****Major Duty Cleaning Sun/Fri: 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. Mon/Wed: Queens Refuse Housing/Room- Clean and disinfect refuse housing/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/Thu: Manhattan Refuse Housing/Room- Clean and disinfect refuse housing/room. Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.	Broadway Junction	A C	N124	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#
SC0484	Station South	0700 - 1500	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Liberty Av	C	N125	0700 - 0930
*General Duties- see below				
**Major Duties- see below	Liberty Av	C	N125	0930 - 1030
Lunch	Liberty Av	C	N125	1030 - 1100
*General Duties- see below	Van Siclen Av	C	N126	1110 - 1310
**Major Duties- see below	Van Siclen Av	C	N126	1310 - 1410
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Liberty Av	C	N125	1420 - 1500
Report Off Duty.	Liberty Av	C	N125	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. 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 Windows and stations Signs. 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- pick up supplies for Van Siclen Ave and Liberty Ave.  Sun: Booth ( N125 and N126) - 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: Pick Up Supplies From N127 Shepherd Ave Main Supply Rooms. Restock Chemical And Paper Supplies. Tue: Employee Facility Room & Supervisor Office: 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. Supv/Manager Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office Wed: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. Sat: Employee Toilets- Clean 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.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0484A	Station South	1500 - 2300	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Liberty Av	C	N125	1500 - 1730
*General Duties- see below				
*Major Duties- see below	Liberty Av	C	N125	1730 - 1830
Lunch	Liberty Av	C	N125	1830 - 1900
*General Duties- see below	Van Siclen Av	C	N126	1910 - 2110
*Major Duties- see below	Van Siclen Av	C	N126	2110 - 2210
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Liberty Av	C	N125	2220 - 2300
Report Off Duty.	Liberty Av	C	N125	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. 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 Windows and stations Signs. 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- pick up supplies for Liberty Ave and Van Siclen Ave :  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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. 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: Pick Up Supplies From N127-Shepherd Ave Main Supply Rooms. Restock Chemical And Paper Supplies. Thu: Sweep all street stairways and deck wash all street stairways and handrails. Fri: 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. Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0484B	Station South	2300 - 0700	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Liberty Av	C	N125	2300 - 0100
*General Duties- see below				
*Major Duty Floors- see below	Liberty Av	C	N125	0100 - 0200
*Major Duties- see below	Liberty Av	C	N125	0200 - 0230
Lunch	Liberty Av	C	N125	0230 - 0300
*General Duties- see below	Van Siclen Av	C	N126	0310 - 0510
*Major Duty Floors- see below	Van Siclen Av	C	N126	0510 - 0610
*Major Duties- see below	Van Siclen Av	C	N126	0610 - 0640
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Liberty Av	C	N125	0640 - 0700
Report Off Duty.	Liberty Av	C	N125	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. 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 Windows and stations Signs. 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- pick up supplies for Liberty and van Siclen: 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: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. Thu: Employee Toilets- Clean 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. Fri: Pick Up Supplies from N127-Shepherd Ave Main Supply Rooms. Restock Chemical And Paper Supplies Sat: Sweep all street stairways and bucket wash all street stairways and handrails.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0485	Station South	0700 - 1500	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report In Duty In Full Uniform. *General Duties- see below	Euclid Av	A C	N128	0700 - 0830
**Major Duty Cleaning- pick up supplies for Euclid Ave. Sun: Booth ( N128) - 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: Pick Up Supplies From N127 Shepherd Ave Main Supply Rooms. Restock Chemical And Paper Supplies. Tue: Employee Facility Room & Supervisor Office: 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. Supv/Manager Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office Wed: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. Sat: Employee Toilets- Clean 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. ***Public Toilet Duties (Check and stock supplies)	Euclid Av	A C	N128	0830 - 1000
**Elevator Duties - Clean and polish [ELE #341,ELE#342,ELE#343]. 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.	Euclid Av	A C	N128	1000 - 1045
***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.	Euclid Av	A C	N128	1045 - 1130
Lunch	Euclid Av	A C	N128	1130 - 1200
***Public Toilet Duties (Closed 1200-1300 for cleaning/restock supply) 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.	Euclid Av	A C	N128	1200 - 1300
*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. 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 Windows and stations Signs. 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. *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 walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Report Off Duty.	Euclid Av	A C	N128	1300 - 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#
SC0486	Station South	0700 - 1500	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Grant Av	A	N129	0700 - 0930
*General Duties- see below				
**Major Duties- see below	Grant Av	A	N129	0930 - 1030
Lunch	Grant Av	A	N129	1030 - 1100
*General Duties- see below	Shepherd Av	C	N127	1110 - 1310
**Major Duties- see below	Shepherd Av	C	N127	1310 - 1410
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Grant Av	A	N129	1420 - 1500
Report Off Duty.	Grant Av	A	N129	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. 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 Windows and stations Signs. 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- pick up supplies for Shepherd Ave and Grant Ave  Sun: Booth ( N129 and N127) - 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: Pick Up Supplies From N127 Shepherd Ave Main Supply Rooms. Restock Chemical And Paper Supplies. 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: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. Sat: Employee Toilets- Clean 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.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
SC0486B	1500 - 2300	2777

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform.	Grant Av	A	N129	1500 - 1730
*General Duties- see below				
*Major Duties- see below	Grant Av	A	N129	1730 - 1830
Lunch	Grant Av	A	N129	1830 - 1900
*General Duties- see below	Shepherd Av	C	N127	1910 - 2110
*Major Duties- see below	Shepherd Av	C	N127	2110 - 2210
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Grant Av	A	N129	2220 - 2300
Report Off Duty.	Grant Av	A	N129	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. 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 Windows and stations Signs. 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- pick up supplies for Grant Ave and Shepherd Ave				
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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms.				
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: Pick Up Supplies From N127-Shepherd Ave Main Supply Rooms. Restock Chemical And Paper Supplies.				
Thu: Sweep all street stairways and deck wash all street stairways and handrails.				
Fri: 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.				
Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0486C	Station South	2300 - 0700	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Grant Av	A	N129	2300 - 0100
*General Duties- see below				
*Major Duty Floors- see below	Grant Av	A	N129	0100 - 0200
*Major Duties- see below	Grant Av	A	N129	0200 - 0230
Lunch	Grant Av	A	N129	0230 - 0300
*General Duties- see below	Shepherd Av	C	N127	0310 - 0510
*Major Duty Floors- see below	Shepherd Av	C	N127	0510 - 0610
*Major Duties- see below	Shepherd Av	C	N127	0610 - 0640
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Grant Av	A	N129	0640 - 0700
Report Off Duty.	Grant Av	A	N129	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. 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 Windows and stations Signs. 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- pick up supplies for Grant and Shepherd: 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: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. Thu: Employee Toilets- Clean 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. Fri: Pick Up Supplies from N127-Shepherd Ave Main Supply Rooms. Restock Chemical And Paper Supplies Sat: Sweep all street stairways and bucket wash all street stairways and handrails.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0487	Station South	0700 - 1500	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Rockaway Blvd	A	N134	0700 - 0930
*General Duties- see below				
**Major Duties- see below	Rockaway Blvd	A	N134	0930 - 1030
Lunch	Rockaway Blvd	A	N134	1030 - 1100
*General Duties- see below	104 St	A	N137	1110 - 1250
**Major Duties- see below	104 St	A	N137	1250 - 1350
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Rockaway Blvd	A	N134	1400 - 1500
Report Off Duty	Rockaway Blvd	A	N134	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. 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 Windows and stations Signs. 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- pick up supplies for Rockaway Blvd and 104th Street.  Sun: Booth ( N134 and N137) - 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: Pick Up Supplies From N127 Shepherd Ave Main Supply Rooms. Restock Chemical And Paper Supplies. 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: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. Sat: Employee Toilets- Clean 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.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
SC0487A	0700 - 1500	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	88 St	A	N133	0700 - 0930
*General Duties- see below				
*Major Duties- see below	88 St	A	N133	0930 - 1030
Lunch	88 St	A	N133	1030 - 1100
*General Duties- see below	80 St	A	N131	1110 - 1310
*Major Duties- see below	80 St	A	N131	1310 - 1410
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	88 St	A	N133	1420 - 1500
Report Off Duty	88 St	A	N133	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. 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 Windows and stations Signs. 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- pick up supplies for 88th ST and 80th St station. Sun: Booth ( N133 and N131) - 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: Pick Up Supplies From N127 Shepherd Ave Main Supply Rooms. Restock Chemical And Paper Supplies. 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: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. Sat: Employee Toilets- Clean 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.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
SC0487B	1500 - 2300	2777

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform	88 St	A	N133	1500 - 1730
*General Duties- see below				
*Major Duties- see below	88 St	A	N133	1730 - 1830
Lunch	88 St	A	N133	1830 - 1900
*General Duties- see below	80 St	A	N131	1910 - 2110
*Major Duties- see below	80 St	A	N131	2110 - 2210
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	88 St	A	N133	2220 - 2300
Report Off Duty	88 St	A	N133	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. 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 Windows and stations Signs. 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- pick up supplies for 88th St and 80th St.				
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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms.				
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: Pick Up Supplies From N127-Shepherd Ave Main Supply Rooms. Restock Chemical And Paper Supplies.				
Thur: Sweep all street stairways and deck wash all street stairways and handrails.				
Fri: 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.				
Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.				

Task subject to change and/or by chance.

Spot clean ADA Tactile as needed.

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

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0487C	Station South	2300 - 0700	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	88 St	A	N133	2300 - 0100
*General Duties- see below				
*Major Duty Floors- see below	88 St	A	N133	0100 - 0200
*Major Duties- see below	88 St	A	N133	0200 - 0230
Lunch	88 St	A	N133	0230 - 0300
*General Duties- see below	80 St	A	N131	0310 - 0510
*Major Duty Floors- see below	80 St	A	N131	0510 - 0610
*Major Duties- see below	80 St	A	N131	0610 - 0640
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	88 St	A	N133	0640 - 0700
Report Off Duty	88 St	A	N133	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. 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 Windows and stations Signs. 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- pick up supplies for 88th St and 80th Street : 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: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. Thu: Employee Toilets- Clean 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. Fri: Pick Up Supplies from N127-Shepherd Ave Main Supply Rooms. Restock Chemical And Paper Supplies Sat: Sweep all street stairways and bucket wash all street stairways and handrails.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0488	Station South	0700 - 1500	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below	Ozone Park Lefferts Blvd	A	N141	0700 - 0830
**Major Duty- see below	Ozone Park Lefferts Blvd	A	N141	0830 - 0930
**Elevator Duties - Clean and polish [ELE #462 & ELE#463]. 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.	Ozone Park Lefferts Blvd	A	N141	0930 - 1000
***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.	Ozone Park Lefferts Blvd	A	N141	1000 - 1040
Lunch	Ozone Park Lefferts Blvd	A	N141	1040 - 1110
*General Duties- see below	111 St	A	N139	1120 - 1250
**Major Duties- see below	111 St	A	N139	1250 - 1350
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Ozone Park Lefferts Blvd	A	N141	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. 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 Windows and stations Signs. 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- Pick up supplies for Lefferts Blvd and 111th Street Sun: Booth ( N141 and N139) - 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: Pick Up Supplies From N127 Shepherd Ave Main Supply Rooms. Restock Chemical And Paper Supplies. Tue: Employee Facility Room & Supervisor Office: 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. Supv/Manager Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office. Wed: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. Sat: Employee Toilets- Clean 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. *Station Cleaning Duties- Office/Facilities Supervisor 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 walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers.	Ozone Park Lefferts Blvd	A	N141	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#
SC0489	Station South	0700 - 1500	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Aqueduct North Conduit Av	A	N181	0700 - 0930
*General Duties- see below				
**Major Duties- see below	Aqueduct North Conduit Av	A	N181	0930 - 1030
Lunch	Aqueduct North Conduit Av	A	N181	1030 - 1100
Racetrack:	Aqueduct North Conduit Av	A	N181	1110 - 1310
*General Duties- see below				
Racetrack:	Aqueduct North Conduit Av	A	N181	1310 - 1410
**Major Duties- see below				
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Aqueduct North Conduit Av	A	N181	1420 - 1500
Report Off Duty.	Aqueduct North Conduit Av	A	N181	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. 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 Windows and stations Signs. 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- pick up supplies from Howard Beach Sun: Booth ( N181 and No Booth) - 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: Pick Up Supplies From N182 Howard Beach Main Supply Rooms. Restock Chemical And Paper Supplies. 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: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. Sat: Employee Toilets- Clean 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.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0489A	Station South	1500 - 2300	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below	Aqueduct North Conduit Av	A	N181	1500 - 1730
*Major Duties- see below	Aqueduct North Conduit Av	A	N181	1730 - 1830
Lunch	Aqueduct North Conduit Av	A	N181	1830 - 1900
*General Duties- see below [Race Track]	Aqueduct North Conduit Av	A	N181	1910 - 2110
*Major Duties- see below [Race Track]	Aqueduct North Conduit Av	A	N181	2110 - 2210
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Aqueduct North Conduit Av	A	N181	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. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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. 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 Windows and stations Signs. 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- pick up supplies for Aqueduct NC and Race Track stations 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. 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: Pick Up Supplies From N182-Howard Beach Main Supply Rooms. Restock Chemical And Paper Supplies. Thur: Sweep all street stairways and deck wash all street stairways and handrails. Fri: 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. Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.	Aqueduct North Conduit Av	A	N181	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#
SC0490	Station South	0700 - 1500	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Howard Beach JFK Airport	A	N182	0700 - 0900
*General Duties- see below				
**Major Duties- see below	Howard Beach JFK Airport	A	N182	0930 - 1030
Lunch	Howard Beach JFK Airport	A	N182	1030 - 1100
*General Duties- see below	Broad Channel	A S	N183	1110 - 1310
**Major Duties- see below	Broad Channel	A S	N183	1310 - 1410
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Howard Beach JFK Airport	A	N182	1420 - 1500
Report Off Duty.	Howard Beach JFK Airport	A	N182	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. 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 Windows and stations Signs. 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- pick up supplies from Howard Beach  Sun: Booth ( N182 and N183) - 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: Pick Up Supplies From N182 Howard Beach Main Supply Rooms. Restock Chemical And Paper Supplies. Tue: Employee Facility Room- and Supv/Manager Office 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. Manager Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office. Wed: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. Sat: Employee Toilets- Clean 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.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0490A	Station South	2300 - 0700	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Howard Beach JFK Airport	A	N182	2300 - 0100
*General Duties- see below				
*Major Duties Floors- see below	Howard Beach JFK Airport	A	N182	0100 - 0145
*Major Duties- see below	Howard Beach JFK Airport	A	N182	0145 - 0230
Lunch	Howard Beach JFK Airport	A	N182	0230 - 0300
*General Duties- see below	Broad Channel	A S	N183	0310 - 0500
*Major Duties Floors- see below	Broad Channel	A S	N183	0500 - 0545
*Major Duties- see below	Broad Channel	A S	N183	0545 - 0610
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Howard Beach JFK Airport	A	N182	0620 - 0700
Report Off Duty.	Howard Beach JFK Airport	A	N182	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. 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 Windows and stations Signs. 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- pick up supplies for Broad Channel station. 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: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. Thur: Employee Toilets- Clean 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. Fri: Pick Up Supplies from N182-Howard Beach Main Supply Rooms. Restock Chemical And Paper Supplies Sat: Sweep all street stairways and bucket wash all street stairways and handrails				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0491	Station South	0700 - 1500	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below	Far Rockaway Mott Av	A	N196	0700 - 0830
**Major Duty- see below	Far Rockaway Mott Av	A	N196	0830 - 0930
***Public Toilet Duties – Check & Stock Supplies	Far Rockaway Mott Av	A	N196	0930 - 1000
**Elevator Duties - Clean and polish [ELE #497 & ELE # 498]. 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.	Far Rockaway Mott Av	A	N196	1000 - 1030
Lunch	Far Rockaway Mott Av	A	N196	1030 - 1100
***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.	Far Rockaway Mott Av	A	N196	1100 - 1200
***Public Toilet Duties – see below	Far Rockaway Mott Av	A	N196	1200 - 1300
*General Duties- see below	Far Rockaway Mott Av	A	N196	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 and outside Complex area including parking lot. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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. 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 Windows and stations Signs. 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- pick up supplies for Mott Ave. Sun: Booth ( N196 ) - 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: Pick Up Supplies From N192 Beach 60th St Main Supply Rooms. Restock Chemical And Paper Supplies. Tue: Employee Facility Room-& Supervisor Office : 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. Supv Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office. Wed: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. Sat: Employee Toilets- Clean 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. ***Public Toilet Duties ( Public toilet closed 1200-1300 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.	Far Rockaway Mott Av	A	N196	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#
SC0491AStation South	0700 - 1500	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below	Beach 25 St	A	N195	0700 - 0820
*Major Duties- see below	Beach 25 St	A	N195	0820 - 0920
*General Duties- see below	Beach 36 St	A	N194	0930 - 1050
Lunch	Beach 36 St	A	N194	1050 - 1120
*Major Duties- see below	Beach 36 St	A	N194	1120 - 1220
*General Duties- see below	Beach 44 St	A	N193	1230 - 1350
*Major Duties- see below	Beach 44 St	A	N193	1350 - 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. 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 Windows and stations Signs. 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- pick up supplies from Beach 60th St. Sun: Booth (N195, N194 and N193) - 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: Pick Up Supplies from N192 Beach 60th St Main Supply Rooms. Restock Chemical And Paper Supplies. 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: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. Sat: Employee Toilets- Clean 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.	Beach 25 St	A	N195	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#
SC0491B	Station South	1500 - 2300	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below	Beach 25 St	A	N195	1500 - 1620
*Major Duties- see below	Beach 25 St	A	N195	1620 - 1720
*General Duties- see below	Beach 36 St	A	N194	1730 - 1850
Lunch	Beach 36 St	A	N194	1850 - 1920
*Major Duties- see below	Beach 36 St	A	N194	1920 - 2020
*General Duties- see below	Beach 44 St	A	N193	2030 - 2150
*Major Duties- see below	Beach 44 St	A	N193	2150 - 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. HPI Units, FDNY Standpipe Outlets. 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 Windows and stations Signs. 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.  All Major duty must be performed from below list. **Major Duty Cleaning- pick up supplies 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. 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: Pick Up Supplies From N192-Beach 60th St Main Supply Rooms. Restock Chemical And Paper Supplies. Thur: Sweep all street stairways and deck wash all street stairways and handrails. Fri: 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. Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.	Beach 25 St	A	N195	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#
SC0491C	Station South	2300 - 0700	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below	Beach 25 St	A	N195	2300 - 0015
*Major Duty Floors- see below	Beach 25 St	A	N195	0015 - 0130
*Major Duties- see below	Beach 25 St	A	N195	0130 - 0210
*General Duties- see below	Beach 36 St	A	N194	0220 - 0320
Lunch	Beach 36 St	A	N194	0320 - 0350
*Major Duty Floors- see below	Beach 36 St	A	N194	0350 - 0410
*Major Duties- see below	Beach 36 St	A	N194	0410 - 0500
*General Duties- see below	Beach 44 St	A	N193	0510 - 0615
*Major Duties- see below	Beach 44 St	A	N193	0615 - 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. HPI Units, FDNY Standpipe Outlets. 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 Windows and stations Signs. 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- pick up supplies for Beach 36th St and Beach 44th St stations. 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: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. Thur: Employee Toilets- Clean 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. Fri: Pick Up Supplies from N192-Beach 60th St Supply Rooms. Restock Chemical And Paper Supplies. Sat: Sweep all street stairways and bucket wash all street stairways and handrails.	Beach 25 St	A	N195	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#
SC0492	Station South	0700 - 1500	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Beach 67 St	A	N191	0700 - 0830
*General Duties- see below				
*Elevator Cleaning Duties - see below	Beach 67 St	A	N191	0830 - 0930
**Major Duties- see below (List major duty to be performed from major duty list)	Beach 67 St	A	N191	0930 - 1030
Lunch	Beach 67 St	A	N191	1030 - 1100
*General Duties- see below	Beach 60 St	A	N192	1110 - 1310
**Major Duties- see below	Beach 60 St	A	N192	1310 - 1410
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Beach 67 St	A	N191	1420 - 1500
Report Off Duty	Beach 67 St	A	N191	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. 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 Windows and stations Signs. 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 – TBD –(Under Rehabilitation- New Elevators installation in progress ) 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 Cleaning- pick up supplies from Beach 60th St Sun: Booth ( N191 and N192) - 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: Pick Up Supplies From N192 Beach 60th St Main Supply Rooms. Restock Chemical And Paper Supplies. 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: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. Sat: Employee Toilets- Clean 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.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
SC0492A	1500 - 2300	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below	Beach 67 St	A	N191	1500 - 1630
*Elevators Cleaning Duties- see below	Beach 67 St	A	N191	1630 - 1730
*Major Duties- see below	Beach 67 St	A	N191	1730 - 1830
Lunch	Beach 67 St	A	N191	1830 - 1900
*General Duties- see below	Beach 60 St	A	N192	1910 - 2110
*Major Duties- see below	Beach 60 St	A	N192	2110 - 2210
Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Beach 67 St	A	N191	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. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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. 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 Windows and stations Signs. 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. 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- pick up supplies for Beach 67th and Beach 60th St stations 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. 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: Pick Up Supplies From N192-Beach 60th St Main Supply Rooms. Restock Chemical And Paper Supplies. Thur: Sweep all street stairways and deck wash all street stairways and handrails. Fri: 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. Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.	Beach 67 St	A	N191	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#
SC0493	Station South	0700 - 1500	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Beach 90 St	A S	N184	0700 - 0900
*General Duties- see below				
**Major Duties- see below (List major duty to be performed from major duty list)	Beach 90 St	A S	N184	0900 - 1030
Lunch	Beach 90 St	A S	N184	1030 - 1100
*General Duties- see below	Beach 98 St	A S	N185	1110 - 1310
**Major Duties- see below	Beach 98 St	A S	N185	1310 - 1410
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Beach 90 St	A S	N184	1420 - 1500
Report Off Duty.	Beach 90 St	A S	N184	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. 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 Windows and stations Signs. 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- pick up supplies from Beach 60th St  Sun: Booth ( N184 and N185) - 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: Pick Up Supplies From N192 Beach 60th St Main Supply Rooms. Restock Chemical And Paper Supplies. 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: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. Sat: Employee Toilets- Clean 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.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
SC0493A	1500 - 2300	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. General Duties- see below	Beach 90 St	A S	N184	1500 - 1700
Major Duties- see below	Beach 90 St	A S	N184	1700 - 1830
Lunch	Beach 90 St	A S	N184	1830 - 1900
General Duties- see below	Beach 98 St	A S	N185	1910 - 2110
Major Duties- see below	Beach 98 St	A S	N185	2110 - 2210
Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors	Beach 98 St	A S	N185	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. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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. 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 Windows and stations Signs. 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- pick up supplies for Beach 90th and Beach 98th St Stations. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. 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: Pick Up Supplies From N192-Beach 60th St Main Supply Rooms. Restock Chemical And Paper Supplies. Thur: Sweep all street stairways and deck wash all street stairways and handrails. Fri: 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. Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.	Beach 90 St	A S	N184	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#
SC0493B	Station South	2300 - 0700	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Beach 90 St	A S	N184	2300 - 0100
*General Duties- see below				
*Major Duties Floors- see below	Beach 90 St	A S	N184	0100 - 0145
*Major Duties- see below	Beach 90 St	A S	N184	0145 - 0230
Lunch	Beach 90 St	A S	N184	0230 - 0300
*General Duties- see below	Beach 98 St	A S	N185	0310 - 0500
*Major Duties Floors- see below	Beach 98 St	A S	N185	0500 - 0545
*Major Duties- see below	Beach 98 St	A S	N185	0545 - 0620
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Beach 90 St	A S	N184	0630 - 0700
Report Off Duty.	Beach 90 St	A S	N184	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. 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 Windows and stations Signs. 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- pick up supplies Beach 90th and Beach 98th St Stations.				
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: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. Thur: Employee Toilets- Clean 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. Fri: Pick Up Supplies from N192-Beach 60th St Supply Rooms. Restock Chemical And Paper Supplies Sat: Sweep all street stairways and bucket wash all street stairways and handrails				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0494	Station South	0700 - 1500	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Rockaway Park Beach 116 St	A S	N187	0700 - 0800
*General Duties- see below				
**Major Duties- see below	Rockaway Park Beach 116 St	A S	N187	0800 - 0845
***Public Toilet Duties – Check & Stock Supplies	Rockaway Park Beach 116 St	A S	N187	0845 - 0915
*General Duties- see below	Beach 105 St	A S	N186	0925 - 1025
**Major Duties- see below	Beach 105 St	A S	N186	1025 - 1115
Lunch	Beach 105 St	A S	N186	1115 - 1145
***Public Toilet Duties – See Below	Rockaway Park Beach 116 St	A S	N187	1200 - 1300
*RTO Facilities-see below	Rockaway Park Beach 116 St	A S	N187	1300 - 1400
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Rockaway Park Beach 116 St	A S	N187	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. 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 Windows and stations Signs. 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- pick up supplies from Beach 60th St. Sun: Booth ( N187 and N186) - 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: Pick Up Supplies From N192 Beach 60th St Main Supply Rooms. Restock Chemical And Paper Supplies. 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: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. Sat: Employee Toilets- Clean 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  ***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.  ***Public Toilet Duties- ( Public toilet closed 1200-1300 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.	Rockaway Park Beach 116 St	A S	N187	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#
SC0495	Station South	1500 - 2300	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	York St	F	N530	1500 -
*General Duties- see below.	York St	F	N530	1500 - 1700
*General Duties- see below.	High St	A C	N100	1710 - 1910
Lunch	High St	A C	N100	1910 - 1940
*Major Duties- see below.	High St	A C	N100	1940 - 2140
**Major Duties.	York St	F	N530	2150 - 2300
Report Off Duty.	York St	F	N530	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. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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: N100  Sunday : Clean Disinfect Canister Housings Island Platform Monday : Clean Disinfect Trash Receptacles , Shine Cylinder Tuesday : Clean Bathroom and EFR Unmanned Mezzanine Wednesday / Thursday : Clean Disinfect N/B side of Island Platform , all ADA Tactiles Friday / Saturday : Clean Disinfect S/B side of Island Platform, all ADA Tactiles  **Major Duty Cleaning: N530 Sunday/ Monday : Clean Disinfect N/B side of Island Platform , all ADA Tactiles Tuesday/ Wednesday : Clean Disinfect S/B side of Island Platform, all ADA Tactiles Thursday/Friday : Clean and Disinfect Trash Receptacles, Shine Cylinder Saturday : Clean and Disinfect Canister Housing Island 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#
SC0496	Station South	1400 - 2200	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Jay St Metrotech	A C F	N103	1400 -
**Major Duties N103 Mezz A	Jay St Metrotech	A C F	N103	1400 - 1530
*General Duties	Jay St Metrotech	A C F	N103	1530 - 1830
Lunch	Jay St Metrotech	A C F	N103	1830 - 1900
**Major Duties	Jay St Metrotech	A C F	N103	1900 - 2000
*General Duties	Jay St Metrotech	A C F	N103	2000 - 2200
Report Off Duty.	Jay St Metrotech	A C F	N103	2200 -
<div>*General Duties-Daily AM 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 &amp; disinfect 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: N103 Mezz A  Sunday thru Saturday : Sweep all Street and Platform Stairways in N103 Mezzanine, &amp; Fulton St Mezzanine. Clean Around Street KA Rails Spot Mop all stains, drag marks. Empty Trash Receptacles , clean stains and Disinfect inside and around Receptacles.  ** Major Duties Sunday : Clean and Organize Supply Room in Mezzanine Monday/ Thursday : Clean and remove stains from behind S/B Platform Stairways closed behind chrome railings Wednesday: Major Cleaning S/B Refuse Room Remove Inserts sweep floor Bucket wash room Tues/Friday : Clean and remove stains from behind S/B Platform Stairways closed behind chrome railings Saturday :</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#
SC0497	Station South	1400 - 2200	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Jay St Metrotech	R	C003	1400 -
*General Duties- see below.	Jay St Metrotech	R	C003	1400 - 1530
**Major Duties- see below.	Jay St Metrotech	A C F	N103	1540 - 1740
***RTO Duties- see below.	Jay St Metrotech	A C F	N103	1740 - 1810
Lunch	Jay St Metrotech	A C F	N103	1810 - 1840
*General Duties- see below.	Jay St Metrotech	R	C003	1850 - 1950
****Elevator Duties- see below.	Jay St Metrotech	A C F	N103	2000 - 2155
Report Off Duty.	Jay St Metrotech	R	C003	2200 -
*General Duties-Daily AM 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. 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: N102 Mezz B  Sunday thru Saturday : Sweep all Street and Platform Stairways in unmanned mezzanine. Clean Around Street KA Rails Spot Mop all stains, drag marks. Empty Trash Receptacles , clean stains and Disinfect inside and around Receptacles.  . ***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.  Elevator Duties  Clean and Polish [706,707,708,709] 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#
SC0498	Station South	1500 - 2300	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Perform *General Duties- see below	Hoyt Schermerhorn	A C G	N108	1500 - 1830
Lunch	Hoyt Schermerhorn	A C G	N108	1830 - 1900
Perform *General Duties- see below Perform *Major Cleaning (2000-2100)	Hoyt Schermerhorn	A C G	N108	1900 - 2100
Perform *General Duties- see below	Hoyt Schermerhorn	A C G	N108	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.) 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 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- (SB 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: Trash Receptacles - Deck Mop, Clean and Disinfect ALL SB Platform Trash Receptacles 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- (NB Platform) Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.	Hoyt Schermerhorn	A C G	N108	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.

## 2024 STAC Winter Pick

**Pick Effective Date:** 1/14/2024

## INSTRUCTIONS

**STATION**

**LINE**

**BOOTH**

## HOURS

**Sunday-Saturday**

Report On Duty In Full Uniform. Perform *General Duties- Upper / Lower SB Platforms (1500-1630) Perform *General Duties- Upper / Lower NB Platforms (1640-1830)	Nostrand Av	A C	N116	1500 - 1830
Lunch	Nostrand Av	A C	N116	1830 - 1900
Perform *General Duties- Ramps & Control Area	Nostrand Av	A C	N116	1900 - 2100
Perform *General Duties- As Needed Perform *Major Cleaning (2200-2240)	Nostrand Av	A C	N116	2100 - 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, 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- NOSTRAND Sun: SB Trash Receptacles- Deck wash, Clean and Disinfect ALL SB Trash Receptacles Mon: NB Trash Receptacles- Deck wash, Clean and Disinfect ALL NB Trash Receptacles Tue: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Wed: Thu: SB Benches-Wipe down, clean, and bucket wash ALL SB benches. Bucket wash underneath and around All benches Fri: NB Benches-Wipe down, clean, bucket wash ALL NB benches. Bucket wash underneath and around All benches Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.	Nostrand Av	A C	N116	2300 -

**Deodorize the entire station.**

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0500	Station South	1500 - 2300	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Perform *General Duties- see below	Utica Av	A C	N120	1500 - 1650
Perform *General Duties- see below	Kingston Throop Avs	C	N119	1700 - 1830
Lunch	Kingston Throop Avs	C	N119	1830 - 1900
Perform *General Duties- see below	Kingston Throop Avs	C	N119	1900 - 1950
Perform *Elevator Cleaning (2010-2050) Perform *Major Cleaning (2100-2250)	Utica Av	A C	N120	2000 - 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, 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- UTICA AV Sun: Refuse Room (SB Platform)- 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. Restock supplies Tue: Stairways- Bucket & Deck Wash [P6AB/P8AB]. Bucket & Deck Wash area underneath. Remove all stickers. Tue: Stairways- Bucket & Deck Wash [P5AB/P7AB]. Bucket & Deck Wash area underneath. Remove all stickers. Wed: Refuse Room (NB Platform)- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect Thu: Stairways- Bucket & Deck Wash [P10AB/P12AB]. Bucket & Deck Wash area underneath. Remove all stickers. Thu: Stairways- Bucket & Deck Wash [P9AB/P11AB]. Bucket & Deck Wash area underneath. Remove all stickers. Fri: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of 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.  ***Elevator Duties- EL344, EL345, EL346 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.	Utica Av	A C	N120	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#
SC0501	Station South	1500 - 2300	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Broadway Junction	A C	N124	1500 -
*General Duties- see below	Broadway Junction	A C	N124	1500 - 1800
Public Restroom Duties (1530-1600) – see below Note- If public restrooms are out of service, listed General Duties will be performed	Broadway Junction	A C	N124	1530 - 1600
“A” Line tower on Rockaway side	Broadway Junction	A C	N124	1800 - 1830
Lunch	Broadway Junction	A C	N124	1830 - 1900
**Public Restroom Duties– see below Note- If public restrooms are out of service, listed Close public restrooms 1900 hours General Duties will be performed:	Broadway Junction	A C	N124	1900 - 2000
*General Duties- see below	Broadway Junction	A C	N124	2000 - 2300
Report Off Duty.  *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platforms, mezzanine M5 s/w next to booth leading to Transit District 33). Clean/Scrap all front entrance that leads to buses. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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. Bucket wash all trash receptacles and benches. 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.  **Public Toilet Duties 1900-2000 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 toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.  ****Major Duty Cleaning Sun/Fri: 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. Mon/Wed: Queens Refuse Housing/Room- Clean and disinfect refuse housing/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/Thu: Manhattan Refuse Housing/Room- Clean and disinfect refuse housing/room. Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.	Broadway Junction	A C	N124	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#
SC0501A	Station South	1500 - 2300	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Broadway Junction	A C	N124	1500 -
*General Duties- see below	Broadway Junction	A C	N124	1500 - 1800
*Major Duties- see below	Broadway Junction	A C	N124	1800 - 1850
Lunch	Broadway Junction	A C	N124	1900 - 1930
*General Duties- see below	Broadway Junction	A C	N124	1940 - 2130
*General Duties- see below	Broadway Junction	A C	N124	2130 - 2300
Report Off Duty.	Broadway Junction	A C	N124	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (“L” platform and mezzanine-U9A/B/C, U10A/B/C, U11A/B, U12A/B, U13A/B, U14A/B, M1A/B-M4A/B). Scrap all upper mezzanine and “L” 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. Bucket wash trash receptacles and benches. 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 platforms. Clean all ledges in overpass leading towards Manhattan L Platform 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/Fri: Pick up supplies from Livonia Ave (weekly)- Pick up garbage bags, cleaning supplies needed for complex. Tues/Thu: Employee Facility Room/Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 toilet tissue, paper towels, toilet seat covers and soap. Mon/Wed/Sat: Bucket wash over path and s/w’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#
SC0502	Station South	1500 - 2300	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. ***Public Toilet Duties (Check and stock supplies)	Euclid Av	A C	N128	1500 - 1530
*General Duties- see below	Euclid Av	A C	N128	1530 - 1700
**Major Duty- see below	Euclid Av	A C	N128	1700 - 1800
**Elevator Duties - Clean and polish [ELE #341,ELE#342 & ELE#343]. 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.	Euclid Av	A C	N128	1800 - 1830
Lunch	Euclid Av	A C	N128	1830 - 1900
***Public Toilet Duties – See Below	Euclid Av	A C	N128	1900 - 2000
***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.	Euclid Av	A C	N128	2000 - 2100
*General Duties- see below	Euclid Av	A C	N128	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. 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 Windows and stations Signs. 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- pick up supplies for Euclid Ave station 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. 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: Pick Up Supplies From N127-Shepherd Ave Main Supply Rooms. Restock Chemical And Paper Supplies. Thur: Sweep all street stairways and deck wash all street stairways and handrails. Fri: 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. Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. ***Public Toilet Duties : (Close both Public Toilet 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. Allow bathroom to dry 10 minutes before reopening. *Station Cleaning Duties- Office/Facilities Supervisor 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 walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers.	Euclid Av	A C	N128	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#
SC0503	Station South	1500 - 2300	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below	Ozone Park Lefferts Blvd	A	N141	1500 - 1630
**Major Duty- see below	Ozone Park Lefferts Blvd	A	N141	1630 - 1730
**Elevator Duties - Clean and polish [ELE #462 & ELE#463]. 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.	Ozone Park Lefferts Blvd	A	N141	1730 - 1800
***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.	Ozone Park Lefferts Blvd	A	N141	1800 - 1840
Lunch	Ozone Park Lefferts Blvd	A	N141	1840 - 1910
*General Duties- see below	111 St	A	N139	1920 - 2050
**Major Duties- see below	111 St	A	N139	2050 - 2150
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Ozone Park Lefferts Blvd	A	N141	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. 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 Windows and stations Signs. 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- pick up supplies for Lefferts Blvd and 111th Street : 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. 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: Pick Up Supplies From N127-Shepherd Ave Main Supply Rooms. Restock Chemical And Paper Supplies. Thur: Sweep all street stairways and deck wash all street stairways and handrails. Fri: 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. Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. *Station Cleaning Duties- Office/Facilities Supervisor 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 walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers.	Ozone Park Lefferts Blvd	A	N141	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#
SC0504	Station South	1500 - 2300	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Howard Beach JFK Airport	A	N182	1500 - 1730
*General Duties- see below				
**Major Duties- see below	Howard Beach JFK Airport	A	N182	1730 - 1830
Lunch	Howard Beach JFK Airport	A	N182	1830 - 1900
*General Duties- see below	Broad Channel	A S	N183	1910 - 2110
**Major Duties- see below	Broad Channel	A S	N183	2110 - 2210
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Howard Beach JFK Airport	A	N182	2220 - 2300
Report Off Duty.	Howard Beach JFK Airport	A	N182	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. 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 Windows and stations Signs. 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- pick up supplies for Broad channel Station  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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. 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: Pick Up Supplies From N182-Howard Beach Supply Rooms. Restock Chemical And Paper Supplies. Thur: Sweep all street stairways and deck wash all street stairways and handrails. Fri: 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. Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0505	Station South	1500 - 2300	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Rockaway Park Beach 116 St	A S	N187	1500 - 1600
*General Duties- see below				
***Public Toilet Duties – Check & Stock Supplies	Rockaway Park Beach 116 St	A S	N187	1600 - 1620
*General Duties- see below	Beach 105 St	A S	N186	1630 - 1730
**Major Duties- see below	Beach 105 St	A S	N186	1730 - 1820
Lunch	Beach 105 St	A S	N186	1820 - 1850
***Public Toilet Duties – See Below	Rockaway Park Beach 116 St	A S	N187	1900 - 2000
**Major Duties- see below	Rockaway Park Beach 116 St	A S	N187	2000 - 2045
*RTO Facilities-see below	Rockaway Park Beach 116 St	A S	N187	2045 - 2145
*General Duties- see below	Rockaway Park Beach 116 St	A S	N187	2145 - 2300
Report Off Duty.	Rockaway Park Beach 116 St	A S	N187	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. 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 Windows and stations Signs. 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- pick up supplies for Beach 116th st and Beach 105th St. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. 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: Pick Up Supplies From N192-Beach 60th St Supply Rooms. Restock Chemical And Paper Supplies. Thur: Sweep all street stairways and deck wash all street stairways and handrails. Fri: 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. Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.  ***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.  ***Public Toilet Duties: Closed 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. 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#
SC0506	Station South	1500 - 2300	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below	Far Rockaway Mott Av	A	N196	1500 - 1630
**Major Duties- see below	Far Rockaway Mott Av	A	N196	1630 - 1730
***Public Toilet Duties – Check & stock supplies	Far Rockaway Mott Av	A	N196	1730 - 1800
**Elevator Duties - Clean and polish [ELE # 497 & ELE # 498]. 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.	Far Rockaway Mott Av	A	N196	1800 - 1830
Lunch	Far Rockaway Mott Av	A	N196	1830 - 1900
***Public Toilet Duties – see Below	Far Rockaway Mott Av	A	N196	1900 - 2000
***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.	Far Rockaway Mott Av	A	N196	2000 - 2100
*General Duties- see below	Far Rockaway Mott Av	A	N196	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 and outside Complex area including parking lot. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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. 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 Windows and stations Signs. 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- pick up supplies for Mott Ave. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. 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: Pick Up Supplies From N192-Beach 60th St Main Supply Rooms. Restock Chemical And Paper Supplies. Thur: Sweep all street stairways and deck wash all street stairways and handrails. Fri: 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. Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. ***Public Toilet Duties: Closed 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. Allow bathroom to dry 10 minutes before reopening.	Far Rockaway Mott Av	A	N196	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#
SC0507	Station South	2300 - 0700	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Sweep All Stairways. Perform **General Duties-see below Major Duty (0030-0100) Major Duty Floors (0100-0130)	Broadway	G	N412	2300 - 0130
Perform **General Duties-see below Major Duty (0230-0300) Major Duty Floors (0300-0330)	Flushing Av	G	N414	0140 - 0330
Lunch	Flushing Av	G	N414	0330 - 0400
Perform **General Duties-see below Major Duty (0450-0520) Major Duty Floors (0520-0550)	Myrtle Willoughby Avs	G	N415	0410 - 0550
Sweep All Stairways. Scrap Mezzanine And Platform. Empty All Trash Receptacles. Correct All Unsanitary Conditions.	Broadway	G	N412	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- BROADWAY Sun: SB Trash Receptacles-Wipe down exterior panel. Remove loose debris from receptacle floor. Bucket wash and disinfect trash receptacle and inserts Mon: NB Trash Receptacles-Wipe down exterior panel. Remove loose debris from receptacle floor. Bucket wash and disinfect trash receptacle and inserts 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: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect Fri: Deliver Dry/Chemical Supplies  FLUSHING Sat: Deliver Dry/Chemical Supplies  MYRTLE-WILLOUGHBY Sat: Deliver Dry/Chemical Supplies	Broadway	G	N412	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#
SC0508	Station South	2300 - 0700	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Perform *General Duties- (Stairways, Outside Area, N/S/B Platforms) Perform *General Duties- (Shuttle Platform, Bridge to Walkway, Control Area) Perform Elevator Duties (0030-0130) Perform Escalator Duties (0130-0220)	Franklin Av	C	N114	2300 - 0220
Lunch	Franklin Av	C	N114	0220 - 0250
Perform *General Duties- see below Perform *Major Cleaning (0350-0420) 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. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Wed: 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. 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. 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.	Park Place	S	B009	0300 - 0420
Perform *General Duties- see below Perform *Major Cleaning (0430-0540) Sun: Refuse Room (Shuttle) - Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Sun: Refuse Housing (C Platforms)-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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 Tue: Refuse Housing (C Platforms)-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Sat: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of 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.	Franklin Av	C	N114	0430 - 0540
Perform *General Duties- see below *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 Av	C	N114	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 including Bus stop adjacent to station along Franklin Av . Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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 [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. **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean [ESC 352]. 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.	Franklin Av	C	N114	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#
SC0509	Station South	2300 - 0700	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Parkside Av	Q	B014	2300 -
*General Duties- see below	Parkside Av	Q	B014	2300 - 0100
**Major Duty Cleaning	Parkside Av	Q	B014	0100 - 0130
***Major Duty Floors- see below	Parkside Av	Q	B014	0130 - 0200
Lunch	Parkside Av	Q	B014	0200 - 0230
*General Duties- see below	Beverley Rd	Q	B017	0240 - 0410
**Major Duty Cleaning	Beverley Rd	Q	B017	0410 - 0450
***Major Duty Floors- see below	Beverley Rd	Q	B017	0450 - 0530
*General Duties- see below	Parkside Av	Q	B014	0540 - 0700
Report Off Duty.	Parkside Av	Q	B014	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 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. 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/Fri: -Refuse Housing- 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. 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. 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-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#
SC0509A	Station South	1500 - 2300	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below	Parkside Av	Q	B014	1500 - 1800
*Major Duty Cleaning	Parkside Av	Q	B014	1800 - 1830
Lunch	Parkside Av	Q	B014	1830 - 1900
*General Duties- see below	Beverley Rd	Q	B017	1910 - 2110
*Major Duty Cleaning	Beverley Rd	Q	B017	2110 - 2150
*General Duties- see below	Parkside Av	Q	B014	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 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. 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/Fri: - Refuse Housing- Deck wash walls and floor. 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. 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. 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	Parkside Av	Q	B014	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#
SC0510	Station South	2300 - 0700	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Newkirk Plaza	B Q	B019	2300 -
*General Duties- see below	Newkirk Plaza	B Q	B019	2300 - 0115
**Public Restroom Duties	Newkirk Plaza	B Q	B019	0115 - 0130
*Major Duty Floors- see below	Newkirk Plaza	B Q	B019	0130 - 0230
Lunch	Avenue H	Q	B020	0240 - 0310
*General Duties- see below	Avenue H	Q	B020	0310 - 0430
*Major Duty Floors- see below	Avenue H	Q	B020	0430 - 0530
*Major Duty- see below	Avenue H	Q	B020	0530 - 0600
*General Duties- see below	Newkirk Plaza	B Q	B019	0610 - 0700
Report Off Duty.	Newkirk Plaza	B Q	B019	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 &amp; disinfect 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.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 stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening.</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 stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening.</div> <div>***Major Duty Cleaning- Sun/Tue/Fri: -Refuse Housing- 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. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thur: 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 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>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#
SC0511	Station South	2300 - 0700	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform Perform *General Duties-see below Perform *Major Duty Floors (2400-0030)	Nassau Av	G	N408A	2300 - 0030
Perform *General Duties-see below Perform **Elevator Duties (0150-0220) Perform *Major Duty Floors (0220-0250) Perform *Major Duty (0250-0320)	Greenpoint Av	G	N405	0040 - 0320
Lunch	21 St	G	N401	0330 - 0400
Perform *General Duties-see below Perform *Major Duty Floors (0500-0555) Perform *Major Duty (0555-0650)	21 St	G	N401	0400 - 0650
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. 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 [ELE #s763,764 &765].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- GREENPOINT AV Sat: Stairways- Deck Mop and Wash [P1/P2]. Clean adjacent tile walls. Remove all stickers. Sun: Stairways-Deck Mop and Wash [P3/P4]. Clean adjacent tile walls. Remove all stickers.  21st ST.-VAN ALST: Sun: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Mon: Deliver Dry/Chemical Supplies to Station Tue: CTA/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 Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Thu: Employee Toilets- Clean Men and Women’s Bathrooms: Wipe down all 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: 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. Sat: Booth- Clean booth [booth # N401] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris.	Nassau Av	G	N408A	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#
SC0512	Station South	2300 - 0700	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Sheepshead Bay	B Q	B027	2300 -
*General Duties- see below	Sheepshead Bay	B Q	B027	2300 - 2400
*Major Duty Floors ***Public Toilet Duties	Sheepshead Bay	B Q	B027	2400 - 0100
*General Duties- see below	Avenue U	Q	B025	0110 - 0210
*Major Duty Floors- see below	Avenue U	Q	B025	0210 - 0310
Lunch	Neck Rd	Q	B026	0320 - 0350
*General Duties- see below	Neck Rd	Q	B026	0350 - 0450
*Major Duty Floors- see below	Neck Rd	Q	B026	0450 - 0550
*General Duties Open Public Toilet @ 0700	Sheepshead Bay	B Q	B027	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, 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. Deodorize entire station at the beginning and end of each tour.  **Major Duty Cleaning- Sun/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. 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. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu/Wed: 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. .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- -Note-In lieu toilets are out of service, listed General Duties will be performed. 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.	Sheepshead Bay	B Q	B027	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#
SC0513	Station South	2300 - 0700	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Brighton Beach	B Q	B029	2300 -
*General Duties- see below	Brighton Beach	B Q	B029	2300 - 0045
*Major Duty Floors- see below Public Toilet Duties	Brighton Beach	B Q	B029	0045 - 0145
**Escalator Duties- ESC 346 see below	Brighton Beach	B Q	B029	0145 - 0230
Lunch	Brighton Beach	B Q	B029	0230 - 0300
*General Duties- see below	Ocean Pkwy	Q	B032	0310 - 0410
*Major Duty Floors- see below	Ocean Pkwy	Q	B032	0410 - 0510
*Major Duty Cleaning- see below	Ocean Pkwy	Q	B032	0510 - 0540
*General Duties- Open Public Toilet @ 0700	Brighton Beach	B Q	B029	0550 - 0700
Report Off Duty.	Brighton Beach	B Q	B029	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 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. 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:Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue/Sat: Refuse Housing- 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. 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.  ***Public Toilet Duties- If toilets are out of service, listed General duties will be performed 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.  **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean [ESC 346]. 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.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0514	Station South	0700 - 1500	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Atlantic Av-Barclays Ctr	Q	R610	0700 -
*General Duties- see below Performed on B/Q line, including Hanson St paid and unpaid control area, R612 paid and unpaid control area, LIRR Track 1&2 paid and unpaid control area	Atlantic Av-Barclays Ctr	2 3 4 5	R610	0700 - 1000
*Elevator Duties (EL307) -see below	Atlantic Av-Barclays Ctr	Q	R610	1000 - 1030
Lunch	Atlantic Av-Barclays Ctr	Q	R610	1030 - 1100
*Major Duties - see below	Atlantic Av-Barclays Ctr	Q	R610	1100 - 1200
Clean and polish stainless steel adjacent to S/W ML1-2-3, P9, P10	Atlantic Av-Barclays Ctr	Q	R610	1200 - 1230
Scrap and disinfect head house area on street level and transport trash to refuse room	Atlantic Av-Barclays Ctr	Q	R610	1230 - 1300
*Elevator Duties (EL307) -see below	Atlantic Av-Barclays Ctr	Q	R610	1300 - 1330
*Light General Duties- see below	Atlantic Av-Barclays Ctr	Q	R610	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 around 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, 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  *Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.  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.  *Major Duty Cleaning-  Sun: Island Platform Refuse Room – Wash Walls/Floors. Dissinfect  Mon: Island Platform Scrubber Room – Clean and Organize, Discard All Empty Bottles and Boxes.  Tue: Hanson Place Scrubber Room – Clean and Organize. Discard All Empty Bottles and Boxes.  Wed: Mid Mezzanine Scrubber Room North to LIRR Tracks 1 & 2 Discard All Empty Bottles and Boxes  Thu: Hanson Place Employee Toilet Wash Walls/Floors.Wipe Down All Surfaces. Replenish Paper Supplies  Fri: Clean and Polish All AFC Equipment and Stainless Steel in Hanson Place, R612 & LIRR Tr 1&2 Control Areas  Sat: Bucket Wash S/W’s MML8A/B/C, ML9A/B/C And M110A/B/C Next to ES310	Atlantic Av-Barclays Ctr	2 3 4 5	R610	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#
SC0515	Station South	0700 - 1500	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Atlantic Av-Barclays Ctr	D N R	C009	0700 -
Open and stock Public Restrooms	Atlantic Av-Barclays Ctr	D N R	C009	0700 - 0715
*General Duties- see below Performed on D/N/R line S/Ws, platforms, mezzanine, up until the S/B 2/3 Platform.	Atlantic Av-Barclays Ctr	D N R	C009	0715 - 1000
*Public Toilet Duties - see below	Atlantic Av-Barclays Ctr	D N R	C009	1000 - 1030
*Elevator Duties (EL301, EL302 & EL303) -see below	Atlantic Av-Barclays Ctr	D N R	C009	1030 - 1100
Lunch	Atlantic Av-Barclays Ctr	D N R	C009	1100 - 1130
*Major Duties - see below	Atlantic Av-Barclays Ctr	D N R	C009	1130 - 1230
Clean and disinfect employee restroom & facility rooms on paid and unpaid mezzanine	Atlantic Av-Barclays Ctr	D N R	C009	1230 - 1330
*Elevator Duties (EL301) -see below	Atlantic Av-Barclays Ctr	D N R	C009	1330 - 1400
*Light General Duties- see below	Atlantic Av-Barclays Ctr	D N R	C009	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 around 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, 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  *Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles. *Public Toilet Duties Clean Men and Women public toilets: 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 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.  *Major Duty Cleaning- Sun: Clean Booth C009 Interior & Exterior: Mop Floor, Wipe Down Walls, and Dust Ledges Mon: Deck Wash walls and Floor in EFR Located in C009 Unpaid Mezzanine Including Locker Rooms Tue: Deck Wash Walls and Floor in Employee Toilet & locker room Located In C009 Unpaid Mezzanine. Clean Urinal, Sink and Mirror. Wipe Down All Dispensers – Replenish Paper and Soap Supplies Wed: Deck Wash Walls and Floor in EFR Located in C009 Paid Mezzanine Next to Newsstand-Including Wiping Down Lockers. Clean out Refrigerator And Microwave Thu: Deck Wash Walls and Floor in C009 Unpaid and Paid Mezzanine, Scrubber Rooms, CTA Slop Sink Room Fri: Clean and Organize Chemical and Paper Supply Rooms – Discard all Boxes Sat: Clean and polish all AFC equipment by C009 control area	Atlantic Av-Barclays Ctr	D N R	C009	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#
SC0516	Station South	1500 - 2300	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Newkirk Plaza	B Q	B019	1500 -
**Public Restroom Duties	Newkirk Plaza	B Q	B019	1500 - 1520
*General Duties- see below	Newkirk Plaza	B Q	B019	1520 - 1830
***Major Duty Cleaning	Newkirk Plaza	B Q	B019	1830 - 1900
**Public Restroom Duties	Newkirk Plaza	B Q	B019	1900 - 1915
Lunch	Avenue H	Q	B020	1925 - 1955
*General Duties - see below	Avenue H	Q	B020	1955 - 2155
***Major Duty Cleaning	Avenue H	Q	B020	2155 - 2225
Deodorize/correct unsanitary condition/Scrap station	Newkirk Plaza	B Q	B019	2235 - 2300
Report Off Duty.	Newkirk Plaza	B Q	B019	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 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.Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  **Public Restroom Duties- 1900 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.  ***Major Duty Cleaning- Sun: - Clean booth [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:Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue/Sat: Refuse Housing- Deck wash walls and floor. 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. 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.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0517	Station South	0700 - 1500	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Church Av	B Q	B016	0700 -
*General Duties- see below Open Public Toilet @ 0700	Church Av	B Q	B016	0700 - 0830
**Public Restroom Duties	Church Av	B Q	B016	0830 - 0900
*General Duties - see below	Parkside Av	Q	B014	0910 - 1050
***Major Duties "Cleaning"- see below	Parkside Av	Q	B014	1050 - 1120
Lunch	Parkside Av	Q	B014	1120 - 1150
**Public Restroom Duties	Church Av	B Q	B016	1200 - 1300
*General Duties - see below	Church Av	B Q	B016	1300 - 1430
***Major Duties "Cleaning"- see below	Church Av	B Q	B016	1430 - 1500
Report Off Duty.	Church Av	B Q	B016	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 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.Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  **Public Restroom Duties - If Restroom is out of service listed General duties will be perform 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  ***Major Duty Cleaning- Sun: - Clean booth [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:Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue/Thur/Sat: Refuse Housing- Deck wash walls and floor. 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. Fri: 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#
SC0518	Station South	0700 - 1500	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Avenue H	Q	B020	0700 -
*General Duties- see below	Avenue H	Q	B020	0700 - 0845
**Major Duties Cleaning- see below	Avenue H	Q	B020	0845 - 0915
*General Duties- see below	Cortelyou Rd	Q	B018	0925 - 1110
**Major Duties Cleaning- see below	Cortelyou Rd	Q	B018	1110 - 1140
Lunch	Cortelyou Rd	Q	B018	1140 - 1210
*General Duties- see below	Beverley Rd	Q	B017	1220 - 1330
**Major Duties Cleaning- see below	Beverley Rd	Q	B017	1330 - 1400
*General Duties- see below	Avenue H	Q	B020	1410 - 1500
Report Off Duty.	Avenue H	Q	B020	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 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.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] 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:Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue/Sat: Refuse Housing- 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. 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.				

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



JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0519	Station South	0700 - 1500	2771

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Prospect Park	B Q S	B013	0700 - 0830
*General Duties- see below Elevator Duties				
RTO Facilites	Prospect Park	B Q S	B013	0830 - 0900
*Public Toilet Duties- see below	Prospect Park	B Q S	B013	0900 - 0930
General Duties- see below	7 Av	B Q	B004	0935 - 1200
Lunch	7 Av	B Q	B004	1200 - 1230
*Public Toilet Duties- see below	Prospect Park	B Q S	B013	1240 - 1320
General Duties- see below Major Duties	Prospect Park	B Q S	B013	1320 - 1500
Report Off Duty.	Prospect Park	B Q S	B013	1500 -
**General Duties Sweep all stairs wipe all handrails. Scrap all mezzanines, control areas and platforms disinfect all unsanitary conditions, deck all stains and drag marks, feces, urine, empty clean and disinfect all trash receptacle, remove all stickers, graffiti on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM's, gates in control areas including OMNY validators, HPI's. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove all empty boxes. Clean mop and disinfect employee facility room, bathroom & public bathroom. Clean and disinfect refuse housing daily. Clean all mops, empty all mop buckets at the end of tour. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  Major duties: Daily Clean booth interior, exterior, mop booth floor, wash walls, dust ledges, clean booth interior & exterior windows  *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 toilet 0700 in the event it is close). Allow bathroom to dry 10 minutes before reopening.  Elevator Duties- EL382 & EL383 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#
SC0520	Station South	0700 - 1500	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Sheepshead Bay	B Q	B027	0700 -
*General Duties - See below	Sheepshead Bay	B Q	B027	0700 - 0830
***Major Duties - see below	Sheepshead Bay	B Q	B027	0830 - 0900
*General Duties - See below	Neck Rd	B Q	B026	0910 - 1050
***Major Duties - see below	Neck Rd	B Q	B026	1050 - 1120
Lunch	Neck Rd	B Q	B026	1120 - 1150
**Public Restroom Duties- see below	Sheepshead Bay	B Q	B027	1200 - 1245
****General Duties Cleaning- see below	Avenue U	B Q	B025	1300 - 1420
***Major Duties - see below	Avenue U	Q	B025	1420 - 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 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.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 stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening 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. Tue/Thur: Refuse Housing- Deck wash walls and floor. 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. Fri: 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.	Sheepshead Bay	B Q	B027	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#
SC0521	Station South	0700 - 1500	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Brighton Beach	Q	B029	0700 -
*General Duties- see below	Brighton Beach	Q	B029	0700 - 0900
**Major Duty Cleaning	Brighton Beach	Q	B029	0900 - 0930
Lunch	Brighton Beach	Q	B029	0930 - 1000
****RTO Facilities Duties - See below	Brighton Beach	Q	B029	1000 - 1100
**Public Restroom Duties- see below	Brighton Beach	Q	B029	1100 - 1130
*General Duties- see below	Ocean Pkwy	Q	B032	1140 - 1420
**Major Duty Cleaning-	Ocean Pkwy	Q	B032	1420 - 1450
Report Off Duty.	Brighton Beach	Q	B029	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. Wipe down &amp; disinfect 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.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] 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:Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Refuse Housing- 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. 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 floor. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.  ****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.</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#
SC0522	Station South	1500 - 2300	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	7 Av	B Q	B004	1500 -
*General Duties- see below	7 Av	B Q	B004	1500 - 1700
*Major Duty - Booth - see below - Sun Only	7 Av	B Q	B004	1600 - 1700
*Public Toilet Duties - see below	Prospect Park	B Q S	B013	1705 - 1735
*General Duties- see below	Prospect Park	B Q S	B013	1735 - 1900
*Major Duty - Booth - see below - Sat Only	Prospect Park	B Q S	B013	1800 - 1900
Lunch	Prospect Park	B Q S	B013	1900 - 1930
*Light General Duties- see below	7 Av	B Q	B004	1940 - 2100
*Light General Duties- see below	Prospect Park	B Q S	B013	2110 - 2250
Report off Duty	7 Av	B Q	B004	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 around 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, 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.				
*Public Toilet Duties Clean Men and Women public toilets: 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 Booth- 7th Avenue  Sun: Clean  booth interior and exterior, mop floor, wipe down walls, and dust ledges.				
*Major Duty Cleaning Booth- Prospect Park  Clean booth interior and exterior, mop floor, wipe down walls, and dust 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.

## 2024 STAC Winter Pick

**Pick Effective Date:** 1/14/2024

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
<b>Sunday-Saturday</b>				
Report On Duty In Full Uniform. Perform *General Duties- see below	Franklin Av	C	N114	1500 - 1620
Perform *General Duties- see below (Shuttle Platform, Bridge to Walkway, Control Area)	Franklin Av	C	N114	1620 - 1700
Perform *General Duties- see below Perform *Major Cleaning (1740-1810)	Park Place	S	B009	1710 - 1820
Lunch	Park Place	S	B009	1820 - 1850
Perform *General Duties- see below (Stairways, Outside Area, N/S/B Platforms)	Franklin Av	C	N114	1900 - 2020
Perform ***Esc & Elevators Cleaning- (2115-2215) Perform *Major Cleaning (2215-2250)	Franklin Av	C	N114	2020 - 2250
Report Off Duty.	Franklin Av	C	N114	2300 -
<p>*General Duties-Daily</p> <p>Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including Bus stop adjacent to station along Franklin Av. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down &amp; disinfect 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.</p> <p>***Escalator &amp; Elevator Duties- Esc 352, EL339, EL340</p> <p>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 Duty Cleaning-</p> <p>PARK PLACE</p> <p>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.</p> <p>Tue: Trash Receptacles - Deck Mop, Clean and Disinfect ALL Trash Receptacles</p> <p>Tue: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers.</p> <p>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.</p> <p>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.</p> <p>FRANKLIN AV</p> <p>Sun: Back Room Area- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers.</p> <p>Mon: 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.</p> <p>Wed: SB Trash Receptacles- Deck wash, Clean and Disinfect ALL SB Trash Receptacles</p> <p>Thu: NB Trash Receptacles- Deck wash, Clean and Disinfect ALL NB Trash Receptacles</p> <p>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.</p> <p>Sat: Shuttle Trash Receptacles- Deck wash, Clean and Disinfect ALL SB Trash Receptacles</p>				

**Deodorize the entire station.**

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0524	Station South	1500 - 2300	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Church Av	B Q	B016	1500 -
**Public Restroom Duties	Church Av	B Q	B016	1500 - 1530
*General Duties- see below	Church Av	B Q	B016	1530 - 1830
***Major Duty Cleaning	Church Av	B Q	B016	1830 - 1900
**Public Restroom Duties	Church Av	B Q	B016	1900 - 1930
Lunch	Church Av	B Q	B016	1930 - 2000
*General Duties- see below	Cortelyou Rd	Q	B018	2010 - 2140
***Major Duty Cleaning	Cortelyou Rd	Q	B018	2140 - 2210
*General Duties- see below	Church Av	B Q	B016	2215 - 2300
Report Off Duty.	Church Av	B Q	B016	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 &amp; disinfect 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.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 stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening.  ***Major Duty Cleaning- Sun: - Clean booth [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:Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue/Sat: Refuse Housing- 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. 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.</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#
SC0524A	Station South	1500 - 2300	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Parkside Av	B Q	B014	1500 -
*General Duties- see below	Parkside Av	B Q	B014	1500 - 1630
*Major Duty Cleaning	Parkside Av	B Q	B014	1630 - 1700
*General Duties- see below	Beverley Rd	B Q	B017	1715 - 1830
Lunch	Beverley Rd	B Q	B017	1830 - 1900
*Major Duty Cleaning	Beverley Rd	Q	B017	1900 - 1940
*General Duties- see below	Neck Rd	Q	B026	2000 - 2200
*Major Duty Cleaning	Neck Rd	Q	B026	2200 - 2230
Report Off Duty.	Parkside Av	B Q	B014	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 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. 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/Fri: -Refuse Housing- 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. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thur: 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 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				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0525	Station South	1500 - 2300	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	Kings Hwy	B Q	B024	1500 -
*General Duties- see below	Kings Hwy	B Q	B024	1500 - 1650
*General Duties- see below	Avenue J	Q	B021	1700 - 1850
Closed Public Toilet @ 1900 Public Restroom Duties	Kings Hwy	B Q	B024	1900 - 1930
Lunch	Kings Hwy	B Q	B024	1930 - 2000
*General Duties - see below	Kings Hwy	B Q	B024	2000 - 2100
*General Duties - see below	Avenue J	Q	B021	2110 - 2210
***Elevator Duties- EL760, EL761	Kings Hwy	B Q	B024	2220 - 2250
****Major Duty Cleaning- Deodorize Station	Kings Hwy	B Q	B024	2250 - 2300
Report Off Duty	Kings Hwy	B Q	B024	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 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. 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 stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening.  ***Elevator Duties- EL760, EL761 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: - Clean booth [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:Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue/Thur/Sat: Refuse Housing- Deck wash walls and floor. 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. Fri: 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#
SC0526	Station South	1500 - 2300	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	West 8 St NY Aquarium	F Q	G011	1500 -
*General Duties- see below.	West 8 St NY Aquarium	F Q	G011	1500 - 1900
**Major Duty (Monday/Friday)- see below.	West 8 St NY Aquarium	F Q	G011	1800 - 1900
Lunch	West 8 St NY Aquarium	F Q	G011	1930 - 2000
*General Duties- see below.	Neptune Av	F	N562	2010 - 2210
**Escalator Duties- See Below.	West 8 St NY Aquarium	F Q	G011	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 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. 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:  Monday: Supply Room- Pick up supplies from Church Ave deliver to West 8th St  Fri: Supply Room- Pick up supplies from Church Ave deliver to West 8th St  **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean ESC #335. 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.	West 8 St NY Aquarium	F Q	G011	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#
SC0526A	Station South	1500 - 2300	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	Ocean Pkwy	Q	B032	1500 -
*General Duties- see below	Ocean Pkwy	Q	B032	1500 - 1700
**Major Duty Cleaning-	Ocean Pkwy	Q	B032	1700 - 1730
*General Duties- see below	Brighton Beach	Q	B029	1740 - 1830
**Major Duty Cleaning-	Brighton Beach	Q	B029	1830 - 1900
***General Public Bathroom Duties - see below	Brighton Beach	Q	B029	1900 - 1930
Lunch	Brighton Beach	Q	B029	1930 - 2000
*General Duties- see below	Avenue U	Q	B025	2015 - 2200
**Major Duty Cleaning-	Avenue U	Q	B025	2200 - 2245
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 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. 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] 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:Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Refuse Housing- 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. 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 floor. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.  ***Public Toilet Duties- Note-In lieu toilets are out of service, listed general Duties will be performed 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	Ocean Pkwy	Q	B032	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#
SC0526B	Station South	0700 - 1500	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform *General Duties- see below *Major Duty (Sunday thru Saturday 1000-1030 )- see below	West 8 St NY Aquarium	F Q	G011	0700 - 1030
Lunch	West 8 St NY Aquarium	F Q	G011	1030 - 1100
*Escalator Duties - see Below	West 8 St NY Aquarium	F Q	G011	1110 - 1200
*General Duties- see below	West 8 St NY Aquarium	F Q	G011	1210 - 1340
*General Duties- see below *Major Duties (Thurs/Fri/Sat 1415-1500)- see below	Neptune Av	F	N562	1345 - 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 ADA ramp. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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: Sunday thru Saturday: Remove pigeon dropping in unmanned mezzanine area. Clean/Scrap 3ft around all street area.  *Major Duty Cleaning: Thu: Employee Facility Room/ Supply Rooms- 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. .Sat: Booth- Clean booth G011 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris.  *Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean ESC #335. Remove pigeon droppings, 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.	West 8 St NY Aquarium	F Q	G011	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#
SC0527	Station South	1500 - 2300	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Sheepshead Bay	B Q	B027	1500 -
*General Duties- see below	Sheepshead Bay	B Q	B027	1500 - 1800
***Major Duty Cleaning	Sheepshead Bay	B Q	B027	1800 - 1830
Lunch	Sheepshead Bay	B Q	B027	1830 - 1900
**Public Restroom Duties - Close Public Toilet @ 1900	Sheepshead Bay	B Q	B027	1900 - 1930
*General Duties- see below	Avenue M	B Q	B022	1945 - 2200
***Major Duty Cleaning	Avenue M	Q	B022	2200 - 2245
Report Off Duty.	Sheepshead Bay	B Q	B027	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 &amp; disinfect 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.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 stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening  ***Major Duty Cleaning- Sun: - Clean booth [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:Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue/Sat: Refuse Housing- 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. 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.</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#
SC0528	Station South	2300 - 0700	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	9 Av	D	E001	2300 -
*General Duties- see below	9 Av	D	E001	2300 - 0040
**Major Duties Floors- see below	9 Av	D	E001	0040 - 0130
*General Duties - see below	Fort Hamilton Pkwy	D	E003	0140 - 0300
**Major Duty Floors - See below	Fort Hamilton Pkwy	D	E003	0300 - 0330
Lunch	Fort Hamilton Pkwy	D	E003	0330 - 0400
*General Duties- see below	50 St	D	E004	0410 - 0530
**Major Duty Floors- see below	50 St	D	E004	0530 - 0600
*General Duties- see below	9 Av	D	E001	0610 - 0700
Report Off Duty.	9 Av	D	E001	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 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.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.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0529	Station South	1500 - 2300	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	86 St	N	D016	1500 -
*General Duties- see below	86 St	N	D016	1500 - 1620
**Major Duties Cleaning- see below	86 St	N	D016	1620 - 1650
*General Duties- see below	Avenue U	N	D015	1700 - 1820
**Major Duties Cleaning- see below	Avenue U	N	D015	1820 - 1850
Lunch	Avenue U	N	D015	1850 - 1920
***RTO Facility at Highlawn Entrance	Kings Hwy	D	D012	1930 - 2030
*General Duties- see below	Kings Hwy	D	D012	2030 - 2210
**Major Duties Cleaning- see below	Kings Hwy	N	D012	2210 - 2245
Report Off Duty.	86 St	N	D016	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 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.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/Fri: Refuse Pagoda- Deck wash walls and floor. 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. Wed: 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. 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.  . ***RTO Facilities Duties- Note: If RTO Facility is closed, listed General Duties will be performed. 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#
SC0530	Station South	2300 - 0700	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	79 St	D	E011	2300 -
*General Duties- see below	79 St	D	E011	2300 - 0030
**Major Duties Floors- see below	79 St	D	E011	0030 - 0200
Lunch	79 St	D	E011	0200 - 0230
*General Duties- see below	18 Av	D	E012	0240 - 0400
**Major Duties Floors- see below	18 Av	D	E012	0400 - 0600
*General Duties- see below	79 St	D	E011	0610 - 0700
Report Off Duty.	79 St	D	E011	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 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.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				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0531	Station South	2300 - 0700	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Bay Pkwy	D	E014	2300 -
*General Duties- see below	Bay Pkwy	D	E014	2300 - 0100
**Elevator Duties- see below	Bay Pkwy	D	E014	0100 - 0130
***Major Duties Floors- see below	Bay Pkwy	D	E014	0130 - 0200
Lunch	Bay Pkwy	D	E014	0200 - 0230
*General Duties- see below	71 St	D	E009	0240 - 0500
***Major Duties Floors- see below	71 St	D	E009	0520 - 0600
*General Duties- see below	Bay Pkwy	D	E014	0610 - 0700
Report Off Duty.	Bay Pkwy	D	E014	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 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.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 [EL376, EL377, 378] 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 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#
SC0531A	Station South	2300 - 0700	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below	Bay 50 St	D	E016	2300 - 0030
*Major Duty Cleaning- see below	Bay 50 St	D	E016	0030 - 0100
*Major Duty Floors- see below	Bay 50 St	D	E016	0100 - 0200
Lunch	Bay 50 St	D	E016	0200 - 0230
*General Duties- see below	25 Av	D	E015	0250 - 0420
*Major Duty Floors- see below	25 Av	D	E015	0420 - 0550
*Major Duty Cleaning- see below	25 Av	D	E015	0550 - 0620
*General Duties- see below	Bay 50 St	D	E016	0630 - 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 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. 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:Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Refuse Housing- 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. 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 floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect."  "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.	Bay 50 St	D	E016	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#
SC0532	Station South	2300 - 0700	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Coney Island Stillwell Av	D F N Q	G009	2300 -
*General Duties- D/F platform/G001/G009 see below	Coney Island Stillwell Av	D F N Q	G009	2300 - 0030
*General Duties- N/Q platform - see below	Coney Island Stillwell Av	D F N Q	G009	0030 - 0300
Lunch	Coney Island Stillwell Av	D F N Q	G009	0300 - 0330
****Major Duty Cleaning- CSC Booth Daily	Coney Island Stillwell Av	D F N Q	G009	0330 - 0430
**Major Duty Floors-Nightly D/F/N/Q/Overpass	Coney Island Stillwell Av	D F N Q	G009	0430 - 0530
***Elevator Duties- EL701, EL702	Coney Island Stillwell Av	D F N Q	G009	0530 - 0600
*General Duties - Open Public Toilets @ 0700	Coney Island Stillwell Av	D F N Q	G009	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 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.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 EL701, EL702] 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- CSC Booth Daily 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  Elevator Duties  Clean and Polish [EL701, EL702] 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- CSC Booth Daily 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.	Coney Island Stillwell Av	D F N Q	G009	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#
SC0533	Station South	1500 - 2300	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Bay Pkwy	F	N553	1500 -
*General Duties – see below.	Bay Pkwy	F	N553	1500 - 1730
*General Duties – see below.	Avenue N	F	N555	1740 - 1930
Lunch	Avenue N	F	N555	1930 - 2000
**Major Duty- see below.	Avenue N	F	N555	2000 - 2100
*General Duties- see below.	Avenue P	F	N556	2100 - 2250
Report off duty.	Bay Pkwy	F	N553	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 [Sweep under 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: Sunday - Avenue N –N555 Clean and Disinfect Refuse housings, and Trash Receptacles N/S/B Island Platforms Monday – Avenue N – Stock station with supplies from Church Avenue Supply room Tuesday - Bucket Wash Q Panels on N/B Platform, Wipe Down Dirt , remove sticker residue ,and Graffiti residue Wednesday – Bucket Wash Q Panels on S/B Platform Wipe Down Dirt, Remove Sticker and Graffiti Residue Thursday - Sweep All Stairways Top to Bottom, Corner to Corner Friday- N 555- Avenue N- Stock station with supplies /organize supply room – Supplies from Church Supply room Saturday Avenue N – N555 Clean and Disinfect Interior/ Exterior of Booth N555 including bucket wash control 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#
SC0534	Station South	0700 - 1500	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	36 St	D N R	C018	0700 -
Clean, stock and open Public Restrooms @ 0700 hours	36 St	D N R	C018	0700 - 0715
*General Duties- see below	36 St	D N R	C018	0715 - 0915
*General Duties- see below	45 St	R	C019	0920 - 1120
Lunch	36 St	D N R	C018	1130 - 1200
*Public Toilet Duties - see below Close Public Restroom between 1200-1300 hours	36 St	D N R	C018	1200 - 1300
*Major Duty - see below	36 St	D N R	C018	1300 - 1350
*Major Duty - see below	45 St	R	C019	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 including around 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, 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles. *Public Toilet Duties Clean Men and Women public toilets: 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- 36th Street Sun: Clean Booth C018 Interior & Exterior: Mop Floor, Wipe Down Walls, and Dust Ledges Mon: Deck Wash walls and Floor in EFR Tue: Deck Wash Walls and Floor in Employee Toilet room. Clean Urinal, Sink and Mirror. Wipe Down All Dispensers – Replenish Paper and Soap Supplies Wed: Deck Wash Walls and Floor in EFR Including Wiping Down Lockers. Clean out Refrigerator And Microwave Thu: Deck Wash Walls and Floor in Scrubber Rooms, CTA Slop Sink Room Fri: Clean and Organize Chemical and Paper Supply Rooms – Discard all Boxes Sat: Clean and polish all AFC equipment  *Major Duty Cleaning- 45th Street Sun: Clean Booth C019 Interior & Exterior: Mop Floor, Wipe Down Walls, and Dust Ledges Mon: Deck Wash walls and Floor in EFR Tue: Deck Wash Walls and Floor in Employee Toilet room Clean Urinal, Sink and Mirror. Wipe Down All Dispensers – Replenish Paper and Soap Supplies Wed: Bucket Wash Canister Housing On N/S/B Platforms. Thu: Deck Wash N/B Platform Tile Wall. Fri: Deck Wash S/B Platform Tile Wall. Sat: Deck Wash C019 Mezzanine Tile Walls- Unpaid And Paid.	36 St	D N R	C018	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#
SC0534A	Station South	1100 - 1900	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Public Restroom Duties - see below	36 St	D N R	C018	1100 - 1150
*Public Restroom Duties - see below Close Public Restrooms from 1200-1300 hours	59 St	N R	C021	1200 - 1300
*Elevator Duties-see below	59 St	N R	C021	1300 - 1350
*Public Restroom Duties - see below	36 St	D N R	C018	1400 - 1500
Lunch	36 St	D N R	C018	1500 - 1530
*Public Restroom Duties - see below	59 St	N R	C021	1540 - 1730
*Elevator Duties-see below	59 St	N R	C021	1730 - 1820
*Public Restroom Duties - see below Clean and close Public Restrooms at 1900 hours	36 St	D N R	C018	1830 - 1900
Report Off Duty.  *Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.  *Public Toilet Duties Clean Men and Women public toilets: 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 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.	36 St	D N R	C018	1900 -

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0534B	Station South	2300 - 0700	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties-Daily - see below	36 St	D N R	C018	2300 - 0030
*General Duties-Daily - see below	53 St	R	C020	0040 - 0210
*Elevator Duties-see below	53 St	R	C020	0210 - 0310
*Major Duty Cleaning- see below	53 St	R	C020	0310 - 0340
Lunch	Bay Ridge Av	R	C023	0350 - 0500
*General Duties-Daily - see below	Bay Ridge Av	R	C023	0500 - 0600
*Light General Duties - see below Open Public Restrooms at 0700 hours	36 St	D N R	C018	0615 - 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 around 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, 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  *Light General Duties Inspect station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles. Deodorize the entire station  *Major Duty Cleaning- 53rd Street Sun: Clean & Polish AFC Equipment (Mvm, Mem, Turnstiles & Readers). Clean Hpi/Cai, Esi Digital Screens, Ledges, Benches, Map & Frames. Mon: Clean & Disinfect Efr; Floors/Walls/Fixtures. Tue: Clean & Disinfect S/B Scrubber Room. Wed: Clean, Disinfect Employee Toilet And Restock Paper Supplies. Thu: Clean & Disinfect N/B Scrubber Rooms. Fri: Bucket Wash All Platform S/W'S Sat: Clean & Disinfect Inside/Outside Of Refuse/Canister Housings And Room.  *Major Duty Cleaning- Bay Ridge Avenue Sun: Clean And Polish AFC Equipment (Mvm, Mem, Turnstiles & Readers). Clean Hpi/Cai, Esi Digital Screen On The Go Kiosk, Ledges, Benches, Map & Frames. Mon: Clean And Disinfect Efr; Floors/Walls/Fixtures. Tue: Clean And Disinfect S/B Scrubber Room. Wed: Employee Toilet- Restock All Paper Supplies. Thu: Clean And Disinfect N/B Scrubber Rooms. Fri: Bucket Wash Platform S/W'S. Sat: Clean And Disinfect Inside/Outside Of Refuse/Canister Housing And Room.	36 St	D N R	C018	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#
SC0535	Station South	0700 - 1500	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Fort Hamilton Pkwy	D	E003	0700 -
*General Duties- see below	Fort Hamilton Pkwy	D	E003	0700 - 0830
**Major Duties Cleaning- see below	Fort Hamilton Pkwy	D	E003	0830 - 0900
*General Duties- see below	50 St	D	E004	0910 - 1040
**Major Duties Cleaning- see below	50 St	D	E004	1040 - 1110
Lunch	50 St	D	E004	1110 - 1140
*General Duties- see below	9 Av	D	E001	1150 - 1420
**Major Duties Cleaning- see below	9 Av	D	E001	1420 - 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 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.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 E-003] 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 Pagoda - Deck wash walls and floor. 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 N/B 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: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on S/B platforms.	Fort Hamilton Pkwy	D	E003	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#
SC0536	Station South	1500 - 2300	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	18 Av	N	D008	1500 -
*General Duties- see below	18 Av	N	D008	1500 - 1630
*Major Duty Cleaning- see below	18 Av	N	D008	1630 - 1700
*General Duties- see below	20 Av	N	D009	1710 - 1840
*Major Duty Cleaning- see below	20 Av	N	D009	1840 - 1910
Lunch	20 Av	N	D009	1910 - 1940
*General Duties- see below	Bay Pkwy	N	D010	1950 - 2130
*Major Duty Cleaning- see below	Bay Pkwy	N	D010	2130 - 2200
*General Duties- see below	18 Av	N	D008	2210 - 2300
Report Off Duty.	18 Av	N	D008	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 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. 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/Fri: Refuse Pagoda- Deck wash walls and floor. 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. Wed: 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. 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#
SC0537	Station South	0700 - 1500	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	79 St	D	E011	0700 -
*General Duties- see below	79 St	D	E011	0700 - 0830
**Major Duties Cleaning- see below	79 St	D	E011	0830 - 0900
**General Duties - see below	18 Av	D	E012	0910 - 1040
**Major Duties Cleaning- see below	18 Av	D	E012	1040 - 1110
Lunch	18 Av	D	E012	1110 - 1140
**General Duties- see below	20 Av	D	E013	1150 - 1330
**Major Duties Cleaning- see below	20 Av	D	E013	1330 - 1400
**General Duties- see below	79 St	D	E011	1410 - 1500
Report Off Duty.	79 St	D	E011	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 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.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 E-003] 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 Pagoda - Deck wash walls and floor. 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 N/B 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: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on 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#
SC0538	Station South	0700 - 1500	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Bay Pkwy	D	E014	0700 -
*General Duties- see below	Bay Pkwy	D	E014	0700 - 0830
**Elevator Duties EL376, EL377, 378- see below	Bay Pkwy	D	E014	0830 - 0900
*General Duties - see below	25 Av	D	E015	0910 - 1040
***Major Duties Cleaning- see below	25 Av	D	E015	1040 - 1110
Lunch	25 Av	D	E015	1110 - 1140
*General Duties - see below	20 Av	D	E013	1150 - 1320
***Major Duties Cleaning- see below	20 Av	D	E013	1320 - 1350
*General Duties - see below	Bay Pkwy	D	E014	1400 - 1500
Report Off Duty.	Bay Pkwy	D	E014	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. Wipe down &amp; disinfect 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. 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 [EL376, EL377, 378] 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 [booth E-003] 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 Pagoda - Deck wash walls and floor. 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 N/B 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. Sat: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on S/B platforms.</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#
SC0539	Station South	0700 - 1500	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Coney Island Stillwell Av	D F N Q	G009	0700 -
*General Duties- Open Public Bathroom @ 0700	Coney Island Stillwell Av	D F N Q	G009	0700 - 0900
**Public Restroom Duties	Coney Island Stillwell Av	D F N Q	G009	0900 - 1000
Lunch	Coney Island Stillwell Av	D F N Q	G009	1000 - 1030
****Major Duties Cleaning- see below	Coney Island Stillwell Av	D F N Q	G009	1030 - 1130
***Elevator Duties- EL701, EL702	Coney Island Stillwell Av	D F N Q	G009	1130 - 1200
**Public Restroom Duties	Coney Island Stillwell Av	D F N Q	G009	1200 - 1300
*General Duties - See below	Coney Island Stillwell Av	D F N Q	G009	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. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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.Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  **Public Restroom Duties- If public bathroom is out of service or assigned to someone else General Duties apply 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  Clean and Polish [EL701, EL702] 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/Tue/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. Mon:/WedSupply 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.	Coney Island Stillwell Av	D F N Q	G009	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#
SC0539A	Station South	0800 - 1600	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	Coney Island Stillwell Av	D F N Q	G009	0800 -
*General Duties- see below	Coney Island Stillwell Av	D F N Q	G009	0800 - 1000
****Major Duty Cleaning- CSC Booth	Coney Island Stillwell Av	D F N Q	G009	1000 - 1100
Lunch	Coney Island Stillwell Av	D F N Q	G009	1100 - 1130
**Elevator Duties- EL701, EL702	Coney Island Stillwell Av	D F N Q	G009	1130 - 1200
*General Duties- see below	Coney Island Stillwell Av	D F N Q	G009	1200 - 1400
****Major Duty Cleaning- CSC Booth	Coney Island Stillwell Av	D F N Q	G009	1400 - 1500
**Major Duty Cleaning	Coney Island Stillwell Av	D F N Q	G009	1500 - 1600
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 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.Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  **Major Duty Cleaning- Mon/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. Tue/Thur: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Fri/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. 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. Elevator Duties  Clean and Polish [EL701, EL702] 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- Booth- 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. CSC Booth- 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.	Coney Island Stillwell Av	D F N Q	G009	1600 -

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0540	Station South	1500 - 2300	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	9 Av	D	E001	1500 -
*General Duties- see below	9 Av	D	E001	1500 - 1630
**Major Duties Cleaning- see below	9 Av	D	E001	1630 - 1700
Lunch	9 Av	D	E001	1700 - 1730
*General Duties - see below	Fort Hamilton Pkwy	D	E003	1740 - 1910
**Major Duties Cleaning- see below	Fort Hamilton Pkwy	D	E003	1910 - 1940
*General Duties - see below	50 St	D	E004	1950 - 2120
**Major Duties Cleaning- see below	50 St	D	E004	2120 - 2150
*General Duties - see below	9 Av	D	E001	2200 - 2300
Report Off Duty.	9 Av	D	E001	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 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.Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
**Major Duty Cleaning Sun/Thur/Sat Refuse Housing- Deck wash walls and floor. 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:Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on N/B platforms. Fri:Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on S/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#
SC0541	Station South	1500 - 2300	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	79 St	D	E011	1500 -
*General Duties- see below	79 St	D	E011	1500 - 1630
**Major Duties Cleaning- see below	79 St	D	E011	1630 - 1700
*General Duties- see below	18 Av	D	E012	1710 - 1840
**Major Duties Cleaning- see below	18 Av	D	E012	1840 - 1910
Lunch	18 Av	D	E012	1910 - 1940
*General Duties - see below	20 Av	D	E013	1950 - 2130
**Major Duties Cleaning- see below	20 Av	D	E013	2130 - 2200
*General Duties - see below	79 St	D	E011	2210 - 2300
Report Off Duty.	79 St	D	E011	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 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.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/Fri: Refuse Pagoda- Deck wash walls and floor. 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. Wed: 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. 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#
SC0542	Station South	1500 - 2300	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Bay Pkwy	D	E014	1500 -
*General Duties- see below	Bay Pkwy	D	E014	1500 - 1630
**Elevator Duties- see below	Bay Pkwy	D	E014	1630 - 1700
***Major Duties Cleaning- see below	Bay Pkwy	D	E014	1700 - 1730
*General Duties- see below	25 Av	D	E015	1740 - 1930
***Major Duties Cleaning- see below	25 Av	D	E015	1930 - 2000
Lunch	25 Av	D	E015	2000 - 2030
*General Duties- see below	Bay 50 St	D	E016	2040 - 2150
***Major Duties Cleaning- see below	Bay 50 St	D	E016	2150 - 2220
*General Duties- see below	Bay Pkwy	D	E014	2230 - 2300
Report Off Duty.	Bay Pkwy	D	E014	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 &amp; disinfect 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. 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 [EL376, EL377, EL378] 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/Tue/Sat: Refuse Pagoda - Deck wash walls and floor. 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. Restock supplies. Wed: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on N/B platforms. Thur:Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers.. Fri: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on S/B platforms.</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#
SC0543	Station South	1500 - 2300	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Coney Island Stillwell Av	D F N Q	G009	1500 -
*General Duties- see below	Coney Island Stillwell Av	D F N Q	G009	1500 - 1720
***Elevator Duties- EL701, EL702	Coney Island Stillwell Av	D F N Q	G009	1720 - 1800
Lunch	Coney Island Stillwell Av	D F N Q	G009	1800 - 1830
****Major Duties Cleaning- see below	Coney Island Stillwell Av	D F N Q	G009	1830 - 1900
**Public Restroom Duties Closed Bathroom @ 1900	Coney Island Stillwell Av	D F N Q	G009	1900 - 2000
*General Duties- see below	Coney Island Stillwell Av	D F N Q	G009	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 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.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 stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening.  Elevator Duties Clean and Polish [EL701, EL702] 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/Tue/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. 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. 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.	Coney Island Stillwell Av	D F N Q	G009	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#
SC0544	Station South	2300 - 0700	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.  *General Duties-see below  *Major Duties (0100-0130)-see below	Kew Gardens Union Tpke	E F	N336	2300 - 0130
* Elevator Duties – see below	Kew Gardens Union Tpke	E F	N336	0130 - 0230
Lunch	Kew Gardens Union Tpke	E F	N336	0230 - 0300
*General Duties-see below  *Major Duties (0420-0450)	75 Av	E F	N334B	0310 - 0450
*Major Duty Floors Nightly –see below	75 Av	E F	N334B	0450 - 0535
*Major Duty Floors Nightly –see below	Kew Gardens Union Tpke	E F	N336	0545 - 0630
*Inspect station for unsanitary conditions and correct. Re-scrap station and empty Trash receptacles. Remove all spills and Stains from floor. Public bathroom duties – open at 0700 hours see below	Kew Gardens Union Tpke	E F	N336	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. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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 outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR, scrubber room 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- Mon: N334B 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: N334B – 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: N334B 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. Thurs.: N334B 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: N336 - 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 [ELE 434,435,4363]. 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.  Public Restroom Duties- If restrooms are out of service, listed General Duties will be performed. 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 toilet @0700 hours.	Kew Gardens Union Tpke	E F	N336	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#
SC0545	Station South	2300 - 0700	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
*Perform General Duties - see below	Parsons Blvd	F	N339A	2300 - 0015
Report On Duty In Full Uniform.	Parsons Blvd	F	N339A	2300 - 2300
*Major Duties “Floors” - see below	Parsons Blvd	F	N339A	0015 - 0100
*General Duties –see below				
*Major Duties (0210-0310) –see below	169 St	F	N340A	0110 - 0320
Lunch	169 St	F	N340A	0320 - 0350
*General Duties - see below	Parsons Blvd	F	N339A	0400 - 0520
*Major Duties (0420-0520) – see below				
* General Duties-see below	169 St	F	N340A	0530 - 0615
*Major Duties Floors – see below	169 St	F	N340A	0615 - 0650
Report Off Duty.	Parsons Blvd	F	N339A	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. 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, stairway S2 landing and outside area (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: N340A Bucket wash and disinfect all stairways S2, M2A/B, S4, M4A/B, M1A/B, S1, S3, M3A/B, S5, M5A/B, M6A/B, S8, M8A/B, S7, M7-remove all pigeon droppings. Mon: N339A Mezzanine in front of the EFR entrance - Bucket wash concrete floors, gutters and disinfect unsanitary conditions Tue: N339ABucket wash and disinfect stairways S1, M1, S2, M2, S3, M3, S4, M4A/B, S5, M5A/B, S6, M6A/B Wed: Supply Room- N339ATidy 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: N340A Scrubber/Storage 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: N339A 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 ****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.  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 MVM/MEM Clean all AFC equipment including turnstile heads and validators throughout the 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#
SC0546	Station South	2300 - 0700	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Sutphin Blvd	F	N338B	2300 -
*General Duties - see below	Sutphin Blvd	F	N338B	2300 - 0015
*Major Duty Floors-see below	Sutphin Blvd	F	N338B	0015 - 0100
*General Duties - see below *Major Duties (0240-0310) –see below	Briarwood	E F	N337	0110 - 0310
Lunch	Briarwood	E F	N337	0310 - 0340
*Perform General Duties - see below	Sutphin Blvd	F	N338B	0350 - 0450
*Major Duty Cleaning- see below	Sutphin Blvd	F	N338B	0450 - 0520
*Elevator Duties ELE # 424 - see below	Briarwood	E F	N337	0530 - 0550
*Major Duty Floors-Nightly	Briarwood	E F	N337	0550 - 0635
*Inspect station for unsanitary conditions and correct. Re-scrap station and empty trash receptacles. Remove all spills and stains.	Briarwood	E F	N337	0635 - 0650
Report Off Duty.	Sutphin Blvd	F	N338B	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 including the 84th Road Entrance at Briarwood. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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 outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR, scrubber room and employee restrooms.				
*Major Duty Cleaning- Sat: N337 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. Daily: N338B 144 St Unstaffed Unpaid mezzanine- Scrap mezzanine and sweep stairways. Disinfect/clean all urine and unsanitary areas. Hose/bucket wash mezzanine Clean and disinfect stairways S5, M5A/B, S7, M7 gutters, tile walls and floors				
**Elevator Duties - Note- In lieu Elevators are out of service, listed General Duties will be performed Clean and polish ELE 424. 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.				
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 MVM/MEM Clean all AFC equipment including turnstile heads and validators throughout the 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#
SC0547	Station South	0700 - 1500	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.  If closed Open and stock Public Restrooms @ 0700 hours  ***General Duties- see below ****Major Duties –see below	Jamaica Center Parsons/Archer	E J Z	N606	0700 - 0930
Disinfect Men/Women Public Toilet – see below Restock toilet paper and soap	Jamaica Center Parsons/Archer	E J Z	N606	0930 - 1000
**Elevator Duties EL412, EL413- see below	Jamaica Center Parsons/Archer	E J Z	N606	1000 - 1030
Clean and mop Supervisor’s office	Jamaica Center Parsons/Archer	E J Z	N606	1030 - 1100
Lunch	Jamaica Center Parsons/Archer	E J Z	N606	1100 - 1130
**Escalator Duties ES447- see below	Jamaica Center Parsons/Archer	E J Z	N606	1130 - 1230
Clean chemical/paper supply rooms and cages Organize and stack supplies. Discard empty boxes  Public Restroom Duties (1200-1300) – see below Note- If public restrooms out of service, listed General Duties will be performed	Jamaica Center Parsons/Archer	E J Z	N606	1230 - 1300
*General Duties “E” line ONLY- see below	Jamaica Center Parsons/Archer	E J Z	N606	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 scrap bus loading area on Archer Avenue between 150 St and Parson Blvd. Disinfect and remove stickers. Clean behind back wall of E412. Scrap unstaffed mezzanine, control area, “E” line island platform. Wipe down & disinfect all stairway handrails. Sweep all stairways leading from “E” platform to “J” platform. Clean and polish AFC equipment (MVMs, Turnstiles) in control area including OMNY validators. Wipe down all digital ad panels and fire hose 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, and outside areas (3 ft.) 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- Sat: N606 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. Daily: N606 Scrap mezzanine and sweep stairways. Disinfect/clean all urine and unsanitary areas. Hose/bucket wash mezzanine Clean and disinfect all stairway gutters, tile walls and floors  **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean ES447. 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.  *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.(Open Public toilet 0700 in the event it is close). Clean and close 1200-1300 public bathroom. Allow bathroom to dry 10 minutes before reopening.  **Elevator Duties - Clean and polish EL412 and EL413. 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 behind back wall of E412. Clean and wipe down the safety edge with a dry rag from top to bottom.	Jamaica Center Parsons/Archer	E J Z	N606	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#
SC0548	Station South	0700 - 1500	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Monday-Friday				
Report On Duty In Full Uniform.	Jamaica Center Parsons/Archer	E J Z	N606	0700 - 0900
*General Duties “J” line ONLY- see below				
*Public Restroom Duties – see below	Jamaica Center Parsons/Archer	E J Z	N606	0900 - 0930
*Station Cleaning Duties – see below	Jamaica Center Parsons/Archer	E J Z	N606	0930 - 1030
Lunch	Jamaica Center Parsons/Archer	E J Z	N606	1030 - 1100
*General Duties “J” line ONLY- see below	Jamaica Center Parsons/Archer	E J Z	N606	1100 - 1500
Report Off Duty.	Jamaica Center Parsons/Archer	E J Z	N606	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. Disinfect and remove stickers. Scrap Main mezzanines, control area, “E”, “J” line island platforms. Wipe down &amp; disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles) in control area including OMNY validators. Wipe down all digital ad panels and fire hose 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, 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>*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.</div> <div>*Station Cleaning Duties- District Office/ Employee Facilities District 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.</div> <div>**Elevator Duties - Clean and polish EL412 and EL413. 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 behind back wall of E412.Clean and wipe down the safety edge with a dry rag from top to bottom.</div>				

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0548	Station South	0700 - 1500	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Saturday-Sunday				
Report On Duty In Full Uniform.	Jamaica Center Parsons/Archer	E J Z	N606	0700 - 0930
*General Duties “E” and “J” lines- see below				
*Public Restroom Duties – see below	Jamaica Center Parsons/Archer	E J Z	N606	0930 - 1000
*Elevator Duties EL412, EL413 – see below	Jamaica Center Parsons/Archer	E J Z	N606	1000 - 1030
Lunch	Jamaica Center Parsons/Archer	E J Z	N606	1030 - 1100
*General Duties “E” and “J” lines- see below	Jamaica Center Parsons/Archer	E J Z	N606	1100 - 1500
Report off Duty.	Jamaica Center Parsons/Archer	E J Z	N606	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. Disinfect and remove stickers. Scrap Main mezzanines, control area, “E”, “J” line island platforms. Wipe down &amp; disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles) in control area including OMNY validators. Wipe down all digital ad panels and fire hose 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, 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>*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.</div> <div>*Station Cleaning Duties- District Office/ Employee Facilities District 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.</div> <div>**Elevator Duties - Clean and polish EL412 and EL413. 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 behind back wall of E412.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#
SC0549	Station South	0700 - 1500	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.  *General Duties- see below  *Major Duties (0900-1000)-see below	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	0700 - 1000
Clean and disinfect refuse room	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	1000 - 1030
Lunch	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	1030 - 1100
**Elevator Duties EL411- see below	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	1100 - 1130
Clean glass in N605 mezzanine and on platform stairways	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	1130 - 1230
*General Duties- see below	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	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. Wipe down & disinfect 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. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  *Major Duty Cleaning-  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 EL411. 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.	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	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#
SC0549A	Station South	0700 - 1500	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.  *Elevator Duties - see below Note- If Elevators are out of service listed General Duties will be performed	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	0700 - 0730
*General Duties Platform Levels- see below	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	0730 - 1000
*Major Duties -see below	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	1000 - 1100
Lunch	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	1100 - 1130
*General Duties Mezzanine Level- see below	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	1130 - 1400
*Elevator Duties - see below	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	1400 - 1430
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	1430 - 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. Wipe down & disinfect 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. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  *Major Duty Cleaning Sun: Bucket wash N605 Mezzanine urine areas and stairways M7, M5, S3, M8, M4 and S4. Mon: Consolidated Hallway- Clean, dust, deck wash walls and floor. Tue: Employee Toilets- Clean Men's Toilet and Inner room: Wipe down all surfaces including walls, modesty panels, vanity mirrors, electrical hand dryers, dispensers and holders. Clean sink 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 Toilets- Clean Women's Toilet and Inner room: Wipe down all surfaces including walls, modesty panels, vanity mirrors, electrical hand dryers, dispensers and holders. Clean sink 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 lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Consolidated Hallway- Clean, dust, deck wash walls and floor. Sat: Bucket wash N605 Mezzanine urine areas and stairways M1, M3,S1, M6, M2 and S2.  Elevator Duties Clean and polish (ELE 411). 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.	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	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#
SC0550	Station South	0700 - 1500	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Jamaica Van Wyck	E	N604	0700 - 1030
*General Duties - see below				
*Elevator Duties EL408, EL409 (1000-1030) – see below				
*Major Duty- see below	Jamaica Van Wyck	E	N604	1030 - 1115
*Station Cleaning Duties - see below	Jamaica Van Wyck	E	N604	1115 - 1145
Lunch	Jamaica Van Wyck	E	N604	1145 - 1215
*Escalator Duties ES427- see below	Jamaica Van Wyck	E	N604	1215 - 1310
Refuse Room – Deck wash wall and floor. Wipe down FX. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.	Jamaica Van Wyck	E	N604	1310 - 1345
*General Duties - see below	Jamaica Van Wyck	E	N604	1345 - 1500
Report Off Duty.	Jamaica Van Wyck	E	N604	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: Booth- Clean booth N604 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: Pick up cleaning supplies from N606 Jamaica Center Main Supply Rooms. Restock chemical and paper supplies. Tue/Wed/Thu/Sat: Clean all window ledges, railings and tile walls on stairways.				
**Elevator Duties - Clean and polish EL408, EL409. 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.				
**Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean ES427. 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.				
*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.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0551	Station South	0700 - 1500	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	75 Av	E F	N334B	0700 - 1000
*General Duties- see below				
*Major Duty (0900-1000) - see below				
*Station Cleaning Duties – see below	75 Av	E F	N334B	1000 - 1020
***RTO Jamaica Yard – see below	75 Av	E F	N334B	1030 - 1230
Lunch	75 Av	E F	N334B	1240 - 1310
**General Duties- see below	75 Av	E F	N334B	1310 - 1500
Report Off Duty.	75 Av	E F	N334B	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 Refuse Room. 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 N334B interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris.				
*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.				
***RTO Yard 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. **Garbage is to be placed in the dumpster at the north end of Barn.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0552	Station South	0700 - 1500	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Kew Gardens Union Tpke	E F	N336	0700 - 1030
*General Duties - see below				
*Station Cleaning Duties - see below	Kew Gardens Union Tpke	E F	N336	1030 - 1100
*Major Duty (0930-1030) - see below				
Lunch	Kew Gardens Union Tpke	E F	N336	1100 - 1130
**Elevator Duties EL434, EL435, EL436 - see below	Kew Gardens Union Tpke	E F	N336	1130 - 1200
*General Duties - see below	Kew Gardens Union Tpke	E F	N336	1200 - 1500
Public Toilet cleaning 1200-1300 hours				
Note- If public toilets out of service, General Duties listed will be performed				
Report Off Duty.	Kew Gardens Union Tpke	E F	N336	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- Sat: Booth- Clean booth N336 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 EL434, EL435, EL436. 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 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.				
Public Restroom Duties - If restrooms are out of service, listed General Duties will be performed. 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 toilet @0700 hours if closed. Clean and Close from 1200-1300.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0553	Station South	0700 - 1500	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Jamaica 179 St	F	N343	0700 - 0815
**RTO Complex Duties - see below				
*Public Restroom Duties – see below	Jamaica 179 St	F	N343	0815 - 0845
*General Duties – see below	Jamaica 179 St	F	N343	0845 - 1100
*Major Duty (1000-1100) – see below				
Lunch	Jamaica 179 St	F	N343	1100 - 1130
Elevator Duties EL431, EL432, EL433 – see below	Jamaica 179 St	F	N343	1130 - 1215
*General Duties – see below	Jamaica 179 St	F	N343	1215 - 1500
Report Off Duty.	Jamaica 179 St	F	N343	1500 -
<div>**RTO Complex Duties 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.</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 stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening.</div> <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 &amp; disinfect 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>*Major Duty Cleaning- Sun: Booth- Clean booth N343 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: Clean and polish EL431, EL432, EL433. 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#
SC0554	Station South	0700 - 1500	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.  **General Duties – see below  *Major Duty (1000-1100) – see below	169 St	F	N340A	0700 - 1100
Lunch	169 St	F	N340A	1100 - 1130
**General Duties – see below  *Major Duty (1230-1330) – see below	Parsons Blvd	F	N339A	1140 - 1330
*RTO Duties	Parsons Blvd	F	N339A	1330 - 1400
Re-scrap Station	169 St	F	N340A	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. 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 N340A 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: Booth- Clean booth N339A interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris.  **RTO Duties 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.	169 St	F	N340A	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#
SC0555	Station South	0700 - 1500	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.  *General Duties- see below  *Major Duty (0800-0900)- see below	Sutphin Blvd	F	N338B	0700 - 0900
*General Duties- see below	Briarwood	E F	N337	0910 - 1100
Lunch	Briarwood	E F	N337	1100 - 1130
*Elevator Duties EL424– see below	Briarwood	E F	N337	1130 - 1150
*General Duties- see below	Briarwood	E F	N337	1150 - 1330
*Major Duty (1230-1330)- see below				
*General Duties- see below	Sutphin Blvd	F	N338B	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. 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 N338B 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: Booth - Clean booth N337 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 EL424. 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.	Sutphin Blvd	F	N338B	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#
SC0555A	Station South	1500 - 2300	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Briarwood	E F	N337	1500 - 1800
*Perform General Duties - see below				
*Major Duties -see below (When major duty is not scheduled General Duties will be performed)	Briarwood	E F	N337	1800 - 1830
*Elevator Duties ELE # 424 - see below	Briarwood	E F	N337	1830 - 1900
Lunch	Briarwood	E F	N337	1900 - 1930
*Perform General Duties/Bathroom Duties - see below	Sutphin Blvd	F	N338B	1940 - 2150
Major Duties - see below 7- days Hose/Bucket wash 144 St entrance and unstaffed area.	Sutphin Blvd	F	N338B	2150 - 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 including the 84th Road Entrance at Briarwood. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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 outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR, scrubber room 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 N337 (1830-1900) 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. Tues: Refuse Housing-S/N/B Platforms - Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Wed: S/B Clean and disinfect Trash receptacles Thurs: N/B Clean and disinfect Trash receptacles Fri: 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. Sat: Booth- Clean booth N338B (2120-2150) interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Daily: N338B 144 St Unstaffed Unpaid mezzanine- Scrap mezzanine and sweep stairways. Disinfect/clean all urine and unsanitary areas. Hose/bucket wash mezzanine Clean and disinfect stairways S5, M5A/B, S7, M7 gutters, tile walls and floors.  **Elevator Duties - Note- If Elevators are out of service, listed General Duties will be performed Clean and polish ELE 424. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges. Clean and wipe down the safety edge with a dry rag from top to bottom.	Briarwood	E F	N337	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#
SC0556	Station South	1500 - 2300	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Monday-Friday				
Report On Duty In Full Uniform.	Jamaica Center Parsons/Archer	E J Z	N606	1500 - 1530
Employee Bathroom Duties -see below				
**Elevator Duties ELE 412, ELE 413 - see below	Jamaica Center Parsons/Archer	E J Z	N606	1530 - 1600
* General Duties on E Platform, N607 Mezzanine	Jamaica Center Parsons/Archer	E J Z	N606	1600 - 1800
Scrap and Disinfect Bus loading area on Archer Av between 153 St and Parsons. Remove all stickers and clean the wall behind ELE 413.	Jamaica Center Parsons/Archer	E J Z	N606	1800 - 1830
Lunch	Jamaica Center Parsons/Archer	E J Z	N606	1830 - 1900
*Refuse Room Daily Duties: Clean, Disinfect and Bucket wash	Jamaica Center Parsons/Archer	E J Z	N606	1900 - 1930
*General Duties- see below	Jamaica Center Parsons/Archer	E J Z	N606	1930 - 2200
*Escalator Duties- see below	Jamaica Center Parsons/Archer	E J Z	N606	2200 - 2300
Report Off Duty.  *General Duties-Daily E Platform and N607 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 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 outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR, scrubber room 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: 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 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 [ELE 412, ELE 413]. 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.  *Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean ESC #440, 443 and ESC 444. 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.	Jamaica Center Parsons/Archer	E J Z	N606	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#
SC0557	Station South	1500 - 2300	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Monday-Friday				
Report On Duty In Uniform.	Jamaica Center Parsons/Archer	E J Z	N606	1500 - 1800
*General Duties-see below				
Employee Bathroom Duties	Jamaica Center Parsons/Archer	E J Z	N606	1800 - 1830
***Public Toilets- Close 1900 see below	Jamaica Center Parsons/Archer	E J Z	N606	1830 - 1915
Lunch	Jamaica Center Parsons/Archer	E J Z	N606	1915 - 1945
*General Duties-see below	Jamaica Center Parsons/Archer	E J Z	N606	1945 - 2200
*Escalator Duties –see below ECS 438	Jamaica Center Parsons/Archer	E J Z	N606	2200 - 2300
Report Off Duty.	Jamaica Center Parsons/Archer	E J Z	N606	2300 -
*General Duties- Monday-Friday, J Platform, N606 Mezzanine and Employee Facilities. Saturday-Sunday, Entire Complex 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 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 outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR, scrubber room 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 [ELE 412, ELE 413]. 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.				
*Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean Mon-Fri ESC 438, Sunday and Saturday ESC 447 and ESC 438. 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.				

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0557	Station South	1500 - 2300	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Saturday-Sunday				
Report On Duty In Uniform.	Jamaica Center Parsons/Archer	E J Z	N606	1500 - 1800
*General Duties -see below J platform				
*Major Duty	Jamaica Center Parsons/Archer	E J Z	N606	1800 - 1900
Lunch	Jamaica Center Parsons/Archer	E J Z	N606	1900 - 1930
*Escalator Duties-see below ESC 447, ESC 438 and Landings.	Jamaica Center Parsons/Archer	E J Z	N606	1930 - 2000
Perform Elevator Duties -see below	Jamaica Center Parsons/Archer	E J Z	N606	2000 - 2030
Scrap and Disinfect Bus loading area on Archer Av between153 St and Parsons. Remove all stickers and clean the wall.	Jamaica Center Parsons/Archer	E J Z	N606	2030 - 2100
*General Duties see below E Platform	Jamaica Center Parsons/Archer	E J Z	N606	2100 - 2300
Report Off Duty.	Jamaica Center Parsons/Archer	E J Z	N606	2300 -
*General Duties- Monday-Friday, J Platform, N606 Mezzanine and Employee Facilities. Saturday-Sunday, Entire Complex 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 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 outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR, scrubber room 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 [ELE 412, ELE 413]. 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.				
*Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean Mon-Fri ESC 438, Sunday and Saturday ESC 447 and ESC 438. 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#
SC0558	Station South	1500 - 2300	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	1500 - 1530
*Elevator Duties - see below				
*Perform General Duties Platform Level- see below	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	1530 - 1730
*Perform General Duties Platform Level- see below	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	1740 - 1900
Lunch	Jamaica Van Wyck	E	N604	1900 - 1930
*Perform General Duties Mezzanine Level- see below	Jamaica Van Wyck	E	N604	1930 - 2030
*Elevator Duties - see below	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	2030 - 2115
*Perform General Duties Mezzanine Level- see below	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	2125 - 2200
Major Duty Refuse room daily see below	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	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 around Head House at JVW. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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, interior/exterior on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Spot clean ADA tactile as required. 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 and disinfect 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- 7 days: 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 - Note- If Elevators are out of service, listed General Duties will be performed Clean and polish N605 ELE 411, N604 ELE 408, ELE 409. 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.	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	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#
SC0558A	Station South	1500 - 2300	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. General Duties - (See Below) Mezzanine Level	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	1500 - 1730
*Major Duties- see below	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	1730 - 1830
Lunch	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	1830 - 1900
*Elevator Duties - see below	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	1900 - 1930
*Perform General Duties Platform Level - see below	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	1930 - 2200
*Inspect station for unsanitary conditions and correct. Re-scrap station and empty trash receptacles. Remove All spills and stains from floor.	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	2200 - 2300
Report Off Duty.  *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Mop all stairway landings. Clean/Scrap 3ft around all street stairways. Clean and polish chrome on all subway entrances. Scrap all mezzanines, control areas, and E J Z platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in N605 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 from platforms and mezzanine floors. Spot clean ADA tactile as required. 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 glass and chrome on mezzanine, stairway and Island platforms. Clean EFR, Porter's room 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 N605 mezzanine glass panels, chrome columns and railings Mon: Porter's Room- Tidy and organize supplies. Remove empty boxes. Wipe down top of Fire Extinguishers. Wipe down all surfaces including walls, lockers, Quench units, refrigerator, and microwave. Empty trash can, sweep, mop and disinfect floors. Tue: Employee Facility Room- Wipe down all surfaces including walls, Quench units, refrigerator, and microwave. Empty trash can, sweep, mop and disinfect floors. Wed: 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: Employee Toilets- Clean Men's and Women's: Wipe down all surfaces including walls, modesty panels, vanity mirrors, electrical hand dryers, dispensers and holders. Clean sink 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: Clean N605 mezzanine glass panels, chrome columns and railings. Sat: Clean and disinfect chrome, interior and exterior of station Trash Receptacles.  Elevator Duties Clean and polish (ELE 411). 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.	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	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#
SC0559	1500 - 2300	2774

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform.	75 Av	E F	N334B	1500 - 1700
Employee Bathroom Duties -see below				
* General Duties – see below	Kew Gardens Union Tpke	E F	N336	1710 - 1900
Public Restroom Duties (1830-1900) see below Note-				
If public restrooms are out of service listed General Duties will be performed				
* General Duties – see below	Kew Gardens Union Tpke	E F	N336	1900 - 2000
Lunch	Kew Gardens Union Tpke	E F	N336	2000 - 2030
*Elevator Duties –see below	Kew Gardens Union Tpke	E F	N336	2030 - 2130
* General Duties – see below	75 Av	E F	N334B	2140 - 2300
*Major Duties (2230-2300) see below				
Report Off Duty.	75 Av	E F	N334B	2300 -
*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 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 outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR, scrubber room 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: N336 Clean and polish AFC equipment in N335 Mezzanine Mon: N336 Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Tues: N336 – 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. Thur: N336 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: N334 - 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 ELE 434, 435, 436. 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 Duties- If restrooms are out of service, listed General Duties will be performed. 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. Close public toilet @01900 hours.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0560	Station South	1500 - 2300	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Jamaica 179 St	F	N343	1500 - 1700
**RTO Complex Duties - see below				
*Elevator Duties –see below	Jamaica 179 St	F	N343	1700 - 1730
Lunch	Jamaica 179 St	F	N343	1730 - 1800
*General Duties – see below (In the event job# SC0733 not covered clean and close Public Toilets)	Jamaica 179 St	F	N343	1800 - 2000
Major Duties –see below	Jamaica 179 St	F	N343	2000 - 2100
*General Duties – see below	Jamaica 179 St	F	N343	2100 - 2300
Report Off Duty.  **RTO Complex Duties 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.  *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.  *General Duties-N342 Mezzanine and stairways, Northbound Platform, N/B Scrubber Rm 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: Refuse- Deck wash walls and floor. Wipe down FX. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: N/B Platform- Bucket wash n/b platform ends, platform walls, benches Tues: Trash Receptacles –clean and disinfect interior/exterior T/R on n/b platform and N342 mezzanine. Wed: Bucket wash s/w S14, M14A/B, S10, S12, M12A/B Thurs: Bucket wash s/w s13, M13, S11, M11, S15, M15 Fri: Bucket wash N/b platform ends, platform walls, benches Sat: Supply room –Tidy and organize supply rooms. Remove empty boxes. Wipe down tops of FX  Elevator Duties Clean and Polish ELE 431,432 and 433. 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.	Jamaica 179 St	F	N343	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#
SC0560A	Station South	1500 - 2300	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties-see below (In the event job# SC0560 not covered, complete RTO Duties	Jamaica 179 St	F	N343	1500 - 1800
Lunch	Jamaica 179 St	F	N343	1800 - 1830
*Major Duties –see below (In the event job# SC0733 not covered, clean and close Public Toilets)	Jamaica 179 St	F	N343	1830 - 1930
*General Duties –see below	Jamaica 179 St	F	N343	1930 - 2200
Inspect station for unsanitary conditions and correct. Re-scrap station station and empty trash receptacles. Remove all spills and stains from floors.	Jamaica 179 St	F	N343	2200 - 2300
Report Off Duty.  **RTO Complex Duties Offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunchroom, 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.  *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.  *General Duties-N343 Mezzanine and stairways, Southbound Platform, S/B Scrubber Rm, Midland and 180 St Passageways Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street) including along MTA gates at the top of s/w S9 at 179 Pl. 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: Refuse Rm Deck wash walls and floor. Wipe down FX. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect Mon: N/B Platform- Bucket wash n/b platform ends, platform walls, benches Tues: Trash Receptacles –clean and disinfect interior/exterior T/R on s/b platform and N342 mezzanine. Wed: Bucket wash s/w S6, M6A/B, S8, S4, S2, M2A/B Thurs: Bucket wash s/w s9, M10A/B, S7, S5, M8/B, S3, S1, M1 Fri: Bucket wash s/b platform ends, platform walls, benches and around old TCC office located SE S/B platform, Sat: EFR – Wipe down all surfaces including lockers, Quench	Jamaica 179 St	F	N343	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#
SC0561	Station South	1500 - 2300	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Parsons Blvd	F	N339A	1500 - 1830
*Perform General Duties/Bathroom Duties - see below				
Major Duties - see below	Parsons Blvd	F	N339A	1830 - 1900
Lunch	Parsons Blvd	F	N339A	1900 - 1930
*Perform General Duties/Bathroom Duties - see below	169 St	F	N340A	1940 - 2150
Major Duties - see below	169 St	F	N340A	2150 - 2250
Report Off Duty.	Parsons Blvd	F	N339A	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, stairway S2 landing and outside area (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: N340A Bucket wash and disinfect stairways S2, M2A/B, S4, M4A/B, M1A/B, S1, S3, M3A/B, S5, M5A/B, M6A/B, S8, M8A/B, S7, M7-remove all pigeon droppings. Mon: N339A Mezzanine in front of the EFR entrance - Bucket wash concrete floors, gutters and disinfect unsanitary conditions Tue: N339A Bucket wash and disinfect stairways S1, M1, S2, M2, S3, M3, S4, M4A/B, S5, M5A/B, S6, M6A/B Wed: Supply Room- N339ATidy 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: N340A 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.				
Employee Toilets- Clean Unisex 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.				

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



JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0562	Station South	2300 - 0700	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Elmhurst Av	M R	N325A	2300 - 0130
*General Duties- see below				
*Major Duty Floors - see below	Elmhurst Av	M R	N325A	0130 - 0230
Lunch	Elmhurst Av	M R	N325A	0230 - 0300
*General Duties- see below	65 St	M R	N322	0310 - 0500
*Major Duty Floors - see below	65 St	M R	N322	0500 - 0600
Re-scrap Station/Empty Trash Receptacles	Elmhurst Av	M R	N325A	0610 - 0700
Report Off Duty.	Elmhurst Av	M R	N325A	0700 -
*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. 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– Northbound/Southbound Plats and Mezzanine 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#
SC0563	Station South	2300 - 0700	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	Court Sq	G	N400A	2300 -
*General Duties- see below	Court Sq	G	N400A	2300 - 0120
*Major Duty Cleaning- see below	Court Sq	G	N400A	0120 - 0220
***RTO Facilities Duties	Court Sq	G	N400A	0220 - 0300
Lunch	Court Sq	G	N400A	0300 - 0330
*General Duties- see below	Court Sq-23 St	E M	N307	0330 - 0500
*Major Duties- see below	Court Sq-23 St	E M	N307	0500 - 0600
*General Duties- see below	Court Sq	G	N400A	0600 - 0700
Report off Duty	Court Sq	G	N400A	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, ramps and passageways. Wipe down & disinfect 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- [N307 1740-1830] [N400A 2050-2150] Sun: Remove dust balls and gum from floors in ‘G’ passageway including floor area in front of EL445X and disinfect area by stairway 01A-01B. Damp mop tile floor. Disinfect gutters. Mon: Tile/Concrete Walls-Bucket wash lower portion of walls on SB E/M platform by EL482X.Remove spit, shoe marks, grime and dust build-up. Disinfect platform ends. Tue: Trash Receptacles: Wipe clean and disinfect all trash receptacles on ‘G’ platform including inside of chrome tops. Wed: Refuse Room - Deck wash walls and floor inside island ‘G’ platform refuse room. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect room. Thu: Tile/Concrete Walls-Bucket wash lower portion of walls in ‘G’ passageway from EL445X to 03-5AB stairway to remove spit, shoe marks, grime and dust build-up. Disinfect platform ends. Fri: Scrubber Room- Deck wash walls and floor of ‘E’ passageway room. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Sat: Tile/Concrete Walls-Bucket wash lower portion of walls in N307 mezzanine and walls leading to ‘E’ platforms and street stairways. Remove spit, shoe marks, grime and dust build-up. Disinfect platform ends.  ***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#
SC0564	Station South	1500 - 2300	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Perform **General Duties-see below	Flushing Av	G	N414	1500 - 1630
Perform **General Duties-see below	Broadway	G	N412	1640 - 1800
Lunch	Myrtle Willoughby Avs	G	N415	1810 - 1840
Perform **General Duties-see below Major Duty (2000-2040)	Myrtle Willoughby Avs	G	N415	1840 - 2040
Perform **General Duties-see below Major Duty (2200-2240)	Flushing Av	G	N414	2050 - 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. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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- MYRTLE-WILLOUGHBY 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: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect Thu: SB Trash Receptacles-Wipe down exterior panel. Remove loose debris from receptacle floor. Bucket wash and disinfect trash receptacle and inserts. Fri: NB Trash Receptacles-Wipe down exterior panel. Remove loose debris from receptacle floor. Bucket wash and disinfect trash receptacle and inserts  FLUSHING AV 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: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing Thu: SB Trash Receptacles-Wipe down exterior panel. Remove loose debris from receptacle floor. Bucket wash and disinfect trash receptacle and inserts Fri: NB Trash Receptacles-Wipe down exterior panel. Remove loose debris from receptacle floor. Bucket wash and disinfect trash receptacle and inserts	Flushing Av	G	N414	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#
SC0565	Station South	2300 - 0700	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Perform *General Duties-see below Perform *Major Duty (0000-0100)	Metropolitan Av	G	N409	2300 - 0100
PERFORM DUTIES AT LORIMER ON THE "L" Perform *General Duties-see below Perform *Major Duty (0200-0230)	Metropolitan Av	G	N409	0100 - 0230
Lunch	Metropolitan Av	G	N409	0230 - 0300
PERFORM DUTIES AT LORIMER ON THE "L" Perform *General Duties-see below Perform *Major Duty (0300-0400) Perform ***Elevator Duties-(0400-0430)	Metropolitan Av	G	N409	0300 - 0500
Perform *General Duties-see below Perform ***Elevator Duties-(0500-0530)	Metropolitan Av	G	N409	0500 - 0655
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. 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 #TBAs].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-METROPOLITAN AV: Sun: Bucket wash lower portion of southbound tile walls remove spit and shoe marks Mon: Refuse Room: Clean and disinfect northbound refuse room-Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse insert and disinfect. Tue: Refuse Room: Clean and disinfect southbound refuse room-Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse insert and disinfect Wed: Bucket wash lower portion of northbound tile walls. Remove spit and shoe marks Thu: Remove gum build up on tile floors in unmanned mezzanine  *Major Duty Cleaning-LORIMER ST: Sun: Bucket wash lower portion of southbound tile walls remove spit and shoe marks Mon: Refuse Room: Clean and disinfect northbound refuse Room-Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse insert and disinfect. Tue: Refuse Room: Clean and disinfect southbound refuse room-Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse insert and disinfect Wed: Bucket wash lower portion of northbound tile walls. Remove spit and shoe marks Thu: Remove gum build up on tile floors in unmanned mezzanine 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.  *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.	Metropolitan Av	G	N409	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#
SC0566	Station South	0700 - 1500	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Perform *General Duties- see below Perform *Major Duty-see below (0830-0900)	Bedford Nostrand Avs	G	N417	0700 - 0900
Perform *General Duties- see below Perform *Major Duty-see below (1030-1110)	Classon Av	G	N419	0910 - 1110
Lunch	Classon Av	G	N419	1110 - 1140
Perform *General Duties- see below	Bedford Nostrand Avs	G	N417	1150 - 1320
Perform *General Duties- see below	Classon Av	G	N419	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 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 restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  *Major Duty Cleaning- BEDFORD-NOSTRAND AVS Sun: Supply Room- Clean Organize and Replenish Supply room 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: Clean closed Area-Barricade area pass Control Area N417 by SWY M3/M4 Wed: Clean closed Area-Barricade area pass Control Area N418 by SWY M6 Sat: Clean Booth N417 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris.  CLASSON AV Sun: Supply Room- Clean Organize and Replenish Supply room 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. Wed: Clean closed area behind booth N419 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 N419 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris	Bedford Nostrand Avs	G	N417	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#
SC0567	Station South	1500 - 2300	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Perform *General Duties-see below	Clinton Washington Avs	G	N420B	1500 - 1630
Perform *General Duties-see below	Fulton St	G	N422	1640 - 1800
Lunch	Clinton Washington Avs	G	N420B	1810 - 1840
Perform *General Duties-see below Perform *Major Duty (2000-2040)-see below	Clinton Washington Avs	G	N420B	1840 - 2040
Perform *General Duties-see below Perform *Major Duty (2200-2240)-see below	Fulton St	G	N422	2050 - 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, 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-  CLINTON-WASHINGTON AVS: Sun: Refuse Housing- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse insets and disinfect. Deck Mop, Clean and Disinfect ALL Trash Receptacles 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 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 sticker s 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: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.  FULTON ST: 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: SB Trash Receptacles- Deck Mop, Clean and Disinfect ALL SB Trash Receptacles Thu: NB Trash Receptacles- Deck Mop, Clean and Disinfect ALL NB Trash 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.	Clinton Washington Avs	G	N420B	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#
SC0567A	Station South	2300 - 0700	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties-see below *Major Duty Floors (0015-0045)-see below *Major Duty Cleaning (0045-0120)-see below	Clinton Washington Avs	G	N420B	2300 - 0120
*General Duties-see below	Fulton St	G	N422	0130 - 0230
Lunch	Fulton St	G	N422	0230 - 0300
*Major Duty Floors (0300-0400)-see below *Major Duty Cleaning (0400-0500)-see below	Fulton St	G	N422	0300 - 0500
*General Duties-see below	Clinton Washington Avs	G	N420B	0510 - 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. 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-  CLINTON-WASHINGTON AVS: Sun: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers Mon: SB Trash Receptacles- Deck Mop, Clean and Disinfect ALL SB Trash Receptacles 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: NB Trash Receptacles- Deck Mop, Clean and Disinfect ALL NB Trash Receptacles  FULTON ST: Sun: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers Mon: Stairways- Deck Mop & Wash [S3/P9; S4/P8]. Clean adjacent tile walls. Remove all stickers. Wed: Stairways- Deck Mop & Wash [S1/M1AB]. Clean adjacent tile walls. Remove all stickers. Receptacles Fri: Stairways- Deck Mop & Wash [S2/M2AB]. Clean adjacent tile walls. Remove all stickers. Wed: 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.	Clinton Washington Avs	G	N420B	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#
SC0568	Station South	2300 - 0700	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Smith 9 Sts	F G	N536	2300 -
*General Duties- see floors.	Smith 9 Sts	F G	N536	2300 - 0100
**Major Duty Floors- see below.	Smith 9 Sts	F G	N536	0100 - 0145
***Major Duties- see below.	Smith 9 Sts	F G	N536	0145 - 0230
Lunch	Carroll St	F G	N535	0245 - 0315
* General Duties- see below.	Carroll St	F G	N535	0315 - 0405
**Major Duty Floors- see below.	Carroll St	F G	N535	0405 - 0500
***Major Duties- see below.	Carroll St	F G	N535	0500 - 0600
* General Duties- see below.	Smith 9 Sts	F G	N536	0615 - 0700
Report off duty.	Smith 9 Sts	F G	N536	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 Stairs Outside N536 Control Area ]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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: N536 Sunday : Clean Disinfect N/B Platform Refuse Room Bucket Wash Entire Room Monday : Remove All Pigeon Droppings from N/B Platform Tuesday : Clean and Polish all Chrome Railings and Hand rails inside Station and Outside Area Wednesday : Clean Disinfect Organize Employee Bathroom, Employee Facility Rm, and Supply Rooms Thursday : Remove All Pigeon Droppings from S/B Platform Friday : Sweep All Platform Stairways Top to Bottom ,Corner to Corner Saturday : Sweep Long Stairway from Middle Mezz to Control Area  **Major Duty Cleaning: N535  Sunday/ Monday : Remove disinfect all pigeon droppings on N/B Platform Tuesday/ Wednesday : Sweep all Platform Stairways corner to corner top to bottom Thursday/Friday : Clean Refuse Canisters and Trash Receptacles Saturday :Major Cleaning Booth N536 Interior, and Exterior, Clean glass Doors in Control 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#
SC0569	Station South	2300 - 0700	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	4 Av-9 St	F G R	N537	2300 -
*General Duties- see below.	4 Av-9 St	F G R	N537	2300 - 0030
*General Duties- see below.	4 Av-9 St	R	C012	0035 - 0140
**Major Duty Floors- see below.	4 Av-9 St	R	C012	0140 - 0240
Lunch	4 Av-9 St	R	C012	0240 - 0310
***Major Duties- see below	4 Av-9 St	F G R	N537	0315 - 0410
***Major Duties- see below	4 Av-9 St	R	C012	0415 - 0515
**Major Duty Floors- see below.	4 Av-9 St	F G R	N537	0515 - 0615
*General Duties- see below.	4 Av-9 St	F G R	N537	0615 - 0700
Report off duty.	4 Av-9 St	F G R	N537	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 Outside of Building on 10th St . Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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: C012				
Sunday/ Monday : Sweep all Street / Platform Stairways corner to corner top to bottom S/B Platform Tuesday/ Wednesday : Sweep all Platform Stairways corner to corner top to bottom N/B Platform Disinfect Area SE NB Plat Thursday/Friday : Clean Refuse Canisters and Trash Receptacles Saturday :Major Cleaning Booth C012 Interior, and Exterior, bucket wash 3feet around the booth				
**Major Duty Cleaning: N537				
Sunday/ Monday : Clean Disinfect S/B Platform remove all Pigeon Droppings Tuesday/ Wednesday : Clean Disinfect N/B Platform Remove all Pigeon Droppings Thursday/Friday : Clean N/S/B Refuse Canisters and Trash Receptacles Saturday :Major Cleaning Booth N537 Interior, and Exterior, bucket wash 3feet around the booth Clean Behind MVMs				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0570	Station South	2300 - 0700	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	7 Av	F G	N539A	2300 -
*General Duties- see below.	7 Av	F G	N539A	2300 - 0030
*Major Duty Floors- see below.	7 Av	F G	N539A	0030 - 0130
** Major Duties- see below.	7 Av	F G	N539A	0130 - 0230
Lunch	7 Av	F G	N539A	0230 - 0300
*General Duties- see below.	15 St Prospect Park	F G	N542	0310 - 0600
*Major Duty Floors- see below.	15 St Prospect Park	F G	N542	0500 - 0600
** Major Duties- see below.	15 St Prospect Park	F G	N542	0600 - 0645
Report Of Duty.	7 Av	F G	N539A	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 Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down &amp; disinfect 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.</div> <div>**Major Duty Cleaning: N539A  Sunday/ Monday : Clean Disinfect ADA Tactile S/B Platform Tuesday/ Wednesday : Clean Disinfect ADA Tactile N/B Platform Thursday/Friday : Clean N/S/B Refuse Canisters and Trash Receptacles Saturday : Clean and Disinfect Employee Bathroom and Facility Room</div> <div>**Major Duty Cleaning: N542  Sunday/ Thursday : Clean And Mop Employee Facility Room and Scrubber Room Monday / Wednesday : Sweep all Platform Stairways Corner to Corner Top to Bottom Tuesday /Friday : Clean Refuse Canisters and Trash Receptacles Saturday : Sweep All Street Stairways Corner to Corner , Top to Bottom</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>				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0571	Station South	2300 - 0700	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Church Av	F G	N546	2300 -
** Elevator Duties- see below.	Church Av	F G	N546	2300 - 2400
*General Duties- see below.	Fort Hamilton Pkwy	F G	N543	0010 - 0100
***Major Duty Floors – see below.	Fort Hamilton Pkwy	F G	N543	0100 - 0145
****Major Duties- see below.	Fort Hamilton Pkwy	F G	N543	0145 - 0230
Lunch	Fort Hamilton Pkwy	F G	N543	0230 - 0300
*** RTO Facilities Duties- see below.	Church Av	F G	N546	0310 - 0410
****Major Duties- see below.	Church Av	F G	N546	0410 - 0500
***Major Duty Floors – see below.	Church Av	F G	N546	0500 - 0540
*General Duties- see below.	Church Av	F G	N546	0540 - 0630
***** Public Toilet Duties- see below.	Church Av	F G	N546	0630 - 0700
Report off duty.	Church Av	F G	N546	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 [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down &amp; disinfect 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.</div> <div>**Major Duty Cleaning: N546 Sunday- Clean and Disinfect Refuse housings, and Trash Receptacles N/S/B Island Platforms Monday- Clean Exteriors of Elevator Glass and Ledges Tuesday – Sweep And Disinfect N546 Underpass and Street Stairways Wednesday- Remove Pigeon Droppings from Street Stairways railings and Copings Thursday – Clean refuse Room and Trash receptacles Friday- Sweep Platform Stairways Top to Bottom, Corner to Corner Saturday Clean and Disinfect Interior/ Exterior of Booth N543 including bucket wash control Area</div> <div>**Major Duty Cleaning: N543 Sunday- Clean and Disinfect Refuse housings, and Trash Receptacles N/S/B Island Platforms Monday- Clean Employee Facility and Bathrooms Tuesday – Sweep and Disinfect N543 Passageway Saturday Clean and Disinfect Interior/ Exterior of Booth N543 including bucket wash control Area</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>. ***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.</div> <div>Elevator Duties: Clean and Polish [373,374,375] 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#
SC0572	Station South	2300 - 0700	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Ditmas Av	F	N548	2300 -
*General Duties- see below.	Ditmas Av	F	N548	2300 - 0130
**Major Duty Floor- see below.	Ditmas Av	F	N548	0030 - 0130
***Major Duty- see below.	Ditmas Av	F	N548	0130 - 0230
Lunch	18 Av	F	N549	0240 - 0310
*General Duties- see below.	18 Av	F	N549	0310 - 0430
**Major Duty Floors- see below.	18 Av	F	N549	0430 - 0520
*General Duties- see below.	Avenue I	F	N551	0530 - 0650
Report off duty.	Ditmas Av	F	N548	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 Cleaning:  Sunday – Ditmas -Disinfect and remove all pigeon droppings from Manhattan bound platform /stairways/ Staffed mezzanine Monday – Ditmas - Clean and Disinfect Interior /Exterior of Booth N548 including bucket wash control area Tuesday – Ditmas – Stock station with supplies from Church Avenue Supply room Wednesday- Ditmas - Q-Panels/Wind Breakers: Bucket Wash Remove stains and scuff marks from “Panels” on S/B Platform Thursday – Ditmas- Q-Panels/Wind Breakers: Bucket Wash Remove stains and scuff marks from “Panels” on N/B Platform Friday- Ditmas -Clean and Disinfect Refuse housing, and Trash Receptacles N/S/B platform Saturday – Ditmas -Disinfect and remove all pigeon droppings from Coney Island platform / stairways/ Unmanned mezzanine				
**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#
SC0573	Station South	2300 - 0700	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Bay Pkwy	F	N553	2300 -
*General Duties-see below.	Bay Pkwy	F	N553	2300 - 0130
**Major Duty Floors- see below.	Bay Pkwy	F	N553	0030 - 0130
*General Duties-see below.	Avenue N	F	N555	0130 - 0230
**Major Duty Floors- see below.	Avenue N	F	N555	0230 - 0330
Lunch	Avenue N	F	N555	0330 - 0400
*General Duties-see below.	Avenue P	F	N556	0400 - 0500
**Major Duty Floors- see below.	Avenue P	F	N556	0500 - 0550
***Major Duty- see below	Avenue P	F	N556	0550 - 0650
Report off duty.	Bay Pkwy	F	N553	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 Floors-Sunday – Sunday – Ave P- Stock/Organize supply room with supplies from Church Avenue supply room Monday_ Ave P- Remove All Pigeon droppings from Both Mezzanines Outside Landings Tuesday- Ave P- Sweep All Stairway in the N556 Mezzanine and S/B Platform Top to Bottom, Corner to Corner Wednesday –Ave P- Sweep All Stairway in the N/B Platform Top to Bottom, Corner to Corner Thursday – Ave P- Q-Panels/Wind Breakers: Bucket Wash Remove stains and scuff marks from “Panels” on S/B Platform Friday - Ave P- - Q-Panels/Wind Breakers: Bucket Wash Remove stains and scuff marks from “Panels” on N/B Platform Saturday Ave P-. N556- Clean and Disinfect Interior / Exterior of Booth, Including control areas Bucket Wash				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0574	Station South	2300 - 0700	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Kings Hwy	F	N557	2300 -
*General Duties- see below.	Kings Hwy	F	N557	2300 - 0030
**Major Duty Floors- see below.	Kings Hwy	F	N557	0030 - 0130
***Major Duty (Sun/Wed/Sat)- see below.	Kings Hwy	F	N557	0130 - 0215
Lunch	Kings Hwy	F	N557	0215 - 0245
*General Duties- see below.	Avenue U	F	N559	0255 - 0400
**Major Duty Floors- see below.	Avenue U	F	N559	0400 - 0430
*General Duties- see below.	Avenue X	F	N561	0440 - 0650
**Major Duty Floors- see below.	Avenue X	F	N561	0550 - 0650
Report off duty.	Kings Hwy	F	N557	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:  Sunday- Clean and Disinfect Refuse housings, and Trash Receptacles N/S/B Island Platforms Saturday Clean and Disinfect Interior/ Exterior of Booth N557 including Control Area Wednesday: Pick up supplies from Church Ave and deliver to Kings Highway. Organize and restock 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#
SC0575	Station South	0700 - 1500	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Court Sq	G	N400A	0700 -
*General Duties- see below	Court Sq	G	N400A	0700 - 0830
*General Duties- see below	Court Sq-23 St	E M	N307	0835 - 0930
*Major Duty Cleaning- see below	Court Sq-23 St	E M	N307	0930 - 1015
***RTO Facilities Duties	Court Sq	G	N400A	1015 - 1100
Lunch	Court Sq	G	N400A	1100 - 1130
*General Duties- see below	Court Sq	G	N400A	1130 - 1245
*Major Duty Cleaning- see below	Court Sq	G	N400A	1245 - 1330
*General Duties- see below	Court Sq-23 St	E M	N307	1335 - 1415
*General Duties- see below	Court Sq	G	N400A	1415 - 1500
Report Off Duty.	Court Sq	G	N400A	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, ramps and passageways. Wipe down & disinfect 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. Mop clean and disinfect EL445X and 482X. 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 N400A &N307 and interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Wipe ceiling slats and exhaust cover clean. Empty garbage. Remove all debris. Clean deal tray. Mon/Wed/Sat: Tile/Concrete Walls-Bucket wash lower portion of walls to remove spit, shoe marks, grime and dust build-up. Disinfect platform ends. N400A: In ‘G’ passageway from EL445X to concrete floor divide / N304: On SB E/M platform by EL482X Tue/Thu: Stairways/Mezzanine: Spot mop floor in all areas of the N400A & N307 mezzanine to remove dust balls and stains. Wipe clean stairway handrails. CIC Information Center/ Ad Panels: Remove graffiti/stickers and graffiti/glue residue. Wipe clean exterior booth window and deal tray. Fri: Employee Toilets/CTA Rooms- Clean ‘E’ and ‘G’ employee toilets/CTA rooms. Wipe down all surfaces, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. CTA/Janitor Room: Clean and organize room Discard all debris and empty chemical bottles. Sat: Remove dust balls and gum from floors in ‘G’ passageway including floor area in front of EL445X and disinfect area by stairway 01A-01B. Damp mop tile floor in passageway. Disinfect gutters.  ***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.

## 2024 STAC Winter Pick

**Pick Effective Date:** 1/14/2024

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
<b>Sunday-Saturday</b>				
Report On Duty In Full Uniform. Perform *General Duties-see below Perform *Major Duty (0820-0900)	Nassau Av	G	N408A	0700 - 0900
Perform *General Duties-see below Perform Elevator Duties-see below (1015-1045)	Greenpoint Av	G	N405	0910 - 1115
Lunch	Greenpoint Av	G	N405	1115 - 1145
Perform *General Duties-see below Perform *Major duty-see below (1300-1345)	21 St	G	N401	1155 - 1300
Perform *General Duties-see below	Nassau Av	G	N408A	1400 - 1500
Report Off Duty.	Nassau Av	G	N408A	1500 -
<p><b>*General Duties-Daily</b>  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 &amp; disinfect 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.</p> <p><b>**Elevator Duties -</b>  Clean and polish [ELE #s763,764 &amp;765]. 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><b>*Major Duty Cleaning-</b>  <b>NASSUA AV</b>  Sun: Supply Room- Tidy and organize supply rooms. Remove empty boxes. 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: Deliver Dry/Chemical Supplies  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  Sat: Clean booth N408A 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><b>21St ST-VAN ALST</b>  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.  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/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: Deliver Dry/Chemical Supplies to Station  Sat: Clean booth N401 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>				

**Deodorize the entire station.**



JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0577	Station South	0700 - 1500	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Metropolitan Av	G	N409	0700 -
Perform *General Duties-see below PERFORM DUTIES AT LORIMER ST. "L"	Metropolitan Av	G	N409	0705 - 0905
Perform *General Duties-see below	Metropolitan Av	G	N409	0910 - 1100
Lunch	Metropolitan Av	G	N409	1100 - 1130
Perform * Major Duty (1130-1200)-see below Perform *Elevator Duties-see below (1300-1330)	Metropolitan Av	G	N409	1130 - 1330
PERFORM DUTIES AT LORIMER ON THE "L" Perform **General Duties-see below Perform *Elevator Duties-see below (1340-1410)	Metropolitan Av	G	N409	1340 - 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. 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.  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.  *Major Duty Cleaning- METROPOLITAN AV: Sun: Clean booth N409 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. 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 On Northbound and South bound platforms on “L” Line 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 On Northbound and South bound platforms on “G” Line Thu: Clean and polish stainless steel railings, HEETS, MVM and MEM Fri: Scrap Emergency Exit at South End of the G line. Clean passageway beside Police District Sat: Clean Chrome Areas of all Trash Receptacles and wipe down benches	Metropolitan Av	G	N409	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#
SC0578	Station South	0700 - 1500	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Perform **General Duties-see below Perform *Major Duty- (0830-0900)	Myrtle Willoughby Avs	G	N415	0700 - 0900
Perform **General Duties-see below Perform *Major Duty – (1115-1145)	Flushing Av	G	N414	0910 - 1145
Lunch	Flushing Av	G	N414	1145 - 1215
Perform **General Duties-see below Perform *Major Duty- (1310-1340)	Broadway	G	N412	1225 - 1340
Perform *General Duties-see below	Myrtle Willoughby Avs	G	N415	1350 - 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. 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- MYRTLE-WILLOUGHBY Sat: Clean booth N415 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: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. 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.  FLUSHING AV Sat: Clean booth N414 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: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. 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.  BROADWAY AV Sat: Clean booth N412 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: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. 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.	Myrtle Willoughby Avs	G	N415	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#
SC0579	Station South	0700 - 1500	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties-see below Major Duty-see below (0815-0900→)	Clinton Washington Avs	G	N420B	0700 - 0900
*General Duties-see below Major Duty (1045-1130)	Fulton St	G	N422	0910 - 1130
Lunch	Fulton St	G	N422	1130 - 1200
*General Duties-see below	Clinton Washington Avs	G	N420B	1210 - 1310
*General Duties-see below	Fulton St	G	N422	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, 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- CLINTON-WASHINGTON AVS: Sun: Supply Room-Clean Organize and Replenish Supply room Mon: Employee Toilets- Clean Employee Bathroom: Wipe down all 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: 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. Sat: Clean Booth N420B interior and exterior. Sweep and mop floor, wash, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove debris.  FULTON ST: Sun: Supply Room-Clean Organize and Replenish Supply room 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. 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 area. 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. Sat: Clean Booth N422 interior and exterior. Sweep and mop floor, wash, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove debris.	Clinton Washington Avs	G	N420B	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#
SC0580	Station South	1500 - 2300	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	33 St-Rawson St	7	R516	1500 -
*General Duties- see below	33 St-Rawson St	7	R516	1500 - 1740
*Major Duties- see below	33 St-Rawson St	7	R516	1740 - 1830
Lunch	33 St-Rawson St	7	R516	1830 - 1900
*General Duties- see below	40 St Lowery St	7	R518	1910 - 2040
*General Duties- see below	40 St Lowery St	7	R518	2040 - 2130
*Major Duties- see below	33 St-Rawson St	7	R516	2140 - 2300
Report Off Duty.	33 St-Rawson St	7	R516	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 34th Street stairway areas. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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- (R516 33rd Rawson 1740-1830) (R518 40st Lowery 2040-2130) Sun: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Mon/Sat: Bird Dropping Removal: Deck brush all areas of the mezzanine and stairway handrails leading to platform to remove bird dropping and stains. Wipe handrails dry. Tue/Wed: Tile/Concrete Walls-Bucket wash lower portion of walls in mezzanine and walls leading to all platform and street stairways. Remove spit, shoe marks, grime and dust build-up. Wipe window/ledges. Thu: Platform Cleaning: Deck wash NB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Fri: CTA/Supply Room- Tidy and organize supply rooms. Remove empty boxes. 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. 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.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0581	Station South	0700 - 1500	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	7 Av	F G	N539A	0700 -
*General Duties	7 Av	F G	N539A	0700 - 0845
** Major Duties	7 Av	F G	N539A	0845 - 1000
Lunch	7 Av	F G	N539A	1000 - 1030
*General Duties	Carroll St	F G	N535	1040 - 1300
** Major Duties	Carroll St	F G	N535	1300 - 1400
*General Duties	7 Av	F G	N539A	1410 - 1500
Report Off Duty.	7 Av	F G	N539A	1500 -
*General Duties-Daily AM 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. 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: N539A  Sunday/ Monday : Clean Disinfect ADA Tactile N/B Platform Tuesday/ Wednesday : Clean Disinfect ADA Tactile S/B Platform Thursday/Friday : Clean N/S/B Refuse Canisters and Trash Receptacles Saturday :Major Cleaning Booth N539A Interior, and Exterior, Bucket Wash N539a Control Area				
**Major Duty Cleaning: N535  Sunday/ Monday : Sweep all Street Stairways corner to corner top to bottom Tuesday/ Wednesday : Sweep all Platform Stairways corner to corner top to bottom Thursday/Friday : Clean Refuse Canisters and Trash Receptacles Saturday :Major Cleaning Booth N535 Interior, and Exterior, Bucket Wash N535 Control 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#
SC0582	Station South	0700 - 1500	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	4 Av-9 St	F G R	N537	0700 -
*General Duties	4 Av-9 St	F G R	N537	0700 - 0900
*General Duties	4 Av-9 St	R	C012	0910 - 1040
Lunch	4 Av-9 St	F G R	N537	1045 - 1115
** Major Duties	4 Av-9 St	F G R	N537	1200 - 1300
** Major Duties	4 Av-9 St	R	C012	1300 - 1400
*General Duties	4 Av-9 St	F G R	N537	1400 - 1500
Report Off Duty.	4 Av-9 St	F G R	N537	1500 -
*General Duties-Daily AM 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. 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: N537  Sunday/ Monday : Clean Disinfect N/B Platform remove all Pigeon Droppings Tuesday/ Wednesday : Clean Disinfect S/B Platform Remove all Pigeon Droppings Thursday/Friday : Clean N/S/B Refuse Canisters and Trash Receptacles Saturday :Major Cleaning Booth N537 Interior, and Exterior, bucket wash 3feet around the booth				
**Major Duty Cleaning: C012  Sunday/ Monday : Sweep all Street Stairways corner to corner top to bottom Tuesday/ Wednesday : Sweep all Platform Stairways corner to corner top to bottom Thursday/Friday : Clean Refuse Canisters and Trash Receptacles Saturday :Major Cleaning Booth C012 Interior, and Exterior, bucket wash 3feet around the booth				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0583	Station South	0700 - 1500	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	15 St Prospect Park	F G	N542	0700 -
*General Duties	15 St Prospect Park	F G	N542	0700 - 0930
*General Duties	Fort Hamilton Pkwy	F G	N543	0940 - 1130
Lunch	Fort Hamilton Pkwy	F G	N543	1130 - 1200
**Major Duties	Fort Hamilton Pkwy	F G	N543	1200 - 1300
**Major Duties	15 St Prospect Park	F G	N542	1300 - 1400
*General Duties	15 St Prospect Park	F G	N542	1400 - 1500
Report off duty.	15 St Prospect Park	F G	N542	1500 -
*General Duties-Daily AM Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including Ft Ham Ramp in unmanned Mezz ]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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: N543  Sunday/ Monday : Clean Disinfect N/B Platform Tuesday/ Wednesday : Clean Disinfect S/B Platform Thursday/Friday : Clean N/S/B Refuse Canisters and Trash Receptacles Saturday :Major Cleaning Booth N543 Interior, and Exterior, bucket wash 3feet around the booth				
**Major Duty Cleaning: N542  Sunday/ Monday : Sweep all Street Stairways corner to corner top to bottom Tuesday/ Wednesday : Sweep all Platform Stairways corner to corner top to bottom Thursday/Friday : Clean Refuse Canisters and Trash Receptacles Saturday :Major Cleaning Booth N542 Interior, and Exterior, bucket wash 3feet around the booth				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0584	Station South	0700 - 1500	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	Church Av	F G	N546	0700 -
*Open Public Toilet Duties	Church Av	F G	N546	0700 - 0730
**General Duties.	Church Av	F G	N546	0730 - 0845
***Major Duties.	Church Av	F G	N546	0845 - 0930
****Elevator Duties	Church Av	F G	N546	0930 - 1030
Lunch	Church Av	F G	N546	1030 - 1100
****RTO Facilities Duties	Church Av	F G	N546	1100 - 1200
Perform *** Public Toilet Duties	Church Av	F G	N546	1200 - 1300
**General Duties.	Church Av	F G	N546	1300 - 1500
Report Off Duty.	Church Av	F G	N546	1500 -
*General Duties-Daily AM Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including around street 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, 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.				
***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:  Sunday- Clean and Disinfect Refuse housings, and Trash Receptacles N/S/B Island Platforms Saturday Clean and Disinfect Interior/ Exterior of Booth N557 including bucket wash control Area				
***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				
Elevator Duties  Clean and Polish [373, 374 And 375] 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#
SC0584A	Station South	1500 - 2300	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform *General Duties.	Church Av	F G	N546	1500 - 1730
*Elevator Duties	Church Av	F G	N546	1730 - 1830
Lunch	Church Av	F G	N546	1830 - 1900
*Public Toilet Duties- see below	Church Av	F G	N546	1900 - 2000
*General Duties.	Fort Hamilton Pkwy	F G	N543	2010 - 2200
*Major Duties – see below	Church Av	F G	N546	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, 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 (ELE #373, 374, 375). 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: N546  Sunday/ Tuesday/ Thursday: Clean Disinfect Upper Mezzanine along wall Behind public Bathrooms- Supervisor Office Monday: Clean Organize Scrubber Room and Supply Room Wednesday /Friday : Clean Around Street Elevator # 373 Exterior Glass three feet around Saturday : Sweep all Street Stairways Top to Bottom , Corner to Corner  *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.	Church Av	F G	N546	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#
SC0585	Station South	0700 - 1500	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Ditmas Av	F	N548	0700 -
*General Duties- see below.	Ditmas Av	F	N548	0700 - 0915
*General Duties- see below.	18 Av	F	N549	0920 - 1100
*Major Duty Cleaning- see below	18 Av	F	N549	1100 - 1200
Perform *** Public Bathroom Duties	18 Av	F	N549	1200 - 1245
Lunch	18 Av	F	N549	1245 - 1315
*General Duties- see below	Avenue I	F	N551	1320 - 1450
Report Off Duty.	Ditmas Av	F	N548	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. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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: N549  Sunday – 18th Ave: Clean and Remove all Pigeon Droppings from N/B Platform/All Stairways/ Unmanned Mezzanine Monday- 18th Ave : Clean and Disinfect Interior/Exterior of Booth N549. Bucket wash Control Area Tuesday -18th Ave : Sweep All Stairways in the N549 Mezzanine and S/B Platform Stairs Wednesday- 18th Ave: Sweep All Stairways in the Unmanned Mezzanine and N/B Platform Stairs Thursday- 18th Ave : Shine Stainless Steel Doors in Mezzanine Friday- 18th Ave : Clean and Disinfect Refuse Housings, and Trash Receptacles N/S/B Platforms Saturday- 18th Ave : Clean and Remove all Pigeon Droppings from S/B Platform/All Stairways/N549 Mezzanine  ***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				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0586	Station South	0700 - 1500	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Bay Pkwy	F	N553	0700 -
*General Duties- see below	Bay Pkwy	F	N553	0700 - 0900
**Major Duty- see below	Bay Pkwy	F	N553	0900 - 1015
Lunch	Avenue N	F	N555	1025 - 1055
*General Duties- see below	Avenue N	F	N555	1055 - 1255
*General Duties- see below	Avenue P	F	N556	1305 - 1450
Report Off Duty.	Bay Pkwy	F	N553	1500 -
<div>**General Duties-Daily</div> <div>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 &amp; disinfect 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 Cleaning:</div> <div>Sunday- Bay Pkwy- Stock/Organize supply room with supplies from Church Avenue supply room</div> <div>Monday – Bay Pkwy – Clean and Disinfect refuse housing and trash receptacles N/S/B of platforms</div> <div>Tuesday - Bay Pkwy - Sweep All Stairways on Station Top to Bottom, Corner to Corner</div> <div>Wednesday Bay Pkwy - Shine All Stainless Steel MVMs, Turnstiles HEETS Handrails</div> <div>Thursday- Bay Pkwy - Q-Panels/Wind Breakers: Bucket Wash Remove stains and scuff marks from “Panels” on N/B Platform</div> <div>Friday – Bay Pkwy - . Q-Panels/Wind Breakers: Bucket Wash Remove stains and scuff marks from “Panels” on S/B Platform</div> <div>Saturday – Bay Pkwy – N553 -Clean and Disinfect Interior/ Exterior of Booth including bucket washing control area</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#
SC0587	Station South	0700 - 1500	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Kings Hwy	F	N557	0700 -
*General Duties- see below.	Kings Hwy	F	N557	0700 - 0900
*General Duties- see below.	Avenue U	F	N559	0910 - 1230
**Major Duties (Sun/Mon/Sat) - see below.	Avenue U	F	N559	1110 - 1230
Lunch	Avenue U	F	N559	1230 - 1300
*General Duties- see below.	Avenue X	F	N561	1310 - 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 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. 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:  Sunday- Clean and Disinfect Refuse housings, and Trash Receptacles N/S/B Island Platforms Saturday Clean and Disinfect Interior/ Exterior of Booth N559 including Control Area Monday- Pick up supplies from Church Ave and deliver to Avenue U. Organize and restock supplies	Kings Hwy	F	N557	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#
SC0588	Station South	1500 - 2300	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Court Sq-23 St	E M	N307	1500 -
*General Duties- see below	Court Sq-23 St	E M	N307	1500 - 1740
*Major Duty Cleaning- see below	Court Sq-23 St	E M	N307	1740 - 1900
Lunch	Court Sq-23 St	E M	N307	1900 - 1930
*General Duties- see below	Court Sq	G	N400A	1930 - 2050
***RTO Facilities Duties	Court Sq	G	N400A	2050 - 2135
*Major Duty Cleaning- see below	Court Sq	G	N400A	2135 - 2215
*General Duties- see below	Court Sq-23 St	E M	N307	2215 - 2300
Report Off Duty.	Court Sq-23 St	E M	N307	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, ramps and passageways. Wipe down & disinfect 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- [N307 1740-1830] [N400A 2050-2150] Sun: Tile/Concrete Walls-Bucket wash lower portion of walls in N307 mezzanine and walls leading to ‘E’ platforms and street stairways. Remove spit, shoe marks, grime and dust build-up. Disinfect platform ends. Mon: Refuse Room- Deck wash walls and floor inside NB ‘E’ refuse room. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect room. Tue: Refuse Room - Deck wash walls and floor inside SB ‘E’ refuse room. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect room. Wed: Tile/Concrete Walls-Bucket wash lower portion of walls on SB E/M platform by EL482X.Remove spit, shoe marks, grime and dust build-up. Disinfect platform ends. Thu: Tile/Concrete Walls-Bucket wash lower portion of walls in ‘G’ passageway from EL445X to 02A-B stairway walls to remove spit, shoe marks, grime and dust build-up. Disinfect platform ends. Fri: Scrubber Room- Deck wash walls and floor of ‘E’ passageway room. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. 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. 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  ***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#
SC0589	Station South	1500 - 2300	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform. Perform *General Duties-see below Perform **Elevator Duties –see below	Greenpoint Av	G	N405	1500 - 1700
Perform *General Duties-see below	Nassau Av	G	N408A	1710 - 1830
Lunch	Nassau Av	G	N408A	1830 - 1900
Perform *General Duties-see below	21 St	G	N401	1910 - 2100
Perform *General Duties-see below Perform *Major Duty (2200-2250)	Greenpoint Av	G	N405	2110 - 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, 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.  **Elevator Duties - Clean and polish [ELE #s763,764 &765].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-  GREENPOINT AV - Sun: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Mon: Delivery- Deliver Dry/Chemical Supplies to Station 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: CTA/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 booth N405 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris	Greenpoint Av	G	N405	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#
SC0590	Station South	1500 - 2300	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Metropolitan Av	G	N409	1500 -
PERFORM DUTIES AT LORIMER ST. "L" Perform *General Duties-see below Perform ***Elevator Duties-see below	Metropolitan Av	G	N409	1505 - 1645
Perform *General Duties-see below Perform ***Elevator Duties-see below	Metropolitan Av	G	N409	1650 - 1830
Lunch	Metropolitan Av	G	N409	1830 - 1900
Perform * Major Duty (2050-2120)-see below	Metropolitan Av	G	N409	1910 - 2120
PERFORM DUTIES AT LORIMER ST. "L" Perform General Duties-see below	Metropolitan Av	G	N409	2130 - 2220
Perform General Duties-see below	Metropolitan Av	G	N409	2225 - 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. 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#’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-  METROPOLITAN AV: 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. 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: 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 Fri: Supplies - Deliver Dry/Chemical Supplies to station	Metropolitan Av	G	N409	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#
SC0591	Station South	1500 - 2300	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform. Perform *General Duties- see below	Classon Av	G	N419	1500 - 1630
Perform *General Duties- see below	Bedford Nostrand Avs	G	N417	1640 - 1830
Lunch	Bedford Nostrand Avs	G	N417	1830 - 1900
Perform *General Duties- see below Perform *Major Duty (2015-2100)	Classon Av	G	N419	1910 - 2100
Perform *General Duties- see below Perform *Major Duty (2200-2240)	Bedford Nostrand Avs	G	N417	2110 - 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 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 restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  *Major Duty Cleaning-  CLASSON AV 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. 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- 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: Refuse Housings-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.  BEDFORD-NOSTRAND AVS 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. 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. Sat: Refuse Housings-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.	Classon Av	G	N419	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#
SC0592	Station South	1500 - 2300	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	4 Av-9 St	R	C012	1500 -
*General Duties- see below.	4 Av-9 St	R	C012	1500 - 1700
*General Duties- see below.	4 Av-9 St	F G R	N537	1700 - 1900
Lunch	4 Av-9 St	F G R	N537	1900 - 1930
**Major Duties- see below.	4 Av-9 St	F G R	N537	1930 - 2030
*General Duties- see below.	4 Av-9 St	R	C012	2030 - 2145
*General Duties- see below.	4 Av-9 St	F G R	N537	2145 - 2300
Report Off Duty.	4 Av-9 St	R	C012	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 including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down &amp; disinfect 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 Cleaning:  Sunday : N537 Clean &amp; Disinfect N/B Platform Remove all Pigeon Droppings Monday : N537 Clean &amp; Disinfect S/B Platform Remove all Pigeon Droppings Tuesday : N537 Wipe Down Outfront Media Panels Wednesday : N537 Unmanned Mezzanine Clean Under Concession Gates, and Exterior of building 3Ft. Thursday : N537 Clean Under Concession Gates in N537 Mezzanine Area, and Exterior of Building 3Ft. Friday : N537 Procure Supplies from Jay St – Restock Supply room Saturday : N537 Clean Employee Facility Room / Scrubber Room/ and Supply Room</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#
SC0593	Station South	1500 - 2300	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Smith 9 Sts	F G	N536	1500 -
*General Duties- see below.	Smith 9 Sts	F G	N536	1500 - 1700
*General Duties- see below.	Carroll St	F G	N535	1710 - 1910
Lunch	Carroll St	F G	N535	1920 - 1950
*General Duties- see below.	Bergen St	F G	N532	2000 - 2200
**Major Duty- see below	Smith 9 Sts	F G	N536	2210 - 2300
Report Off Duty.	Smith 9 Sts	F G	N536	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 . Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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 / Wed / Sat : N536 Organize and Clean Supply Room Procure Supplies from Jay St Restock Supply Room Monday / Friday : Clean and Disinfect Refuse Rooms Tues / Thursday : Bucket Wash N536 Control Area, Clean exterior of Building and Ramp				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0594	Station South	1500 - 2300	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	7 Av	F G	N539A	1500 -
*General Duties- see below.	7 Av	F G	N539A	1500 - 1730
**Elevator Duties- see below.	7 Av	F G	N539A	1730 - 1830
Lunch	7 Av	F G	N539A	1830 - 1900
*General Duties- see below.	15 St Prospect Park	F G	N542	1910 - 2110
***Major Duties: (Sun/Mon/Tues/Weds/Thurs/Fri/Sat)	15 St Prospect Park	F G	N542	2110 - 2200
**Elevator Duties- see below	7 Av	F G	N539A	2210 - 2300
Report Off Duty.	7 Av	F G	N539A	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 including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down &amp; disinfect 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>Elevator Duties  Clean and Polish [ELEVATORS] 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> <div>**Major Duty Cleaning:  Sunday : N542 Clean Employee Facility Room &amp; Scrubber room Restock Supplies Monday : N542 Clean Refuse Canister Housings Tuesday : N542 Sweep All Street Stairways corner to corner , top to bottom Wednesday : N542 Clean All Trash Receptacles, Disinfect interior, Shine cylinder Thursday : N539 Clean Disinfect ADA Tactile N/B Platform Friday : N539 Clean and Disinfect ADA Tactile S/B Platform Saturday : N539 Sweep all Street Stairways</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#
SC0595	Station South	1500 - 2300	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Ditmas Av	F	N548	1500 -
*General Duties- see below.	Ditmas Av	F	N548	1500 - 1700
*General Duties- see below.	18 Av	F	N549	1710 - 1900
Perform *** Public Toilets Duties	18 Av	F	N549	1900 - 1945
Lunch	18 Av	F	N549	1945 - 2015
*General Duties- see below.	Avenue I	F	N551	2020 - 2200
**Major Duties- see below	Avenue I	F	N551	2200 - 2250
Report Off Duty.	Ditmas Av	F	N548	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, 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: N551  Sunday- Avenue I- Disinfect and remove all pigeon droppings from Manhattan bound platform/Stairways/Unmanned Mezzanine Monday – Avenue I -Clean and Disinfect Interior/Exterior of Booth N551 including bucket wash control Area Tuesday – Avenue I – Stock station with supplies procured from Church Avenue supply room Wednesday - Ave I Disinfect and Remove All Pigeon Droppings from N/B Platforms/ Stairways/ Mezzanines Thursday - Ave I Sweep All Stairways Top to Bottom, Corner to Corner Friday – Avenue I -Clean and Disinfect Refuse housing, and Trash Receptacles N/S/B platform Saturday – Avenue I -Disinfect and remove all pigeon droppings from S/B Platforms/ Stairways/ Staffed Mezzanine  ***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				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0596	Station South	1500 - 2300	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Kings Hwy	F	N557	1500 -
*General Duties- see below.	Kings Hwy	F	N557	1500 - 1720
*General Duties- see below.	Avenue U	F	N559	1730 - 1900
Lunch	Avenue U	F	N559	1900 - 1930
*General Duties	Avenue X	F	N561	1940 - 2250
**Major Duties- see below	Avenue X	F	N561	2110 - 2250
Report Off Duty.  * General Duties-Daily AM 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:  Sunday- :Avenue X- Disinfect and remove all pigeon droppings from Manhattan bound platform/Stairways/Unmanned Mezzanine Monday – :Avenue X -Clean and Disinfect Interior/Exterior of Booth N561 including bucket wash control Area Tuesday – :Avenue X – Stock station with supplies from Church Avenue supply room Wednesday- :Avenue X - Shine all Stainless Steel Turnstiles, MVMs ,Handrails, HEETs Friday – : Avenue X -Clean and Disinfect Refuse housing, and Trash Receptacles N/S/B platform Saturday – :Avenue X -Disinfect and remove all pigeon droppings from Coney Island platforms/stairways/staffed mezzanine	Kings Hwy	F	N557	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#
SC0597	Station South	2300 - 0700	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Middle Village Metropolitan Av	M	K026	2300 -
*General Duties- see below	Middle Village Metropolitan Av	M	K026	2300 - 0045
**Major Duty “Floors”- see below	Middle Village Metropolitan Av	M	K026	0045 - 0130
***Major Duty- see below	Middle Village Metropolitan Av	M	K026	0130 - 0215
Lunch	Middle Village Metropolitan Av	M	K026	0215 - 0245
*General Duty - see below	Seneca Av	M	K022	0300 - 0500
**Major Duty “Floors”- see below	Seneca Av	M	K022	0500 - 0545
***Major Duty- see below	Seneca Av	M	K022	0600 - 0650
Report Off Duty.	Middle Village Metropolitan Av	M	K026	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, 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. Bucket wash trash receptacles and benches. 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 all touch points. Clean and disinfect refuse rooms/refuse housings.				
***Major Duty Cleaning- Sun: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Mon: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. 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- Clean and disinfect 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: Pick up supplies from Myrtle Wyckoff (weekly) Fri Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Sat: Bucket wash trash receptacles and remove drag marks.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0597A	Station South	2300 - 0700	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Fresh Pond Rd	M	K025	2300 - 0100
*General Duties- see below				
**Major Duty Floors- see below	Fresh Pond Rd	M	K025	0100 - 0145
***Major Duty- Pigeon Droppings (Remove all pigeon droppings from all railings, stairways, platforms, and (3 ft.) around outside areas.)	Fresh Pond Rd	M	K025	0145 - 0230
Lunch	Fresh Pond Rd	M	K025	0230 - 0300
***Major Duty"- see below	Fresh Pond Rd	M	K025	0300 - 0345
*General Duty - see below	Forest Av	M	K024	0400 - 0530
**Major Duty Floors- see below	Forest Av	M	K024	0530 - 0615
***Major Duty- see below	Forest Av	M	K024	0615 - 0650
Report Off Duty	Fresh Pond Rd	M	K025	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, 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. Bucket wash trash receptacles and benches. 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 all touch points. Clean and disinfect refuse rooms/refuse housings.				
***Major Duty Cleaning- Sun: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Mon: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. 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- Clean and disinfect 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: Pick up supplies from Myrtle Wyckoff (weekly) Fri Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Sat: Bucket wash trash receptacles and remove drag marks.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0597B	Station South	2300 - 0700	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Knickerbocker Av	M	K019	2300 - 0100
*General Duties- see below				
**Major Duty Floors- see below	Knickerbocker Av	M	K019	0100 - 0200
***Major Duty– see below	Knickerbocker Av	M	K019	0200 - 0245
Lunch	Knickerbocker Av	M	K019	0245 - 0315
*General Duty - see below	Central Av	M	K017	0330 - 0515
**Major Duty Floors – see below	Central Av	M	K017	0515 - 0615
***Major Duty- see below	Central Av	M	K017	0615 - 0650
Report Off Duty	Knickerbocker Av	M	K019	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, 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. Bucket wash trash receptacles and benches. 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 all touch points. Clean and disinfect refuse rooms/refuse housings.				
***Major Duty Cleaning- Sun: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Mon: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. 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- Clean and disinfect 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; Pick up supplies from Myrtle Wyckoff (weekly) Fri Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Sat: Bucket wash 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#
SC0598	Station South	2300 - 0700	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Myrtle Av	J M Z	J009	2300 -
*General Duties- see below Recheck-Clean/disinfect public bathrooms	Myrtle Av	J M Z	J009	2300 - 0100
**Major Duty “Floors”- see below	Myrtle Av	J M Z	J009	0100 - 0145
***Major Duty- see below	Myrtle Av	J M Z	J009	0145 - 0230
Lunch	Kosciuszko St	J	J012	0245 - 0315
*General Duties- see below	Kosciuszko St	J	J012	0315 - 0500
**Major Duty “Floors”- see below	Kosciuszko St	J	J012	0500 - 0600
***Major Duties- see below	Kosciuszko St	J	J012	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, 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. Bucket wash trash receptacles and benches. 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 all touch points. Clean and disinfect refuse rooms/refuse housings.  ***Major Duty Cleaning- Sun: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Mon: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. 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- Clean and disinfect 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: Pick up supplies from Myrtle Wyckoff (weekly) Fri: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Sat: Bucket wash trash receptacles.	Myrtle Av	J M Z	J009	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#
SC0599	Station South	2300 - 0700	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	121 St	J	J037	2300 - 0100
*General Duties- see below				
**Major Duty “Floors”- see below	121 St	J	J037	0100 - 0145
**Major Duty- see below	121 St	J	J037	0145 - 0215
Lunch	121 St	J	J037	0215 - 0245
*General Duties- see below	111 St	J	J035	0300 - 0430
**Major Duty “Floors”- see below	111 St	J	J035	0430 - 0515
**Major Duty- see below	111 St	J	J035	0515 - 0610
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	121 St	J	J037	0620 - 0700
Report Off Duty.	121 St	J	J037	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. 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 Windows and stations Signs. 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.				
All Major duty must be performed from below list. *Major Duty Cleaning- pick up supplies for 121 St and 111 St stations. 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: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. Thur: Employee Toilets- Clean 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. Fri: Pick Up Supplies from J031- Woodhaven Blvd. Main Supply Rooms. Restock Chemical And Paper Supplies Sat: Sweep all street stairways and bucket wash all street stairways and handrails				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#	Hours	RC#
SC0600	2300 - 0700	2777

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform.	Woodhaven Blvd	J Z	J031	2300 -
*General Duties- see below	Woodhaven Blvd	J Z	J031	2300 - 0100
**Major Duty- see below	Woodhaven Blvd	J Z	J031	0100 - 0145
**Major Duty- see below	Woodhaven Blvd	J Z	J031	0145 - 0215
Lunch	Woodhaven Blvd	J Z	J031	0215 - 0245
*General Duties- see below	104 St	J	J034	0300 - 0430
**Major Duty - see below	104 St	J	J034	0430 - 0515
**Major Duty- see below	104 St	J	J034	0515 - 0610
Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Woodhaven Blvd	J Z	J031	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. Wipe down & disinfect 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. 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 Windows and stations Signs. 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.  *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. 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 Windows and stations Signs. 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.  All Major duty must be performed from below list. **Major Duty Cleaning- pick up supplies for Woodhaven Blvd and 104 St station. 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: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. Thur: Employee Toilets- Clean 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. Fri: Pick Up Supplies from J031- Woodhaven Blvd. Main Supply Rooms. Restock Chemical And Paper Supplies Sat: Sweep all street stairways and bucket wash all street stairways and handrails.	Woodhaven Blvd	J Z	J031	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#
SC0600A	Station South	1500 - 2300	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below	Woodhaven Blvd	J Z	J031	1500 - 1730
*Major Duty- see below	Woodhaven Blvd	J Z	J031	1730 - 1830
Lunch	Woodhaven Blvd	J Z	J031	1830 - 1900
*General Duties- see below	104 St	J	J034	1910 - 2110
*Major Duty- see below	104 St	J	J034	2110 - 2210
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Woodhaven Blvd	J Z	J031	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. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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. 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 Windows and stations Signs. 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.  All Major duty must be performed from below list. **Major Duty Cleaning- pick up supplies for Woodhaven Blvd and 104 St station. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. 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: Pick Up Supplies from J031- Woodhaven Blvd. Main Supply Rooms. Restock Chemical And Paper Supplies. Thur: Sweep all street stairways and bucket wash all street stairways and handrails. Fri: 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. Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.	Woodhaven Blvd	J Z	J031	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#
SC0601	Station South	2300 - 0700	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Crescent St	J	J024	2300 - 0100
*General Duties- see below				
**Major Duty “Floors”- see below	Crescent St	J	J024	0100 - 0145
**Major Duty- see below	Crescent St	J	J024	0145 - 0215
Lunch	Crescent St	J	J024	0215 - 0245
*General Duties- see below	Cypress Hills	J	J025	0300 - 0430
**Major Duty “Floors”- see below	Cypress Hills	J	J025	0430 - 0515
**Major Duty- see below	Cypress Hills	J	J025	0515 - 0610
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Crescent St	J	J024	0620 - 0700
Report Off Duty	Crescent St	J	J024	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. 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 Windows and stations Signs. 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.  All Major duty must be performed from below list. **Major Duty Cleaning- pick up supplies for Crescent St and Cypress Hill Station. 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: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. Thur: Employee Toilets- Clean 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. Fri: Pick Up Supplies from J031- Woodhaven Blvd. Main Supply Rooms. Restock Chemical And Paper Supplies Sat: Sweep all street stairways and bucket wash all street stairways and handrails.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0602	Station South	2300 - 0700	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Cleveland St	J	J022	2300 - 0100
*General Duties- see below				
**Major Duty “Floors”- see below	Cleveland St	J	J022	0100 - 0145
**Major Duty- see below	Cleveland St	J	J022	0145 - 0215
Lunch	Cleveland St	J	J022	0215 - 0245
*General Duties- see below	Norwood Av	J	J023	0300 - 0430
**Major Duty “Floors”- see below	Norwood Av	J	J023	0430 - 0515
**Major Duty- see below	Norwood Av	J	J023	0515 - 0610
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Cleveland St	J	J022	0620 - 0700
Report Off Duty.	Cleveland St	J	J022	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. 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 Windows and stations Signs. 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.  All Major duty must be performed from below list. **Major Duty Cleaning- pick up supplies for Cleveland St and Norwood Ave Stations. 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: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. Thu: Employee Toilets- Clean 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.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0602A	Station South	0700 - 1500	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below	Cleveland St	J	J022	0700 - 0930
*Major Duty- see below	Cleveland St	J	J022	0930 - 1030
Lunch	Cleveland St	J	J022	1030 - 1100
*General Duties- see below	Norwood Av	J	J023	1110 - 1310
*Major Duty- see below	Norwood Av	J	J023	1310 - 1410
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floor	Cleveland St	J	J022	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. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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. 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 Windows and stations Signs. 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.  All Major duty must be performed from below list. *Major Duty Cleaning and pick up supplies for Cleveland St & Norwood Ave stations. Sun: Booth (J-22 Cleveland St & J-23 Norwood Ave.) - 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: Pick Up Supplies from J031- Woodhaven Blvd. Main Supply Rooms. Restock Chemical And Paper Supplies. 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: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. Sat: Employee Toilets- Clean 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.	Cleveland St	J	J022	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#
SC0602B	Station South	1500 - 2300	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below	Cleveland St	J	J022	1500 - 1730
*Major Duty- see below	Cleveland St	J	J022	1730 - 1830
Lunch	Cleveland St	J	J022	1830 - 1900
*General Duties- see below	Norwood Av	J	J023	1910 - 2110
*Major Duty- see below	Norwood Av	J	J023	2110 - 2210
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Cleveland St	J	J022	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. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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. 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 Windows and stations Signs. 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.  All Major duty must be performed from below list. **Major Duty Cleaning- pick up supplies for Cleveland St and Norwood Ave Stations. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. 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: Pick Up Supplies from J031- Woodhaven Blvd. Main Supply Rooms. Restock Chemical And Paper Supplies. Thur: Sweep all street stairways and bucket wash all street stairways and handrails. Fri: 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. Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.	Cleveland St	J	J022	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#
SC0603	Station South	2300 - 0700	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Broadway Junction	A C	N124	2300 -
*General Duties- see below	Broadway Junction	A C	N124	2300 - 0130
**Major Duty “Floors”- see below	Broadway Junction	A C	N124	0130 - 0215
***Major Duty”- see below	Broadway Junction	A C	N124	0215 - 0300
Lunch	Broadway Junction	A C	N124	0300 - 0330
*General Duty - see below	Chauncey St	J	J017	0345 - 0445
**Major Duty “Floors”- see below	Chauncey St	J	J017	0445 - 0545
***Major Duties- see below	Chauncey St	J	J017	0545 - 0645
Report Off Duty.	Broadway Junction	A C	N124	0700 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (“J” platform and mezzanine-U7, U5, PU1, PU2, U8, U6, PU3 and PU4). Scrap all upper mezzanine and “J” 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. Bucket wash trash receptacles and benches. 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 platforms. Clean all ledges in upper mezzanine leading towards escalators ES331, ES330, ES347 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 all touch points. Clean and disinfect refuse rooms/refuse housings.				
***Major Duty Cleaning- Sun: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Mon: Bucket wash trash receptacles and s/w’s on Queens Side Tue: Bucket wash trash receptacles and s/w’s on Manhattan Side Wed: Bucket wash trash receptacles on mezzanine and scuff marks. Thur: Pick up supplies from Myrtle Wyckoff/ Livonia Ave (weekly) Fri Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Sat: Remove drag marks 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#
SC0603A	Station South	2300 - 0700	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Gates Av	J	J013	2300 - 0145
*General Duties- see below				
**Major Duty “Floors”- see below	Gates Av	J	J013	0145 - 0230
***Major Duty- see below	Gates Av	J	J013	0230 - 0300
Lunch	Halsey St	J	J016	0315 - 0345
*General Duty - see below	Halsey St	J	J016	0345 - 0545
**Major Duty “Floors”- see below	Halsey St	J	J016	0545 - 0615
***Major Duty- see below	Halsey St	J	J016	0615 - 0650
Report Off Duty.	Gates Av	A C	J013	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, 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. Bucket wash trash receptacles and benches. 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 all touch points. Clean and disinfect refuse rooms/refuse housings				
***Major Duty Cleaning- Sun: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Mon: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. 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- Clean and disinfect 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: Pick up supplies from Myrtle Wyckoff (weekly) Fri: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Sat: Bucket wash trash receptacles and remove drag marks.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0604	Station South	2300 - 0700	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Flushing Av	J M	J007	2300 -
*General Duties- see below	Flushing Av	J M	J007	2300 - 0030
**Major Duty “Floors”- see below	Flushing Av	J M	J007	0030 - 0115
***Elevator Duties – see below Note- If Elevators are out of service, listed General Duties will be performed	Flushing Av	J M	J007	0115 - 0135
****Major Duty- see below	Flushing Av	J M	J007	0135 - 0215
Lunch	Lorimer St	J M	J005	0230 - 0300
*General Duties- see below	Lorimer St	J M	J005	0300 - 0430
**Major Duty “Floors”- see below	Lorimer St	J M	J005	0430 - 0515
****Major Duty- see below	Lorimer St	J M	J005	0515 - 0550
*General Duties- see below	Flushing Av	J M	J007	0600 - 0700
***Elevator Duties	Flushing Av	J M	J007	0640 - 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, 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. Bucket wash trash receptacles and benches. 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 all touch points. Clean and disinfect refuse rooms/refuse housings.  ***Elevator Duties - Clean and polish [ELE #393 #394 #395].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: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Mon: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. 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- Clean and disinfect 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: Pick up supplies from Myrtle Wyckoff (weekly) Fri Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Sat: Bucket wash trash receptacles and remove drag marks.	Flushing Av	J M	J007	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#
SC0605	Station South	2300 - 0700	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Marcy Av	J M Z	J001	2300 -
*General Duties- see below	Marcy Av	J M Z	J001	2300 - 0100
**Major Duty “Floors”- see below	Marcy Av	J M Z	J001	0100 - 0140
***Elevator Duties – see below Note- If Elevators are out of service, listed General Duties will be performed	Marcy Av	J M Z	J001	0140 - 0200
****Major Duty- see below	Marcy Av	J M Z	J001	0200 - 0245
Lunch	Hewes St	J M	J003	0300 - 0330
*General Duties- see below	Hewes St	J M	J003	0330 - 0445
**Major Duty “Floors”- see below	Hewes St	J M	J003	0445 - 0515
****Major Duty- see below	Hewes St	J M	J003	0515 - 0550
*General Duties- see below	Marcy Av	J M Z	J001	0600 - 0700
***Elevator Duties – see below	Marcy Av	J M Z	J001	0640 - 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, 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. Bucket wash trash receptacles and benches. 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 all touch points. Clean and disinfect refuse rooms/refuse housings. ****Major Duty Cleaning- Sun: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Mon: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. Tues: 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 Housing/Room- Clean and disinfect refuse housing/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: Pick up supplies from Myrtle Wyckoff (weekly)- Pick up garbage bags and cleaning supplies needed for respective stations. Fri: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers.  ***Elevator Duties - Clean and polish [ELE #391 #392]. 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.	Marcy Av	J M Z	J001	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#
SC0606	Station South	0700 - 1500	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Fresh Pond Rd	M	K025	0700 -
*General Duties- see below	Fresh Pond Rd	M	K025	0700 - 1000
**Major Duty- see below	Fresh Pond Rd	M	K025	1000 - 1050
Lunch	Fresh Pond Rd	M	K025	1100 - 1130
*General Duty - see below	Forest Av	M	K024	1140 - 1400
*Major Duties - see below	Forest Av	M	K024	1400 - 1450
Report Off Duty.	Fresh Pond Rd	M	K025	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. Bucket wash trash receptacles and benches. 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 [K026 Metropolitan Ave] [K022 Seneca 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: Refuse Housing/Room- Clean and disinfect refuse housing/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: Pick up supplies from Myrtle Wyckoff (weekly)- Pick up garbage bags and cleaning supplies needed for respective stations. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. 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.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0607	Station South	0700 - 1500	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Middle Village Metropolitan Av	M	K026	0700 -
*General Duties- see below	Middle Village Metropolitan Av	M	K026	0700 - 1000
**Major Duty- see below	Middle Village Metropolitan Av	M	K026	1000 - 1050
Lunch	Middle Village Metropolitan Av	M	K026	1100 - 1130
*General Duty- see below	Seneca Av	M	K022	1140 - 1400
**Major Duties- see below	Seneca Av	M	K022	1400 - 1450
Report Off Duty.	Middle Village Metropolitan Av	M	K026	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. Bucket wash trash receptacles and benches. 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 [K026 Metropolitan Ave] [K022 Seneca 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: Refuse Housing/Room- Clean and disinfect refuse housing/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: Pick up supplies from Myrtle Wyckoff (weekly)- Pick up garbage bags and cleaning supplies needed for respective stations. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. 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/Room- Clean and disinfect refuse housing/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#
SC0607A	Station South	0700 - 1500	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Knickerbocker Av	M	K019	0700 - 1000
*General Duties- see below				
**Major Duty- see below	Knickerbocker Av	M	K019	1000 - 1100
Lunch	Knickerbocker Av	M	K019	1100 - 1130
*General Duty - see below	Central Av	M	K017	1140 - 1400
**Major Duties- see below	Central Av	M	K017	1400 - 1450
Report Off Duty.	Knickerbocker Av	M	K019	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. Bucket wash trash receptacles and benches. 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 [K019 Knickerbocker] [K017 Central 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: Refuse Housing- Clean and disinfect refuse housing. 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/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. 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- Clean and disinfect refuse housing. 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#
SC0608	Station South	0700 - 1500	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	121 St	J	J037	0700 - 0930
*General Duties- see below				
**Major Duty- see below	121 St	J	J037	0930 - 1030
Lunch	121 St	J	J037	1030 - 1100
*General Duties- see below	111 St	J	J035	1110 - 1310
**Major Duty- see below	111 St	J	J035	1310 - 1410
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	121 St	J	J037	1420 - 1500
Report Off Duty.	121 St	J	J037	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. 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 Windows and stations Signs. 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.  All Major duty must be performed from below list. **Major Duty Cleaning and pick up supplies for (121 St and 111 St station)  Sun: Booth (J37 121St and J35 111 St.) - 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: Pick Up Supplies from J031- Woodhaven Blvd. Main Supply Rooms. Restock Chemical And Paper Supplies. 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: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. Sat: Employee Toilets- Clean 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.				

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



JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0609	Station South	0700 - 1500	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Woodhaven Blvd	J Z	J031	0700 - 0930
*General Duties- see below				
**Major Duty- see below	Woodhaven Blvd	J Z	J031	0930 - 1030
Lunch	Woodhaven Blvd	J Z	J031	1030 - 1100
*General Duties- see below	104 St	J	J034	1110 - 1310
**Major Duty- see below	104 St	J	J034	1310 - 1410
*Inspect station for unsanitary conditions and correct. Re-scrap. Remove all spills from floors.	Woodhaven Blvd	J Z	J031	1420 - 1500
Report Off Duty.	Woodhaven Blvd	J Z	J031	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. 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 Windows and stations Signs. 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.  All Major duty must be performed from below list. **Major Duty Cleaning and pick up supplies for Woodhaven Blvd & 104th Street station.  Sun: Booth (J31-Woodhaven Blvd & J-34 104th Street.) - 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: Pick Up Supplies from J031- Woodhaven Blvd. Main Supply Rooms. Restock Chemical And Paper Supplies. 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: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. Sat: Employee Toilets- Clean 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.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0610	Station South	0700 - 1500	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	85 St-Forest Pkwy	J	J030	0700 - 0930
*General Duties- see below				
**Major Duty- see below	85 St-Forest Pkwy	J	J030	0930 - 1030
Lunch	85 St-Forest Pkwy	J	J030	1030 - 1100
*General Duties- see below	75 St-Elderts Ln	J	J028	1110 - 1310
**Major Duty- see below	75 St-Elderts Ln	J	J028	1310 - 1410
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	85 St-Forest Pkwy	J	J030	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. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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. 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 Windows and stations Signs. 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.  All Major duty must be performed from below list. **Major Duty Cleaning and pick up supplies for 85 St/Forest Pkwy & 75 St/Elderts Lane station  Sun: Booth (85 St/Forest Pkwy & 75 St/Elderts Lane.) - 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: Pick Up Supplies from J031- Woodhaven Blvd. Main Supply Rooms. Restock Chemical And Paper Supplies. 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: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. Sat: Employee Toilets- Clean 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.	85 St-Forest Pkwy	J	J030	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#
SC0611	Station South	0700 - 1500	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Crescent St	J	J024	0700 - 0930
*General Duties- see below				
**Major Duty- see below	Crescent St	J	J024	0930 - 1030
Lunch	Crescent St	J	J024	1030 - 1100
*General Duties- see below	Cypress Hills	J	J025	1110 - 1310
**Major Duty- see below	Cypress Hills	J	J025	1310 - 1410
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Crescent St	J	J024	1420 - 1500
Report Off Duty	Crescent St	J	J024	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. 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 Windows and stations Signs. 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.  All Major duty must be performed from below list. **Major Duty Cleaning and pick up supplies for Crescent St & Cypress Hills stations.  Sun: Booth (J24-Crescent St & J-25 Cypress Hills.) - 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: Pick Up Supplies from J031- Woodhaven Blvd. Main Supply Rooms. Restock Chemical And Paper Supplies. Tue: Employee Facility Room & Supervisor Office: 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. Supv/Manager Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office. Wed: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. Sat: Employee Toilets- Clean 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.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0612	Station South	0700 - 1500	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Broadway Junction	A C	N124	0700 -
*General Duties- see below	Broadway Junction	A C	N124	0700 - 1000
**Major Duty- see below	Broadway Junction	A C	N124	1000 - 1050
Lunch	Broadway Junction	A C	N124	1100 - 1130
*General Duty - see below	Chauncey St	J	J017	1140 - 1400
**Major Duties- see below	Chauncey St	J	J017	1400 - 1450
Report Off Duty.	Broadway Junction	A C	N124	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (“J” platform and mezzanine-U7, U5, PU1, PU2, U8, U6, PU3 and PU4). Scrap all upper mezzanine and “J” 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. Bucket wash trash receptacles and benches. 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 platforms. Clean all ledges in upper mezzanine leading towards escalators ES331, ES330, ES347 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- 1000-1050 Sun: Booth- Clean booth [N124 Broadway Junction] 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/Wed: -Refuse Room “J”- Clean and disinfect 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.				
1400-1450 Sun: Booth- Clean booth [J017 Chauncey St] 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- Clean and disinfect 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/Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 toilet tissue, paper towels, toilet seat covers and soap. 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- Clean and disinfect 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#
SC0612A	Station South	1500 - 2300	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Broadway Junction	A C	N124	1500 - 1700
*General Duties- see below				
**Major Duty- see below	Broadway Junction	A C	N124	1700 - 1800
**Major Duty- see below	Chauncey St	J	J017	1810 - 1900
Lunch	Chauncey St	J	J017	1900 - 1930
*General Duties - see below	Chauncey St	J	J017	1930 - 2200
*General Duties- see below	Broadway Junction	A C	N124	2200 - 2300
Report Off Duty.	Broadway Junction	A C	N124	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (“J” platform and mezzanine-U7, U5, PU1, PU2, U8, U6, PU3 and PU4; M1A/B-M4A/B). Scrap all upper mezzanine and “J” 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. Bucket wash trash receptacles and benches. 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 platforms. Clean all ledges in upper mezzanine leading towards escalators ES331, ES330, ES347 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- 1710-1800 Sun: Queens Plat: remove pigeon droppings and bucket wash all trash receptacles. Tues/Thurs: -Refuse Room “J”- Clean and disinfect 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: Pick up supplies from Livonia Ave (weekly)- Pick up garbage bags and cleaning supplies needed for respective stations. Sat: Manhattan Plat: remove pigeon droppings and bucket wash all trash receptacles.  1810-1900 Sun: Refuse Room- Clean and disinfect 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. Restock supplies. Tues: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Wed: Employee Facility Room/Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 toilet tissue, paper towels, toilet seat covers and soap. Thurs: Refuse Housing- Clean and disinfect refuse housing. Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Fri: Pick up supplies from Myrtle Wyckoff (weekly)- Pick up garbage bags and cleaning supplies needed for respective stations. Sat: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on 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#
SC0613	Station South	0700 - 1500	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Gates Av	J	J013	0700 -
*General Duties- see below	Gates Av	J	J013	0700 - 1000
**Major Duty- see below	Gates Av	J	J013	1000 - 1050
Lunch	Gates Av	J	J013	1100 - 1130
*General Duty - see below	Halsey St	J	J016	1140 - 1400
**Major Duties- see below	Halsey St	J	J016	1400 - 1450
Report Off Duty.	Gates Av	J	J013	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. Bucket wash trash receptacles and benches. 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 [J013 Gates Ave] [J016 Halsey St] 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- Clean and disinfect 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/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. 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.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0613A	Station South	0700 - 1500	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. General Duties- see below	Van Siclen Av	J	J021	0700 - 0930
Major Duty- see below	Van Siclen Av	J	J021	0930 - 1030
Lunch	Van Siclen Av	J	J021	1030 - 1100
General Duties- see below	Alabama Av	J Z	J020	1110 - 1310
Major Duty- see below	Alabama Av	J Z	J020	1310 - 1410
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Van Siclen Av	J	J021	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. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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. 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 Windows and stations Signs. 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.  All Major duty must be performed from below list. **Major Duty Cleaning and pick up supplies for Van Siclen Ave & Alabama Ave stations.  Sun: Booth (J-21 Van Siclen Ave & J-20 Alabama Ave.) - 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: Pick Up Supplies from J031- Woodhaven Blvd. Main Supply Rooms. Restock Chemical And Paper Supplies. 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: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. Sat: Employee Toilets- Clean 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.	Van Siclen Av	J	J021	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#
SC0614	Station South	0700 - 1500	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Myrtle Av	J M Z	J009	0700 -
*General Duties- see below	Myrtle Av	J M Z	J009	0700 - 0930
**Public Restroom Duties (0930-1000) – see below Note- If public restrooms are out of service, listed General Duties will be performed.	Myrtle Av	J M Z	J009	0930 - 1000
*** Major Duties- see below	Myrtle Av	J M Z	J009	1000 - 1120
Lunch	Myrtle Av	J M Z	J009	1130 - 1200
**Public Restroom Duties (1200-1300) – see below Close public restrooms 1200-1300 hours Note- If public restrooms are out of service, listed General Duties will be performed.	Myrtle Av	J M Z	J009	1200 - 1300
*General Duties- see below	Kosciuszko St	J	J012	1310 - 1410
***Major Duties- see below	Kosciuszko St	J	J012	1410 - 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. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Bucket wash all trash receptacles and benches. 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.  **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 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 [J009 Myrtle Ave] [J012 Kosciuszko St] 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/Room- Clean and disinfect refuse housing/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: Pick up supplies from Myrtle Wyckoff (weekly)- Pick up garbage bags and cleaning supplies needed for respective stations. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguishers. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Replenish toilet tissue, paper towels, toilet seat covers and soap 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 (Myrtle Ave)- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect.	Myrtle Av	J M Z	J009	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#
SC0614A	Station South	0700 - 1500	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Flushing Av	J M	J007	0700 - 0900
*General Duties- see below				
**Major Duty- see below	Flushing Av	J M	J007	0900 - 0940
***Elevator Duties – see below Note- If Elevators are out of service, listed General Duties will be performed	Flushing Av	J M	J007	0940 - 1030
Lunch	Flushing Av	J M	J007	1030 - 1100
*General Duties- see below	Lorimer St	J M	J005	1110 - 1300
**Major Duty- see below	Lorimer St	J M	J005	1300 - 1350
*General Duties- see below	Flushing Av	J M	J007	1400 - 1445
***Elevator Duties – see below	Flushing Av	J M	J007	1445 - 1500
Report Off Duty.	Flushing Av	J M	J007	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. Bucket wash trash receptacles and benches. 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 [J007 Flushing Ave] [J005 Lorimer St] 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- Clean and disinfect refuse housing. 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/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. 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- Clean and disinfect refuse housing. 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 [ELE #393 #394 #395]. 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#
SC0615	Station South	0700 - 1500	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Marcy Av	J M Z	J001	0700 -
*General Duties- see below	Marcy Av	J M Z	J001	0700 - 0900
**Major Duty- see below	Marcy Av	J M Z	J001	0900 - 0940
***Elevator Duties – see below Note- If Elevators are out of service, listed General Duties will be performed	Marcy Av	J M Z	J001	0940 - 1020
Lunch	Marcy Av	J M Z	J001	1030 - 1100
*General Duties- see below	Hewes St	J M	J003	1110 - 1300
**Major Duty- see below	Hewes St	J M	J003	1300 - 1350
*General Duties- see below	Marcy Av	J M Z	J001	1400 - 1445
***Elevator Duties – see below	Marcy Av	J M Z	J001	1445 - 1500
Report Off Duty.	Marcy Av	J M Z	J001	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. Bucket wash trash receptacles and benches. 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 [J001 Marcy Ave] [J003 Hewes St] 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/Room- Clean and disinfect refuse housing/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: Pick up supplies from Myrtle Wyckoff Wed: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Thu: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Fri: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. 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.				
**Elevator Duties - Clean and polish [ELE #391 #392].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#
SC0616	Station South	1500 - 2300	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Middle Village Metropolitan Av	M	K026	1500 -
*General Duties- see below	Middle Village Metropolitan Av	M	K026	1500 - 1800
**Major Duty- see below	Middle Village Metropolitan Av	M	K026	1800 - 1840
Lunch	Seneca Av	M	K022	1900 - 1930
*General Duty - see below	Seneca Av	M	K022	1930 - 2100
**Major Duties- see below	Seneca Av	M	K022	2100 - 2240
Report Off Duty.	Middle Village Metropolitan Av	M	K026	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. Bucket wash trash receptacles and benches. 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/Room- Clean and disinfect refuse housing/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: Pick up supplies from Myrtle Wyckoff (weekly)- Pick up garbage bags and cleaning supplies needed for respective stations. Tues: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Wed: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. Thurs: 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: Bucket wash all trash receptacles. Sat: Refuse Housing/Room- Clean and disinfect refuse housing/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#
SC0616A	Station South	1500 - 2300	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Fresh Pond Rd	M	K025	1500 - 1800
*General Duties- see below				
**Major Duty- see below	Fresh Pond Rd	M	K025	1800 - 1900
Lunch	Fresh Pond Rd	M	K025	1900 - 1930
*General Duty - see below	Forest Av	M	K024	1940 - 2100
**Major Duties- see below	Forest Av	M	K024	2100 - 2250
Report Off Duty.	Fresh Pond Rd	M	K025	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. Bucket wash trash receptacles and benches. 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/Room- Clean and disinfect refuse housing/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: Pick up supplies from Myrtle Wyckoff (weekly)- Pick up garbage bags and cleaning supplies needed for respective stations. Tues: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Wed: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. Thurs: 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: Bucket wash all trash receptacles. Sat: Refuse Housing/Room- Clean and disinfect refuse housing/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#
SC0616B	Station South	1500 - 2300	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Knickerbocker Av	M	K019	1500 - 1800
*General Duties- see below				
**Major Duty- see below	Knickerbocker Av	M	K019	1800 - 1900
Lunch	Knickerbocker Av	M	K019	1900 - 1930
*General Duty - see below	Central Av	M	K017	1940 - 2200
**Major Duties- see below	Central Av	M	K017	2200 - 2250
Report Off Duty.	Knickerbocker Av	M	K019	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. Bucket wash trash receptacles and benches. 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/Room- Clean and disinfect refuse housing/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: Pick up supplies from Myrtle Wyckoff (weekly)- Pick up garbage bags and cleaning supplies needed for respective stations. Tues: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Wed: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. Thurs: 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: Bucket wash all trash receptacles. Sat: Refuse Housing/Room- Clean and disinfect refuse housing/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#
SC0616C	Station South	1500 - 2300	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Gates Av	J	J013	1500 - 1800
*General Duties- see below				
**Major Duty- see below	Gates Av	J	J013	1800 - 1900
Lunch	Gates Av	J	J013	1900 - 1930
*General Duty - see below	Halsey St	J	J016	1940 - 2100
**Major Duties- see below	Halsey St	J	J016	2100 - 2250
Report Off Duty.	Gates Av	J	J013	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. Bucket wash trash receptacles and benches. 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- Clean and disinfect 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. Restock supplies. Tues: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Wed: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. Thurs: Refuse Room- Clean and disinfect 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: Cleaning Q-Panels (weekly) and bucket wash all trash receptacles.- Remove stains and scuff marks from “Q-Panels” on platforms. Sat: Pick up supplies from Myrtle Wyckoff (weekly				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0617	Station South	1500 - 2300	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	121 St	J	J037	1500 - 1730
*General Duties- see below				
**Major Duty- see below	121 St	J	J037	1730 - 1830
Lunch	121 St	J	J037	1830 - 1900
*General Duties- see below	111 St	J	J035	1910 - 2110
**Major Duties- see below	111 St	J	J035	2110 - 2210
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	121 St	J	J037	2200 - 2300
Report Off Duty.	121 St	J	J037	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. 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 Windows and stations Signs. 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.  All Major duty must be performed from below list. **Major Duty Cleaning- pick up supplies for 121 St and 111 St stations. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. 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: Pick Up Supplies from J031- Woodhaven Blvd. Main Supply Rooms. Restock Chemical And Paper Supplies. Thur: Sweep all street stairways and bucket wash all street stairways and handrails. Fri: 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. Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0618	Station South	1500 - 2300	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	85 St-Forest Pkwy	J	J030	1500 -
*General Duties- see below	85 St-Forest Pkwy	J	J030	1500 - 1730
**Major Duty- see below	85 St-Forest Pkwy	J	J030	1730 - 1830
Lunch	85 St-Forest Pkwy	J	J030	1830 - 1900
*General Duties- see below	75 St-Elderts Ln	J	J028	1910 - 2110
**Major Duty- see below	75 St-Elderts Ln	J	J028	2110 - 2210
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	85 St-Forest Pkwy	J	J030	2220 - 2300
Report off Duty	85 St-Forest Pkwy	J	J030	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. 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 Windows and stations Signs. 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.  All Major duty must be performed from below list. **Major Duty Cleaning- pick up supplies for 85th St and 75th St stations. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. 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: Pick Up Supplies from J031- Woodhaven Blvd. Main Supply Rooms. Restock Chemical And Paper Supplies. Thur: Sweep all street stairways and bucket wash all street stairways and handrails. Fri: 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. Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.				

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



JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0618A	Station South	2300 - 0700	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below	85 St-Forest Pkwy	J	J030	2300 - 0100
*Major Duty Floors- see below	85 St-Forest Pkwy	J	J030	0100 - 0145
*Major Duty- see below	85 St-Forest Pkwy	J	J030	0145 - 0215
Lunch	85 St-Forest Pkwy	J	J030	0215 - 0245
*General Duties- see below	75 St-Elderts Ln	J	J028	0300 - 0430
*Major Duty Floors- see below	75 St-Elderts Ln	J	J028	0430 - 0515
*Major Duty- see below	75 St-Elderts Ln	J	J028	0515 - 0610
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	85 St-Forest Pkwy	J	J030	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. Wipe down & disinfect 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. 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 Windows and stations Signs. 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.  All Major duty must be performed from below list. **Major Duty Cleaning- pick up supplies for 85th St and 75th St stations. 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: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. Thur: Employee Toilets- Clean 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. Fri: Pick Up Supplies from J031- Woodhaven Blvd. Main Supply Rooms. Restock Chemical And Paper Supplies Sat: Sweep all street stairways and bucket wash all street stairways and handrails.	85 St-Forest Pkwy	J	J030	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#
SC0619A	Station South	2300 - 0700	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below	Van Siclen Av	J	J021	2300 - 0100
*Major Duty Floors- see below	Van Siclen Av	J	J021	0100 - 0145
*Major Duty- see below	Van Siclen Av	J	J021	0145 - 0215
Lunch	Van Siclen Av	J	J021	0215 - 0245
*General Duties- see below	Alabama Av	J Z	J020	0300 - 0430
*Major Duty Floors- see below	Alabama Av	J Z	J020	0430 - 0515
*Major Duty- see below	Alabama Av	J Z	J020	0515 - 0610
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Van Siclen Av	J	J021	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. Wipe down & disinfect 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. 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 Windows and stations Signs. 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.  All Major duty must be performed from below list. **Major Duty Cleaning- pick up supplies for Van siclen Ave and Alabama Ave stations. 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: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. Thur: Employee Toilets- Clean 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. Fri: Pick Up Supplies from J031- Woodhaven Blvd. Main Supply Rooms. Restock Chemical And Paper Supplies Sat: Sweep all street stairways and bucket wash all street stairways and handrails.	Van Siclen Av	J	J021	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#
SC0619B	Station South	1500 - 2300	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below	Van Siclen Av	J	J021	1500 - 1730
*Major Duty- see below	Van Siclen Av	J	J021	1730 - 1830
Lunch	Van Siclen Av	J	J021	1830 - 1900
*General Duties- see below	Alabama Av	J Z	J020	1910 - 2110
*Major Duty- see below	Alabama Av	J Z	J020	2110 - 2210
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floor	Van Siclen Av	J	J021	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. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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. 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 Windows and stations Signs. 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.  All Major duty must be performed from below list. **Major Duty Cleaning- pick up supplies for Van siclen Ave and Alabama Ave stations. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. 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: Pick Up Supplies from J031- Woodhaven Blvd. Main Supply Rooms. Restock Chemical And Paper Supplies. Thur: Sweep all street stairways and Bucket wash all street stairways and handrails. Fri: 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. Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.	Van Siclen Av	J	J021	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#
SC0620	Station South	1500 - 2300	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Marcy Av	J M Z	J001	1500 -
*General Duties- see below	Marcy Av	J M Z	J001	1500 - 1700
**Major Duty- see below	Marcy Av	J M Z	J001	1700 - 1740
***Elevator Duties – see below Note- If Elevators are out of service, listed General Duties will be performed	Marcy Av	J M Z	J001	1740 - 1820
Lunch	Hewes St	J M	J003	1830 - 1900
*General Duties- see below	Hewes St	J M	J003	1910 - 2000
**Major Duty- see below	Hewes St	J M	J003	2000 - 2150
***Elevator Duties- see below	Marcy Av	J M Z	J001	2200 - 2220
*General Duties- see below	Marcy Av	J M Z	J001	2220 - 2300
Report Off Duty.	Marcy Av	J M Z	J001	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. Bucket wash trash receptacles and benches. 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: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. 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: Refuse Housing/Room- Clean and disinfect refuse housing/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/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. Thurs: Bucket wash trash receptacles. Fri: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Sat: Pick up supplies from Myrtle Wyckoff (weekly)- Pick up garbage bags and cleaning supplies needed for respective stations.				
***Elevator Duties - Clean and polish [ELE #391 #392].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#
SC0621	Station South	2300 - 0700	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Bedford Av	L	H009	2300 -
*General Duties- see below	Bedford Av	L	H009	2300 - 0100
**Major Duty “Floors”- see below	Bedford Av	L	H009	0100 - 0140
***Major Duty- see below	Bedford Av	L	H009	0140 - 0220
****Elevator Duties – see below Note- If Elevators are out of service, listed General Duties will be performed	Bedford Av	L	H009	0220 - 0245
Lunch	Bedford Av	L	H009	0300 - 0330
*General Duties- see below	Graham Av	L	H013	0330 - 0500
**Major Duty “floors”- see below	Graham Av	L	H013	0500 - 0540
***Major Duty- see below	Graham Av	L	H013	0540 - 0600
*General Duties- see below	Bedford Av	L	H009	0600 - 0700
****Elevator Duties –see below	Bedford Av	L	H009	0640 - 0700
Report Off Duty.	Bedford Av	L	H009	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, and platforms. Wipe down &amp; disinfect 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. Bucket wash trash receptacles and benches. 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. Remove all 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>**Major Duty Cleaning- Sun: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Mon: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. Tues: 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 Housing/Room- Clean and disinfect refuse housing/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: Pick up supplies from Myrtle Wyckoff (weekly)- Pick up garbage bags and cleaning supplies needed for respective stations. Fri: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Sat: Bucket wash trash receptacles and remove drag marks.</div> <div>***Elevator Duties - Clean and polish [ELE #358 #359].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.</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#
SC0622	Station South	2300 - 0700	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Montrose Ave	L	H017	2300 -
*General Duties- see below	Montrose Ave	L	H017	2300 - 0100
**Major Duty “Floors”- see below	Montrose Ave	L	H017	0100 - 0145
***Major Duty-see below	Montrose Ave	L	H017	0145 - 0230
Lunch	Montrose Ave	L	H017	0230 - 0300
*General Duties- see below *Elevator Duties- see below	Grand St	L	H015	0315 - 0515
**Major Duty “Floors”- see below	Grand St	L	H015	0515 - 0600
***Major Duty-see below	Grand St	L	H015	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, 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. Bucket wash trash receptacles and benches. 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 all touch points. Clean and disinfect refuse rooms/refuse housings.  ***Major Duty Cleaning- Sun: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Mon: Employee Facility Room/Employee Bathroom/GSS office- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. 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- Clean and disinfect 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: Pick up supplies from Myrtle Wyckoff (weekly) Fri Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Sat: Bucket wash trash receptacles and remove drag marks.  *** Elevator Duties - Clean and polish [EL785, EL786]. 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.	Montrose Ave	L	H017	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#
SC0623	Station South	2300 - 0700	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Morgan Ave	L	H019	2300 -
*General Duties- see below	Morgan Ave	L	H019	2300 - 0100
**Major Duty “Floors”- see below	Morgan Ave	L	H019	0100 - 0145
***Major Duty- see below	Morgan Ave	L	H019	0145 - 0230
Lunch	Morgan Ave	L	H019	0230 - 0300
*General Duties- see below	Jefferson St	L	H022	0315 - 0515
**Major Duty “Floors”- see below	Jefferson St	L	H022	0515 - 0600
***Major Duty- see below	Jefferson St	L	H022	0600 - 0650
Report Off Duty.	Morgan Ave	L	H019	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, 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. Bucket wash trash receptacles and benches. 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 all touch points. Clean and disinfect refuse rooms/refuse housings.				
***Major Duty Cleaning- Sun: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Mon: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. 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- Clean and disinfect 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: Pick up supplies from Myrtle Wyckoff (weekly) Fri Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Sat: Bucket wash trash receptacles and remove drag marks.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0624	Station South	2300 - 0700	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	DeKalb Av	L	H023	2300 -
*General Duty- see below	DeKalb Av	L	H023	2300 - 0100
**Major Duty “Floors”- see below	DeKalb Av	L	H023	0100 - 0145
***Major Duty- see below	DeKalb Av	L	H023	0145 - 0230
Lunch	DeKalb Av	L	H023	0230 - 0300
*General Duty- see below	Halsey St	L	H028	0315 - 0515
**Major Duty “Floors”- see below	Halsey St	L	H028	0515 - 0600
***Major Duty- see below	Halsey St	L	H028	0600 - 0650
Report Off Duty.	DeKalb Av	L	H023	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, 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. Bucket wash trash receptacles and benches. 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 all touch points. Clean and disinfect refuse rooms/refuse housings.				
***Major Duty Cleaning- Sun: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Mon: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. 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- Clean and disinfect 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: Pick up supplies from Myrtle Wyckoff (weekly) Fri Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Sat: Bucket wash 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#
SC0625	Station South	2300 - 0700	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Myrtle Wyckoff Avs	M	H026	2300 -
*General Duties- see below	Myrtle Wyckoff Avs	M	H026	2300 - 0200
**Public Restroom Duties- See below Note- If public restrooms are out of service listed General Duties will be performed	Myrtle Wyckoff Avs	M	H026	0200 - 0230
***Escalator Duties See below	Myrtle Wyckoff Avs	M	H026	0230 - 0330
Lunch	Myrtle Wyckoff Avs	M	H026	0330 - 0400
****Major Duty Floors M Line	Myrtle Wyckoff Avs	M	H026	0400 - 0500
***Escalator Duties See below	Myrtle Wyckoff Avs	M	H026	0500 - 0600
*General Duties- see below	Myrtle Wyckoff Avs	M	H026	0600 - 0700
Report Off Duty.  *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, P2A/B, U1A/B/C, S5A/B/C mezzanine [where H026 booth located], 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. Bucket wash trash receptacles and benches. 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.  **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.  ***Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart (212)424-4497 Shut down and clean ES332 and ES333. 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 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 al urine areas. Sanitize all touch points. Clean and disinfect refuse rooms. Remove pigeon droppings.  *****Elevator Duties - Clean and polish [ELE #396 #397 #398]. 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.	Myrtle Wyckoff Avs	M	H026	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#
SC0626	Station South	2300 - 0700	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Wilson Av	L	H032	2300 -
*General Duties- see below	Wilson Av	L	H032	2300 - 0100
**Major Duty “Floors”- see below	Wilson Av	L	H032	0100 - 0145
***Major Duty- see below	Wilson Av	L	H032	0145 - 0230
Lunch	Wilson Av	L	H032	0230 - 0300
*General Duties- see below	Bushwick Av Aberdeen St	L	H033	0315 - 0515
**Major Duty “Floors”- see below	Bushwick Av Aberdeen St	L	H033	0515 - 0600
***Major Duty- see below	Bushwick Av Aberdeen St	L	H033	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, 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. Bucket wash trash receptacles and benches. 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 all touch points. Clean and disinfect refuse rooms/refuse housings.  ***Major Duty Cleaning- Sun: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Mon: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. 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- Clean and disinfect 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: Pick up supplies from Myrtle Wyckoff (weekly) Fri Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Sat: Bucket wash trash receptacles.	Wilson Av	L	H032	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#
SC0627	Station South	2300 - 0700	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Broadway Junction	A C	N124	2300 -
PERFORM DUTIES ON BROADWAY JUNCTION "L" LINE *General Duties- see below	Broadway Junction	A C	N124	2300 - 0100
PERFORM DUTIES ON BROADWAY JUNCTION "L" LINE **Major Duty “Floors”- see below	Broadway Junction	A C	N124	0100 - 0145
PERFORM DUTIES ON BROADWAY JUNCTION "L" LINE  Pigeon Droppings	Broadway Junction	A C	N124	0145 - 0245
Lunch	Broadway Junction	A C	N124	0245 - 0315
PERFORM DUTIES ON BROADWAY JUNCTION "L" LINE ***Major Duty-see below	Broadway Junction	A C	N124	0315 - 0400
PERFORM DUTIES ON BROADWAY JUNCTION "L" LINE *General Duties- see below	Broadway Junction	A C	N124	0400 - 0500
PERFORM DUTIES ON BROADWAY JUNCTION "L" LINE Pigeon Droppings	Broadway Junction	A C	N124	0500 - 0600
PERFORM DUTIES ON BROADWAY JUNCTION "L" LINE *General Duties- see below	Broadway Junction	A C	N124	0600 - 0700
Report Off Duty.  *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (“L” platform and mezzanine-U9A/B/C, U10A/B/C, U11A/B, U12A/B, U13A/B, U14A/B, M1A/B-M4A/B). Scrap all upper mezzanine and “L” 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. Bucket wash trash receptacles and benches. 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 platforms. Clean all ledges in overpass leading towards Manhattan L Platform 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 all touch points. Clean and disinfect refuse rooms/refuse housings.  ***Major Duty Cleaning- Sun: Supervisor Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Wipe walls down. Mon: Rockaway Platform- Bucket wash trash receptacles and sandbox. Tue/Fri: Over path: clean windows and bucket wash over path. Wed: Manhattan Platform- Bucket wash trash receptacles and sandbox. Thur: Dry Supply Room: Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Fri: Wet Supply Room: Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers.	Broadway Junction	A C	N124	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#
SC0628	Station South	2300 - 0700	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Atlantic Av	L	H035	2300 -
*General Duties- see below	Atlantic Av	L	H035	2300 - 0010
**Major Duty” Floor”- see below	Atlantic Av	L	H035	0100 - 0140
***Major Duty- see below	Atlantic Av	L	H035	0140 - 0220
Remove Pigeon Droppings	Atlantic Av	L	H035	0220 - 0300
Lunch	Sutter Av	L	H037	0315 - 0345
*General Duties- see below	Sutter Av	L	H037	0345 - 0530
**Major Duty” Floor”- see below	Sutter Av	L	H037	0530 - 0615
***Major Duty- see below01	Sutter Av	L	H037	0615 - 0650
Report Off Duty.	Atlantic Av	L	H035	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, 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. Bucket wash trash receptacles and benches. 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 all touch points. Clean and disinfect refuse rooms/refuse housings.				
***Major Duty Cleaning- Sun: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Mon: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. 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- Clean and disinfect 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: Pick up supplies from Myrtle Wyckoff (weekly) Fri Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Sat: Bucket wash trash receptacles and remove drag marks.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0629	Station South	2300 - 0700	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Canarsie Rockaway Pkwy	L	H041	2300 -
*General Duties- see below	Canarsie Rockaway Pkwy	L	H041	2300 - 0100
**Major Duty “Floors”- see below	Canarsie Rockaway Pkwy	L	H041	0100 - 0145
***Major Duty- see below	Canarsie Rockaway Pkwy	L	H041	0145 - 0230
Remove Pigeon Droppings	Canarsie Rockaway Pkwy	L	H041	0230 - 0315
Lunch	Canarsie Rockaway Pkwy	L	H041	0315 - 0345
*General Duty- see below	East 105 St	L	H040	0400 - 0530
**Major Duty “Floors”- see below	East 105 St	L	H040	0530 - 0615
***Major Duty- see below	East 105 St	L	H040	0615 - 0650
Report Off Duty.  *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep stairs and ramp towards public parking lot entrance, bus ramp and walkway to Glenwood Road and Bus Parking Lot. Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and 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, HPI Units, FDNY Standpipe Outlets. Clean station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Bucket wash trash receptacles and benches. 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.) 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 all touch points. Clean and disinfect refuse rooms/refuse housings.  ***Major Duty Cleaning- Sun: Bucket wash trash receptacles, remove drag marks and pigeon droppings. Mon: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. 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- Clean and disinfect 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: Pick up supplies from Livonia Ave (weekly) Fri: Bucket wash trash receptacles and remove drag marks. Sat: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers.	Canarsie Rockaway Pkwy	L	H041	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#
SC0630	Station South	0700 - 1500	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Bedford Av	L	H009	0700 -
*General Duties- see below	Bedford Av	L	H009	0700 - 0900
**Major Duty- see below	Bedford Av	L	H009	0900 - 0940
***Elevator Duties – see below Note- If Elevators are out of service, listed General Duties will be performed	Bedford Av	L	H009	0940 - 1020
Lunch	Bedford Av	L	H009	1030 - 1100
*General Duties- see below	Graham Av	L	H013	1110 - 1300
**Major Duty- see below	Graham Av	L	H013	1300 - 1350
*General Duties- see below	Bedford Av	L	H009	1400 - 1445
***Elevator Duties – see below	Bedford Av	L	H009	1445 - 1500
Report Off Duty.	Bedford Av	L	H009	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. Bucket wash trash receptacles and benches. 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 [H009 Bedford Ave] [H013 Graham 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: Refuse Room- Clean and disinfect refuse housing. Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Signal Bathroom and Employee bathroom- Wipe down all 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. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. 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- Clean and disinfect refuse housing. 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 [ELE #358 #359]. 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#
SC0631	Station South	0700 - 1500	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Montrose Ave	L	H017	0700 -
*General Duties- see below	Montrose Ave	L	H017	0700 - 1000
**Major Duty- see below	Montrose Ave	L	H017	1000 - 1050
Lunch	Montrose Ave	L	H017	1100 - 1130
*General Duties- see below *Elevator Duties- see below	Grand St	L	H015	1140 - 1400
**Major Duties- see below	Grand St	L	H015	1400 - 1450
Report Off Duty.	Montrose Ave	L	H017	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 &amp; disinfect 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. Bucket wash trash receptacles and benches. 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 Cleaning- Sun: Booth- Clean booth [H017 Montrose Ave] [H015 Grand 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: Refuse Room- Clean and disinfect 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: Pick up supplies from Myrtle Wyckoff (weekly)- Pick up garbage bags and cleaning supplies needed for respective stations. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. 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- Clean and disinfect 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> <div>Elevator Duties - Clean and polish [EL785, EL786]. 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>				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0632	Station South	0700 - 1500	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Morgan Ave	L	H019	0700 -
*General Duties- see below	Morgan Ave	L	H019	0700 - 1000
**Major Duty- see below	Morgan Ave	L	H019	1000 - 1050
Lunch	Morgan Ave	L	H019	1100 - 1130
*General Duties- see below	Jefferson St	L	H022	1140 - 1400
**Major Duties- see below	Jefferson St	L	H022	1400 - 1450
Report Off Duty.	Morgan Ave	L	H019	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. Bucket wash trash receptacles and benches. 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 [H019 Morgan Ave] [H022 Jefferson St] 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- Clean and disinfect refuse housing. Deck floor and discard all debris. Remove loose debris from refuse inserts and disinfect. Tue: Pick up supplies from Myrtle Wyckoff (weekly)- Pick up garbage bags and cleaning supplies needed for respective stations. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. 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- Clean and disinfect refuse housing. Deck floor and discard all debris. 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#
SC0633	Station South	0700 - 1500	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	DeKalb Av	L	H023	0700 -
**General Duties- see below	DeKalb Av	L	H023	0700 - 1000
*Major Duty- see below	DeKalb Av	L	H023	1000 - 1050
Lunch	DeKalb Av	L	H023	1100 - 1130
**General Duties- see below	Halsey St	L	H028	1140 - 1400
*Major Duties- see below	Halsey St	L	H028	1400 - 1450
Report Off Duty.	DeKalb Av	L	H023	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. Bucket wash trash receptacles and benches. 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 [H023 Dekalb Ave] [H028 Halsey St] 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/Room- Clean and disinfect refuse housing/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: Pick up supplies from Myrtle Wyckoff (weekly)- Pick up garbage bags and cleaning supplies needed for respective stations. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. 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/Room- Clean and disinfect refuse housing/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#
SC0634	Station South	0700 - 1500	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Myrtle Wyckoff Avs	L	H026	0700 -
*General Duties- see below	Myrtle Wyckoff Avs	L	H026	0700 - 1000
**Major Duty- see below	Myrtle Wyckoff Avs	L	H026	1000 - 1100
Lunch	Myrtle Wyckoff Avs	L	H026	1100 - 1130
Scrap Bus Transfer	Myrtle Wyckoff Avs	L	H026	1130 - 1200
***Elevator Duties – see below Note- If Elevators are out of service, listed General Duties will be performed	Myrtle Wyckoff Avs	L	H026	1200 - 1230
**Major Duty- see below	Myrtle Wyckoff Avs	L	H026	1230 - 1300
*General Duties- see below	Myrtle Wyckoff Avs	L	H026	1300 - 1500
Report Off Duty.  *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine leading to L plat across from supv office, and street). Clean/Scrap 3ft around all street stairways and bus transfer area. 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. Bucket wash trash receptacles and benches. 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- 1000-1100-Employee Facility Room including wall and floors. Clean, Disinfect and Restock employee toilets. Empty all trash receptacles. 1230-1300 -Clean Consolidated facility room, locker rooms and lunch rooms. Clean, Disinfect and Restock employee toilets. Empty all trash receptacles.  **Elevator Duties - Clean and polish [ELE #396 #397]. 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.	Myrtle Wyckoff Avs	L	H026	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#
SC0635	Station South	0700 - 1500	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Opening public restroom 0700 hours	Myrtle Wyckoff Avs	M	H026	0700 -
*General Duties- see below Check and restock public bathrooms 0930-1000 **Public Restroom Duties (0930-1000) – see below Note- In lieu public restrooms out of service, listed General Duties will be performed.	Myrtle Wyckoff Avs	M	H026	0700 - 1000
***Elevator Duties – see below Note- If Elevators are out of service, listed General Duties will be performed	Myrtle Wyckoff Avs	M	H026	1000 - 1040
****Major Duties- see below	Myrtle Wyckoff Avs	M	H026	1040 - 1130
Lunch	Myrtle Wyckoff Avs	M	H026	1130 - 1200
**Public Restroom Duties (1200-1300)–see below Close public restrooms 1200-1300 hours Note- If public restrooms are out of service, listed General Duties will be performed	Myrtle Wyckoff Avs	M	H026	1200 - 1300
*General Duties- see below	Myrtle Wyckoff Avs	M	H026	1300 - 1500
Report Off Duty  *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, P2A/B, U1A/B/C, S5A/B/C mezzanine [where H026 booth located], 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. Bucket wash trash receptacles and benches. 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.  **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: Booth- Clean booth [H026 Myrtle Wyckoff] 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/Wed/Fri: Refuse Room- Clean and disinfect 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: GSM Office and bathroom upper mezzanine - Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. Sat: Supv Office - Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect.  ***Elevator Duties – Clean and polish [ELE #398]. 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.	Myrtle Wyckoff Avs	M	H026	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#
SC0636	Station South	0700 - 1500	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Wilson Av	L	H032	0700 -
*General Duties- see below	Wilson Av	L	H032	0700 - 1000
**Major Duty- see below	Wilson Av	L	H032	1000 - 1050
Lunch	Wilson Av	L	H032	1100 - 1130
*General Duty- see below	Bushwick Av Aberdeen St	L	H033	1140 - 1400
**Major Duties- see below	Bushwick Av Aberdeen St	L	H033	1400 - 1450
Report Off Duty.	Wilson Av	L	H032	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 side ramp. 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. Bucket wash trash receptacles and benches. 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 [H032 Wilson Ave] [H033 Bushwick 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: Refuse Housing- Clean and disinfect refuse housing. Deck floor and discard all debris. Remove loose debris from refuse inserts and disinfect. Tue: Pick up supplies from Livonia Ave (weekly)- Pick up garbage bags and cleaning supplies needed for respective stations. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. 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- Clean and disinfect refuse housing. Deck floor and discard all debris. 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#
SC0637	Station South	0700 - 1500	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Broadway Junction	A C	N124	0700 -
*General Duties- see below	Broadway Junction	A C	N124	0700 - 1000
**Major Duty- see below	Broadway Junction	A C	N124	1000 - 1050
Lunch	Broadway Junction	A C	N124	1100 - 1130
*General Duty- see below	Broadway Junction	A C	N124	1140 - 1400
**Major Duties- see below	Broadway Junction	A C	N124	1400 - 1450
Report Off Duty.	Broadway Junction	A C	N124	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (“L” platform and mezzanine-U9A/B/C, U10A/B/C, U11A/B, U12A/B, U13A/B, U14A/B, M1A/B-M4A/B). Scrap all upper mezzanine and “L” 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. Bucket wash trash receptacles and benches. 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 platforms. Clean all ledges in overpass leading towards Manhattan L Platform 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- 1000-1050 Sun: Wet Supply Room: Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Mon/Thu: Over path: clean windows and bucket wash over path. Tues: Dry Supply Room: Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Wed: Supervisor Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Wipe walls down. Fri: Rockaway Platform- Bucket wash trash receptacles and sandbox. Sat: Manhattan Platform- Bucket wash trash receptacles and sandbox.				
1400-1450 Check and restock employee bathroom. Check employee facility room. Remove any litter and boxes.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0638	Station South	0700 - 1500	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Atlantic Av	L	H035	0700 -
*General Duties- see below	Atlantic Av	L	H035	0700 - 1000
*Major Duty- see below	Atlantic Av	L	H035	1000 - 1050
Lunch	Atlantic Av	L	H035	1100 - 1130
*General Duties- see below	Sutter Av	L	H037	1140 - 1400
*Major Duties- see below	Sutter Av	L	H037	1400 - 1450
Report Off Duty.	Atlantic Av	L	H035	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. Bucket wash trash receptacles and benches. 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.) and along the base on the tussle (on street level). 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 [H035 Atlantic Ave] [H037 Sutter 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: Refuse Housing- Clean and disinfect refuse housing. Deck floor and discard all debris. Remove loose debris from refuse inserts and disinfect. Tue: Pick up supplies from Livonia Ave (weekly)- Pick up garbage bags and cleaning supplies needed for respective stations. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. 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- Clean and disinfect refuse housing. Deck floor and discard all debris. 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#
SC0639	Station South	0700 - 1500	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	New Lots Av	L	H039	0700 -
*General Duties- see below	New Lots Av	L	H039	0700 - 0900
*Major Duty- see below	New Lots Av	L	H039	0900 - 0950
Lunch	Livonia Av	L	H038	1000 - 1030
Elevator Duties – see below Note- If Elevators are out of service, listed General Duties will be performed	Livonia Av	L	H038	1030 - 1130
*General Duties- see below	Livonia Av	L	H038	1130 - 1230
*Major Duty- see below *Elevator Duties	Livonia Av	L	H038	1230 - 1340
*General Duties- see below	New Lots Av	L	H039	1350 - 1500
Report Off Duty.	New Lots Av	L	H039	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 &amp; disinfect 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. Bucket wash trash receptacles and benches. 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 [H039 New Lots Ave] [H038 Livonia 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: Refuse Housing- Clean and disinfect refuse housing. Deck floor and discard all debris. Remove loose debris from refuse inserts and disinfect. Tue: Pick up supplies from Livonia Ave (weekly)- Pick up garbage bags and cleaning supplies needed for respective stations. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. 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- Clean and disinfect refuse housing. Deck floor and discard all debris. Remove loose debris from refuse inserts and disinfect.  **Elevator Duties - Clean and polish [ELE #771 #772 ]. 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.</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#
SC0640	Station South	0700 - 1500	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Canarsie Rockaway Pkwy	L	H041	0700 -
*General Duties- see below	Canarsie Rockaway Pkwy	L	H041	0700 - 0900
*Major Duties-see below	Canarsie Rockaway Pkwy	L	H041	0900 - 0930
*General Duties- see below	East 105 St	L	H040	0940 - 1110
*Major Duties-see below	East 105 St	L	H040	1110 - 1140
Lunch	East 105 St	L	H040	1140 - 1210
*General Duties- see below	Canarsie Rockaway Pkwy	L	H041	1220 - 1500
Report Off Duty.	Canarsie Rockaway Pkwy	L	H041	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep stairs and ramp towards public parking lot entrance, bus ramp and walkway to Glenwood Road and Bus Parking Lot. Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and 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, HPI Units, FDNY Standpipe Outlets. Clean station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Bucket wash trash receptacles and benches. 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.) 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- [0900-0930] [11:10-1140] Sun: Booth- Clean booth [H041 Rockaway Pkwy] [H040 East 105 St] 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/Sat: Refuse Housing/Room- Clean and disinfect refuse housing. Deck wash walls and floor. Wipe down fire extinguishers. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Pick up supplies from Livonia Ave (weekly)- Pick up garbage bags and cleaning supplies needed for respective stations. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. 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.				

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



JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0641	Station South	1500 - 2300	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Bedford Av	L	H009	1500 -
*General Duties- see below	Bedford Av	L	H009	1500 - 1700
**Major Duty- see below	Bedford Av	L	H009	1700 - 1740
***Elevator Duties – see below Note- If Elevators are out of service, listed General Duties will be performed	Bedford Av	L	H009	1740 - 1820
Lunch	Bedford Av	L	H009	1830 - 1900
*General Duties- see below	Graham Av	L	H013	1910 - 2000
**Major Duty- see below	Graham Av	L	H013	2000 - 2150
*General Duties- see below ***Elevator Duties – see below	Bedford Av	L	H009	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. Bucket wash trash receptacles and benches. 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- Clean and disinfect refuse housing. 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. Restock supplies. Tues: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Wed: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. Thurs: Signal Bathroom and Employee bathroom/Bucket wash all trash receptacles- Wipe down all 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. Fri: Pick up supplies from Myrtle Wyckoff (weekly)- Pick up garbage bags and cleaning supplies needed for respective stations. Sat: Refuse Room- Clean and disinfect refuse housing. 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 [ELE #358 #359]. 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.	Bedford Av	L	H009	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#
SC0641A	Station South	1500 - 2300	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Montrose Ave	L	H017	1500 - 1800
*General Duties- see below				
**Major Duty- see below	Montrose Ave	L	H017	1800 - 1900
Lunch	Montrose Ave	L	H017	1900 - 1930
*General Duty - see below	Grand St	L	H015	1940 - 2100
*Elevator Duties- see below				
**Major Duty- see below	Grand St	L	H015	2100 - 2250
Report Off Duty.	Montrose Ave	L	H017	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. Bucket wash trash receptacles and benches. 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- Clean and disinfect 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. Restock supplies. Tue: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Wed: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. Thurs: Bucket wash all trash receptacles Fri: Pick up supplies from Myrtle Wyckoff (weekly)- Pick up garbage bags and cleaning supplies needed for respective stations. Sat: Refuse Room- Clean and disinfect 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 [EL785, EL786]. 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#
SC0642	Station South	1500 - 2300	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Morgan Ave	L	H019	1500 -
*General Duties- see below	Morgan Ave	L	H019	1500 - 1800
**Major Duty- see below	Morgan Ave	L	H019	1800 - 1850
Lunch	Morgan Ave	L	H019	1900 - 1930
*General Duties- see below	Jefferson St	L	H022	1940 - 2100
**Major Duties- see below	Jefferson St	L	H022	2100 - 2250
Report Off Duty.	Morgan Ave	L	H019	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. Bucket wash trash receptacles and benches. 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- Clean and disinfect refuse housing. Deck floor and discard all debris. 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. Restock supplies. Tues: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Wed: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. Thurs: Bucket wash all trash receptacles. Fri: Pick up supplies from Myrtle Wyckoff (weekly)- Pick up garbage bags and cleaning supplies needed for respective stations.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0642A	Station South	1500 - 2300	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	DeKalb Av	L	H023	1500 -
*General Duties- see below	DeKalb Av	L	H023	1500 - 1800
**Major Duty- see below	DeKalb Av	L	H023	1800 - 1850
Lunch	DeKalb Av	L	H023	1900 - 1930
*General Duty- see below	Halsey St	L	H028	1940 - 2100
**Major Duties- see below	Halsey St	L	H028	2100 - 2250
Report Off Duty.	DeKalb Av	L	H023	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. Bucket wash trash receptacles and benches. 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/Room- Clean and disinfect refuse housing/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. Restock supplies. Tues: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Wed: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. Thurs: Bucket wash all trash receptacles. Fri: Pick up supplies from Myrtle Wyckoff (weekly) Sat: Refuse Housing/Room- Clean and disinfect refuse housing/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#
SC0643	Station South	1500 - 2300	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Myrtle Wyckoff Avs	L	H026	1500 -
*General Duties- see below	Myrtle Wyckoff Avs	L	H026	1500 - 1800
*Major Duty- see below	Myrtle Wyckoff Avs	L	H026	1800 - 1900
Lunch	Myrtle Wyckoff Avs	L	H026	1900 - 1930
Scrap bus Transfer	Myrtle Wyckoff Avs	L	H026	1930 - 2000
Elevator Duties – see below Note- If Elevators are out of service, listed General Duties will be performed	Myrtle Wyckoff Avs	L	H026	2000 - 2100
*General Duties- see below	Myrtle Wyckoff Avs	L	H026	2100 - 2200
*Major Duty- see below	Myrtle Wyckoff Avs	L	H026	2200 - 2300
Report off duty  *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, s/w S4A/B/C, mezzanine [leading to L plat across from supv office], and street). Clean/Scrap 3ft around all street stairways and bus transfer area. 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. Bucket wash trash receptacles and benches. 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- 1800-1900 Employee Facility Room including wall and floors. Clean, Disinfect and Restock employee toilets. Empty all trash receptacles. 2100-2200 Clean Consolidated facility room, locker rooms and lunch rooms. Clean, Disinfect and Restock employee toilets. Empty all trash receptacles.  **Elevator Duties - Clean and polish [ELE #396 #397]. 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.	Myrtle Wyckoff Avs	L	H026	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#
SC0643A	Station South	1500 - 2300	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Myrtle Wyckoff Avs	M	H026	1500 -
*General Duties- see below Public Restroom Duties (1530-1600) – see below Check and restock public bathrooms 1530-1600 Note- If public restrooms out of service, listed General Duties will be performed	Myrtle Wyckoff Avs	M	H026	1500 - 1800
Elevator Duties – see below Note- If Elevators are out of service, listed General Duties will be performed	Myrtle Wyckoff Avs	M	H026	1800 - 1830
Lunch	Myrtle Wyckoff Avs	M	H026	1830 - 1900
**Public Restroom Duties – see below Close public restrooms 1900 hours Note- If public restrooms out of service, listed General Duties will be performed	Myrtle Wyckoff Avs	M	H026	1900 - 2000
* Major Duty	Myrtle Wyckoff Avs	M	H026	2000 - 2100
Elevator Duties – see below	Myrtle Wyckoff Avs	M	H026	2100 - 2130
*General Duties- see below	Myrtle Wyckoff Avs	M	H026	2130 - 2300
Report off duty  *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, P2A/B, U1A/B/C, S5A/B/C mezzanine [where H026 booth located], and street including bus ramp). 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. Bucket wash trash receptacles and benches. 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: Supv Office - Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Mon/Wed: GSM Office and bathroom upper mezzanine - Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. Tues/Thurs/Sat: Refuse Room- Clean and disinfect 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 [ELE #398, M level of ELE#396]. 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.	Myrtle Wyckoff Avs	M	H026	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#
SC0644	Station South	1500 - 2300	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Flushing Av	J M	J007	1500 -
*General Duties- see below	Flushing Av	J M	J007	1500 - 1700
**Major Duty- see below	Flushing Av	J M	J007	1700 - 1740
***Elevator Duties – see below Note- If Elevators are out of service, listed General Duties will be performed	Flushing Av	J M	J007	1740 - 1820
Lunch	Flushing Av	J M	J007	1830 - 1900
*General Duties- see below	Lorimer St	J M	J005	1910 - 2000
**Major Duty- see below	Lorimer St	J M	J005	2000 - 2150
***Elevator Duties- see below	Flushing Av	J M	J007	2200 - 2220
*General Duties- see below	Flushing Av	J M	J007	2220 - 2300
Report Off Duty.	Flushing Av	J M	J007	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. Bucket wash trash receptacles and benches. 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- Clean and disinfect refuse housing. 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. Restock supplies. Tues: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Wed: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. Thurs: Refuse Housing- Clean and disinfect refuse housing. Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Fri: Pick up supplies from Myrtle Wyckoff (weekly)- Pick up garbage bags and cleaning supplies needed for respective stations. Sat: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms.				
**Elevator Duties - Clean and polish [ELE #393 #394 #395].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#
SC0645	Station South	1500 - 2300	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Wilson Av	L	H032	1500 -
*General Duties- see below	Wilson Av	L	H032	1500 - 1800
**Major Duty- see below	Wilson Av	L	H032	1800 - 1850
Lunch	Wilson Av	L	H032	1900 - 1930
*General Duties- see below	Bushwick Av Aberdeen St	L	H033	1940 - 2100
**Major Duties- see below	Bushwick Av Aberdeen St	L	H033	2100 - 2250
Report Off Duty.	Wilson Av	L	H032	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. Bucket wash trash receptacles and benches. 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- Clean and disinfect refuse housing. Deck floor and discard all debris. 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. Restock supplies. Tues: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers Wed: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. Thurs: Bucket wash all trash receptacles. Fri: Pick up supplies from Livonia Ave (weekly)- Pick up garbage bags and cleaning supplies needed for respective				

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



JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0645A	Station South	1500 - 2300	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Atlantic Av	L	H035	1500 - 1800
*General Duties- see below				
**Major Duty- see below	Atlantic Av	L	H035	1800 - 1900
Lunch	Atlantic Av	L	H035	1900 - 1930
*General Duties- see below	Sutter Av	L	H037	1940 - 2100
**Major Duties- see below	Sutter Av	L	H037	2100 - 2250
Report Off Duty.	Atlantic Av	L	H035	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. Bucket wash trash receptacles and benches. 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.) and along the base on the tussle (on street level). 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- Clean and disinfect refuse housing. Deck floor and discard all debris. 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. Restock supplies. Tues: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Wed: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. Thurs: Bucket wash all trash receptacles. Fri: Pick up supplies from Livonia Ave (weekly)- Pick up garbage bags and cleaning supplies needed for respective stations. Sat: Refuse Housing- Clean and disinfect refuse housing. Deck floor and discard all debris. 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#
SC0645B	Station South	1500 - 2300	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	New Lots Av	L	H039	1500 - 1700
*General Duties- see below				
**Major Duty- see below	New Lots Av	L	H039	1700 - 1745
***Elevator Duties – see below Note- If Elevators are out of service, listed General Duties will be performed	Livonia Av	L	H038	1800 - 1830
Lunch	Livonia Av	L	H038	1830 - 1900
*General Duties- see below	Livonia Av	L	H038	1900 - 2100
**Major Duties- see below	Livonia Av	L	H038	2100 - 2145
*** Elevator Duties	Livonia Av	L	H038	2145 - 2200
*General Duties- see below	New Lots Av	L	H039	2210 - 2300
Report Off Duty.	New Lots Av	L	H039	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. Bucket wash trash receptacles and benches. 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- Clean and disinfect refuse housing. Deck floor and discard all debris. 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. Restock supplies. Tues: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Wed: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. Thurs: Bucket wash all trash receptacles. Fri: Pick up supplies from Livonia Ave (weekly)- Pick up garbage bags and cleaning supplies needed for respective stations. Sat: Refuse Housing- Clean and disinfect refuse housing. Deck floor and discard all debris. Remove loose debris from refuse inserts.				
**Elevator Duties - Clean and polish [ELE #771 #772 ]. 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#
SC0646	Station South	1500 - 2300	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Canarsie Rockaway Pkwy	L	H041	1500 -
*General Duties- see below	Canarsie Rockaway Pkwy	L	H041	1500 - 1700
**Major Duties- see below	Canarsie Rockaway Pkwy	L	H041	1700 - 1800
***RTO Duties- see below	Canarsie Rockaway Pkwy	L	H041	1800 - 1850
Lunch	East 105 St	L	H040	1900 - 1930
*General Duties- see below	East 105 St	L	H040	1930 - 2100
*General Duties- see below	Canarsie Rockaway Pkwy	L	H041	2100 - 2250
Report Off Duty.  *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep stairs and ramp towards public parking lot entrance, bus ramp and walkway to Glenwood Road and Bus Parking Lot. Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and 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, HPI Units, FDNY Standpipe Outlets. Clean station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Bucket wash trash receptacles and benches. 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.) 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 [H041 Rockaway Pkwy] [H040 East 105 St] 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/Sat: Refuse Housing/Room- Clean and disinfect refuse housing. Deck wash walls and floor. Wipe down fire extinguishers. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Pick up supplies from Livonia Ave (weekly)- Pick up garbage bags and cleaning supplies needed for respective stations. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. 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.  . ***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.	Canarsie Rockaway Pkwy	L	H041	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#
SC0647	Station South	2300 - 0700	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Astoria Blvd	N W	R514	2300 -
*General Duties- see below	Astoria Blvd	N W	R514	2300 - 0130
*Major Duty Cleaning- see below	Astoria Blvd	N W	R514	0140 - 0210
*General Duties- see below	Astoria Ditmars Blvd	N W	R515	0220 - 0330
Lunch	Astoria Ditmars Blvd	N W	R515	0330 - 0400
*Major Duty Cleaning- see below	Astoria Ditmars Blvd	N W	R515	0400 - 0430
*RTO Facilities Duties	Astoria Ditmars Blvd	N W	R515	0430 - 0500
Elevator Duties—see below Note: If elevators are out of service, General Duties will be performed.	Astoria Blvd	N W	R514	0510 - 0600
*General Duties- see below	Astoria Blvd	N W	R514	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. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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.) and passageway overpass. 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- (R514, Astoria Blvd 0140-0210) (R515 Ditmars Blvd 0400-0430) Sun/Thu: Platform Cleaning: Deck wash island (R515) and NB (R514) platforms around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Wipe surfaces clean including all trash receptacles chrome tops. Remove all stickers/graffiti from signs. Wipe clean wind-screens on platform. Mon: Glass Cleaning: Clean all glass panels and window ledges in mezzanine and around platform stairways. Wipe clean chrome rims and tops on mezzanine trash receptacles. Wipe clean exterior elevator glass. Tue: R514-Bird Dropping Removal: Deck brush all areas of the mezzanine, passageways and stairway handrails to remove bird dropping and stains. Wipe handrails dry. Remove graffiti and stickers. R515-Walls: Dust mop MVM tops. Damp mop wall baseboards throughout mezzanine to remove spit, shoe marks, grime and dust build-up. Wed/Sat: Stairways: Clean railings and glass panels on street stairways of handprints, dirt, grime and dust build-up. Wipe glass and handrails clean. Remove graffiti and stickers. R515-Walls: Dust mop MVM tops. Damp mop wall baseboards throughout mezzanine to remove spit, shoe marks, grime and dust build-up. Fri: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. **Elevator Duties - Clean and polish EL466, EL467, EL465, EL464. 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. ***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. **Elevator Duties- EL428X-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. EL445X- Wipe clean exterior glass on "G" level only.	Astoria Blvd	N W	R514	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#
SC0649	Station South	2300 - 0700	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	45 St	R	C019	2300 -
*General Duties- see below	45 St	R	C019	2300 - 0040
*Major Duty - see below	45 St	R	C019	0040 - 0120
*Major Duty Floors - see below	45 St	R	C019	0120 - 0200
Lunch	25 St	R	C016	0210 - 0240
*General Duties- see below	25 St	R	C016	0240 - 0440
*Major Duty - see below	25 St	R	C016	0440 - 0520
*Major Duty Floors - see below	25 St	R	C016	0520 - 0600
*Light General Duties- see below	45 St	R	C019	0605 - 0700
Report Off Duty.	45 St	R	C019	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 including around 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, 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.				
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- 45th Street Sun: Clean and disinfect behind all benches on N/B & S/B platforms. Mon: Major duty all cta rooms Tue: Clean and polish all AFC equipment Wed: Deck Wash Walls and Floor in EFR Including Wiping Down Lockers. Clean out Refrigerator And Microwave Thu: Major duty all cta rooms Fri: Clean and Organize Chemical and Paper Supply Rooms – Discard all Boxes Sat: Bucket wash all stairways				
*Major Duty Cleaning- 25th Street Sun: Clean and disinfect behind all benches on N/B & S/B platforms. Mon: Major duty all cta rooms Tue: Clean and polish all AFC equipment Wed: Deck Wash Walls and Floor in EFR Including Wiping Down Lockers. Clean out Refrigerator And Microwave. Thu: Major duty all cta rooms Fri: Clean and Organize Chemical and Paper Supply Rooms – Discard all Boxes Sat: Bucket wash all stairways				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0650	Station South	1500 - 2300	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	53 St	R	C020	1500 -
*General Duties- see below	53 St	R	C020	1500 - 1700
*Major Duty - see below	53 St	R	C020	1700 - 1800
Lunch	59 St	N R	C021	1810 - 1840
*General Duties- see below Clean & Close Public Restrooms @ 1900 hours Clean & Disinfect elevators @ 2030 hours	59 St	N R	C021	1840 - 2050
*Major Duty - see below	59 St	N R	C021	2050 - 2150
*Light General Duties- see below	53 St	R	C020	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 around 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, 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  *Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.  *Major Duty Cleaning- 53rd Street Sun: Deck Wash S/B Platform Tile Walls: Remove Stickers/Residue/Graffiti/Dirt Build Up. Mon: Clean All S/B Platform Column Bases And Ad Signs. Tue: Deck Wash All Platform S/Ws. Wed: Deck Wash NB Platform Stairway Tile Walls: Remove Stickers/Residue/Graffiti/Dirt Build Up. Thu: Deck Wash All Street S/Ws . Fri: Clean All NB Platform Column Bases & Ad Signs. Sat: Clean/Polish All AFC Railings/Gates.  *Major Duty Cleaning- 59th Street Sun: Deck Wash Sb Platform And Stairway Tile Walls: Remove Sticker/Residue/Graffiti/Dirt Build Up. Mon: Clean All Sb Platform Column Bases. Tue: Clean & Disinfect Canister Housings And Trash Receptacles On N/S/B Island Platforms.. Wed: Deck Wash NB Platform Stairway And Tile Walls: Remove Sticker/Residue/Graffiti/Dirt Build Up. Thu: Clean/Polish All AFC Railings/Gates In C021 And C022 Control Areas. Fri: Clean All NB Platform Column Bases. Sat: Clean And Organize Paper/Chemical Supply Rooms	53 St	R	C020	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#
SC0651	Station South	2300 - 0700	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Fort Hamilton Pkwy	N	D003	2300 -
*General Duties- see below	Fort Hamilton Pkwy	N	D003	2300 - 2400
**Major Duty FLOORS- see below	Fort Hamilton Pkwy	N	D003	2400 - 0030
*Major Duty Cleaning- see below	Fort Hamilton Pkwy	N	D003	0030 - 0100
*General Duties- see below	18 Av	N	D008	0110 - 0220
**Major Duty FLOORS- see below	18 Av	N	D008	0220 - 0300
*Major Duty Cleaning- see below	18 Av	N	D008	0300 - 0330
Lunch	18 Av	N	D008	0330 - 0400
*General Duties- See below	8 Av	N	D002	0410 - 0520
*Major Duty Cleaning- see below	8 Av	N	D002	0520 - 0550
**Major Duty FLOORS- see below	8 Av	N	D002	0550 - 0620
**Elevator Duties - ELE 752 &753 -see below	8 Av	N	D002	0620 - 0635
Scrap and Deodorize	Fort Hamilton Pkwy	N	D003	0645 - 0700
Report Off Duty.	Fort Hamilton Pkwy	N	D003	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 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. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty".  Clean and Polish [ELE 752 &753] 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 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#
SC0652	Station South	2300 - 0700	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Bay Pkwy	N	D010	2300 -
*General Duties- see below	Bay Pkwy	N	D010	2300 - 2400
*Major Duty Floors- see below	Bay Pkwy	N	D010	2400 - 0030
*Major Duty Cleaning- see below	Bay Pkwy	N	D010	0030 - 0100
*General Duties- see below	20 Av	N	D009	0110 - 0230
*Major Duty Cleaning- see below	20 Av	N	D009	0230 - 0300
*Major Duty Floors- see below	20 Av	N	D009	0300 - 0340
Lunch	20 Av	N	D009	0340 - 0410
*General Duties- see below	Avenue U	N	D015	0420 - 0520
*Major Duty Floors- see below	Avenue U	N	D015	0520 - 0620
*Major Duty Cleaning- see below	Avenue U	N	D015	0620 - 0650
Report Off Duty.	Bay Pkwy	N	D010	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 &amp; disinfect 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. 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:Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Refuse Housing- 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. 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 floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.  ***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#
SC0653	Station South	2300 - 0700	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	86 St	N	D016	2300 -
*General Duties- see below	86 St	N	D016	2300 - 0050
*Major Duty Cleaning- see below	86 St	N	D016	0050 - 0120
*Major Duty Floors- see below	86 St	N	D016	0120 - 0200
*General Duties- see below	Kings Hwy	N	D012	0210 - 0330
Lunch	Kings Hwy	N	D012	0330 - 0400
*Major Duty Cleaning- see below	Kings Hwy	N	D012	0400 - 0430
*Major Duty Floors- see below	Kings Hwy	N	D012	0430 - 0530
*General Duties- see below	86 St	N	D016	0540 - 0700
Report Off Duty.	86 St	N	D016	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 &amp; disinfect 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. 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:Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Refuse Housing- 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. 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 floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.  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#
SC0654	Station South	0700 - 1500	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Astoria Ditmars Blvd	N W	R515	0700 -
*General Duties- see below	Astoria Ditmars Blvd	N W	R515	0700 - 0900
*Major Duties- see below	Astoria Ditmars Blvd	N W	R515	0900 - 1000
*General Duties- see below	30 Av	N W	R513	1010 - 1130
Lunch	30 Av	N W	R513	1130 - 1200
*Major Duties- see below	30 Av	N W	R513	1200 - 1300
***RTO Facilities Duties	Astoria Ditmars Blvd	N W	R515	1310 - 1400
*General Duties- see below	Astoria Ditmars Blvd	N W	R515	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 exit only stairway areas. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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- (R515, Ditmars Blvd 0900-1000) (R513 30th Ave 1200-1300) Sun: Booth- Clean booth R515 & R513 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Wipe ceiling slats and exhaust cover clean. Empty garbage. Remove all debris. Clean deal tray. Mon: AFC/Graffiti-Free/Digital Panels: Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Remove stains, scuff marks and fingerprints from all “graffiti-free and digital ad-panels”. Wipe clean chrome rims and tops on all platform trash receptacles. Remove graffiti and stickers. Tue/Thu: Glass Cleaning: Clean all glass panels in mezzanine and around platform stairways. Wipe clean chrome rims and tops on mezzanine trash receptacles. Wed: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Wipe clean all NB trash receptacles including chrome tops. Remove all stickers/graffiti from signs. Fri: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Wipe clean all SB trash receptacles including chrome tops. Remove all stickers/graffiti from signs. Sat: Bird Dropping Removal: Deck brush all areas of the mezzanine, platform and street stairway handrails leading to platform to remove bird dropping and stains. Wipe handrails dry. Remove graffiti and stickers.  ***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.	Astoria Ditmars Blvd	N W	R515	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#
SC0655	Station South	0700 - 1500	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Astoria Blvd	N W	R514	0700 -
*General Duties- see below	Astoria Blvd	N W	R514	0700 - 0900
*Major Duties- see below	Astoria Blvd	N W	R514	0900 - 0945
*Elevator Duties—see below Note-If elevators are out of service, General Duties will be performed.	Astoria Blvd	N W	R514	0945 - 1015
*General Duties- see below	Broadway	N W	R512	1025 - 1130
Lunch	Broadway	N W	R512	1130 - 1200
*Major Duties- see below	Broadway	N W	R512	1200 - 1300
*Elevator Duties—see below Note-If elevators are out of service, General Duties will be performed.	Astoria Blvd	N W	R514	1310 - 1340
*General Duties- see below	Astoria Blvd	N W	R514	1340 - 1500
Report Off Duty.	Astoria Blvd	N W	R514	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 exit only stairway areas. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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- (R514, Astoria Blvd 0900-1000) (R512 Broadway 1200-1300) Sun: Booth- Clean booth R514 & R512 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Wipe ceiling slats and exhaust cover clean. Empty garbage. Remove all debris. Clean deal tray. Mon: AFC/Graffiti-Free/Digital Panels: Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Remove stains, scuff marks and fingerprints from all “graffiti-free and digital ad-panels”. Wipe clean chrome rims and tops on all platform trash receptacles. Remove graffiti and stickers. Tue/Thu: Glass Cleaning: Clean all glass panels in mezzanine and around platform stairways. Wipe clean chrome rims and tops on mezzanine trash receptacles. Wed: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Wipe clean all NB trash receptacles including chrome tops. Remove all stickers/graffiti from signs. Fri: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Wipe clean all SB trash receptacles including chrome tops. Remove all stickers/graffiti from signs. Sat: Bird Dropping Removal: Deck brush all areas of the mezzanine, passageway and stairway handrails to remove bird dropping and stains. Wipe handrails dry. Remove graffiti and stickers  **Elevator Duties - Clean and polish [EL464, EL465, EL466,EL467]. 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#
SC0655A	Station South	0700 - 1500	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	36 Av	N W	R511	0700 - 0900
*General Duties- see below				
*Major Duties- see below	36 Av	N W	R511	0900 - 1000
**General Duties- see below	39 Av	N W	R510	1010 - 1130
Lunch	39 Av	N W	R510	1130 - 1200
*Major Duties- see below	39 Av	N W	R510	1200 - 1300
**General Duties- see below	36 Av	N W	R511	1310 - 1500
Report Off Duty.	36 Av	N W	R511	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 exit only stairway areas. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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- (R511, 36th Ave 0900-1000) (R510 39th Ave 1200-1300) Sun: Booth- Clean booth R511 & R510 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Wipe ceiling slats and exhaust cover clean. Empty garbage. Remove all debris. Clean deal tray. Mon: AFC/Graffiti-Free/Digital Panels: Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Remove stains, scuff marks and fingerprints from all “graffiti-free and digital ad-panels”. Wipe clean chrome rims and tops on all platform trash receptacles. Remove graffiti and stickers. Tue/Thu: Glass Cleaning: Clean all glass panels in mezzanine and around platform stairways. Wipe clean chrome rims and tops on mezzanine trash receptacles. Wed: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Wipe clean all NB trash receptacles including chrome tops. Remove all stickers/graffiti from signs. Remove bread crumbs/bird feed. Fri: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Wipe clean all SB trash receptacles including chrome tops. Remove all stickers/graffiti from signs. Sat: Bird Dropping Removal: Deck brush all areas of the mezzanine, platform and street stairway handrails leading to platform to remove bird dropping and stains. Wipe handrails dry. Remove 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#
SC0656	Station South	0700 - 1500	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Bergen St	F G	N532	0700 -
*General Duties- see below.	Bergen St	F G	N532	0700 - 0900
**Major Duties- see below.	Bergen St	F G	N532	0900 - 1030
Lunch	Bergen St	F G	N532	1030 - 1100
*General Duties- see below	Smith 9 Sts	F G	N536	1110 - 1330
** Major Duties- see below	Smith 9 Sts	F G	N536	1330 - 1450
Report Off Duty.	Bergen St	F G	N532	1500 -
*General Duties-Daily AM 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. 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: N532  Sunday/ Monday : Clean Disinfect N/B Platform ,Unmanned Mezzanine, and Refuse Room Tuesday/ Wednesday : Clean Disinfect S/B Platform, Unmanned mezzanines, and Refuse Room Thursday/Friday : Clean N/S/B Scrubber/ EFR Rooms Saturday :Major Cleaning Booth N532 Interior, and Exterior, bucket wash 3feet around the booth				
**Major Duty Cleaning: N536  Sunday/ Monday : Remove disinfect all pigeon droppings on N/B Platform Tuesday/ Wednesday : Sweep all Platform Stairways corner to corner top to bottom Thursday/Friday : Clean Refuse Canisters and Trash Receptacles Saturday :Major Cleaning Booth N536 Interior, and Exterior, Clean glass Doors in Control 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#
SC0657	Station South	1500 - 2300	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Myrtle Av	J M Z	J009	1500 -
*General Duties- see below **Public Restroom Duties (1530-1600) – see below Note- If public restrooms out of service, listed General Duties will be performed	Myrtle Av	J M Z	J009	1500 - 1800
*** Major Duties- see below	Myrtle Av	J M Z	J009	1800 - 1900
**Public Restroom Duties– see below Close public restrooms 1900 hours Note- If public restrooms out of service, listed General Duties will be performed	Myrtle Av	J M Z	J009	1900 - 2000
Lunch	Myrtle Av	J M Z	J009	2000 - 2030
*General Duties- see below	Kosciuszko St	J	J012	2040 - 2210
*** Major Duties- see below	Kosciuszko St	J	J012	2210 - 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, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Bucket wash all trash receptacles and benches. 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.  **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 toilet tissue, paper towels, toilet seat covers and soap as needed. At 1900 hours close public bathrooms and major duty.  ****Major Duty Cleaning Sun: Refuse Housing/Room- Clean and disinfect refuse housing/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. Restock supplies. Tues: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Wed: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguishers. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Replenish toilet tissue, paper towels, toilet seat covers and soap Thurs: Office (Myrtle Ave)- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Fri: Pick up supplies from Myrtle Wyckoff (weekly)- Pick up garbage bags and cleaning supplies needed for respective stations. Sat: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms.	Myrtle Av	J M Z	J009	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#
SC0658	Station South	0700 - 1500	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Open Public Restrooms @ 0700 hours	59 St	N R	C021	0700 -
*General Duties- see below	59 St	N R	C021	0700 - 0900
*Public Toilet Duties - see below	59 St	N R	C021	0900 - 0930
*Elevator Duties-see below *Major Duty - Booth - see below - Sun Only (0930-1000)	59 St	N R	C021	0930 - 1000
Lunch	53 St	R	C020	1010 - 1040
*General Duties- see below *Major Duty - Booth - see below - Sun Only (1340-1410)	53 St	R	C020	1040 - 1410
*Light General Duties- see below	59 St	N R	C021	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 around 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, 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  *Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.  *Public Toilet Duties Clean Men and Women public toilets: 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 Booth- 59th Street <div>Sun: Clean</div> booth interior and exterior, mop floor, wipe down walls, and dust ledges.  *Major Duty Cleaning Booth- 53rd Street  Clean booth interior and exterior, mop floor, wipe down walls, and dust ledges.  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.	59 St	N R	C021	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#
SC0659	Station South	0700 - 1500	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Union St	R	C010	0700 -
*General Duties- see below	Union St	R	C010	0700 - 0900
*Major Duty - Booth - see below - Sun Only	Union St	R	C010	0815 - 0900
*General Duties- see below	25 St	R	C016	0910 - 1110
*Major Duty - Booth - see below - Sat Only	25 St	R	C016	1025 - 1110
Lunch	25 St	R	C016	1110 - 1140
*General Duties- see below	Prospect Av	R	C014	1150 - 1350
*Major Duty - Booth - see below - Sun Only	Prospect Av	R	C014	1305 - 1350
*Light General Duties- see below	Union St	R	C010	1400 - 1500
Report Off Duty.	Union St	R	C010	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 around 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, 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.				
*Major Duty Cleaning Booth- Union Street  Sun: Clean  booth interior and exterior, mop floor, wipe down walls, and dust ledges.				
*Major Duty Cleaning Booth- 25th Street  Clean booth interior and exterior, mop floor, wipe down walls, and dust ledges.				
*Major Duty Cleaning Booth- Prospect Avenue  Sun: Clean  booth interior and exterior, mop floor, wipe down walls, and dust 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#
SC0659A	Station South	2300 - 0700	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties-Daily - see below	Union St	R	C010	2300 - 0030
*Major Duty Cleaning- see below	Union St	R	C010	0030 - 0130
*General Duties- see below	Prospect Av	R	C014	0145 - 0315
Lunch	Prospect Av	R	C014	0315 - 0345
*Major Duty Cleaning- see below	Prospect Av	R	C014	0345 - 0445
*Light General Duties- see below	Union St	R	C010	0500 - 0545
*Light General Duties- see below	Prospect Av	R	C014	0600 - 0645
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 around 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, 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Light General Duties Inspect station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles. Deodorize the entire station.  *Major Duty Cleaning- Union Street Sun: Clean & Disinfect Around N/B Platform columns, benches, sandboxes, end of platforms, and trash receptacles Mon: Clean & Disinfect Around S/B Platform columns, benches, sandboxes, end of platforms, and trash receptacles Tue: Clean & Polish All AFC Equipment Wed: Clean & Disinfect Around N/B Platform columns, benches, sandboxes, end of platforms, and trash receptacles Thu: Clean & Disinfect Around S/B Platform columns, benches, sandboxes, end of platforms, and trash receptacles Fri: Clean & Disinfect All trash receptacles, and shine stainless steel Sat: Wash, Clean & Disinfect walls and floors in EFR & employee toilet room  *Major Duty Cleaning- Prospect Avenue Sun: Clean & Disinfect Around N/B Platform columns, benches, sandboxes, end of platforms, and trash receptacles Mon: Clean & Disinfect Around S/B Platform columns, benches, sandboxes, end of platforms, and trash receptacles Tue: Clean & Polish All AFC Equipment Wed: Clean & Disinfect Around N/B Platform columns, benches, sandboxes, end of platforms, and trash receptacles Thu: Clean & Disinfect Around S/B Platform columns, benches, sandboxes, end of platforms, and trash receptacles Fri: Clean & Disinfect All trash receptacles, and shine stainless steel Sat: Wash, Clean & Disinfect walls and floors in EFR & employee toilet room.	Union St	R	C010	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#
SC0660	Station South	1500 - 2300	2766

INSTRUCTIONS

STATION      LINE      BOOTH      HOURS

Sunday-Saturday

Report On Duty In Full Uniform.	86 St	R	C025	1500 -
*General Duties- see below	86 St	R	C025	1500 - 1700
*Elevator Duties-see below	86 St	R	C025	1700 - 1730
*Major Duty - see below	86 St	R	C025	1730 - 1820
Lunch	Bay Ridge 95 St	R	C027	1830 - 1900
*General Duties- see below Clean & Close Public Restrooms @ 1900 hours	Bay Ridge 95 St	R	C027	1900 - 2030
*Major Duty - see below	Bay Ridge 95 St	R	C027	2030 - 2100
*RTO Duties - see below	Bay Ridge 95 St	R	C027	2100 - 2220
*Light General Duties- see below	86 St	R	C025	2230 - 2300
Report Off Duty.	86 St	R	C025	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 including around elevator. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down &amp; disinfect 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.</div> <div>*Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.</div> <div>*Major Duty Cleaning- 86th Street  Sun: Deck Wash All Platform S/W'S and Surrounding Tile Walls. Mon: Clean &amp; Disinfect Refuse Room &amp; Trash Receptacles and Canister Housings. Tue: Clean All Platform Column Bases On Island Platforms. Wed: Deck Wash All Street S/W's Thu: Clean/Polish All AFC/Railings/Gates in C025 &amp; 85 St Control Areas. Fri: Clean Temporary Facility Room On 85 St Unpaid Mezzanine. Sat: Clean And Organize Paper/Chemical Supply Rooms</div> <div>*Major Duty Cleaning- 95th Street Sun: Deck Wash Platform And Stairway Walls: Remove Sticker/Residue/Graffiti/Dirt Build Up. Mon: Clean All Platform Column Bases. Tue: Clean &amp; Disinfect Station Supervisor's Office. Wed: Deck Wash Platform Stairway And Walls: Remove Sticker/Residue/Graffiti/Dirt Build Up. Thu: Clean/Polish All AFC/Railings/Gates In C027 &amp; C028 Mezzanines. Fri: Clean All Platform Column Bases. Sat: Clean And Organize Paper/Chemical Supply Rooms</div> <div>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.</div> <div>*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.</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#
SC0660A	Station South	0700 - 1500	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Open, stock & clean Public Restrooms @ 0700	86 St	R	C025	0700 - 0715
*General Duties- see below *Major Duty - Booth - see below - Sat Only (0845-0930)	86 St	R	C025	0715 - 0930
*General Duties- see below *Major Duty - Booth - see below - Mon Only (1115-1200)	Bay Ridge Av	R	C023	0935 - 1200
Lunch	Bay Ridge Av	R	C023	1200 - 1230
*Light General Duties- see below	86 St	R	C025	1240 - 1340
*Light General Duties- see below	Bay Ridge Av	R	C023	1350 - 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 including around 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, 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  *Light General Duties Inspect station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.  *Major Duty Cleaning Booth- 86th Street <div>Sat: Clean</div> booth interior and exterior, mop floor, wipe down walls, and dust ledges.  *Major Duty Cleaning Booth- Bay Ridge Avenue  Clean booth interior and exterior, mop floor, wipe down walls, and dust ledges.	86 St	R	C025	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#
SC0661	Station South	0700 - 1500	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	8 Av	N	D002	0700 -
*General Duties- see below	8 Av	N	D002	0700 - 0800
**Major Duty - see below	8 Av	N	D002	0800 - 0830
***Elevator Duties- ELE 752 & 753 see below	8 Av	N	D002	0830 - 0900
*General Duties - see below	Fort Hamilton Pkwy	N	D003	0910 - 1030
**Major Duty - see below	Fort Hamilton Pkwy	N	D003	1030 - 1100
Lunch	Fort Hamilton Pkwy	N	D003	1100 - 1130
*General Duties - see below	55 St	D N	E005	1145 - 1300
**Major Duty - see below	55 St	N	E005	1300 - 1330
*General Duties - see below	8 Av	N	D002	1345 - 1440
***Elevator Duties- ELE 752 &753 see below	8 Av	N	D002	1440 - 1500
Report Off Duty.	8 Av	N	D002	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 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. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty				
**Major Duty 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 Note- If Elevators are out of service, listed General Duties will be performed Clean and Polish [ELE 752 & 753] 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#
SC0662	Station South	0700 - 1500	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	New Utrecht Av	N	D005	0700 -
*General Duties- Open Public Bathroom @ 0700	New Utrecht Av	N	D005	0700 - 0800
***Elevator Duties- ELE738/ELE739- see below	New Utrecht Av	N	D005	0800 - 0830
**Major Duty Cleaning- see below	New Utrecht Av	N	D005	0830 - 0900
62nd St *General Duties - see below	New Utrecht Av	D	D005	0900 - 1000
*General Duties - see below	71 St	D	E009	1010 - 1120
**Major Duty Cleaning- see below	71 St	D	E009	1120 - 1150
****Public Bathrooms- see below	New Utrecht Av	N	D005	1200 - 1230
Lunch	New Utrecht Av	N	D005	1230 - 1300
Open Public Bathrooms/ Elevator Duties	New Utrecht Av	N	D005	1300 - 1330
*General Duties - see below	New Utrecht Av	N	D005	1330 - 1500
Report Off Duty.	New Utrecht Av	N	D005	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. Wipe down &amp; disinfect 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.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 booth [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:Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Refuse Housing- 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. 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 floor. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.</div> <div>Elevator Duties Clean and Polish [ELE738/ELE739] [ELE740/ELE741] 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> <div>****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.</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#
SC0663	Station South	0700 - 1500	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	18 Av	N	D008	0700 -
*General Duties- see below	18 Av	N	D008	0700 - 0830
**Major Duty Cleaning- see below	18 Av	N	D008	0830 - 0900
*General Duties- see below	20 Av	N	D009	0910 - 1040
**Major Duty Cleaning- see below	20 Av	N	D009	1040 - 1110
Lunch	20 Av	N	D009	1110 - 1140
*General Duties- see below	Bay Pkwy	N	D010	1150 - 1330
**Major Duty Cleaning- see below	Bay Pkwy	N	D010	1330 - 1400
*General Duties- see below	18 Av	N	D008	1410 - 1500
Report Off Duty.	18 Av	N	D008	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 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.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] 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:Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Refuse Housing- 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. 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 floor. 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#
SC0664	Station South	0700 - 1500	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	86 St	N	D016	0700 -
*General Duties- see below	86 St	N	D016	0700 - 0840
**Major Duty Cleaning-see below	86 St	N	D016	0840 - 0910
*General Duties- see below	Avenue U	N	D015	0920 - 1130
**Major Duty Cleaning-see below	Avenue U	N	D015	1130 - 1200
Lunch	Avenue U	N	D015	1200 - 1230
*General Duties- see below	Kings Hwy	D	D012	1240 - 1410
**Major Duty Cleaning-see below	Kings Hwy	D	D012	1410 - 1440
Report Off Duty.	86 St	N	D016	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 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.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] 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:Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Refuse Housing- 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. 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 floor. 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#
SC0665	Station South	1500 - 2300	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Astoria Ditmars Blvd	N W	R515	1500 -
*General Duties- see below	Astoria Ditmars Blvd	N W	R515	1500 - 1630
*Major Duty Cleaning- see below	Astoria Ditmars Blvd	N W	R515	1630 - 1730
*General Duties- see below	30 Av	N W	R513	1740 - 1910
Lunch	30 Av	N W	R513	1910 - 1940
*Major Duty Cleaning- see below	30 Av	N W	R513	1940 - 2100
*RTO Facilities Duties	Astoria Ditmars Blvd	N W	R515	2110 - 2145
*General Duties- see below	Astoria Ditmars Blvd	N W	R515	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 including EXIT ONLY stairway areas. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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- (R515, Ditmars Blvd 1630-1730) (R513 30th Ave 1910-2040) Sun/Fri: R513-Bird Dropping Removal: Deck brush all areas of the mezzanine, platform and street stairway handrails leading to platform to remove bird dropping and stains. Wipe handrails dry. Remove graffiti and stickers. R515 AFC/Walls: Dust mop MVM tops. Damp mop wall baseboards throughout mezzanine to remove spit, shoe marks, grime and dust build-up. 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. 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: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Wipe clean all SB trash receptacles including chrome tops. Remove all stickers/graffiti from signs. Wed/Sat: Glass Cleaning: Clean all glass panels and window ledges in mezzanine and around platform stairways. Wipe clean chrome rims and tops on mezzanine trash receptacles. R515-AFC/Walls: Dust mop MVM tops. Damp mop wall baseboards throughout mezzanine to remove spit, shoe marks, grime and dust build-up (WED ONLY) Thu: Platform Cleaning: Deck wash NB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Wipe clean all NB trash receptacles including chrome tops. Remove all stickers/graffiti from signs  ***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.	Astoria Ditmars Blvd	N W	R515	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#
SC0665A	Station South	1500 - 2300	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	36 Av	N W	R511	1500 -
*General Duties- see below	36 Av	N W	R511	1500 - 1700
*Major Duties- see below	36 Av	N W	R511	1700 - 1800
*General Duties- see below	39 Av	N W	R510	1810 - 1930
Lunch	39 Av	N W	R510	1930 - 2000
*Major Duties- see below	39 Av	N W	R510	2000 - 2130
*General Duties- see below	36 Av	N W	R511	2140 - 2300
Report Off Duty.	36 Av	N W	R511	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 EXIT ONLY stairway areas. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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- (R511, 36th Ave 1630-1730) (R510 39th Ave 1940-2040)  Sun/Wed: Glass Cleaning: Clean all reachable glass panels and window ledges in mezzanine and around platform stairways. Wipe clean chrome rim tops on mezzanine trash receptacles. Graffiti-Free/Digital Panels: Remove stains, scuff marks and fingerprints from “graffiti-free and digital ad-panels” in mezzanine and on platforms. Wipe platform benches. Remove graffiti and stickers. 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. 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. Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Tue/Fri: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Wipe clean all SB trash receptacles including chrome tops. Remove all stickers/graffiti from signs. Remove bread crumbs. Thu: Platform Cleaning: Deck wash NB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Wipe clean all NB trash receptacles including chrome tops. Remove all stickers/graffiti from signs. Sat: Stairways/Mezzanine: Spot mop floor in all areas of the mezzanine to remove bird dropping, dust balls and stains. Wipe clean stairway handrails. Clean glass panels in between turnstiles. Graffiti-Free/Digital Panels: Remove stains, scuff marks and fingerprints from “graffiti-free and digital ad-panels” in mezzanine. Remove graffiti and stickers. Wipe clean exterior booth window.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0666	Station South	1500 - 2300	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Astoria Blvd	N W	R514	1500 -
*General Duties- see below	Astoria Blvd	N W	R514	1500 - 1700
*Major Duty Cleaning- see below	Astoria Blvd	N W	R514	1700 - 1800
*General Duties- see below	Broadway	N W	R512	1810 - 1930
Lunch	Broadway	N W	R512	1930 - 2000
*Major Duty Cleaning- see below	Broadway	N W	R512	2000 - 2130
Elevator Duties—see below Note: If elevators are out of service, General Duties will be performed.	Astoria Blvd	N W	R514	2140 - 2215
*General Duties- see below	Astoria Blvd	N W	R514	2215 - 2300
Report Off Duty.  *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft and overpass 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- (R514, Astoria Blvd 1630-1730) (R512 Broadway 1940-2040) Sun/Fri: Bird Dropping Removal: Deck brush all areas of the mezzanine, passageway and stairway handrails to remove bird dropping and stains. Wipe handrails dry. Remove graffiti and stickers. 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. 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. CTA Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Tue: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Wipe clean all SB trash receptacles including chrome tops. Remove all stickers/graffiti from signs. Wed/Sat: Glass Cleaning: Clean all reachable glass panels and window ledges in mezzanine and around platform stairways. Wipe clean chrome rims and tops on mezzanine trash receptacles. Thu: Platform Cleaning: Deck wash NB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Wipe clean all NB trash receptacles including chrome tops. Remove all stickers/graffiti from signs. Sat: Mezzanine/AFC/Graffiti-Free/Digital Panels: Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Remove stains, scuff marks and fingerprints from all “graffiti-free and digital ad-panels”. Wipe clean chrome rims and tops on all platform trash receptacles. Remove graffiti and stickers. Clean glass panels in between turnstiles and benches.  **Elevator Duties - Clean disinfect, mop and polish [ELE#466,#467,#465,#464]. 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.	Astoria Blvd	N W	R514	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#
SC0667	Station South	1500 - 2300	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	DeKalb Av	B Q R	C008	1500 -
*General Duties- see below	DeKalb Av	B Q R	C008	1500 - 1800
*Major Duty - see below Clean and Close Public Restrooms @ 1900 hours	DeKalb Av	B Q R	C008	1800 - 1900
*Elevator Duties-see below	DeKalb Av	B Q R	C008	1900 - 1930
Lunch	DeKalb Av	B Q R	C008	1930 - 2000
*RTO Duties - see below	DeKalb Av	B Q R	C008	2000 - 2100
*Elevator Duties-see below	DeKalb Av	B Q R	C008	2100 - 2130
*Light General Duties- see below	DeKalb Av	B Q R	C008	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 around 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, 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  *Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.  *Public Toilet Duties Clean Men and Women public toilets: 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- DeKalb Avenue  Sun: Deck Wash All Street S/W'S and Surrounding Tile Walls C008 Mezzanine. Mon: Clean & Disinfect Refuse Room & Trash Receptacles and Canister Housings. Tue: Clean All Platform Column Bases, and signs On N/B Platforms. Wed: Deck Wash All Street S/W'S and Surrounding Tile Walls C006 Mezzanine. Thu: Deck Wash All S/W'S on S/B platform Fri: Deck Wash All S/W'S on N/B platform Sat: Clean & Disinfect overpass floors, walls and railings.  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.  *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.	DeKalb Av	B Q R	C008	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#
SC0667B	Station South	2300 - 0700	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	DeKalb Av	B Q R	C008	2300 -
*General Duties - see below	DeKalb Av	B Q R	C008	2300 - 0200
**Elevator Duties EL370, EL371, & EL372- see below	DeKalb Av	B Q R	C008	0200 - 0300
LUNCH	DeKalb Av	B Q R	C008	0300 - 0330
**Escalator Duties- ES308 & ES309 - see below	DeKalb Av	B Q R	C008	0330 - 0430
Wash, mop and disinfect overpass floor, walls, and stairways	DeKalb Av	B Q R	C008	0430 - 0515
*Major Duty Cleaning-Daily - see below	DeKalb Av	B Q R	C008	0515 - 0600
*Light General Duties - see below Open Public Restrooms at 0700 hours	DeKalb Av	B Q R	C008	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 around 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, 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber rooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  *Light General Duties Inspect station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles. Deodorize the entire station.  **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown, and restart, (212) 424-4497 Shutdown and clean. 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.  **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. Clean and wipe down safety edge with a dry rag from top to bottom.  *Major Duty Cleaning- Sun: Bucket wash stairway, tile wall, gutter, and landings next to ES308 Mon: Bucket wash stairway, tile wall, gutter, and landings next to ES308 Tue: Deck wash walls and floors N/B scrubber room Wed: Deck wash walls and floors S/B scrubber room Thu: Deck wash walls and floors C008 & C006 mezzanine scrubber room Fri: Deck wash walls and floors N/B refuse room Sat: Deck wash walls and floors S/B refuse room	DeKalb Av	B Q R	C008	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#
SC0668	Station South	1500 - 2300	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Atlantic Av-Barclays Ctr	D N R	C009	1500 -
*General Duties- see below Performed on D/N/R line platforms, mezzanine, up until the S/B 2/3 Platform.	Atlantic Av-Barclays Ctr	D N R	C009	1500 - 1800
*Major Duties - see below Clean and close Public Restrooms at 1900 hours	Atlantic Av-Barclays Ctr	D N R	C009	1800 - 1900
Lunch	Atlantic Av-Barclays Ctr	D N R	C009	1915 - 1945
Clean and disinfect employee restroom & facility rooms on paid and unpaid mezzanine	Atlantic Av-Barclays Ctr	D N R	C009	1945 - 2030
*Elevator Duties (EL301, EL302 & EL303) -see below	Atlantic Av-Barclays Ctr	D N R	C009	2030 - 2130
*Light General Duties- see below	Atlantic Av-Barclays Ctr	D N R	C009	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 around 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, 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  *Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.  *Public Toilet Duties Clean Men and Women public toilets: 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 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.  *Major Duty Cleaning-  Sun: Clean and Organize N/B Scrubber Rooms-Discard All Empty Boxes and Bottles Mon: Clean and organize S/B Platform Scrubber Rooms-Discard All Empty Boxes and Bottles Tue: Clean Station Superintendents Office. Deck Wash Walls/Floors. Sweep, Disinfect and Mop. Discard All Garbage Wed: Clean and Polish All Street S/W Handrails Including Mezzanine Handrails in C009 Unpaid Control Area Thu: Clean and Polish All AFC Equipment in C009 Control Area Fri: Clean Garbage and Debris on KA rail of Street S/W S2A/B-Side of Stairway Sat: Clean and Polish All platform S/W Handrails	Atlantic Av-Barclays Ctr	D N R	C009	2300 -

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0669	Station South	1500 - 2300	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	45 St	R	C019	1500 -
*General Duties- see below	45 St	R	C019	1500 - 1750
*Major Duty - see below	45 St	R	C019	1750 - 1850
Clean and close public restrooms at 1900 hours	36 St	D N R	C018	1900 - 1915
Lunch	36 St	D N R	C018	1915 - 1945
*General Duties- see below	36 St	D N R	C018	1945 - 2100
*Major Duty - see below	36 St	D N R	C018	2100 - 2200
*Light General Duties- see below	45 St	R	C019	2210 - 2300
Report off Duty.	45 St	R	C019	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 around 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, 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.				
*Public Toilet Duties Clean Men and Women public toilets: 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- 36th Street  Sun: Deck Wash Sb Platform Tile Walls: Remove Sticker/Residue/Graffiti/Dirt Build. Mon: Deck Wash NB Stairway Tile Walls. Tue: Clean And Disinfect Refuse Rooms/ N/B Refuse Room Wed: Clean And Disinfect S/B Refuse Room Thu: Clean/ Polish All AFC Turnstiles, MVMs, And Railings. Fri: Polish All Handrails Throughout Station. Sat: Clean, Disinfect And Remove Graffiti From N/S/B Benches.				
*Major Duty Cleaning- 45th Street  Sun: Deck Brush Sb Platform Column Bases.. Mon: Clean CTA Slop Sink Room. Tue: Clean All AFC Equipment. Wed: Bucket Wash All Street Stairways. Thu: Bucket Wash S/B Platform S/WS. Fri: Bucket Wash N/B Platform S/WS. Sat: Deck Wash N/B Platform Column Bases.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0670	Station South	1500 - 2300	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	New Utrecht Av	N	D005	1500 -
*General Duties- see below	New Utrecht Av	N	D005	1500 - 1620
**Elevator Duties- EL738, EL739, EL740, EL741	New Utrecht Av	N	D005	1620 - 1650
***Major Duties Cleaning- see below	New Utrecht Av	N	D005	1650 - 1720
62nd ST- *General Duties- see below	New Utrecht Av	D N	D005	1720 - 1830
Lunch	New Utrecht Av	N	D005	1830 - 1900
***Public Restroom Duties Closed Bathroom @ 1900	New Utrecht Av	N	D005	1900 - 1930
*General Duties- see below	71 St	D	E009	1940 - 2120
***Major Duties Cleaning- see below	71 St	D	E009	2120 - 2150
*General Duties- see below	New Utrecht Av	N	D005	2200 - 2300
Report Off Duty.	New Utrecht Av	D	D005	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 &amp; disinfect 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. 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 [EL738, EL739, EL740, EL741] 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.  ***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. ***Major Duty Cleaning Sun/Wed/Fri: Refuse Housing- Deck wash walls and floor. 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. 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: 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#
SC0671	Station South	1500 - 2300	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	8 Av	N	D002	1500 -
*General Duties- see below	8 Av	N	D002	1500 - 1630
** Major Duty- see below	8 Av	N	D002	1630 - 1700
***Elevator Duty- see below ELE 752 & 753	8 Av	N	D002	1700 - 1730
*General Duties- see below	Fort Hamilton Pkwy	N	D003	1740 - 1910
** Major Duty- see below	Fort Hamilton Pkwy	N	D003	1910 - 1940
Lunch	Fort Hamilton Pkwy	N	D003	1940 - 2010
*General Duties- see below	55 St	N	E005	2025 - 2140
** Major Duty- see below	55 St	N	E005	2140 - 2220
*General Duties- see below	8 Av	N	D002	2235 - 2300
Report Off Duty.	8 Av	N	D002	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 &amp; disinfect 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. 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- 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:Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Refuse Housing- 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. 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 floor. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.  Elevator Duties  Clean and Polish [ELE 752 &amp; 753] 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#
SC0672	Station South	2300 - 0700	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Forest Hills 71 Av	E F M R	N333A	2300 - 0130
*General Duties- see below				
***Major Duty Cleaning- see below	Forest Hills 71 Av	E F M R	N333A	0130 - 0300
Lunch	Forest Hills 71 Av	E F M R	N333A	0300 - 0330
***Major Duty Cleaning- see below	Forest Hills 71 Av	E F M R	N333A	0330 - 0430
*General Duties- see below	Forest Hills 71 Av	E F M R	N333A	0430 - 0650
Open Public Toilets	Forest Hills 71 Av	E F M R	N333A	0650 - 0700
Report Off Duty.	Forest Hills 71 Av	E F M R	N333A	0700 -
*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. 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- Northbound/Southbound Platforms & Mezzanine 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 Booth- Clean booth N333A 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: Supply Room- Tidy and organize paper supply room. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Supply Room- Tidy and organize chemical supply room. Remove empty boxes. Wipe down top of Fire Extinguishers. Wed: 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. Thu: 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 S4, S5,M4, M5. Clean adjacent tile walls. Remove all stickers. Sat: Stairways- Bucket Wash S1, S2, S3, M1, M2, M3. 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#
SC0672A	Station South	2300 - 0700	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Forest Hills 71 Av	E F M R	N333A	2300 - 0100
*RTO Facilities Duties				
*Elevator Duties- see below	Forest Hills 71 Av	E F M R	N333A	0100 - 0200
*Major Duty Cleaning (Sun-Tue)-see below	Forest Hills 71 Av	E F M R	N333A	0200 - 0330
*General Duties (Wed-Sat)- see below				
Lunch	Forest Hills 71 Av	E F M R	N333A	0330 - 0400
*General Duties- see below	Forest Hills 71 Av	E F M R	N333A	0400 - 0700
Report Off Duty.	Forest Hills 71 Av	E F M R	N333A	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 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 paper supply room. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Supply Room- Tidy and organize chemical supply room. Remove empty boxes. Wipe down top of Fire Extinguishers.				
*Elevator Duties Clean and polish (EL437, EL438, EL439). 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.				
*RTO Facilities Duties Clean all offices: Dispatcher, ATD, Crew Reporting Office, Tower. Clean all rooms: Expeditor room at NE SB platform, crew reporting room, lunch room on N333A Mezzanine, locker rooms at North End of Southbound platform, and women/men bathrooms. Wipe down all surfaces including Quench machines, empty all trash cans, sweep, mop and disinfect all 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#
SC0673	Station South	2300 - 0700	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	63 Dr-Rego Park	M R	N330B	2300 - 0130
*General Duties- see below				
**Major Duty Floors- see below	63 Dr-Rego Park	M R	N330B	0130 - 0230
Lunch	67 Av	M R	N331	0240 - 0310
*General Duties- see below	67 Av	M R	N331	0325 - 0500
**Major Duty Floors- see below	67 Av	M R	N331	0500 - 0600
Re-scrap Station/Empty Trash Receptacles	63 Dr-Rego Park	M R	N330B	0610 - 0700
Report Off Duty.	63 Dr-Rego Park	M R	N330B	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– Northbound/Southbound Plats and Mezzanine 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#
SC0674	Station South	2300 - 0700	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Grand Av Newtown	M R	N327	2300 - 0100
*General Duties- see below				
**Major Duty Floors- see below	Grand Av Newtown	M R	N327	0100 - 0230
Lunch	Woodhaven Blvd	M R	N329	0240 - 0310
*General Duties- see below	Woodhaven Blvd	M R	N329	0310 - 0500
**Major Duty Floors- see below	Woodhaven Blvd	M R	N329	0500 - 0600
Re-scrap Station/Empty Trash Receptacles	Grand Av Newtown	M R	N327	0610 - 0700
Report Off Duty.	Grand Av Newtown	M R	N327	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-Northbound/Southbound Platform & Mezzanine 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#
SC0675	Station South	2300 - 0700	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	46 St	M R	N316	2300 - 0115
*General Duties- see below				
**Major Duty Floors- see below	46 St	M R	N316	0115 - 0215
Lunch	46 St	M R	N316	0215 - 0245
*General Duties- see below	Northern Blvd	M R	N318	0300 - 0500
**Major Duty Floors- see below	Northern Blvd	M R	N318	0500 - 0600
Re-scrap Station/Empty Trash Receptacles	46 St	M R	N316	0610 - 0700
Report Off Duty.	46 St	M R	N316	0700 -
*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. 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-Northbound/Southbound Platforms & Mezzanine 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#
SC0675A	Station South	1500 - 2300	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	46 St	M R	N316	1500 - 1800
*General Duties- see below				
*Major Duties- see below	46 St	M R	N316	1800 - 1900
Lunch	46 St	M R	N316	1900 - 1930
*General Duties- see below	Northern Blvd	M R	N318	1940 - 2200
*Major Duties- see below	Northern Blvd	M R	N318	2200 - 2250
Report off duty	46 St	M R	N316	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. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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 and disinfect 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- 46 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. Thu: Tile/Concrete Walls: Bucket Wash lower portion of the northbound platform walls. Remove spit and shoe marks. Fri: Tile/Concrete Walls: Bucket Wash lower portion of the southbound platform walls. Remove spit and shoe marks.				
*Major Duty Cleaning- Northern Blvd: 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 Thu: Tile/Concrete Walls: Bucket Wash lower portion of the northbound platform walls. Remove spit and shoe marks. Fri: Tile/Concrete Walls: Bucket Wash lower portion of southbound platform walls. Remove spit and shoe marks				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0676	Station South	2300 - 0700	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Queens Plaza	E M R	N309A	2300 - 2400
**RTO Duties-see below				
*General Duties- see below	Queens Plaza	E M R	N309A	2400 - 0300
***Major Duty Cleaning (0200-0300)- see below				
Lunch	Queens Plaza	E M R	N309A	0300 - 0330
*General Duties- see below	Queens Plaza	E M R	N309A	0330 - 0650
Open Public Toilets	Queens Plaza	E M R	N309A	0650 - 0700
Report Off Duty.	Queens Plaza	E M R	N309A	0700 -
<div><div>*General Duties-Nightly</div><div>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 &amp; disinfect 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.</div><div>**RTO Duties:</div><div>RTO Platform/Reporting Location/Crew Room:</div><div>Offices: Clean Dispatcher Offices. Clean all rooms: crew room, lunch room, women/men locker rooms, 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.</div><div>***Major Duty Cleaning:</div><div>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</div><div>Fri: Booth- Clean booth N309A 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>Sat: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers.</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.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0677	Station South	1500 - 2300	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	25 St	R	C016	1500 -
*General Duties- see below	25 St	R	C016	1500 - 1630
*Major Duty - Booth - see below - Sun Only	25 St	R	C016	1630 - 1715
*General Duties- see below	Union St	R	C010	1720 - 1845
*Major Duty - Booth - see below - Sat Only	Union St	R	C010	1845 - 1945
Lunch	Union St	R	C010	1945 - 2015
*General Duties- see below	Prospect Av	R	C014	2025 - 2220
*Light General Duties- see below	25 St	R	C016	2230 - 2300
Report Off Duty.	25 St	R	C016	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 around 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, 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.				
*Major Duty Cleaning- 25th Street  Sun: Clean and Disinfect All Refuse Areas, Canister Housings And/or Rooms. Mon: Clean and Organize Paper/Chemical Supply Rooms. Tue: Deck Wash S/B Platform Walls, Remove Glue Residue, Graffiti and Dirt Build Up. Wed: Deck Wash N/B Platform Walls, Remove Glue Residue, Graffiti and Dirt Build Up. Thu: Deck Wash N/B Mezzanine Tile Walls. Fri: Deck Wash S/B Mezzanine Tile Walls. Sat: Bucket Wash All N/B S/W'S.				
*Major Duty Cleaning- Union Street  Sun: Clean And Disinfect N/S/B Scrubber/CTA Rooms. Mon: Clean, Disinfect And Restock EFR And Toilet On N/B Platform: Wash Down Walls And Clean Fixtures. Tue: Deck Wash S/B Mezzanine Tile Walls: Remove Unused Tape, Residue Dirt Build Up, CIC Information Boards And Platform. Wed: Deck Wash N/B Mezzanine Tile Walls: Remove Unused Tape, Residue Dirt Build Up, CIC Information Boards And Platform. Thu: Clean S/B Canister Housing. Fri: Clean N/B Refuse Room. Sat: Bucket Wash All N/B S/W'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.



## 2024 STAC Winter Pick

**Pick Effective Date:** 1/14/2024

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
<b>Sunday-Saturday</b>				
Report On Duty In Full Uniform. Perform *General Duties- see below Perform *Major Cleaning (0815-1900)	Lafayette Av	C	N110	0700 - 0900
Perform *General Duties- see below	Clinton Washington Avs	C	N111	0910 - 1110
Lunch	Clinton Washington Avs	C	N111	1110 - 1140
Perform *General Duties- see below Perform *Major Cleaning (1215-1300)	Clinton Washington Avs	C	N111	1140 - 1300
Perform *General Duties- see below	Lafayette Av	C	N110	1310 - 1500
Report Off Duty.	Lafayette Av	C	N110	1500 -
<p>*General Duties-Daily</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 &amp; disinfect 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.</p> <p>*Major Duty Cleaning-</p> <p>LAFAYETTE AV</p> <p>Sun: Booth- Clean booth [Booth N110] 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>Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>CLINTON-WASHINGTON AVS</p> <p>Sun: Booth- Clean booth [Booth N111] 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>Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>				

**Deodorize the entire station.**

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0679	Station South	0700 - 1500	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.  *General Duties- see below  *Major Duty (1000-1100)- see below	Forest Hills 71 Av	E F M R	N333A	0700 - 1100
**Elevator Duties – see below	Forest Hills 71 Av	E F M R	N333A	1100 - 1200
Lunch	Forest Hills 71 Av	E F M R	N333A	1200 - 1230
*General Duties- see below	Forest Hills 71 Av	E F M R	N333A	1230 - 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. 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 (1100-1200)-  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 Platform Tile walls- Remove stains and scuff marks from platform tile walls” on The northbound platform. Wed: Supply Room- Tidy and organize chemical supply room. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Supply Room- Tidy and organize paper supply room. Remove empty boxes. Wipe down top of Fire Extinguishers.  **Elevator Duties - Clean and polish EL437, EL438, EL439. 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.	Forest Hills 71 Av	E F M R	N333A	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#
SC0680	Station South	0700 - 1500	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.  *General Duties- see below  **Major Duty (0900-1000)– see below	63 Dr-Rego Park	M R	N330B	0700 - 1000
Lunch	67 Av	M R	N331	1010 - 1040
*General Duties- see below  **Major Duty (1250-1350)– see below	67 Av	M R	N331	1040 - 1350
Re-scrap Station/Empty Trash receptacles	63 Dr-Rego Park	M R	N330B	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. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  **Major Duty Cleaning-  N331 67th Ave: Sun: Booth- Clean booth N331 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.  N330B 63rd Drive: 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 N330B interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris	63 Dr-Rego Park	M R	N330B	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#
SC0681	Station South	0700 - 1500	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.  *General Duties- see below  **Major Cleaning (0730-0830)-see below	Woodhaven Blvd	M R	N329	0700 - 1000
Lunch	Grand Av Newtown	M R	N327	1010 - 1040
*General Duties- see below  **Major Duty Cleaning (1200-1300)	Grand Av Newtown	M R	N327	1040 - 1340
Sweep Outside Areas and Stairways Re-scrap Entire Station and Empty Trash Receptacles	Woodhaven Blvd	M R	N329	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. 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 Woodhaven Blvd- Sun: Booth- Clean booth N329 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: 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. 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. *Major Duty Cleaning Grand Av- Wed: Tile/Concrete Walls: Bucket Wash lower portion of Southbound Platform walls. Remove spit and shoe marks. 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: Booth- Clean booth N327 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: Tile/Concrete Walls: Bucket Wash lower portion of Northbound Platform walls. Remove spit and shoe marks.	Woodhaven Blvd	M R	N329	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#
SC0682	Station South	0700 - 1500	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.  *General Duties- see below  **Major Duty Cleaning (0900-1000)	Elmhurst Av	M R	N325A	0700 - 1000
Lunch	65 St	M R	N322	1010 - 1040
*General Duties- see below  **Major Duty Cleaning (1200-1300)	65 St	M R	N322	1040 - 1340
Re-scrap Station/Empty Trash Receptacles	Elmhurst Av	M R	N325A	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. 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-  N325A Elmhurst Ave: Sun: Booth- Clean booth N325A 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.  N322 65th Street: 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 N322 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris	Elmhurst Av	M R	N325A	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#
SC0682A	Station South	1500 - 2300	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.  *General Duties- see below  *Station Cleaning Duties- Facilities (1730-1830)	Elmhurst Av	M R	N325A	1500 - 1830
Lunch  *General Duties- see below  *Station Cleaning Duties- Facilities (2100-2200)	Elmhurst Av	M R	N325A	1840 - 1910
Re-scrap Station/Empty Trash Receptacles	Grand Av Newtown	M R	N327	1920 - 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. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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.  *Station Cleaning Duties- Facilities Elmhurst Ave: 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.  *Station Cleaning Duties- Facilities Grand Ave: 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: 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.	Elmhurst Av	M R	N325A	2210 - 2300  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#
SC0683	Station South	0700 - 1500	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.  *General Duties- see below  **Major Duty (0900-1000)- see below	Northern Blvd	M R	N318	0700 - 1000
Lunch	46 St	M R	N316	1010 - 1040
*General Duties- see below  **Major Duty (1240-1340)- see below	46 St	M R	N316	1040 - 1340
Re-scrap Station/Empty Trash Receptacles	Northern Blvd	M R	N318	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. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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 *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. 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-  N318 Northern Blvd: Sun: Booth- Clean booth N318/Northern Blvd 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.  N316 46th Street: 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 N316/46 St interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris	Northern Blvd	M R	N318	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#
SC0684	Station South	0700 - 1500	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.  *General Duties- see below  **Major Duty (0900-1000)- see below	Steinway St	M R	N315	0700 - 1000
Lunch	36 St	M R	N312	1010 - 1040
*General Duties- see below  **Major Duty (1240-1340)- see below	36 St	M R	N312	1040 - 1340
Re-scrap Station/Empty Trash Receptacles	Steinway St	M R	N315	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. 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-  N315/Steinway Street: Sun: Booth- Clean booth N315/Steinway St 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.  N312 36th Street: 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 N312/36 St interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris	Steinway St	M R	N315	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#
SC0685	Station South	0700 - 1500	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Queens Plaza	E M R	N309A	0700 - 0830
**RTO Duties- see below				
***Elevator Duties – see below	Queens Plaza	E M R	N309A	0830 - 0930
**Close Public Restroom- see below Note- If public restrooms are out of service, listed General Duties will be performed	Queens Plaza	E M R	N309A	0930 - 1000
Lunch	Queens Plaza	E M R	N309A	1000 - 1030
*General Duties- see below	Queens Plaza	E M R	N309A	1030 - 1200
**Close Public Restroom- see below Note- If public restrooms are out of service, listed General Duties will be performed	Queens Plaza	E M R	N309A	1200 - 1300
***Elevator Duties – see below	Queens Plaza	E M R	N309A	1300 - 1400
Re-scrap Entire Station/Empty Trash Receptacles	Queens Plaza	E M R	N309A	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. 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.  ***Elevator Duties- EL428, EL429, EL430 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.  **RTO Duties: RTO Reporting Location/Crew Room: Offices: Clean Dispatcher Offices. Clean all rooms: crew room, lunch room, women/men locker rooms, 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.	Queens Plaza	E M R	N309A	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#
SC0685A	Station South	0700 - 1500	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Major Duty- see below	Queens Plaza	E M R	N309A	0700 - 0830
*Station Cleaning Duties- see below	Queens Plaza	E M R	N309A	0830 - 0930
Lunch	Queens Plaza	E M R	N309A	0930 - 1000
*Major Duty- see below	Queens Plaza	E M R	N309A	1010 - 1200
*General Duties- see below	Queens Plaza	E M R	N309A	1210 - 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. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  *Major Duty Cleaning Queens Plaza- Sun: NB & SB 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. Mon: 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: Stairways – Bucket wash S1, S2, S3, M1, M2, M3. Clean adjacent tile walls. Remove all stickers. Wed: Stairways – Bucket wash S4, S5, S6, S7, M4, M5, M6, M7. Clean adjacent tile walls. Remove all stickers. Thu: Stairways -- Bucket wash P1, P2, P3 and P4. Clean adjacent tile walls. Remove all stickers. Fri: Stairways -- Bucket wash P5, P6, P7 and P8. Clean adjacent tile walls. Remove all stickers. Sat: Tidy and organize supply rooms. Remove empty boxes. Wipe down top of fire Extinguishers.  *Major Duty Cleaning 36th Street- Sun/Tue/Thu/Sat: Bucket wash lower portion of unstaffed mezzanine walls. Remove spit and shoe marks. Mon/Wed/Fri: Bucket wash lower portion of Northbound/Southbound platform walls. Remove spit and shoe marks.  *Station Cleaning Duties Queens Plaza- Offices Sun, Mon, Tues, Wed, 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. Employee Locker Rooms- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Superintendent Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Sat: Supervisor Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect.	Queens Plaza	E M R	N309A	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#
SC0686	Station South	2300 - 0700	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	59 St	N R	C021	2300 -
*General Duties- see below	59 St	N R	C021	2300 - 0040
*Major Duty Floors - see below	59 St	N R	C021	0040 - 0120
*Major Duty - see below	59 St	N R	C021	0120 - 0200
Lunch	77 St	R	C024	0210 - 0240
*General Duties- see below	77 St	R	C024	0240 - 0420
*Major Duty Floors - see below	77 St	R	C024	0420 - 0505
*Major Duty - see below	77 St	R	C024	0505 - 0550
*Light General Duties- see below Open Public Restrooms at 0700 hours	59 St	N R	C021	0600 - 0700
Report Off Duty.	59 St	N R	C021	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 including around 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, 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.				
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- 59th Street Sun: Clean and disinfect inside and outside of refuse housing on N/B & S/B platforms. Mon: Clean and Organize Chemical and Paper Supply Rooms – Discard all Boxes Tue: Clean and polish all AFC equipment control areas C021 & C022 Wed: Deck Wash Walls and Floor in EFR Including Wiping Down Lockers. Clean out Refrigerator And Microwave Thu: Major duty all cta rooms - Discard all Boxes Fri: Bucket wash all street stairways in C021, Remove tape/residue/graffiti & wash down walls Sat: Bucket wash all street stairways in C022, Remove tape/residue/graffiti & wash down walls				
*Major Duty Cleaning- 77th Street Sun: Clean N/B Tile walls and around column bases Mon: Clean and disinfect inside and outside of refuse housing on N/B & S/B platforms. Tue: Clean and polish all AFC equipment control areas C024 Wed: Deck Wash Walls and Floor in Emplyee Toilet & EFR Including Wiping Down Lockers. Clean out Refrigerator And Microwave Thu: Major duty all cta rooms - Discard all Boxes Fri: Bucket wash all street stairways in C024, Remove tape/residue/graffiti & wash down walls Sat: Clean S/B Tile walls and around column bases				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0687	Station South	0700 - 1500	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Open, stock & clean Public Restrooms @ 0700	Bay Ridge 95 St	R	C027	0700 -
*General Duties- see below *Major Duty - Booth - see below - Sun Only (0845-0930)	Bay Ridge 95 St	R	C027	0715 - 0930
*General Duties- see below *Major Duty - Booth - see below - Fri Only (1105-1150)	77 St	R	C024	0940 - 1150
*Public Toilet Duties - see below	Bay Ridge 95 St	R	C027	1200 - 1230
Lunch	Bay Ridge 95 St	R	C027	1230 - 1300
*RTO Duties- see below	Bay Ridge 95 St	R	C027	1300 - 1400
*Light General Duties- see below	Bay Ridge 95 St	R	C027	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 around 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, 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber rooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  *Light General Duties Inspect station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.  *Major Duty Cleaning Booth- 95th Street-Bay Ridge Sun: Clean booth interior and exterior, mop floor, wipe down walls, and dust ledges.  *Major Duty Cleaning Booth- 77th Street Fri: Clean booth interior and exterior, mop floor, wipe down walls, and dust ledges.  *Public Toilet Duties Clean Men and Women public toilets: 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)  *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.	Bay Ridge 95 St	R	C027	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#
SC0688	Station South	1500 - 2300	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Forest Hills 71 Av	E F M R	N333A	1500 - 1900
*General Duties- see below				
**Public Toilet Duties – see below				
**Close Public Toilet Duties at 1900hrs – see below	Forest Hills 71 Av	E F M R	N333A	1900 - 2000
Lunch	Forest Hills 71 Av	E F M R	N333A	2000 - 2030
**Elevator Duties- see below	Forest Hills 71 Av	E F M R	N333A	2030 - 2115
**RTO Facilities	Forest Hills 71 Av	E F M R	N333A	2115 - 2215
Re-scrap Station/Empty Trash Receptacles	Forest Hills 71 Av	E F M R	N333A	2215 - 2300
Report off Duty.	Forest Hills 71 Av	E F M R	N333A	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 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 EL437, EL438, EL439. 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.				
**RTO Facilities Duties Clean all offices: Dispatcher, ATD, Crew Reporting Office, Tower. Clean all rooms: Expeditor room at NE SB platform, crew reporting room, lunch room on N333A Mezzanine, locker rooms at North End of Southbound platform, and women/men bathrooms. Wipe down all surfaces including Quench machines, empty all trash cans, sweep, mop and disinfect all floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES.				
**Public Toilet Duties close at 1900 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.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0688A	Station South	1500 - 2300	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.  *General Duties- see below  *RTO Tower Duties- see below	Forest Hills 71 Av	E F M R	N333A	1500 - 1700
*RTO Tower Duties- General duties see below	Forest Hills 71 Av	E F M R	N333A	1700 - 1900
Lunch	Forest Hills 71 Av	E F M R	N333A	1900 - 1930
*RTO Tower- General Duties- (Major Duties 2200-2300) see below	Forest Hills 71 Av	E F M R	N333A	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. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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.  RTO Duties- Forest Hills 71 AV  Clean all offices: Dispatcher, ATD, Crew Reporting Office, Tower. Clean all rooms: Expeditor room, crew reporting room, lunch room on N333A Mezzanine, locker rooms at North End of Southbound platform, and women/men bathrooms. Wipe down all surfaces including Quench machines, empty all trash cans, sweep, mop and disinfect all 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 N333A 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: Supply Room- Tidy and organize paper supply room. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Supply Room- Tidy and organize chemical supply room. Remove empty boxes. Wipe down top of Fire Extinguishers. Wed: 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. Thu: 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 S4, S5,M4, M5. Clean adjacent tile walls. Remove all stickers. Sat: Stairways- Bucket Wash S1, S2, S3, M1, M2, M3. Clean adjacent tile walls. Remove all stickers.	Forest Hills 71 Av	E F M R	N333A	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#
SC0689	Station South	1500 - 2300	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.  *General Duties- see below  **Major Duties (1700-1800) - see below	67 Av	M R	N331	1500 - 1800
Lunch	67 Av	M R	N331	1800 - 1830
*General Duties- see below  **Major Duties (2100-2200) - see below	63 Dr-Rego Park	M R	N330B	1840 - 2200
Re-scrap Station/Empty Trash receptacles	67 Av	M R	N331	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. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  **Major Duty Cleaning- 67 Ave 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. Thu: Tile/Concrete Walls: Bucket Wash lower portion of the northbound platform walls. Remove spit and shoe marks. Fri: Tile/Concrete Walls: Bucket Wash lower portion of the southbound platform walls. Remove spit and shoe marks.  *Major Duty Cleaning- 63 Drive 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 Thu: Tile/Concrete Walls: Bucket Wash lower portion of the northbound platform walls. Remove spit and shoe marks. Fri: Tile/Concrete Walls: Bucket Wash lower portion of southbound platform walls. Remove spit and shoe marks	67 Av	M R	N331	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#
SC0690	Station South	1500 - 2300	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.  *General Duties- see below  **Station Cleaning Duties- Facilities (17300-1830)	65 St	M R	N322	1500 - 1830
Lunch	Woodhaven Blvd	M R	N329	1840 - 1910
*General Duties- see below  **Station Cleaning Duties- Facilities (2100-2200)	Woodhaven Blvd	M R	N329	1910 - 2200
Re-scrap Station/Empty Trash Receptacles	65 St	M R	N322	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. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  *Station Cleaning Duties- Facilities 65 Street: 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.  *Station Cleaning Duties- Facilities Woodhaven Blvd: 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: 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.	65 St	M R	N322	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#
SC0691	Station South	1500 - 2300	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.  *General Duties- see below  **Major Duties (1700-1800) - see below	36 St	M R	N312	1500 - 1800
Lunch	36 St	M R	N312	1800 - 1830
*General Duties- see below  **Major Duties (2100-2200) - see below	Steinway St	M R	N315	1840 - 2200
Re-scrap Station/Empty Trash Receptacles	36 St	M R	N312	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. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  *Major Duty Cleaning- 36 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. Thu: Tile/Concrete Walls: Bucket Wash lower portion of the northbound platform walls. Remove spit and shoe marks. Fri: Tile/Concrete Walls: Bucket Wash lower portion of the southbound platform walls. Remove spit and shoe marks.  *Major Duty Cleaning- Steinway 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 Thu: Tile/Concrete Walls: Bucket Wash lower portion of the northbound platform walls. Remove spit and shoe marks. Fri: Tile/Concrete Walls: Bucket Wash lower portion of southbound platform walls. Remove spit and shoe marks.	36 St	M R	N312	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#
SC0692	Station South	1500 - 2300	2774

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 toilets are out of service, General Duties listed will be performed:	Queens Plaza	E M R	N309A	1500 - 1830
Lunch	Queens Plaza	E M R	N309A	1830 - 1900
**Close Public Toilets- see below Note- If public toilets are out of service, General Duties listed will be performed:	Queens Plaza	E M R	N309A	1900 - 2000
**RTO Duties- see below	Queens Plaza	E M R	N309A	2000 - 2130
*General Duties- see below	Queens Plaza	E M R	N309A	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. 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.  **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 and Crew Reporting Offices. Clean all rooms: crew room, lunch room, men/women locker rooms, and men/women 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.	Queens Plaza	E M R	N309A	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#
SC0693	Station South	1500 - 2300	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	77 St	R	C024	1500 -
*General Duties- see below	77 St	R	C024	1500 - 1625
*Major Duty - see below	77 St	R	C024	1625 - 1725
*General Duties- see below	Bay Ridge Av	R	C023	1730 - 1900
Lunch	Bay Ridge Av	R	C023	1900 - 1930
*Major Duty - see below	Bay Ridge Av	R	C023	1930 - 2030
*Light General Duties- see below	77 St	R	C024	2040 - 2140
*Light General Duties- see below	Bay Ridge Av	R	C023	2150 - 2250
Report Off Duty	77 St	R	C024	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 around 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, 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.				
*Major Duty Cleaning- 77th Street  Sun: Deck Wash Sb Platform Tile Walls: Remove Stickers/Residue/Graffiti/Dirt Build Up. Mon: Clean All SB Platform Column Bases & Ad Signs. Tue: Deck Wash All Platform S/W'S Wed: Deck Wash NB Platform Stairway Tile Walls: Remove Stickers/Residue/Graffiti/Dirt Build Up. Thu: Clean/Polish All AFC Railings/Gates In C024 Mezzanine. Fri: Deck Wash All Street S/W'S Sat: Clean All N/B Platform Column Bases And Ad Signs.				
*Major Duty Cleaning- Bay Ridge Avenue  Sun: Deck Wash SB Platform And Stairway Tile Walls: Remove Sticker/Residue/Graffiti/Dirt Build Up. Mon: Clean All SB Platform Column Bases & Ad Signs. Tue: Clean & Disinfect Refuse Rooms And Trash Receptacles. Wed: Deck Wash NB Platform Stairway And Tile Walls: Remove Sticker/Residue/Graffiti/Dirt Build Up. Thu: Clean/Polish All AFC On Railings/Gates In All Control Areas Including 52nd St Fri: Clean All NB Platform Column Bases & Ad Signs. Sat: Clean, Disinfect & Remove Graffiti From Benches.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0694	Station South	2300 - 0700	2776

INSTRUCTIONS

STATION      LINE      BOOTH      HOURS

Thursday-Monday

Report On Duty In Uniform  Sun: Wilson Ave H032 To Cover Job SC0626 Mon: Wilson Ave H032 To Cover Job SC0626 Tue: RDO Wed: RDO Thu: Pennsylvania Ave R632 To Cover Job SC0402 Fri: Pennsylvania Ave R632 To Cover Job SC0402 Sat: Utility/Extra	Various	Various	Various	2300 - 0700
Report Off Duty.	Various	Various	Various	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#
SC0695	0900 - 1700	2776

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform.	Broadway Junction	A C	N124	0900 -
*Major Duties- see below	Broadway Junction	A C	N124	0900 - 1015
*RTO Duties- see below	Broadway Junction	A C	N124	1030 - 1120
*General Duty - see below	Broadway Junction	A C	N124	1130 - 1350
Lunch	Broadway Junction	A C	N124	1350 - 1420
*General Duty - see below	Broadway Junction	A C	N124	1420 - 1450
*RTO Duties- see below	Broadway Junction	A C	N124	1500 - 1545
*General Duty - see below	Broadway Junction	A C	N124	1545 - 1700
Report Off Duty.	Broadway Junction	A C	N124	1700 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (“J” platform and mezzanine-U7, U5, PU1, PU2, U8, U6, PU3 and PU4 M1A/B-M4A/B). Scrap all upper mezzanine and “J” 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. Bucket wash trash receptacles and benches. 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 platforms. Clean all ledges in upper mezzanine leading towards escalators ES331, ES330, ES347 and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Clean Manhattan plat dispatcher’s office. Check dispatcher office on Manhattan platform. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  RTO Duties 1030-1120 Administrative Building Crew Room- Sweep Crew Room and Dispatchers Office. Clean toilets. Empty Trash Receptacles. 1500-1545 New Building Tower- Clean all RTO Facilities. Sweep Superintendent’s Office. Clean toilets. Empty Trash Receptacles.  *Major Duty Cleaning- 0900-1030 Employee Facility Room/Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 toilet tissue, paper towels, toilet seat covers and soap. Supervisor Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Wipe walls down. 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#
SC0696	Station South	0700 - 1500	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Coney Island Stillwell Av	D F N Q	G009	0700 -
*Crew Room Duties - See Below	Coney Island Stillwell Av	D F N Q	G009	0700 - 1100
Lunch	Coney Island Stillwell Av	D F N Q	G009	1100 - 1130
**Dispatcher’s Office Duties - See Below	Coney Island Stillwell Av	D F N Q	G009	1130 - 1300
*Crew Room Duties - See Below	Coney Island Stillwell Av	D F N Q	G009	1300 - 1500
Report Off Duty.  *Crew Room Duties: Clean Crew Reporting Center. Crew R, Men/Women Locker Room, Toilets, all open space and floor space. Wipe down all surfaces including Lockers, Quench machines, empty all trash cans, sweep, mop and disinfect all floors. Clean and disinfect Restrooms. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  **Dispatcher’s Office 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 all floors. Clean windows and dust. Clean, mop and disinfect employee toilets. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES.	Coney Island Stillwell Av	D F N Q	G009	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#
SC0697	Station South	0700 - 1500	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Jamaica Center Parsons/Archer	E J Z	N606	0700 - 0800
*General Duties - see below				
**RTO Duties- E Line Dispatcher’s Office - see below	Jamaica Center Parsons/Archer	E J Z	N606	0800 - 0830
**RTO Duties- J Line Dispatcher’s Office - see below	Jamaica Center Parsons/Archer	E J Z	N606	0830 - 0900
**RTO Duties- J Line Crew Room/Toilet- see below	Jamaica Center Parsons/Archer	E J Z	N606	0900 - 0930
**RTO Duties- E Line Crew Room/Toilet- see below	Jamaica Center Parsons/Archer	E J Z	N606	0930 - 1000
**RTO Duties- E Line Supt Office-see below	Jamaica Center Parsons/Archer	E J Z	N606	1000 - 1030
Lunch	Jamaica Center Parsons/Archer	E J Z	N606	1030 - 1100
**RTO Duties- Crew Room/Toilet - see below	Jamaica Center Parsons/Archer	E J Z	N606	1100 - 1200
**RTO Duties- E Line Dispatcher’s Office - see below	Jamaica Center Parsons/Archer	E J Z	N606	1200 - 1230
**RTO Duties- J Line Dispatcher’s Office - see below	Jamaica Center Parsons/Archer	E J Z	N606	1230 - 1300
*General Duties - see below	Jamaica Center Parsons/Archer	E J Z	N606	1300 - 1400
**RTO Duties- E, J, Lines Crew Rooms - see below	Jamaica Center Parsons/Archer	E J Z	N606	1400 - 1500
Report Off Duty.	Jamaica Center Parsons/Archer	E J Z	N606	1500 -
**RTO Duties Offices: Dispatcher and Superintendent. Wipe down all surfaces including Quench machines, refrigerator, microwave. Clean exterior of windows. 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.  Toilet- Clean Men and Women’s 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. Clean employee toilet in unstaffed Mezzanine. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.  Crew Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX.  *General Duties-Daily Clean/Scrap 3ft around all street stairways including scrap bus loading area on Archer Avenue between 153 St and Parson Blvd. Disinfect and remove stickers. Clean behind back wall of EL412. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of dut.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0698	Station South	0700 - 1500	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.  ***Public Toilet Duties: Open Both Public Bathroom at 0700 hrs  *RTO Tower Duties- see below	Forest Hills 71 Av	E F M R	N333A	0700 - 0900
*RTO Tower Duties- see below	Forest Hills 71 Av	E F M R	N333A	0930 - 1130
Lunch	Forest Hills 71 Av	E F M R	N333A	1130 - 1200
Public Toilet Duties cleaning 1200-1300 hours  Note- If public toilets out of service, General/RTO Duties listed will be performed  *RTO Tower Duties- see below	Forest Hills 71 Av	F	N333A	1230 - 1500
Report Off Duty.  *RTO Duties Forest Hills 71 Av Clean all offices: Dispatcher, ATD, Crew Reporting Office, Tower. Clean all rooms: Expeditor room, crew reporting room, lunch room on N333A Mezzanine, locker rooms at North End of Southbound platform, and women/men bathrooms. Wipe down all surfaces including Quench machines, empty all trash cans, sweep, mop and disinfect all floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES.  *RTO Duties Jamaica 179 St Sweep Entire RTO Complex In N343 Mezzanine. Scrub Bowls And Basins In Men’s And Women’s Toilets. Dust Top Of Lockers And Cabinets in Men’s and Women’s locker room. Wash Slop Sink in RTO CTA Room. Clean And Disinfect RTO Dispatchers Office. Wipe down stainless steel partitions, Toilet And Sink in RTO Bathroom. Wipe down all surfaces including Quench machines, empty all trash cans, sweep, mop and disinfect all floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES.  ***Public Toilet Duties: Open Both Public Bathroom at 0700 hrs if closed. Clean and Close 1200-1300 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.	Forest Hills 71 Av	E F M R	N333A	1500 -

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



JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0699	Station South	1500 - 2300	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Avenue X	F	N561	1500 -
***RTO Facilities Duties Tower B Coney Island Yard	Avenue X	F	N561	1500 - 1740
***RTO Facilities Duties Tower C Coney Island Yard	Avenue X	F	N561	1740 - 1815
Lunch	Coney Island Stillwell Av	D F N Q	G009	1835 - 1905
***RTO Facilities Duties Men’s Women’s Locker Rooms	Coney Island Stillwell Av	D F N Q	G009	1905 - 2200
***RTO Facilities Duties Dispatchers Offices D/F/N Q	Coney Island Stillwell Av	D F N Q	G009	2200 - 2245
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.	Avenue X	F	N561	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#
SC0699A	Station South	2300 - 0700	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below	West 8 St NY Aquarium	F Q	G011	2300 - 0200
*Major Duty (Sun thru Sat)- see below	West 8 St NY Aquarium	F Q	G011	0200 - 0300
Lunch	West 8 St NY Aquarium	F Q	G011	0300 - 0330
*RTO Facilities Duties – see below	Avenue X	F	N561	0350 - 0450
*General Duties- see below	Neptune Av	F	N562	0500 - 0650
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 ADA ramp. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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: Sunday thru Saturday: Pigeon Droppings: Clean all pigeon droppings from G011 control area including platforms, stairway handrails and SE NB “F” platform.  *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.  *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.	West 8 St NY Aquarium	F Q	G011	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:  
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Deodorize the entire station.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0700	Station South	0900 - 1700	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Canarsie Rockaway Pkwy	L	H041	0900 -
*RTO Duties- see below	Canarsie Rockaway Pkwy	L	H041	0900 - 1030
*RTO Duties- see below	Euclid Av	A C	N128	1100 - 1215
Lunch	Euclid Av	A C	N128	1215 - 1245
*RTO Duties- see below	Euclid Av	A C	N128	1245 - 1400
*RTO Duties- see below	Rockaway Blvd	A	N134	1415 - 1500
*Major Duties- see below	Canarsie Rockaway Pkwy	L	H041	1525 - 1700
Report Off Duty In Uniform	Canarsie Rockaway Pkwy	L	H041	1700 -
*RTO Duties-Daily 0900-1030 Clean Dispatcher’s Office, Crew Room, Tower and toilets. Clean and mop all floors. Empty and clean all trash receptacles. Clean and disinfect toilets, urinals, bowls, sinks, and wash basins. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Replenish toilet tissue, paper towels, toilet seat covers and soap. Canarsie Yard: Clean Switchman’s Shanty and toiles in yard. Clean and mop all floors. Empty and disinfect all trash receptacles. Clean and disinfect toilets, urinals, bowls, sinks and wash basins. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Replenish toilet tissue, paper towels, toilet seat covers and soap.  1100-1215 Pitkin Yard: Clean Tower, Yard and Train Operator’s Room. Clean and mop all floors. Empty and clean all trash receptacles. Clean and disinfect toilets, urinals, bowls, sinks, and wash basins. Clean Dispatcher’s Office, Crew Room, Tower and toilets. Clean and mop all floors. Empty and clean all trash receptacles. Clean and disinfect toilets, urinals, bowls, sinks, and wash basins. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Replenish toilet tissue, paper towels, toilet seat covers and soap.  1415-1500 Liberty Junction Tower: Clean Dispatcher’s Office, Crew Room, Tower and toilets. Clean and mop all floors. Empty and clean all trash receptacles. Clean and disinfect toilets, urinals, bowls, sinks, and wash basins. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Replenish toilet tissue, paper towels, toilet seat covers and soap.  1525-1700 Clean Dispatcher’s Office, Crew Room, Tower and toilets. Clean and mop all floors. Empty and clean all trash receptacles. Clean and disinfect toilets, urinals, bowls, sinks, and wash basins. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Replenish toilet tissue, paper towels, toilet seat covers and soap.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0701	Station South	0700 - 1500	2771

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Crown Hts Utica Av	3 4	R626	0700 -
*RTO Facilities - see below	Crown Hts Utica Av	3 4	R626	0700 - 0900
*RTO Facilities - see below	New Lots Av	3	R634	0920 - 1110
Lunch	New Lots Av	3	R634	1110 - 1140
*RTO Facilities - see below	Livonia Av	Not Applicable	Not Applicable	1150 - 1350
*RTO Facilities - see below	Crown Hts Utica Av	3 4	R626	1415 - 1500
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. 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. . Utica Tower near R626, Crew room S/E N/B Platform, Dispatcher’s Office N/E of N/B & S/E of S/B Platform, Restroom West Mezzanine  New Lots Avenue Crew room middle platform, Tower Restroom & Facilities N/E of Platform Livonia 1st, 2nd, 3rd floors  Utica Avenue 1415-1500 Empty Trash Receptacles in tower & Crew Room  RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES.	Crown Hts Utica Av	3 4	R626	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#
SC0702	Station South	2300 - 0700	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Steinway St	M R	N315	2300 - 0130
*General Duties- see below				
*Major Duty Floors- see below	Steinway St	M R	N315	0130 - 0230
Lunch	36 St	M R	N312	0240 - 0310
*General Duties- see below	36 St	M R	N312	0310 - 0500
*Major Duty Floors- see below	36 St	M R	N312	0500 - 0600
*Re-scrap Station/Empty Trash Receptacles	Steinway St	M R	N315	0610 - 0700
Report off Duty.	Steinway St	M R	N315	0700 -
*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. 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- Northbound/Southbound Platforms & Mezzanine 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#
SC0703	Station South	1500 - 2300	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Jackson Hts Roosevelt Av	E F M R	N324	1500 -
*General Duties- see below	Jackson Hts Roosevelt Av	E F M R	N324	1500 - 1800
***RTO Facilities Duties	Jackson Hts Roosevelt Av	E F M R	N324	1800 - 1830
Clean and Closed Public Toilets	61 St Woodside	7	R523	1840 - 1930
Lunch	61 St Woodside	7	R523	1930 - 2000
Station Cleaning duties	Jackson Hts Roosevelt Av	E F M R	N324	2010 - 2040
Elevator duties- see below	Jackson Hts Roosevelt Av	E F M R	N324	2040 - 2140
*General Duties- see below	Jackson Hts Roosevelt Av	E F M R	N324	2140 - 2300
Report Off Duty.	Jackson Hts Roosevelt Av	E F M R	N324	2300 -
*General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs S4, S4A and S4B. Clean/Scrap 3ft around all street stairways. Including outside bus loading area. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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 including bus loading area. 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. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges. 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 EL421 and EL422.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.				
***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.				
*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 walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers				
Public Toilet Duties: Clean Men and Women public toilets. Wipe down all surfaces walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispenser and holders. Clean sink and faucet. Clean commodes with toilet brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet paper, paper towels, toilet seat covers) and soap as needed.				
If Public toilets out of service>lean and polish AFC equipment (MVMs, Turnstiles, HEETS, HXT) in control areas including OMNY validators. Wipe down all digital ad 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#
SC0703A	Station South	2300 - 0700	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Jackson Hts Roosevelt Av	E F M R	N324	2300 -
*General Duties- see below	Jackson Hts Roosevelt Av	E F M R	N324	2300 - 0030
*Major Duty Cleaning-Weekly	Jackson Hts Roosevelt Av	E F M R	N324	0030 - 0230
Lunch	Jackson Hts Roosevelt Av	E F M R	N324	0230 - 0300
* Major Duty Cleaning-Daily	Jackson Hts Roosevelt Av	E F M R	N324	0300 - 0530
*General Duties- see below	Jackson Hts Roosevelt Av	E F M R	N324	0530 - 0700
Report Off Duty.  *General Duties-Daily (All duties are performed on E/F/M/R Lines-Roosevelt Ave) Inspect station for unsanitary conditions and correct. Hard sweep all stairs (platform, mezzanine, and street entrances -73 St to 75 St.). Clean/Scrap 3ft around all street stairways including bus loading areas. Scrap all NB, SB middle mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Remove gum from mezzanine floors, escalator floors and comb landings. In N324 control area, empty booth trash, clean exterior booth panels and booth windows (use water only). Empty, clean and disinfect interior of trash receptacle base and remove stains on floor at base of trash receptacle including bus loading area. Clean chrome tops on all trash receptacles. Wipe clean all mezzanine door windows and station signs. Clean and polish AFC equipment including tops (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Disinfect all urine areas. Remove all pigeon droppings from all ledges, 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- Weekly (All duties are performed on ‘7’ Line/Broadway-74 Street) Sun/Tue/Thu: Clean and disinfect Balcony Floor/Railings (Area overlooking booth N324) Scrap and bucket wash N324 ‘balcony’ area to remove bird droppings. Mop dry any excess water in area. Wipe clean windows and ledges and all railings. Remove all stickers/graffiti observed on signs. Disinfect and deodorize balcony area and inside ‘7’ platform landing. Sweep stairway P2A-B and P4A-B and clean all pigeon droppings from stairs, handrails and wall panels. Wed/Fri: Clean and disinfect ‘7’ Mezzanine- (Area @ top of ESC 449 & 450) Deck brush all areas of the mezzanine to remove bird dropping, stains, dust build up and urine conditions. Remove graffiti & stickers. Clean and polish AFC equipment including tops (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Remove dust build-up from overhead panels, conduits and beams in mezzanine .Sweep stairway M1A-D and clean all pigeon droppings from stairs, handrails and walls. Deck brush lower portion of stairway P2A-D and wipe clean windows and ledges. Mon/Sat: Clean and disinfect ‘7’ Passageway- (Area @ top of ES451,ES452,ES453 leading to ‘7’ platforms) Sweep all ‘U’ stairways and clean all pigeon droppings from stairs, handrails, walls and ledges. Deck brush corner areas of the passageway including lower portion of passageway walls to remove bird droppings, spit, shoe marks, stains, dust build up and urine conditions. Remove graffiti & stickers including countdown clocks. Remove gum from ES451, ES452, ES453 landing(s). Disinfect south ends ONLY of north & south ‘7’ platforms. Disinfect and deodorize area  *Major Duty- Daily Clean, disinfect and deodorize N324 SG-2/SG-3: (75 St & Broadway Exit Area) Tile Walls: Deck brush and damp mop stairway S4A-B-C to remove pigeon droppings. Deck brush lower portion of mezzanine stairway M4A-C walls, gutters and sanitary bases to remove spit, shoe marks and dust build-up. Deck brush handrails. Wipe handrails dry. Remove all stickers/graffiti from signs. Damp mop landings. Disinfect area. Clean, disinfect and deodorize N324 SG-4 Middle Mezzanine Unmanned Area: ( HEET / Broadway & 74 St Exit Area) Tile Walls: Deck brush lower portion of stairway (S3) and mezzanine (M3A-B) walls, gutters and sanitary bases to remove spit, shoe marks and dust build-up. Deck brush street stairways, landings and handrails. Wipe handrails dry. Remove all stickers/graffiti from signs. Damp mop landings. Disinfect area. Mon/Wed: Clean and disinfect N323 SG-1 Mezzanine: (73 St & 37 Rd Exit Areas) Sweep all stairways and clean all pigeon droppings from stairs, handrails, walls and ledges. Deck brush lower portion of stairway S6 and mezzanine M5A-B/M6A-B walls, gutters and sanitary bases to remove spit, shoe marks, dust build-up and urine conditions. Deck brush street stairways, landings and handrails. Wipe handrails dry. Remove all stickers/graffiti from signs. Disinfect and deodorize area.	Jackson Hts Roosevelt Av	E F M R	N324	0700 -

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0704	Station South	1500 - 2300	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Crescent St	J	J024	1500 - 1730
*General Duties- see below				
**Major Duty- see below	Crescent St	J	J024	1730 - 1830
Lunch	Crescent St	J	J024	1830 - 1900
*General Duties- see below	Cypress Hills	J	J025	1910 - 2110
**Major Duty- see below	Cypress Hills	J	J025	2110 - 2210
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Crescent St	J	J024	2220 - 2300
Report Off Duty.	Crescent St	J	J024	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. 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 Windows and stations Signs. 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.  All Major duty must be performed from below list. **Major Duty Cleaning- pick up supplies for Crescent St and Cypress Hill Station. 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: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms. 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: Pick Up Supplies from J031- Woodhaven Blvd. Main Supply Rooms. Restock Chemical And Paper Supplies. Thur: Sweep all street stairways and bucket wash all street stairways and handrails. Fri: Employee Facility Room & Supervisor Office: 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. Supv/Manager Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office. Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.				

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



JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0705	Station South	0700 - 1500	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	DeKalb Av	B Q R	C008	0700 -
Open, Clean, and stock Public Restrooms at 0700 hours	DeKalb Av	B Q R	C008	0700 - 0715
*RTO Duties - see below	DeKalb Av	B Q R	C008	0715 - 0815
*Elevator Duties-see below	DeKalb Av	B Q R	C008	0815 - 0900
*General Duties- see below	DeKalb Av	B Q R	C008	0900 - 1130
Lunch	DeKalb Av	B Q R	C008	1130 - 1200
*Major Duty - see below	DeKalb Av	B Q R	C008	1200 - 1300
*Elevator Duties-see below	DeKalb Av	B Q R	C008	1300 - 1345
*Light General Duties- see below	DeKalb Av	B Q R	C008	1345 - 1500
Report Off Duty.	DeKalb Av	B Q R	C008	1500 -
<div><div>*General Duties-Daily</div><div>Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including around elevator. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down &amp; disinfect 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.</div><div>*Light General Duties</div><div>station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.</div><div>*Public Toilet Duties</div><div>Clean Men and Women public toilets: 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 Duty Cleaning- DeKalb Avenue</div><div>Sun: Clean Booth C008 Interior &amp; Exterior Mon: Clean and Organize N/B &amp; S/B Paper/Chemical Supply Rooms Tues: Clean &amp; Polish all AFC Equipment @ C006 &amp; C008 Mezzanine Wed: Clean, Mop &amp; Disinfect Stations EFR – Walls, Floors Thu: Clean, Mop &amp; Disinfect Station Supervisor Office Fri: Clean, Mop, Disinfect &amp; Stock Employee Toilet Sat: Clean, Mop &amp; Disinfect Overpass – Walls, Floors and Fixtures</div><div>Elevator Duties</div><div>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.</div><div>*RTO Duties</div><div>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.</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.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0706	Station South	0700 - 1500	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below Major Cleaning (0900-1000)	Hoyt Schermerhorn	A C G	N108	0700 - 1000
Clean RTO Facilities- see below	Hoyt Schermerhorn	A C G	N108	1000 - 1030
Lunch	Hoyt Schermerhorn	A C G	N108	1030 - 1100
*General Duties- see below	Hoyt Schermerhorn	A C G	N108	1100 - 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. 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 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: 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. 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: Field Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office. 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.  . ***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.	Hoyt Schermerhorn	A C G	N108	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#
SC0707	Station South	0700 - 1500	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Perform *General Duties- see below Perform *Major Cleaning (0810 - 0910)	Nostrand Av	A C	N116	0700 - 1230
Lunch	Nostrand Av	A C	N116	1230 - 1300
Perform *General Duties- see below	Nostrand Av	A C	N116	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. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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- NOSTRAND Sun: Booth- Clean booth N119 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: 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: 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: Deck Clean ALL Stains on floors of upper platforms, ramps, and control areas	Nostrand Av	A C	N116	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#
SC0708	Station South	0700 - 1500	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Kings Hwy	B Q	B024	0700 -
*General Duties- see below Open Public Toilet @ 0700	Kings Hwy	B Q	B024	0700 - 0930
*General Duties - see below	Avenue J	Q	B021	0940 - 1050
***Major Duties "Cleaning"- see below	Avenue J	Q	B021	1050 - 1120
Lunch	Avenue J	Q	B021	1120 - 1150
**Public Restroom Duties	Kings Hwy	B Q	B024	1200 - 1300
*General Duties - see below	Kings Hwy	B Q	B024	1310 - 1410
****Major Duties "Cleaning"- see below	Kings Hwy	B Q	B024	1410 - 1440
***Elevator Duties- EL760, EL761	Kings Hwy	B Q	B024	1440 - 1500
Report Off Duty.	Kings Hwy	B Q	B024	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. Wipe down &amp; disinfect 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.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 stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening</div> <div>Elevator Duties Clean and Polish [ EL760, EL761] 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> <div>****Major Duty Cleaning- Sun: - Clean booth [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:Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue/Thur/Sat: Refuse Housing- Deck wash walls and floor. 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. Fri: 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>				

Task subject to change and/or by chance.  
Spot clean ADA Tactile as needed.  
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:  
\*\*Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not 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			
Job#		Hours	RC#		
SC0709	Station South	0700 - 1500	2769		
INSTRUCTIONS		STATION	LINE	BOOTH	HOURS
Sunday-Saturday					
Report On Duty In Full Uniform. Perform *General Duties- (Shuttle Platform, Bridge to Walkway, Control Area) Perform *Major Cleaning (0850 - 0930)		Franklin Av	C	N114	0700 - 0930
Perform *General Duties- see below Perform *Major Cleaning (1050-1130)		Park Place	S	B009	0940 - 1130
Lunch		Park Place	S	B009	1130 - 1200
Perform *General Duties- see below Perform *Major Cleaning (1240-1310)		Park Place	S	B009	1200 - 1250
Perform *General Duties-(Stairways, Outside Area, N/S/B Platforms)		Franklin Av	C	N114	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 Bus stop adjacent to station along Franklin Av Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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- FRANKLIN AV Sun: Booth- Clean booth N114 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 (Shuttle) - Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office. 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 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.  PARK PLACE Sun: Booth- Clean booth B009 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 (Shuttle) - 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: 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.		Franklin Av	C	N114	1500 -
<p>Task subject to change and/or by chance.</p> <p>Spot clean ADA Tactile as needed.</p> <p>Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:</p> <p><b>**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not covered, you will be responsible for opening/closing and cleaning of the public restrooms and elevators as per the schedule.</b></p> <p>Deodorize the entire station.</p>					

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0710	Station South	0600 - 1400	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Jay St Metrotech	R	C003	0600 -
*General Duties- see below.	Jay St Metrotech	R	C003	0600 - 0715
**Elevator Duties (#706, 707, 708, 709)- see below.	Jay St Metrotech	A C F	N103	0720 - 0830
*General Duties- see below	Jay St Metrotech	A C F	N103	0830 - 1000
Lunch	Jay St Metrotech	A C F	N103	1000 - 1030
***Major Duties- see below.	Jay St Metrotech	R	C003	1030 - 1130
*General Duties- see below	Jay St Metrotech	R	C003	1130 - 1300
**Elevator Duties (#706, 707, 708, 709)- see below	Jay St Metrotech	A C F	N103	1300 - 1400
Report Off Duty.	Jay St Metrotech	R	C003	1400 -
<div>*General Duties-Daily AM Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including 370 Jay St Arcade . Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down &amp; disinfect 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: C003  Sunday/ Monday : Clean Disinfect Employee Bathroom and EFR Tuesday : Clean Disinfect Island platform Refuse Room, Trash Receptacles Wednesday : Clean Disinfect Bucket Wash Mezz B Unmanned Mezz, Shine stainless Steel Thursday : Clean ADA Tactiles N/B Side remove all stains Friday : Clean ADA Tactiles S/B Side Remove all stains Saturday :Major Cleaning Booth C003 Interior, and Exterior, Bucket Wash Control Area  Elevator Duties  Clean and Polish [#706, 707, 708, 709] 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#
SC0711	Station South	2300 - 0700	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Borough Hall	2 3 4 5	R601A	2300 -
*General Duties- see below	Borough Hall	2 3 4 5	R601A	2300 - 0130
*Elevator Duties (EL308 & EL309) - see below	Borough Hall	2 3 4 5	R601A	0130 - 0230
Lunch	Borough Hall	2 3 4 5	R601A	0230 - 0300
*Escalator Duties (ES305 & ES306) - see below	Borough Hall	2 3 4 5	R601A	0300 - 0430
*Major Duties Floors- see below	Borough Hall	2 3 4 5	R601A	0430 - 0515
*Major Duties- see below (List major duty to be performed from major duty list)	Borough Hall	2 3 4 5	R601A	0515 - 0600
*Light General Duties- see below	Borough Hall	2 3 4 5	R601A	0600 - 0700
Report Off Duty	Borough Hall	2 3 4 5	R601A	0700 -
<div><div>*General Duties-Daily</div><div>Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including around elevator. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down &amp; disinfect 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.</div><div>*Light General Duties</div><div>station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.</div><div>Major Duty Floors-Nightly</div><div>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>*Major Duty Cleaning-</div><div>Sun: Deck wash all column bases &amp; Refuse room walls and floor on Island platform</div><div>Mon: Bucket wash all street stairways, and stairway landings on Montaque Street Exits</div><div>Tue: Clean, disinfect and mop EFR, lactating room, restroom in R601A. Clean all surfaces, refrigerator &amp; microwave.</div><div>Wed: Deck wash walls, and gutters in upper control area of EL308 &amp; EL309 paid and unpaid</div><div>Thu: Deck wash walls, and gutters in lower mezzanine of EL308 &amp; EL309</div><div>Fri: Deck wash walls, and gutters in lower mezzanine from bottom of ES305 &amp; ES306 leading to R line</div><div>Sat: Deck wash walls, and gutters in passageway from top of ES305&amp;306 leading to 2/3 line</div><div>**Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497</div><div>Shutdown and clean. 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.</div><div>**Elevator Duties</div><div>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.</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.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0712	Station South	2100 - 0500	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Smith 9 Sts	F G	N536	2100 -
*Note-If regular cleaning job is not covered, listed General Duties will be performed.				
* Escalator Duties: ECS #313- see below.	Smith 9 Sts	F G	N536	2100 - 2145
*Escalator Duties: ECS #314- see below	Smith 9 Sts	F G	N536	2145 - 2230
*Escalator Duties: ECS #315- see below.	Smith 9 Sts	F G	N536	2230 - 2315
* Escalator Duties: ECS #316- see below.	Smith 9 Sts	F G	N536	2315 - 2400
*Escalator Duties: ECS #348- see below.	Smith 9 Sts	F G	N536	2400 - 0045
Lunch	Smith 9 Sts	F G	N536	0130 - 0200
*Escalator Duties: ESC #317- see below.	Jay St Metrotech	A C F	N103	0215 - 0330
*Escalator Duties: ESC #318- see below.	Jay St Metrotech	A C F	N103	0330 - 0445
Report Off Duty.	Smith 9 Sts	F G	N536	0500 -
*Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean [313,314,315,316,348,349,317,318]. 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.				
**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 Refuse Room. 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#
SC0713	Station South	1500 - 2300	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Coney Island Stillwell Av	D F N Q	G009	1500 -
*General Duties- see below	Coney Island Stillwell Av	D F N Q	G009	1500 - 1640
***Public Restroom Duties	Coney Island Stillwell Av	D F N Q	G009	1640 - 1730
Lunch	Coney Island Stillwell Av	D F N Q	G009	1730 - 1800
*General Duties - see below	Coney Island Stillwell Av	D F N Q	G009	1800 - 2000
****Major Duty Cleaning- CSC Booth Daily	Coney Island Stillwell Av	D F N Q	G009	2000 - 2040
**Major Duty Cleaning- see below	Coney Island Stillwell Av	D F N Q	G009	2040 - 2120
*General Duties - see below	Coney Island Stillwell Av	D F N Q	G009	2120 - 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 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.Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  **Major Duty Cleaning- Sun: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. 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:Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. 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. 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. ***Public Restroom Duties- If Restroom is out of service or assigned to someone else General duties apply 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. ****Major Duty Cleaning- CSC Booth Daily 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.	Coney Island Stillwell Av	D F N Q	G009	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#
SC0714	Station South	0700 - 1500	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Avenue M	Q	B022	0700 -
*General Duties- see below	Avenue M	Q	B022	0700 - 0900
*Major Duty Cleaning- see below	Avenue M	Q	B022	0900 - 0930
*General Duties - see below	Newkirk Plaza	B Q	B019	0940 - 1200
**Public Restroom Duties	Newkirk Plaza	B Q	B019	1200 - 1300
Lunch	Newkirk Plaza	B Q	B019	1300 - 1330
*Major Duty Cleaning- see below	Newkirk Plaza	B Q	B019	1330 - 1400
*General Duties - see below	Avenue M	Q	B022	1410 - 1500
Report Off Duty.	Avenue M	Q	B022	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. Wipe down &amp; disinfect 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. 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 stock (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 B032] 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: 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: 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 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>				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0715	Station South	2300 - 0700	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	86 St	R	C025	2300 -
*General Duties- see below	86 St	R	C025	2300 - 0100
*General Duties- see below	Bay Ridge 95 St	R	C027	0110 - 0245
Lunch	Bay Ridge 95 St	R	C027	0245 - 0315
*RTO Duties- see below	Bay Ridge 95 St	R	C027	0315 - 0415
*Major Duty Floors- see below	86 St	R	C025	0425 - 0455
*Light General Duties- see below	86 St	R	C025	0455 - 0525
*Major Duty Floors- see below	Bay Ridge 95 St	R	C027	0535 - 0605
*Light General Duties- see below Open Public Restrooms before leaving the station	Bay Ridge 95 St	R	C027	0605 - 0655
Report Off Duty.	86 St	R	C025	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 including around elevator. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down &amp; disinfect 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.</div> <div>*Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.</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>*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.</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#
SC0716	Station South	2300 - 0700	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	55 St	D	E005	2300 -
*General Duties- see below	55 St	D	E005	2300 - 0030
**Major Duty Floors-Nightly	55 St	D	E005	0030 - 0200
Lunch	55 St	D	E005	0200 - 0230
*General Duties-see below	20 Av	D	E013	0240 - 0420
**Major Duty Floors-Nightly	20 Av	D	E013	0420 - 0620
*General Duties - see below	55 St	D	E005	0630 - 0700
Report Off Duty.	55 St	D	E005	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 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.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				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0716A	Station South	2300 - 0700	2772

INSTRUCTIONS

STATION      LINE      BOOTH      HOURS

Sunday-Saturday

Report On Duty In Full Uniform.	New Utrecht Av	N	D005	2300 -
*General Duties- see below	New Utrecht Av	N	D005	2300 - 0130
**Major Duty Floors-Nightly	New Utrecht Av	N	D005	0130 - 0400
Lunch	New Utrecht Av	N	D005	0400 - 0430
***Elevator Duties- EL738, EL739, EL740 and EL741	New Utrecht Av	N	D005	0430 - 0500
****Public Restroom Duties	New Utrecht Av	N	D005	0500 - 0545
***Elevator Duties- EL701, EL702	New Utrecht Av	N	D005	0545 - 0615
*General Duties - Open Public Toilets @ 0700	New Utrecht Av	N	D005	0615 - 0700
Report Off Duty.	New Utrecht Av	N	D005	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 &amp; disinfect 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.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 [ EL738, EL739,EL740 &amp; EL741] 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> <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 stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening.</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#
SC0717	Station South	2300 - 0700	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Jamaica Center Parsons/Archer	E J Z	N606	2300 - 2400
Remove Pigeon Dropping from Bus loading ramp on Archer Av between 153 St and Parsons Blvd. Remove All stickers and clean the wall behind ELE #412				
**Escalator Duties -see below	Jamaica Center Parsons/Archer	E J Z	N606	2400 - 0045
**Escalator Duties -see below	Jamaica Center Parsons/Archer	E J Z	N606	0045 - 0130
Lunch	Jamaica Center Parsons/Archer	E J Z	N606	0130 - 0200
*General Duties –see below	Jamaica Center Parsons/Archer	E J Z	N606	0200 - 0500
**Elevator Duties ELE 412, ELE 413	Jamaica Center Parsons/Archer	E J Z	N606	0500 - 0600
Re-scrap mezzanines and empty trash receptacles. Remove All spills and stains from floor	Jamaica Center Parsons/Archer	E J Z	N606	0600 - 0650
Open Public toilets	Jamaica Center Parsons/Archer	E J Z	N606	0650 - 0700
Report off Duty.	Jamaica Center Parsons/Archer	E J Z	N606	0700 -
*General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs located on E platform, mezzanine, and street level. 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 N606 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. N606 Mezzanine -Clean EFR, Scrubber rooms and employee restrooms. Remove pigeon droppings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
**Elevator Duties - Note- If Elevators are out of service, listed General Duties will be performed Clean and polish ELE 412 and 413. 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.				
**Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean ESC 438, 439, 443, 444, 447. 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. Cleaning schedule: Sun/Wed/Sat: 438, 439, Mon/Thurs: 443, 444, Tues/Fri 447, 443.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0717A	Station South	2300 - 0700	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Jamaica Center Parsons/Archer	E J Z	N606	2300 - 2400
*Elevator Duties –see below				
*General Duties: (See Below)	Jamaica Center Parsons/Archer	E J Z	N606	2400 - 0200
Lunch	Jamaica Center Parsons/Archer	E J Z	N606	0200 - 0230
*Escalator Duties –see below	Jamaica Center Parsons/Archer	E J Z	N606	0230 - 0315
*Escalator Duties –see below	Jamaica Center Parsons/Archer	E J Z	N606	0315 - 0400
*Major Duties –see below	Jamaica Center Parsons/Archer	E J Z	N606	0400 - 0500
*General Duties: (See Below)	Jamaica Center Parsons/Archer	E J Z	N606	0500 - 0700
Report Off Duty.	Jamaica Center Parsons/Archer	E J Z	N606	0700 -
*General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs located on J,Z platform, mezzanine, and street level. 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 N607 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. N607 Mezzanine -Clean EFR, Scrubber rooms and employee restrooms. Remove pigeon droppings. 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 412 and 413). 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 ESC 438, 439, 443, 444, 447. 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. Cleaning schedule: Sun/Wed/Sat: 435, 436, Mon/Thurs: 441, 442, Tues/Fri 440, 441				
*Major Duty Cleaning-Nightly Sun/Tues: N607 mezzanine Clean glass panels and chrome Mon/Thurs/Sat: N607 mezzanine: Employee Restroom – Wipe down all surfaces- walls, modesty panels, vanity mirrors electric hand dryers (if equipped) sinks and faucets. Clean dispensers and holders. 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) Wed/Fri: N340A 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#
SC0718	Station South	2300 - 0700	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.  *General Duties- Mezzanine Level And Facilities –see below	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	2300 - 0100
*Elevator Duties- see below	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	0100 - 0130
Lunch	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	0130 - 0200
*Escalator Duties ESC# 434 -see below	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	0200 - 0245
*Escalator Duties ESC# 435 -see below	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	0245 - 0330
*Escalator Duties ESC# 436 -see below	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	0330 - 0415
*Escalator Duties ESC# 437 -see below	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	0415 - 0530
*General Duties- Platform level see below	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	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, platforms, underpass, and passageways. Wipe down & disinfect 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 ELE 411. 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.  **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean ESC #s 434, 435, 436, 437. 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.	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	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#
SC0719	Station South	2300 - 0700	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Jamaica Van Wyck	E	N604	2300 - 0100
*General Duties- see below				
*Elevator Duties-ELE 408, ELE 409 see below	Jamaica Van Wyck	E	N604	0100 - 0145
Lunch	Jamaica Van Wyck	E	N604	0145 - 0215
*Escalator Duties ESC 430 - see below	Jamaica Van Wyck	E	N604	0215 - 0300
*Escalator Duties ESC 431 - see below	Jamaica Van Wyck	E	N604	0300 - 0345
*Escalator Duties ESC 428 - see below	Jamaica Van Wyck	E	N604	0345 - 0430
*Escalator Duties ESC 429 - see below	Jamaica Van Wyck	E	N604	0430 - 0515
Perform General Duties - see below	Jamaica Van Wyck	E	N604	0515 - 0700
Report Off Duty.	Jamaica Van Wyck	E	N604	0700 -
**Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean Escalators 428, 429, 430, and 431. 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.  Elevator Duties - Clean and polish ELE #s. 408 and 409 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.  *General Duties- Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including the Head House located at Metropolitan Av and Kew Gardens. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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.				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0720	Station South	2300 - 0700	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Jamaica 179 St	F	N343	2300 - 0100
**RTO Complex Duties-see below				
*General Duties –see below	Jamaica 179 St	F	N343	0100 - 0200
Lunch	Jamaica 179 St	F	N343	0200 - 0230
**Elevator Duties-see below	Jamaica 179 St	F	N343	0230 - 0330
*Major Duties-see below	Jamaica 179 St	F	N343	0330 - 0430
*General Duties –see below	Jamaica 179 St	F	N343	0430 - 0700
Open Public Toilets 0700				
Report Off Duty.	Jamaica 179 St	F	N343	0700 -
<p>**RTO Complex Duties</p> <p>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.</p> <p>Elevator Duties</p> <p>Clean and Polish ELE 431,432 AND 433 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>*Public Restroom Duties</p> <p>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.</p> <p>*General Duties-</p> <p>Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street) including along MTA gates at the top of s/w S9 at 179 Pl. Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down &amp; disinfect 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.</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 Duty Cleaning-</p> <p>Sun: N342 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.</p> <p>Mon: S/B platform Bucket wash platform ends, platform walls, benches and around old TCC office located SE S/B platform,</p> <p>Tues: Trash Receptacles –clean and disinfect interior/exterior T/R on s/b platform and N342 mezzanine.</p> <p>Wed: N/B Platform- Bucket wash n/b platform ends, platform walls, benches</p> <p>Thurs:</p> <p>Fri: 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.</p> <p>SAT: Trash Receptacles –clean and disinfect interior/exterior T/R on n/b platform and N343 mezzanine</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#
SC0721	Station South	0700 - 1500	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Atlantic Av-Barclays Ctr	D N R	C009	0700 -
Perform Cleaning Duties. At Assigned Station(s) By Road Supervisor On A Daily Basis.	Various	Various	Various	0700 - 1100
Lunch	Various	Various	Various	1100 - 1130
Perform Cleaning Duties. At Assigned Station(s) By Road Supervisor On A Daily Basis.	Various	Various	Various	1130 - 1500
Report Off Duty.	Atlantic Av-Barclays Ctr	D N R	C009	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#
SC0721A	Station South	1100 - 1900	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Elevator Duties (EL301, EL302, & EL303)-see below	Atlantic Av-Barclays Ctr	D N R	C009	1100 - 1200
*Public Restroom Duties - see below Close restroom from 1200-1300 hours	Atlantic Av-Barclays Ctr	D N R	C009	1200 - 1300
*Elevator Duties (EL304, EL305, & EL306)-see below	Atlantic Av-Barclays Ctr	D N R	C009	1300 - 1400
*Public Restroom Duties - see below	Atlantic Av-Barclays Ctr	D N R	C009	1400 - 1500
Lunch	Atlantic Av-Barclays Ctr	D N R	C009	1500 - 1530
*Elevator Duties (EL301, EL302, & EL303)-see below	Atlantic Av-Barclays Ctr	D N R	C009	1530 - 1630
*Public Restroom Duties - see below	Atlantic Av-Barclays Ctr	D N R	C009	1630 - 1730
*Elevator Duties (EL304, EL305, & EL306)-see below	Atlantic Av-Barclays Ctr	D N R	C009	1730 - 1830
*Public Restroom Duties - see below Clean and close Public Restrooms at 1900 hours	Atlantic Av-Barclays Ctr	D N R	C009	1830 - 1900
Report Off Duty. *Light General Duties Inspect station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.  *Public Toilet Duties Clean Men and Women public toilets: 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 Duties Clean and polish (ELE#'s). 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.	Atlantic Av-Barclays Ctr	D N R	C009	1900 -

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0722	Station South	1500 - 2300	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Atlantic Av-Barclays Ctr	D N R	C009	1500 -
Perform Cleaning Duties. At Assigned Station(s) By Road Supervisor On A Daily Basis.	Various	Various	Various	1500 - 1900
Lunch	Various	Various	Various	1900 - 1930
Perform Cleaning Duties. At Assigned Station(s) By Road Supervisor On A Daily Basis.	Various	Various	Various	1930 - 2300
Report Off Duty.	Atlantic Av-Barclays Ctr	D N R	C009	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#
SC0723	Station South	1500 - 2300	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Monday-Friday				
REPORT ON DUTY IN FULL UNIFORM	Atlantic Av-Barclays Ctr	2 3 4 5	R610	1500 -
PERFORM DUTIES ON 'Q' LINE	Atlantic Av-Barclays Ctr	Q	R610	1500 - 1530
*Elevator Duties (EL307) -see below				
*General Duties- see below Performed on B/Q line, including Hanson St paid and unpaid control area, R612 paid and unpaid control area, LIRR Track 1&2 paid and unpaid control area	Atlantic Av-Barclays Ctr	Q	R610	1530 - 1830
*Elevator Duties (EL307) -see below	Atlantic Av-Barclays Ctr	Q	R610	1830 - 1900
Lunch	Atlantic Av-Barclays Ctr	Q	R610	1900 - 1930
*Major Duties - see below	Atlantic Av-Barclays Ctr	Q	R610	1930 - 2030
Clean and polish stainless steel adjacent to S/W ML1-2-3, P9, P10	Atlantic Av-Barclays Ctr	Q	R610	2030 - 2130
Scrap and disinfect head house area on street level and transport trash to refuse room	Atlantic Av-Barclays Ctr	Q	R610	2130 - 2215
*Light General Duties- see below	Atlantic Av-Barclays Ctr	Q	R610	2215 - 2300
REPORT OFF DUTY.	Atlantic Av-Barclays Ctr	2 3 4 5	R610	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 around 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, 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.				
**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. Clean and wipe down safety edge with a dry rag from top to bottom.				
*Major Duty Cleaning- Mon: Island Platform Scrubber Room – Clean and Organize, Discard All Empty Bottles and Boxes Tue: Hanson Place Scrubber Room – Clean and Organize, Discard All Empty Bottles and Boxes (Lower-Level Mezzanine) Wed: Mid Mezzanine Scrubber Room North to LIRR Tracks 1 and Z. Discard All Empty Bottles and Boxes Thu: Wash walls, mop floors, wipe down all surfaces clean toilet, sink and mirror @ Hanson Place Employee Toilet Fri: Clean and Polish All AFC Equipment and Stainless Steel in Hanson Place Control				

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

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0723A	Station South	2300 - 0700	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform. *General Duties- see below Performed on 2/3/4/5 Local and express platforms, S/E underpass, lower mezzanine and passageway to the B/Q line, and the Wide stairway U21A-F leading to Pacific St	Atlantic Av-Barclays Ctr	2 3 4 5	R610	2300 - 0100
*General Duties- see below Performed on D/N/R line S/Ws, platforms, mezzanine, up until the S/B 2/3 Platform.	Atlantic Av-Barclays Ctr	D N R	C009	0100 - 0300
Lunch	Atlantic Av-Barclays Ctr	2 3 4 5	R610	0300 - 0330
*Major Duty Cleaning -A- Daily -see below	Atlantic Av-Barclays Ctr	2 3 4 5	R610	0330 - 0430
*Major Duty Cleaning -B- Daily -see below	Atlantic Av-Barclays Ctr	2 3 4 5	R610	0430 - 0530
*Light General Duties- see below	Atlantic Av-Barclays Ctr	D N R	C009	0530 - 0615
*Light General Duties- see below	Atlantic Av-Barclays Ctr	2 3 4 5	R610	0615 - 0650
Open Public Restrooms	Atlantic Av-Barclays Ctr	D N R	C009	0650 - 0655
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 around 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, 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  *Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles. Deodorize the entire station  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.  *Major Duty Cleaning- A - Daily Sun: Deck Wash Tile Walls on N/B Platform from Middle to S/End Mon: Deck Wash Tile Walls on S/B Platform from Middle to N/End Tue: Deck wash Tile Walls on S/B Platform from Middle to S/End Wed: Deck Wah Tile Walls on N/B Platform from Middle to N/End Thu: Deck Wash Tile walls/Floor In N/B Scrubber Room Fri: Deck Wash Tile Walls/Floor in S/B Scrubber Room Sat: Deck Wash Tiles Walls Along Ramp Leading to R612 Control Area and IRT Underpass/Passageway  *Major Duty Cleaning- B - Daily Sun: Deck Wash Tile Walls in IRT Underpass Passageway Mon: Deck Wash Walls/Floor in 4/5 Express Platform Scrubber Room Tue: Deck Wash Walls/Floor in Lower Mezzanine Scrubber Room Wed: Deck Wash Walls/Floor in Lower Mezzanine CTA Slop Sink Room/Storage Room Thu: Deck Wash Tile Walls in Lower Mezzanine Under IRT 2/3/4/5 Platforms Fri: Deck Wash Tile Walls in Passageway in Lower Mezzanine Leading to B/Q Lines Sat: Wipe Down MTA Art and Design Electronic Screens in Passageway Leading to B/Q Lines "	Atlantic Av-Barclays Ctr	2 3 4 5	R610	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#
SC0724	Station South	1500 - 2300	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform Perform *General Duties- see below	Clinton Washington Avs	C	N111	1500 - 1700
Perform *General Duties- see below	Lafayette Av	C	N110	1710 - 1910
Lunch	Lafayette Av	C	N110	1910 - 1940
Perform *General Duties- see below Perform *Major Cleaning (2010-2050)	Lafayette Av	C	N110	1940 - 2250
Perform *Major Cleaning (2115-2200)	Clinton Washington Avs	C	N111	2100 - 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, 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-  LAFAYETTE AVE Sun: Closed Rooms- Clean, organized, remove items in unused rooms 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. 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.  CLINTON-WASHINGTON AVS Sun: NB Trash Receptacles - Deck Wash, Clean and Disinfect ALL NB Trash Receptacles Mon: SB Trash Receptacles - Deck Wash, Clean and Disinfect ALL SB Trash Receptacles Tue: Supply Room-Clean Organize and Replenish Supply rooms Wed: NB Benches-Wipe down, clean, and bucket wash ALL NB benches. Bucket wash underneath and around All benches Thu: SB Benches-Wipe down, clean, and bucket wash ALL SB benches. Bucket wash underneath and around All benches Fri: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers 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.	Clinton Washington Avs	C	N111	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#
SC0724A	Station South	2300 - 0700	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform Perform *General Duties- see below Perform *Major Duty Floors (0010-0050)	Clinton Washington Avs	C	N111	2300 - 0100
Perform *General Duties- see below Perform *Major Duty Floors (0200-0245)	Lafayette Av	C	N110	0110 - 0245
Lunch	Lafayette Av	C	N110	0245 - 0315
Perform *Major Duty Cleaning (0315-0415)	Lafayette Av	C	N110	0315 - 0415
Perform *General Duties- see below Perform *Major Duty Cleaning (425-0525)	Clinton Washington Avs	C	N111	0425 - 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. 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- LAFAYETTE AVE Sun: NB Trash Receptacles - Deck Wash, Clean and Disinfect ALL NB Trash Receptacles Mon: SB Trash Receptacles - Deck Wash, Clean and Disinfect ALL SB Trash Receptacles Tue: Supply Room-Clean Organize and Replenish Supply rooms Wed: NB Benches-Wipe down, clean, and bucket wash ALL NB benches. Bucket wash underneath and around All benches Thu: SB Benches-Wipe down, clean, and bucket wash ALL SB benches. Bucket wash underneath and around All benches Fri: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers 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.  CLINTON-WASHINGTON AVS Sun: Closed Rooms- Clean, organized, remove items in unused rooms 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. 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.	Clinton Washington Avs	C	N111	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#
SC0725	Station South	0800 - 1600	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	Jay St Metrotech	A C F	N103	0800 - 1100
Public Restroom/ Elevator/Station Facilities				
Clean and disinfect ELE [707,708,709] **Elevator Duties- see below				
Note- If Elevators are out of service, General Duties listed will be performed				
Lunch	Jay St Metrotech	A C F	N103	1100 - 1130
Clean and disinfect ELE **Elevator Duties- see below	7 Av	F G	N539A	1140 - 1430
Clean Employee Toilet and EFR *Public Toilet Duties- see below				
Note- If toilets are out of service, General Duties listed will be performed:				
Clean and disinfect ELE [707, 708, 709] **Elevator Duties- see below	Jay St Metrotech	A C F	N103	1440 - 1600
Report off duty	Jay St Metrotech	A C F	N103	1600 -
*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.				
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.				
Public Restroom/ Elevator/Station Facilities				

Task subject to change and/or by chance.  
Spot clean ADA Tactile as needed.  
Note: If pulled from your assigned job, the following duties will apply unless otherwise instructed:  
\*\*Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or elevators at this station, and the job is not 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
<b>Sunday-Saturday</b>				
Report On Duty In Full Uniform. *General Duties- see below	Bedford Nostrand Avs	G	N417	2300 - 0100
*General Duties- see below Major Duty Floors-see below (0200-0235) Major Duty-see below (0235-0320)	Classon Av	G	N419	0110 - 0320
Lunch	Classon Av	G	N419	0320 - 0350
*General Duties- see below Major Duty Floors-see below (0400-0500) Major Duty-see below (0500-0600)	Bedford Nostrand Avs	G	N417	0400 - 0700
Report Off Duty.	Bedford Nostrand Avs	G	N417	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 [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down &amp; disinfect 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.</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.</p> <p>*Major Duty Cleaning-</p> <p>BEDFORD-NOSTRAND AVS Sun: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers Mon: SB Trash Receptacles- Deck Mop, Clean and Disinfect ALL SB Trash Receptacles 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: NB Trash Receptacles- Deck Mop, Clean and Disinfect ALL NB Trash Receptacles</p> <p>CLASSON AV Sun: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers Tue: SB Trash Receptacles- Deck Mop, Clean and Disinfect ALL SB Trash Receptacles 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. Fri: NB Trash Receptacles- Deck Mop, Clean and Disinfect ALL NB Trash Receptacles</p>				

**Deodorize the entire station.**

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SC0728	Station South	0700 - 1500	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.  Pre Job Van Inspection and Disinfection Note - If there are no supplies or inventory to deliver CTA will be reassigned to perform other tasks during time allotted on schedule.	Jamaica Center Parsons/Archer	E J Z	N606	0700 - 0730
WAA – Inventory Supply Rooms, Deliver Supplies	Various	Various	Various	0730 - 1130
Lunch	Various	Various	Various	1130 - 1200
WAA – Inventory Supply Rooms, Deliver Supplies	Various	Various	Various	1200 - 1430
Pre Job Van Inspection and Disinfection	Jamaica Center Parsons/Archer	E J Z	N606	1430 - 1500
Report off duty.	Jamaica Center Parsons/Archer	E J Z	N606	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#
SC0729	Station South	0700 - 1500	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.  Pre Job Van Inspection and Disinfection Note - If there are no supplies or inventory to deliver CTA will be reassigned to perform other tasks during time allotted on schedule.	Jamaica Center Parsons/Archer	E J Z	N606	0700 - 0730
WAA- Inventory Supply Rooms; Deliver Supplies.	Various	Various	Various	0730 - 1130
Lunch	Various	Various	Various	1130 - 1200
WAA- Inventory Supply Rooms; Deliver Supplies.	Various	Various	Various	1200 - 1430
Post Job Van Inspection and Disinfection	Jamaica Center Parsons/Archer	E J Z	N606	1430 - 1500
Report Off Duty.	Jamaica Center Parsons/Archer	E J Z	N606	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#
SC0730	Station South	0700 - 1500	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.  Public Restroom/ Elevator Cleaner  *General Duties – see below *Open Public Toilets at 0700 hours Note- If public toilets out of service, General Duties listed will be performed	Jackson Hts Roosevelt Av	E F M R	N324	0700 - 0800
**Elevator Duties EL422- see below	Jackson Hts Roosevelt Av	E F M R	N324	0800 - 0900
**Elevator Duties EL421- see below	Jackson Hts Roosevelt Av	E F M R	N324	0900 - 1000
*EMT Office Cleaning Task- see below	Jackson Hts Roosevelt Av	E F M R	N324	1000 - 1030
Lunch	Jackson Hts Roosevelt Av	E F M R	N324	1030 - 1100
*Elevator Duties EL420- see below	Jackson Hts Roosevelt Av	E F M R	N324	1100 - 1200
*Public Toilet Duties- see below	Jackson Hts Roosevelt Av	E F M R	N324	1200 - 1300
*Elevator Duties EL423- see below	Jackson Hts Roosevelt Av	E F M R	N324	1300 - 1400
*Elevator Duties EL421- see below	Jackson Hts Roosevelt Av	E F M R	N324	1400 - 1500
Report Off Duty  *Public Toilet Duties     Note: If public toilets are out of service, perform General 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. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty  **Elevator Duties   Note: If elevator(s) out of service, perform General Duties EL420 – Clean interior and exterior of elevator at middle mezzanine, N324 control area and clean balcony on “7” line Flushing side. EL421 – Clean interior and exterior of elevator on mezzanine and SB ‘E’ platform. Clean glass and shine stainless steel. Sweep and damp mop floors. Clean and wipe down the safety edge with a dry rag from top to bottom. EL422 – Clean interior and exterior of elevator on mezzanine and NB ‘E’ platform. Clean glass and shine stainless steel. Sweep and damp mop floors. Clean and wipe down the safety edge with a dry rag from top to bottom. EL423 – Clean interior and exterior of elevator on mezzanine and SB ‘7’ platform. Clean glass and shine stainless steel. Sweep and damp mop floors. Clean and wipe down the safety edge with a dry rag from top to bottom  *** EMT Office Cleaning Duties (Mon-Fri) – Sweep and damp mop floor, wipe tables, empty trash receptacles. (Sat-Sun) – Sweep and damp mop Men’s and Women’s public restrooms. Empty trash	Jackson Hts Roosevelt Av	E F M R	N324	1500 -
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#
SC0731	Station South	0700 - 1500	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Jamaica Center Parsons/Archer	E J Z	N606	0700 - 0800
Elevator Duties EL412, EL413 – see below				
*Major Duty Cleaning	Jamaica Center Parsons/Archer	E J Z	N606	0800 - 1000
Lunch	Jamaica Center Parsons/Archer	E J Z	N606	1000 - 1030
Disinfect N606 Mezzanine wall and gutters	Jamaica Center Parsons/Archer	E J Z	N606	1030 - 1130
Close Public Restroom Duties – see below	Jamaica Center Parsons/Archer	E J Z	N606	1200 - 1300
Note- If toilets are out of service, General Duties listed will be performed				
Open Public Toilet (1300) Elevator Duties EL432, EL433 – see below	Jamaica Center Parsons/Archer	E J Z	N606	1300 - 1400
Scrap N606 Mezzanine	Jamaica Center Parsons/Archer	E J Z	N606	1430 - 1500
Report Off Duty.  **Elevator Duties - Jamaica Center - Clean and polish EL412 and EL413. 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 behind walls on EL412 on street level.  *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 0700 if closed.  *Major Duty Cleaning- N/S/B Platform Ends- Clean and disinfect. 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. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.	Jamaica Center Parsons/Archer	E J Z	N606	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#
SC0732	Station South	1500 - 2300	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. RESTRICTED DUTY- Public Restroom/ Elevator Cleaner	Jackson Hts Roosevelt Av	E F M R	N324	1500 - 1600
*Public Toilet Duties- see below *(Clean at 1530 hours) Note- If public toilets are out of service, General Duties listed will be performed				
**Elevator Duties EL421- see below Note- If public toilets are out of service, General Duties listed will be performed	Jackson Hts Roosevelt Av	E F M R	N324	1600 - 1645
**Elevator Duties EL422- see below	Jackson Hts Roosevelt Av	E F M R	N324	1645 - 1730
**Elevator Duties EL420- see below	Jackson Hts Roosevelt Av	E F M R	N324	1730 - 1900
*Public Toilet Duties- see below	Jackson Hts Roosevelt Av	E F M R	N324	1900 - 1930
Lunch	Jackson Hts Roosevelt Av	E F M R	N324	1930 - 2000
General Duties- see below	Jackson Hts Roosevelt Av	E F M R	N324	2000 - 2100
**Elevator Duties EL422- see below	Jackson Hts Roosevelt Av	E F M R	N324	2100 - 2200
**Elevator Duties EL421- see below	Jackson Hts Roosevelt Av	E F M R	N324	2200 - 2300
Report Off Duty	Jackson Hts Roosevelt Av	E F M R	N324	2300 -
*Public Toilet Duties- *** CLOSE & CLEAN at 1900 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  **General Duties (Daily)  Sweep all stairs- platform, mezzanine, and street. Scrap all mezzanines, control areas, platforms, and passageways. Remove graffiti stickers and sticker/glue residue. Clean exterior of booth windows- use water only. SUN/TUE/FRI: At 73rd St & 74th St entrance area Wipe down all AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. MON/WED: At 75th St entrance area Wipe down all AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. THUR/SAT: Sweep rug at top of ramp in middle mezzanine "E" Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  **Elevator Duties Note: If elevator(s) out of service, perform General Duties EL420 – Clean interior and exterior of elevator at middle mezzanine, N324 control area and clean balcony on “7” line Flushing side. EL421- Clean interior and exterior of elevator on mezzanine and NB "E" platform. Clean glass and shine stainless steel. Sweep and mop floors EL422 – Clean interior and exterior of elevator on mezzanine and SB ‘E’ platform. Clean glass and shine stainless steel. Sweep and damp mop floors. Clean and wipe down the safety edge with a dry rag from top to bottom. Clean and disinfect urine areas at all levels around elevator cab. Deodorize cab.				
RESTRICTED DUTY- 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#
SC0733	Station South	1500 - 2300	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Jamaica Center Parsons/Archer	E J Z	N606	1500 -
Public Restroom/ Elevator Duties				
**Elevator Duties- see below Note- In lieu of Elevators out of service, General Duties listed will be performed	Jamaica Center Parsons/Archer	E J Z	N606	1500 - 1600
*Close Public Toilet Duties – see below Note- If toilets are out of service, General Duties listed will be performed	Jamaica Center Parsons/Archer	E J Z	N606	1600 - 1745
*Close Public Toilet Duties – see below If toilets are out of service, General Duties listed will be performed	Jamaica 179 St	F	N343	1800 - 1900
Lunch	Jamaica 179 St	F	N343	1900 - 1930
**General Duties- see below	Jamaica 179 St	F	N343	1930 - 2030
**Elevator Duties- see below	Jamaica 179 St	F	N343	2030 - 2130
**General Duties- see below	Jamaica Center Parsons/Archer	E J Z	N606	2145 - 2300
Report Off Duty	Jamaica Center Parsons/Archer	E J Z	N606	2300 -
*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 sink and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect floor. Replenish paper (toilet tissue, paper towels, Toilet seat covers and soap as needed. Allow bathroom to dry 10 mins before reopening.				
**Elevator Duties Jamaica Center Parsons/Archer Clean interior and exterior of EL412 and EL413. 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.				
**Elevator Duties Jamaica 179th Street Clean interior and exterior of EL431, EL432, and EL433. 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 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 on station. Wipe down Digital Ad Panels.				
Public Restroom/ Elevator 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#
SC0748	Station South	2300 - 0700	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below	Eastern Pkwy Brooklyn Museum	2 3	R621	2300 - 0100
*Elevator Duties -see below	Eastern Pkwy Brooklyn Museum	2 3	R621	0100 - 0145
*General Duties- see below	Grand Army Plaza	2 3	R619	0155 - 0345
Lunch	Grand Army Plaza	2 3	R619	0345 - 0415
*Light General Duties- see below	Eastern Pkwy Brooklyn Museum	2 3	R621	0425 - 0515
*Elevator Duties -see below	Eastern Pkwy Brooklyn Museum	2 3	R621	0515 - 0545
*Light General Duties- see below	Grand Army Plaza	2 3	R619	0550 - 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 including around 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, 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  *Light General Duties Inspect station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles. Deodorize the entire station.  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.	Eastern Pkwy Brooklyn Museum	2 3	R621	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#
SC1158	Station South	2200 - 0600	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Thursday				
Report on Duty in Full Uniform	Utica Av	D N R	N120	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	Utica Av	D N R	N120	0545 - 0600
Report off duty.	Utica Av	D N R	N120	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#
SC1159	Station South	2200 - 0600	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Thursday				
Report on Duty in Full Uniform	Utica Av	A C	N120	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	Utica Av	A C	N120	0545 - 0600
Report off duty	Utica Av	A C	N120	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.  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#
SC1160	Station South	2200 - 0600	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Thursday				
Report on Duty in Full Uniform	Utica Av	A C	N120	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	Utica Av	A C	N120	0545 - 0600
Report off duty.	Utica Av	A C	N120	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#
SC1161	Station South	2200 - 0600	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Thursday				
Report on Duty in Full Uniform	Utica Av	A C	N120	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	Utica Av	A C	N120	0545 - 0600
Report off duty.	Utica Av	A C	N120	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#
SC1162	Station South	2200 - 0600	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Thursday				
Report on Duty in Full Uniform	Utica Av	A C	N120	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	Utica Av	A C	N120	0545 - 0600
Report off duty.	Utica Av	A C	N120	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#
SC1163	Station South	2200 - 0600	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Thursday				
Report on Duty in Full Uniform	Utica Av	A C	N120	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	Utica Av	A C	N120	0545 - 0600
Report off duty.	Utica Av	A C	N120	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#
SC1164	Station South	2200 - 0600	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Thursday				
Report on Duty in Full Uniform	Utica Av	A C	N120	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	Utica Av	A C	N120	0545 - 0600
Report off duty.	Utica Av	A C	N120	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#
SC1165	Station South	2200 - 0600	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Thursday				
Report on Duty in Full Uniform	Utica Av	A C	N120	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	Utica Av	A C	N120	0545 - 0600
Report off duty.	Utica Av	A C	N120	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#
SC1166	Station South	2200 - 0600	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Thursday				
Report on Duty in Full Uniform	Utica Av	A C	N120	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	Utica Av	A C	N120	0545 - 0600
Report off duty.	Utica Av	A C	N120	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#
SC1167	Station South	2200 - 0600	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Thursday				
Report on Duty in Full Uniform	Utica Av	A C	N120	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	Utica Av	A C	N120	0545 - 0600
Report off duty.	Utica Av	A C	N120	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#
SC1168	Station South	2200 - 0600	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Thursday				
Report on Duty in Full Uniform	Utica Av	A C	N120	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	Utica Av	A C	N120	0545 - 0600
Report off duty.	Utica Av	A C	N120	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#
SC1169	Station South	2200 - 0600	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Thursday				
Report on Duty in Full Uniform	Utica Av	A C	N120	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	Utica Av	A C	N120	0545 - 0600
Report off duty.	Utica Av	A C	N120	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#
SC1172	Station South	2200 - 0600	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform	Queens Plaza	E F M R	N309A	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.	Queens Plaza	E F M R	N309A	0545 - 0600
Report off duty	Queens Plaza	E F M R	N309A	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.				
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#
SC1173	Station South	2200 - 0600	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform	Queens Plaza	E F M R	N309A	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.	Queens Plaza	E F M R	N309A	0545 - 0600
Report off duty	Queens Plaza	E F M R	N309A	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.  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#
SC1174	Station South	2200 - 0600	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform	Queens Plaza	E F M R	N309A	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.	Queens Plaza	E F M R	N309A	0545 - 0600
Report off duty	Queens Plaza	E F M R	N309A	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.  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#
SC1175	Station South	2200 - 0600	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform	Queens Plaza	E F M R	N309A	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.	Queens Plaza	E F M R	N309A	0545 - 0600
Report off duty	Queens Plaza	E F M R	N309A	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.  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#
SC1176	Station South	2200 - 0600	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform	Queens Plaza	E F M R	N309A	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.	Queens Plaza	E F M R	N309A	0545 - 0600
Report off duty	Queens Plaza	E F M R	N309A	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.  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#
SC1177	Station South	2200 - 0600	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform	Queens Plaza	E F M R	N309A	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.	Queens Plaza	E F M R	N309A	0545 - 0600
Report off duty	Queens Plaza	E F M R	N309A	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.  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#
SC1178	Station South	2200 - 0600	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform	Queens Plaza	E F M R	N309A	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.	Queens Plaza	E F M R	N309A	0545 - 0600
Report off duty	Queens Plaza	E F M R	N309A	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.  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#
SC1179	Station South	2200 - 0600	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform	Queens Plaza	E F M R	N309A	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.	Queens Plaza	E F M R	N309A	0545 - 0600
Report off duty	Queens Plaza	E F M R	N309A	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.  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#
SC1180	Station South	2200 - 0600	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform	Queens Plaza	E F M R	N309A	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.	Queens Plaza	E F M R	N309A	0545 - 0600
Report off duty	Queens Plaza	E F M R	N309A	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.				
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#
SC1181	Station South	2200 - 0600	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform	Queens Plaza	E F M R	N309A	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.	Queens Plaza	E F M R	N309A	0545 - 0600
Report off duty	Queens Plaza	E F M R	N309A	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.				
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#
SC1182	Station South	2200 - 0600	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform	Queens Plaza	E F M R	N309A	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.	Queens Plaza	E F M R	N309A	0545 - 0600
Report off duty	Queens Plaza	E F M R	N309A	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.				
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#
SC1183	Station South	2200 - 0600	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform	Queens Plaza	E F M R	N309A	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.	Queens Plaza	E F M R	N309A	0545 - 0600
Report off duty	Queens Plaza	E F M R	N309A	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#
SHDC089	Station South	2200 - 0600	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	Clark St	2 3	R600	2200 -
*General Duties- see below	Clark St	2 3	R600	2200 - 2400
Dust mop and remove gum from tile floors on island platform, passageway & stairways. Bucket wash lower mezzanine, passageway, platform stairway and Island platform	Clark St	2 3	R600	2400 - 0300
Lunch	Clark St	2 3	R600	0300 - 0330
*Elevator Duties (EL310, EL311 & EL312) - see below	Clark St	2 3	R600	0330 - 0430
*Major Duties- see below (List major duty to be performed from major duty list)	Clark St	2 3	R600	0430 - 0600
Report Off Duty.	Clark St	2 3	R600	0600 -
**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 around 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, 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 and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.  *Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.  **Major Duty Cleaning-  Sun: Dust mop and remove gum from floors in R600 paid mezzanine. Bucket wash R600 Paid mezzanine and stairway leading down to employee toilet Mon: Clean and Organize Chemical and Paper Supply Rooms – Discard all Boxes Tue: Clean and polish all AFC equipment control area Tue: Deck Wash Walls and Floor in EFR Including Wiping Down Lockers. Clean out Refrigerator And Microwave Wed: Major duty all cta rooms - Discard all Boxes Thu: Major duty emergency exit stairway, hose wash from upper mezzanine level to lower mezzanine level, disinfect Fri: Major duty refuse canister housing on south end of island platform. Deck wash the interior and exterior walls, disinfect Sat: Deck wash tile walls in lower mezzanine and passageway. Deck wash tiles walls surrounding platform stairways on island platform.  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.				

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#
SHDC090	Station South	2200 - 0600	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	Nevins St	2 3 4 5	R608	2200 -
*HDC Duties-N/B Platform	Nevins St	2 3 4 5	R608	2200 - 0030
*HDC Duties-S/B Platform	Nevins St	2 3 4 5	R608	0030 - 0300
Lunch	Nevins St	2 3 4 5	R608	0300 - 0330
*Major Duties- Daily - see below	Nevins St	2 3 4 5	R608	0330 - 0600
Report Off Duty	Nevins St	2 3 4 5	R608	0600 -
**HDC Duties 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. ***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 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.  *Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.  *Major Duty Cleaning- Daily Performed on N/B & S/B Mezzanine, Underpass, and stairway landings.  Dust mop and remove gum, drag marks, and stains. Wet mop all areas.				

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#
SHDC091	Station South	2200 - 0600	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Borough Hall	2 3 4 5	R602	2200 -
*HDC Duties-N/B Platform	Borough Hall	2 3 4 5	R602	2200 - 0030
*HDC Duties-S/B Platform	Borough Hall	2 3 4 5	R602	0030 - 0300
Lunch	Borough Hall	2 3 4 5	R602	0300 - 0330
*Major Duties- Daily - see below	Borough Hall	2 3 4 5	R602	0330 - 0600
Report Off Duty	Borough Hall	2 3 4 5	R602	0600 -
<div><div>*HDC Duties</div><div>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.</div><div>**Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging.</div><div>***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.</div><div></div><div>**General Duties- If Scrubber Machines are out of service</div><div>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 &amp; 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></div><div>*Light General Duties</div><div>station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.</div><div></div><div>*Major Duty Cleaning- Daily</div><div>Performed on R602 &amp; R604 Mezzanine, overpass, and stairway landings.</div><div></div><div>Dust mop and remove gum, drag marks, and stains. Wet mop all areas.</div></div>	Borough Hall	2 3 4 5	R602	

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#
SHDC092	Station South	2200 - 0600	2766

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Uniform. *HDC Duties-N/B Platform	Atlantic Av-Barclays Ctr	2 3 4 5	R610	2200 - 2400
*HDC Duties-S/B Platform	Atlantic Av-Barclays Ctr	2 3 4 5	R610	2400 - 0200
Lunch	Atlantic Av-Barclays Ctr	2 3 4 5	R610	0200 - 0230
*HDC Duties- Island Express Platform	Atlantic Av-Barclays Ctr	2 3 4 5	R610	0230 - 0430
*Major Duty Cleaning - Daily -see below	Atlantic Av-Barclays Ctr	2 3 4 5	R610	0430 - 0600
Report Off Duty  *HDC Duties 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. ***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 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.  *Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.  *Major Duty Cleaning- Daily Performed on IRT underpass, ramp from IRT to R612 paid mezzanine (before the doors), and stairway landings.  Dust mop and remove gum, drag marks, and stains. Wet mop all areas. Deodorize all areas toward the end of your tour of duty.	Atlantic Av-Barclays Ctr	2 3 4 5	R610	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#
SHDC093	Station South	2200 - 0600	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Atlantic Av-Barclays Ctr	2 3 4 5	R610	2200 - 0030
Sweep All 4/5 Lines Stairways And Landings Including Wide Stairway Leading To Pacific St End Of Station (U21A-F). Scrap Express Platform, Lower Mezzanine And Passageway To The "B,Q" Lines. Empty And Disinfect All Trash Receptacles On Express Platform And Lower Mezzanine Level, Damp Wipe Tops On All Receptacles. Remove All Graffiti And Stickers On The Station. Clean Customer Information Center And Customer Assist Intercoms. Clean Benches And Free Standing Map Frames On Express Platform. Clean All Public Telephones On Express Platforms And Lower Mezzanines. Wipe With A Dry Cloth The "On The Go" Kiosk In Lower Mezzanine. Correct All Unsanitary Conditions: Vomit, Feces, And Urine Areas. Clean And Disinfect El 305. Sweep, Remove Gum, Disinfect And Mop Floor. Wipe Down Outside Ledges If Exterior On Platform And Mezzanine Levels. Clean Stainless Steel In Interior Of Cab.	Atlantic Av-Barclays Ctr	2 3 4 5	R610	0030 - 0200
Dust Mop And Remove Gum From Island Express Platform Floor. Prepare Scrubber Machine And Machine Clean Island Express Platform. Wet Mop All Areas Inaccessible To Machine. Secure And Clean Scrubber Machine. Put On Charge. Clean Scrubber Room. Complete Pre And Post Checklist Form.	Atlantic Av-Barclays Ctr	2 3 4 5	R610	0200 - 0230
Lunch	Atlantic Av-Barclays Ctr	2 3 4 5	R610	0230 - 0430
Dust Mop And Remove Gum From Lower Mezzanine And Passageway To The "B,Q" Lines. Prepare Scrubber Machine And Machine Clean Lower Mezzanine And Passageway To The "B,Q" Lines. Wet Mop All Inaccessible Areas To Machine. Secure And Clean Scrubber Machine. Put On Charge. Clean Scrubber Rooms. Complete Pre And Post Checklist Form.	Atlantic Av-Barclays Ctr	2 3 4 5	R610	0430 - 0530
Major Clean: (0430-0530)  Sun: Deck Wash Tile Walls In Irt Underpass Passageway. Mon: Deck Wash Walls/Floor In 4/5 Express Platform Scrubber Room. Tue: Deck Wash Walls/Floor In Lower Mezzanine Scrubber Room. Wed: Deck Wash Walls/Floor In Lower Mezzanine Cta Slop Sink Room/Storage Room. Thu: Deck Wash Tile Walls In Lower Mezzanine Under Irt 2/3/4/5 Platforms. Fri: Deck Wash Tile Walls In Passageway In Lower Mezzanine Leading To B/Q Lines. Sat: Wipe Down Mta Art And Design Electronic Screens In Passageway Leading To B/Q Lines.	Atlantic Av-Barclays Ctr	2 3 4 5	R610	0530 - 0600
Empty And Disinfect All Trash Receptacles On Express Platform And Lower Mezzanine Level. Correct All Unsanitary Conditions; Vomit Feces, And Urine Areas.	Atlantic Av-Barclays Ctr	2 3 4 5	R610	0600 -
Report Off Duty.	Atlantic Av-Barclays Ctr	2 3 4 5	R610	
Note:  *** If Mobile Wash/ Specialty Cleaning Is On Station, The Assigned HDC Cleaner Will Be Instructed By A Station Supervisor To Perform Other Tasks During Time Allotted On The Schedule***  ***Ensure Distilled Water Is Filled In Scrubber Machine Battery Cells If Applicable. The Stop Button Must Not Be Engaged When The Scrubber Machine Is Charging***	Atlantic Av-Barclays Ctr	2 3 4 5	R610	

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#
SHDC094	Station South	2200 - 0600	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below Performed on B/Q line, including Hanson St paid and unpaid control area, R612 paid and unpaid control area, LIRR Track 1&2 paid and unpaid control area	Atlantic Av-Barclays Ctr	2 3 4 5	R610	2200 - 2400
*Escalator Duties (ES310)	Atlantic Av-Barclays Ctr	2 3 4 5	R610	2400 - 0045
*Major Duty Cleaning- Hanson Place - Daily	Atlantic Av-Barclays Ctr	2 3 4 5	R610	0045 - 0130
Lunch	Atlantic Av-Barclays Ctr	2 3 4 5	R610	0130 - 0200
*HDC Duties- Island Platform	Atlantic Av-Barclays Ctr	2 3 4 5	R610	0200 - 0400
Dust mop and remove gum from Barclays Center Control area mezzanine. Wet mop Stairways and floors, Disinfect unsanitary conditions.	Atlantic Av-Barclays Ctr	2 3 4 5	R610	0400 - 0430
*Major Duty Cleaning-	Atlantic Av-Barclays Ctr	2 3 4 5	R610	0430 - 0530
**Light General Duties	Atlantic Av-Barclays Ctr	2 3 4 5	R610	0530 - 0600
Report off duty  *HDC DUTIES* 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. ***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 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. *Light General Duties Inspect station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles. Deodorize the entire station  **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean. 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. **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. Clean and wipe down safety edge with a dry rag from top to bottom.  *Major Duty Cleaning- Hanson Place - Daily Dust mop and remove gum from Hanson place upper and lower mezzanine. Wet mop and disinfect upper and lower mezzanine including the top and bottom of ES310, and tactile in front of AFC doors. Clean, mop and disinfect Hanson Place employee toilet room.  *Major Duty Cleaning- Sun: Deck wash walls and floors in island scrubber room Mon: Deck wash walls and floors in Hanson Place lower mezzanine scrubber room Tue: Deck wash walls and floor in middle mezzanine scrubber room by EL307 Wed: Deck wash walls in R612 Paid mezzanine Thu: Deck wash tile walls surrounding SW MA/B/C & MZA/B/C Fri: Bucket wash S/Ws MA/B/C & MZA/B/C Sat: Deck wash tile walls in passageway bottom of SW MA/B/C & MZA/B/C	Atlantic Av-Barclays Ctr	2 3 4 5	R610	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#
SHDC095	Station South	2200 - 0600	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Grand Army Plaza	2 3	R619	2200 -
*HDC Duties-Mezzanine	Grand Army Plaza	2 3	R619	2200 - 0030
*HDC Duties-Island Platform	Grand Army Plaza	2 3	R619	0030 - 0330
Lunch	Grand Army Plaza	2 3	R619	0330 - 0400
*Major Duty Cleaning-Daily- see below	Grand Army Plaza	2 3	R619	0400 - 0600
Report Off Duty	Grand Army Plaza	2 3	R619	0600 -
*HDC Duties 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. ***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 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 Duty Cleaning- Daily  Dust mop and remove gum, deck wash floors, bucket wash all S/W landings. Bucket Wash around all columns, benches and trash receptacles. Deodorize area				

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#
SHDC096	Station South	2200 - 0600	2771

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.  Scrubber Machine Duties- see below  Note- If machines are out of service listed General Duties will be performed	Crown Hts Utica Av	3 4	R626	2200 -
*Scrubber Machine Clean [N/B Platform] - see below	Crown Hts Utica Av	3 4	R626	2200 - 0100
Lunch	Crown Hts Utica Av	3 4	R626	0100 - 0130
* Scrubber Machine Clean [S/B Platform] - see below	Crown Hts Utica Av	3 4	R626	0130 - 0430
*Inspect stations for unsanitary conditions and correct	Crown Hts Utica Av	3 4	R626	0430 - 0600
Re-scrap station. Remove all spills and stains on floors				
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 machines are out of service: Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings.  Clean and disinfect [EL322 & El323] mop floor, wipe Elevator Walls. 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.	Crown Hts Utica Av	3 4	R626	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#
SHDC097	Station South	2200 - 0600	2771

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Church Av	2 5	R639	2200 -
Scrubber Machine Duties- see below				
Note- If machines are out of service listed General Duties will be performed				
*Scrubber Machine Clean [N/B Platform] - see below	Church Av	2 5	R639	2200 - 0100
Lunch	Church Av	2 5	R639	0100 - 0130
*Scrubber Machine Clean [S/B Platform] - see below	Church Av	2 5	R639	0130 - 0430
*Inspect stations for unsanitary conditions and correct.	Church Av	2 5	R639	0430 - 0600
Re-scrap station. Remove all spills and stains on floors.				
Report Off Duty.	Church Av	2 5	R639	0600 -
*Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean North & South Bound 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. Clean and disinfect EL320 & El321 mop floor, wipe Elevator Walls. 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#
SHDC098	Station South	2200 - 0600	2771

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	Flatbush Av Brooklyn College	2 5	R645	2200 -
*Scrubber Machine Clean [N/B Platform] - see below	Flatbush Av Brooklyn College	2 5	R645	2200 - 0100
Lunch	Flatbush Av Brooklyn College	2 5	R645	0100 - 0130
*Scrubber Machine Clean [S/B Platform] - see below	Flatbush Av Brooklyn College	2 5	R645	0130 - 0430
*Inspect stations for unsanitary conditions and correct	Flatbush Av Brooklyn College	2 5	R645	0430 - 0600
Re-scrap station. Remove all spills and stains on floors.				
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 Track 2, platform, Track 3 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. Clean and disinfect EL319 mop floor, wipe Elevator Walls. 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.	Flatbush Av Brooklyn College	2 5	R645	0530 - 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#
SHDC099	Station South	2200 - 0600	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Flushing Main St	7	R533	2200 -
*Scrubber Machine Duties - see below Note- If machines are out of service listed General Duties will be performed	Flushing Main St	7	R533	2200 - 2330
*Scrubber Machine Clean (Northbound Platform) – see below	Flushing Main St	7	R533	2330 - 0200
Lunch	Flushing Main St	7	R533	0200 - 0230
**Scrubber Machine Duties - see below	Flushing Main St	7	R533	0230 - 0330
*Scrubber Machine Clean (Southbound Platform)- see below	Flushing Main St	7	R533	0330 - 0530
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors.	Flushing Main St	7	R533	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 Mezzanine, Northbound & Southbound bound 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. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.	Flushing Main St	7	R533	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#
SHDC100	Station South	2200 - 0600	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Jay St Metrotech	A C F	N103	2200 -
*General Duties- see below.	Jay St Metrotech	A C F	N103	2200 - 0100
**Employee Toilets- see below.	Jay St Metrotech	A C F	N103	0100 - 0230
Lunch	Jay St Metrotech	A C F	N103	0230 - 0300
***Major Duty Cleaning- see below	Jay St Metrotech	A C F	N103	0300 - 0400
*General Duties- see below.	Jay St Metrotech	A C F	N103	0400 - 0600
Report off duty.	Jay St Metrotech	A C F	N103	0600 -
<div><div>*General Duties-Nightly</div><div>Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including 370 Jay St area . Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down &amp; disinfect 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.</div><div>*Major Duty Cleaning- N103</div><div>Sun: Clean Ski Slope adjacent to escalator #357</div><div>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.</div><div>Tue: Assist CTA Job# TBD Cleaning Tile Wall adjacent to ESC’s #356 &amp; #357</div><div>Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers.</div><div>Thu: S/B Platform Stairways: Clean, Scrub, and Disinfect areas under Platform Stairways , Behind Chrome Railings .</div><div>Fri: . N/B Platform Stairways : Clean, Scrub, and Disinfect area under Platform Stairways, Behind Chrome Railings</div><div>Sat: Assist CTA Job# 712 Cleaning Tile Wall Adjacent to ESC’s #317, &amp; #318</div><div>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></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#
SHDC101	Station South	2300 - 0700	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform	Utica Av	A C	N120	2300 - 2330
*Scrubber Machine Duties- Complete Pre-checklist Note- If machines are out of service listed General Duties will be performed				
Perform *Scrubber Machine Duties N120 Control Area / Mezzanine-see below	Utica Av	A C	N120	2330 - 0100
Perform *Scrubber Machine Duties - SB Platform - see below	Utica Av	A C	N120	0100 - 0230
Lunch	Utica Av	A C	N120	0230 - 0300
Perform *Scrubber Machine Duties NB Platform - see below	Utica Av	A C	N120	0300 - 0430
Perform *Scrubber Machine Clean N120A Control Area / Mezzanine-see below	Utica Av	A C	N120	0430 - 0600
Perform *Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors. *Scrubber Machine Duties- Complete Post-checklist	Utica Av	A C	N120	0600 - 0700
Report Off Duty.	Utica Av	A C	N120	0700 -
*Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean [Control area, ramps, and 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.				

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#
SHDC102	Station South	2200 - 0600	2776

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	Broadway Junction	A C	N124	2200 -
*Scrubber Machine Cleaning-Northbound Platform	Broadway Junction	A C	N124	2200 - 2345
*Scrubber Machine Cleaning-Mezzanine	Broadway Junction	A C	N124	2345 - 0045
Lunch	Broadway Junction	A C	N124	0045 - 0115
*Scrubber Machine Cleaning-Southbound Platform	Broadway Junction	A C	N124	0115 - 0300
*Scrubber Machine Cleaning Upper J Mezzanine	Broadway Junction	A C	N124	0300 - 0500
Inspect northbound & southbound platforms for unsanitary conditions and correct. Re-scrap station. Remove spills and stains from floors. Deodorize the entire station.	Broadway Junction	A C	N124	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 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.	Broadway Junction	A C	N124	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#
SHDC103	Station South	2300 - 0700	2777

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Rockaway Park Beach 116 St	A S	N187	2300 - 0030
*General Duties- see below				
***Scrubber Machine Duties - See Below	Rockaway Park Beach 116 St	A S	N187	0030 - 0200
**Major Duties- see below	Rockaway Park Beach 116 St	A S	N187	0200 - 0300
Lunch	Rockaway Park Beach 116 St	A S	N187	0300 - 0330
*General Duties- see below	Beach 105 St	A S	N186	0340 - 0440
**Major Duties- see below	Beach 105 St	A S	N186	0440 - 0540
***RTO Facilities Duties – See below	Rockaway Park Beach 116 St	A S	N187	0550 - 0630
***Public Toilet Duties – See below	Rockaway Park Beach 116 St	A S	N187	0630 - 0700
Report Off Duty.	Rockaway Park Beach 116 St	A S	N187	0700 -
<p>*General Duties-Daily</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 &amp; disinfect 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. 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 Windows and stations Signs. 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.</p> <p>***Utilize Scrubber Machine: Prepare Scrubber Machine For Cleaning. Machine Clean N187 Mezzanine. Clean Scrubber Machine. Remove And Clean Squeegee. Place On Charge. Clean Scrubber Room.</p> <p>**Major Duty Cleaning- pick up supplies for Beach 116th St and Beach 105th St Stations.</p> <p>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.</p> <p>Mon: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.</p> <p>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.</p> <p>Wed: Q-Panels/Wind Breakers: Remove stains and scuff marks from “Panels” on platforms.</p> <p>Thur: Employee Toilets- Clean 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.</p> <p>Fri: Pick Up Supplies from N192-Beach 60th St Supply Rooms. Restock Chemical And Paper Supplies</p> <p>Sat: Sweep all street stairways and bucket wash all street stairways and handrails.</p> <p>***RTO Facilities Duties</p> <p>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.</p> <p>***Public Toilet Duties: Open Both Public Bathroom at 0700 hrs</p> <p>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>				

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#
SHDC104	Station South	2200 - 0600	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform	36 St	D N R	C018	2200 -
*HDC Duties-S/B Platform	36 St	D N R	C018	2200 - 0030
*HDC Duties-N/B Platform	36 St	D N R	C018	0030 - 0300
Lunch	36 St	D N R	C018	0300 - 0330
*HDC Duties-Mezzanine	36 St	D N R	C018	0330 - 0500
*Major Duty Cleaning-Daily- see below	36 St	D N R	C018	0500 - 0600
Report off Duty	36 St	D N R	C018	0600 -
*HDC Duties 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. ***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 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 Duty Cleaning- Daily  Dust mop and remove gum, deck wash floors, bucket wash all S/W landings. Deodorize area				

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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#
SHDC105	Station South	2200 - 0600	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Coney Island Stillwell Av	D F N Q	G009	2200 -
*Scrubber Machine Duties- see below  Note- If machines are out of service listed General Duties will be performed	Coney Island Stillwell Av	D F N Q	G001	2200 - 2330
*Scrubber Machine Clean [Mezzanine] - see below	Coney Island Stillwell Av	D F N Q	G001	2330 - 0130
Hose wash/Bucket wash & Disinfect The D Ramp	Coney Island Stillwell Av	D F N Q	G009	0130 - 0300
Lunch	Coney Island Stillwell Av	D F N Q	G009	0300 - 0330
Hose wash/Bucket wash & Disinfect The F Ramp	Coney Island Stillwell Av	D F N Q	G009	0330 - 0500
Re-scrap station. Remove all spills and stains on floors.	Coney Island Stillwell Av	D F N Q	G009	0500 - 0600
Report Off Duty.  *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machines 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 scrubber machines are out of service Dust mop and remove gum from floors. Spot mop 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.	Coney Island Stillwell Av	D F N Q	G009	0600 -

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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#
SHDC106	Station South	2200 - 0600	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Coney Island Stillwell Av	D F N Q	G009	2200 -
*Scrubber Machine Duties- see below  Note- If machines are out of service listed General Duties will be performed	Coney Island Stillwell Av	D F N Q	G009	2200 - 0100
Hose wash/Bucket wash & Disinfect The Q Ramp	Coney Island Stillwell Av	D F N Q	G009	0100 - 0200
Lunch	Coney Island Stillwell Av	D F N Q	G009	0200 - 0230
Hose wash/Bucket wash & Disinfect The F Ramp	Coney Island Stillwell Av	D F N Q	G009	0230 - 0330
Bucket wash & Disinfect The Overpass/Bridge	Coney Island Stillwell Av	D F N Q	G009	0330 - 0500
Re-scrap station. Remove all spills and stains on floors.	Coney Island Stillwell Av	D F N Q	G009	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 scrubber machines are out of service- Dust mop and remove gum from floors. Spot mop 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  **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. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.	Coney Island Stillwell Av	D F N Q	G009	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#
SHDC107	Station South	2200 - 0600	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform.  *Scrubber Machine Duties N606 Mezzanine - see below Note- If machines are out of service listed General Duties will be performed	Jamaica Center Parsons/Archer	E J Z	N606	2200 - 2400
*Scrubber Machine Duties “J” line ONLY - see below	Jamaica Center Parsons/Archer	E J Z	N606	2400 - 0200
Lunch	Jamaica Center Parsons/Archer	E J Z	N606	0200 - 0230
*Escalator Duties ES445, ES446 - see below	Jamaica Center Parsons/Archer	E J Z	N606	0230 - 0430
* Escalator Duties ES439 - see below	Jamaica Center Parsons/Archer	E J Z	N606	0430 - 0530
*Inspect “J line for unsanitary conditions and correct. Disinfect & deodorize all gutter in N606 Mezzanine.	Jamaica Center Parsons/Archer	E J Z	N606	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 clean N606 Mezzanine and “J” line 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. Remove all stains, spills, and drag marks from “J” line 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.  **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean ES445, ES446, ES439. 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.	Jamaica Center Parsons/Archer	E J Z	N606	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#
SHDC108	Station South	2200 - 0600	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform.  *Scrubber Machine Duties N606 Mezzanine - see below Note- If machines are out of service listed General Duties will be performed	Jamaica Center Parsons/Archer	E J Z	N606	2200 - 2400
*Scrubber Machine Duties “E” line ONLY - see below	Jamaica Center Parsons/Archer	E J Z	N606	2400 - 0200
Lunch	Jamaica Center Parsons/Archer	E J Z	N606	0200 - 0230
**Escalator Duties ES441, ES442 - see below	Jamaica Center Parsons/Archer	E J Z	N606	0230 - 0330
* Escalator Duties ES440 - see below	Jamaica Center Parsons/Archer	E J Z	N606	0330 - 0430
* Major Duties Refuse Room - see below	Jamaica Center Parsons/Archer	E J Z	N606	0430 - 0530
*Inspect “E” line for unsanitary conditions and correct. Disinfect & deodorize all gutter in N607 Unstaffed Mezzanine.	Jamaica Center Parsons/Archer	E J Z	N606	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 clean N607 Unstaffed Mezzanine and “E” line 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. Remove all stains, spills, and drag marks from “E” line 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.  **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean ES441, ES442, ES440. 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- 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.	Jamaica Center Parsons/Archer	E J Z	N606	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#
SHDC109	Station South	2200 - 0600	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.  *Scrubber Machine Duties “E” line - see below Note- If machines are out of service listed General Duties will be performed	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	2200 - 2400
*Scrubber Machine Duties “J” line - see below	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	2400 - 0200
Lunch	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	0200 - 0230
*Scrubber Machine Duties Mezzanine - see below	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	0230 - 0430
Clean and wipe chrome columns and remove stickers. Clean and wipe chrome coping around stairs. Disinfect & deodorize all gutters. Clean scrubber room.	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	0430 - 0600
Report Off Duty.  *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machines and machine clean N605 Mezzanine, “E” and “J” line 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. Remove all stains, spills, and drag marks from “J” and “E” line platforms 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	Sutphin Blvd Archer Av JFK Airport	E J Z	N605	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#
SHDC110	Station South	2200 - 0600	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Jamaica Van Wyck	E	N604	2200 - 2300
**Elevator Duties EL408, EL409 - see below				
*Scrubber Machine Duties Mezzanine - see below Note- If machines are out of service listed General Duties will be performed	Jamaica Van Wyck	E	N604	2300 - 0100
Lunch	Jamaica Van Wyck	E	N604	0100 - 0130
*Scrubber Machine Duties Platform - see below	Jamaica Van Wyck	E	N604	0130 - 0330
Scrub and mop areas inaccessible to machine including wall & floors of the Jamaica Ave/89th Ave entrance. Mop all S/Ws	Jamaica Van Wyck	E	N604	0330 - 0500
Disinfect & deodorize all gutter on the station.	Jamaica Van Wyck	E	N604	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 clean N604 Mezzanine, 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. Remove all stains, spills, and drag marks from island 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 EL408 and EL409. 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.	Jamaica Van Wyck	E	N604	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#
SHDC111	Station South	2200 - 0600	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.  *Scrubber Machine Duties S/B Plat - see below Note- If machines are out of service listed General Duties will be performed	Jamaica 179 St	F	N343	2200 - 0100
Lunch	Jamaica 179 St	F	N343	0100 - 0130
*Scrubber Machine Duties Unstaffed Mezz - see below	Jamaica 179 St	F	N343	0130 - 0430
Dust/Clean glass panels in unstaffed mezz. Clean & polish turnstiles, MVM, MEM in unstaffed mezz. Clean & wipe HPIs in unstaffed Mezz and S/E of Platform.	Jamaica 179 St	F	N343	0430 - 0600
Report Off Duty.  *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machines and machine clean Southbound platform and Unstaffed Mezz. 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 N/S/B platforms 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.	Jamaica 179 St	F	N343	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#
SHDC112	Station South	2200 - 0600	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.  *Scrubber Machine Duties N/B Plat - see below Note- If machines are out of service listed General Duties will be performed	Jamaica 179 St	F	N343	2200 - 0100
Lunch	Jamaica 179 St	F	N343	0100 - 0130
*Scrubber Machine Duties N342 Mezz - see below	Jamaica 179 St	F	N343	0130 - 0400
Mop landings at bottom of stairs S1,S2,S5,S10,S11,S12,S13 S14 & S15. Dust/clean glass panels, Clean & polish turnstiles, MVM, MEM, Clean & wipe HPis in N343 Mezz.	Jamaica 179 St	F	N343	0400 - 0600
Report Off Duty.  *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machines and machine clean Northbound platform and N342 Mezz. 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 N/S/B 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.	Jamaica 179 St	F	N343	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#
SHDC113	Station South	2200 - 0600	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Court Sq-23 St	E M	N307	2200 -
Scrubber Machine Duties- see below *Note- If machines are out of service, listed General Duties will be performed				
*Scrubber Machine Clean [Passageway to E/G Line]- see below	Court Sq-23 St	E M	N307	2200 - 0200
Lunch	Court Sq-23 St	E M	N307	0200 - 0230
*Scrubber Machine Duties [N/B E platform] - see below	Court Sq-23 St	E M	N307	0230 - 0400
*Scrubber Machine Duties [S/B E platform] - see below	Court Sq-23 St	E M	N307	0400 - 0530
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors.	Court Sq-23 St	E M	N307	0530 - 0600
Report Off Duty.	Court Sq-23 St	E M	N307	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 & G line passageway]. 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 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#
SHDC114	Station South	2300 - 0700	2769

INSTRUCTIONS

STATION      LINE      BOOTH      HOURS

Sunday-Saturday

Report On Duty In Uniform. Scrubber Machine Duties- see below	Metropolitan Av	G	N409	2300 - 2400
Note- If machines are out of service listed General Duties will be performed				
Perform *Scrubber Machine Clean N409 Control Area / Mezzanine-see below	Metropolitan Av	G	N409	2400 - 0130
Perform *Scrubber Machine Clean SB Platform - see below	Metropolitan Av	G	N409	0130 - 0230
Lunch	Metropolitan Av	G	N409	0230 - 0300
Perform **Scrubber Machine Duties NB Platform - see below	Metropolitan Av	G	N409	0300 - 0430
Perform *Scrubber Machine Clean N1409 Control Area / Mezzanine-see below	Metropolitan Av	G	N409	0430 - 0600
Perform *Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors.	Metropolitan Av	G	N409	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 [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. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.	Metropolitan Av	G	N409	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#
SHDC115	Station South	2200 - 0600	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Bergen St	F G	N532	2200 -
*General Duties-Nightly - see below.	Bergen St	F G	N532	2200 - 2400
**HDC Duties on N/B Platform- see below.	Bergen St	F G	N532	2400 - 0200
Lunch	Bergen St	F G	N532	0200 - 0230
**HDC Duties on S/B Platform- see below.	Bergen St	F G	N532	0230 - 0430
***Major Duties- see below.	Bergen St	F G	N532	0430 - 0600
Report off duty.	Bergen St	F G	N532	0600 -
<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 &amp; disinfect 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.</p> <p>**Major Duty Cleaning: N532</p> <p>Sunday – Saturday : Clean and Mop All Street Stairways Must Mop Every Step and Landings No Stains Should be Visible.</p> <p>**General Duties- If Scrubber Machines are out of service</p> <p>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 &amp; 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.”</p> <p>*HDC Duties</p> <p>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.</p> <p>**Ensure distilled water is filled in scrubber machine battery cell if applicable and the “stop” button is not engaged while charging.</p> <p>***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.</p>				

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#
SHDC116	Station South	2200 - 0600	2776

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	Myrtle Wyckoff Avs	M	H026	2200 -
*Scrubber Machine Clean H026 & H027 Mezzanine	Myrtle Wyckoff Avs	M	H026	2200 - 0100
Lunch	Myrtle Wyckoff Avs	M	H026	0100 - 0130
*Scrubber Machine Duties L Line Platform	Myrtle Wyckoff Avs	M	H026	0130 - 0430
*Scrubber Machine Clean Upper M-Line Mezzanine	Myrtle Wyckoff Avs	M	H026	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 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.	Myrtle Wyckoff Avs	M	H026	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#
SHDC117	Station South	2300 - 0700	2776

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Livonia Av	L	H038	2300 -
*General Duties- see below	Livonia Av	L	H038	2300 - 0030
**Major Duty “Floors”- see below	Livonia Av	L	H038	0030 - 0115
***Elevator Duties – see below Note- If Elevators are out of service, listed General Duties will be performed	Livonia Av	L	H038	0115 - 0215
****Major Duty- see below	Livonia Av	L	H038	0215 - 0245
Lunch	Livonia Av	L	H038	0245 - 0315
*General Duties- see below	New Lots Av	L	H039	0400 - 0530
**Major Duty “Floors”- see below	New Lots Av	L	H039	0530 - 0600
****Major Duty- see below	New Lots Av	L	H039	0600 - 0630
Inspect station for unsanitary conditions and correct Re-scrap station. Remove all spills and stains from floors. Deodorize the entire station.	Livonia Av	L	H038	0630 - 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, 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. Bucket wash trash receptacles and benches. 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 all touch points. Clean and disinfect refuse rooms/refuse housings. ***Elevator Duties - Clean and polish [ELE #771 #772]. 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: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from “Q-Panels” on platforms. Mon: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all 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 trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. Tues: 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 Housing/Room- Clean and disinfect refuse housing/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: Pick up supplies from Livonia Ave (weekly)- Pick up garbage bags and cleaning supplies needed for respective stations. Fri: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Sat: Bucket wash trash receptacles and remove drag marks.	Livonia Av	L	H038	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#
SHDC118	Station South	2200 - 0600	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	DeKalb Av	B Q R	C008	2200 -
*HDC Duties- C006 Mezzanine	DeKalb Av	B Q R	C008	2200 - 2330
*HDC Duties-S/B Platform	DeKalb Av	B Q R	C008	2330 - 0145
Lunch	DeKalb Av	B Q R	C008	0145 - 0215
*HDC Duties-N/B Platform	DeKalb Av	B Q R	C008	0215 - 0430
*HDC Duties- C008 Mezzanine	DeKalb Av	B Q R	C008	0430 - 0600
Report Off Duty.	DeKalb Av	B Q R	C008	0600 -
**HDC Duties 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. ***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 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.				

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#
SHDC119	Station South	2200 - 0600	2766

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Uniform.	Atlantic Av-Barclays Ctr	D N R	C009	2200 -
*HDC Duties-S/B Platform - see below	Atlantic Av-Barclays Ctr	D N R	C009	2200 - 0015
*HDC Duties-N/B Platform - see below	Atlantic Av-Barclays Ctr	D N R	C009	0015 - 0245
Lunch	Atlantic Av-Barclays Ctr	D N R	C009	0245 - 0315
*Major Duty Cleaning -see below	Atlantic Av-Barclays Ctr	D N R	C009	0315 - 0600
Report Off Duty.  *HDC Duties 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. ***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 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.  *Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.  **Major Duty Cleaning- Daily Sun: Deck wash walls and floors in N/B Refuse room, Scrubber room, Deck wash tile walls surrounding N/B S/Ws, Bucket wash N/B S/Ws Mon: Deck wash walls and floors in S/B Refuse room, Scrubber room, Deck wash tile walls surrounding S/B S/Ws, Bucket wash S/B S/Ws Tue: Deck wash walls and floors in N/B Refuse room, Scrubber room, Deck wash tile walls surrounding N/B S/Ws, Bucket wash N/B S/Ws Wed: Deck wash walls and floors in S/B Refuse room, Scrubber room, Deck wash tile walls surrounding S/B S/Ws, Bucket wash S/B S/Ws Thu: Deck wash walls and floors in N/B Refuse room, Scrubber room, Deck wash tile walls surrounding N/B S/Ws, Bucket wash N/B S/Ws Fri: Deck wash walls and floors in S/B Refuse room, Scrubber room, Deck wash tile walls surrounding S/B S/Ws, Bucket wash S/B S/Ws Sat: Deck wash walls and floors in scrubber rooms on unpaid and paid mezzanines	Atlantic Av-Barclays Ctr	D N R	C009	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#
SHDC120	Station South	2200 - 0600	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Union St	R	C010	2200 -
*Major Duty Cleaning-S/B Mezzanine- see below	Union St	R	C010	2200 - 2330
*HDC Duties-S/B Platform	Union St	R	C010	2330 - 0145
Lunch	Union St	R	C010	0145 - 0215
*HDC Duties-N/B Platform	Union St	R	C010	0215 - 0430
*Major Duty Cleaning-N/B Mezzanine- see below	Union St	R	C010	0430 - 0600
Report off Duty	Union St	R	C010	0600 -
*HDC Duties 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. ***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 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 Duty Cleaning- S/B Mezzanine- Daily  Dust mop and remove gum from C011 mezzanine. Deck wash floors, bucket wash S/W landings. Deodorize area  **Major Duty Cleaning- N/B Mezzanine- Daily  Dust mop and remove gum from C010 mezzanine. Deck wash floors, bucket wash S/W landings. Deodorize area				

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#
SHDC121	Station South	2200 - 0600	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Woodhaven Blvd	M R	N329	2200 - 2330
Clean glass panel in N329 Mezz. Clean exterior of booth N329 and windows				
*Scrubber Machine Duties N/B Plat - see below Note- If machines are out of service listed General Duties will be performed	Woodhaven Blvd	M R	N329	2330 - 0100
Lunch	Woodhaven Blvd	M R	N329	0100 - 0130
*Scrubber Machine Duties S/B Plat - see below	Woodhaven Blvd	M R	N329	0130 - 0300
*Scrubber Machine Duties Mezzanine - see below	Woodhaven Blvd	M R	N329	0300 - 0600
Report Off Duty.  *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machines and machine clean North/Southbound platforms and N329 Mezz. 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. Remove all stains, spills, and drag marks from N/S/B platforms 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.	Woodhaven Blvd	M R	N329	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#
SHDC122	Station South	2200 - 0600	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Jackson Hts Roosevelt Av	E F M R	N324	2200 -
*Scrubber Machine Duties - see below *Note- If machines are out of service, General Duties will be performed	Jackson Hts Roosevelt Av	E F M R	N324	2200 - 0030
*Scrubber Machine Clean (N324 Mezzanine)– see below	Jackson Hts Roosevelt Av	E F M R	N324	0030 - 0230
Lunch	Jackson Hts Roosevelt Av	E F M R	N324	0230 - 0300
*Scrubber Machine Duties- see below	Jackson Hts Roosevelt Av	E F M R	N324	0300 - 0400
*Scrubber Machine Clean (E/F lower Mezzanine) - see below	Jackson Hts Roosevelt Av	E F M R	N324	0400 - 0530
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors.	Jackson Hts Roosevelt Av	E F M R	N324	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 Mezzanine levels near N324 booth, middle mezzanine near Scrubber room and whole EFMR 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. **** 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. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.	Jackson Hts Roosevelt Av	E F M R	N324	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#
SHDC123	Station South	2200 - 0600	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Jackson Hts Roosevelt Av	E F M R	N324	2200 -
*Scrubber Machine Duties - see below *Note- If machines are out of service, General Duties will be performed	Jackson Hts Roosevelt Av	E F M R	N324	2200 - 0030
*Scrubber Machine Clean (NB Platform)– see below	Jackson Hts Roosevelt Av	E F M R	N324	0030 - 0230
Lunch	Jackson Hts Roosevelt Av	E F M R	N324	0230 - 0300
*Scrubber Machine Duties- see below	Jackson Hts Roosevelt Av	E F M R	N324	0300 - 0400
*Scrubber Machine Clean (SB Platform)- see below	Jackson Hts Roosevelt Av	E F M R	N324	0400 - 0530
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors.	Jackson Hts Roosevelt Av	E F M R	N324	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 Mezzanine levels near N324 booth, middle mezzanine near Scrubber room and whole EFMR 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. **** 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. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.	Jackson Hts Roosevelt Av	E F M R	N324	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#
SHDC124	Station South	2200 - 0600	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Queens Plaza	E M R	N309A	2200 -
Wipe all stainless steel in N309A, N310 mezz. Wipe S/W railings & coping. Wipe MVM, MEM & turnstiles	Queens Plaza	E M R	N309A	2200 - 2300
*Scrubber Machine Duties N/B Plat & N309A Mezz - see below	Queens Plaza	E M R	N309A	2300 - 0230
Note- If machines are out of service listed General Duties will be performed				
Lunch	Queens Plaza	E M R	N309A	0230 - 0300
Scrubber Machine Duties S/B Plat & N310 Mezz- see below	Queens Plaza	E M R	N309A	0300 - 0500
*Scrubber Machine Duties Mezzanine - see below	Queens Plaza	E M R	N309A	0500 - 0600
Report Off Duty.	Queens Plaza	E M R	N309A	0600 -
Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machines and machine clean North/Southbound platforms and N329 Mezz. 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. Remove all stains, spills, and drag marks from N/S/B platforms 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 E428, EL429 and EL430. 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.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SHDC124A	Station South	2200 - 0600	2774

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Queens Plaza	E M R	N309A	2200 -
Wipe all stainless steel in N309A, N310 mezz. Wipe S/W railings & coping. Wipe MVM, MEM & turnstiles	Queens Plaza	E M R	N309A	2200 - 2300
*Scrubber Machine Duties S/B Plat & N310 Mezz - see below	Queens Plaza	E M R	N309A	2300 - 0230
Note- If machines are out of service listed General Duties will be performed				
Lunch	Queens Plaza	E M R	N309A	0230 - 0300
Scrubber Machine Duties N/B Plat & N309A Mezz/ passageway- see below	Queens Plaza	E M R	N309A	0300 - 0500
*Scrubber Machine Duties Mezzanine - see below	Queens Plaza	E M R	N309A	0500 - 0600
Report Off Duty.	Queens Plaza	E M R	N309A	0600 -
Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machines and machine clean North/Southbound platforms and N329 Mezz. 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. Remove all stains, spills, and drag marks from N/S/B platforms 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 E428, EL429 and EL430. 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.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Job#		Hours	RC#
SHDC125	Station South	2200 - 0600	2768

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Jay St Metrotech	A C F	N103	2200 -
*HDC Duties on NB Platform- see below.	Jay St Metrotech	A C F	N103	2200 - 2400
*HDC Duties on SB Platform- see below.	Jay St Metrotech	A C F	N103	2400 - 0200
Lunch	Jay St Metrotech	A C F	N103	0200 - 0230
*HDC Duties on N102 Mezzanine- see below.	Jay St Metrotech	A C F	N103	0230 - 0400
*HDC Duties on N103 Mezzanine- see below.	Jay St Metrotech	A C F	N103	0400 - 0600
Report Off Duty.	Jay St Metrotech	A C F	N103	0600 -
*HDC Duties 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. ***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 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.				

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#
SHDC127	Station South	2300 - 0700	2771

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Prospect Park	B Q S	B013	2300 -
*General Duties- see below	Prospect Park	B Q S	B013	2300 - 2400
*HDC Duties- see below	Prospect Park	B Q S	B013	2400 - 0100
*General Duties- see below	7 Av	B Q	B004	0110 - 0230
Lunch	7 Av	B Q	B004	0230 - 0300
*Major Duty Floors- see below	7 Av	B Q	B004	0300 - 0350
*Elevator Duties- see below	Prospect Park	B Q S	B013	0400 - 0500
*General Duties- see below	Prospect Park	B Q S	B013	0500 - 0630
*Public Restroom Duties- see below	Prospect Park	B Q S	B013	0630 - 0700
Report Off Duty.	Prospect Park	B Q S	B013	0700 -
<div><div>*General Duties-Nightly</div><div>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 &amp; disinfect 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.</div><div>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</div><div>Remove dust balls and gum from floors. Remove all stains, spills and drag marks from the mezzanine and platforms. Mop all stairway landings. Deck brush and disinfect gutter, sanitize platforms, spot clean ADA tactile as needed, sanitize all touch points. Clean and disinfect all trash receptacles</div><div>*HDC Duties- If machines are out of service, listed general Duties will be performed.</div><div>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.</div><div>*Public Restroom Duties- If restrooms are out of service, listed General Duties will be performed.</div><div>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 toilet @0700 hours.</div><div>Elevator Duties</div><div>Clean and Polish EL 382 &amp; 383] 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></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#
SHDC128	Station South	2300 - 0700	2772

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Kings Hwy	B Q	B024	2300 -
*General Duties- see below	Kings Hwy	B Q	B024	2300 - 2400
**Scrubber Machine Duties-Daily B024 & B024A	Kings Hwy	B Q	B024	2400 - 0130
*General Duties- see below	Avenue J	Q	B021	0140 - 0240
*****Major Duty Floors- see below	Avenue J	Q	B021	0240 - 0310
Lunch	Avenue J	Q	B021	0310 - 0340
*General Duties- see below	Avenue M	Q	B022	0350 - 0450
*****Major Duty Floors- see below	Avenue M	Q	B022	0450 - 0520
***Elevator Duties- EL760, EL761	Kings Hwy	B Q	B024	0530 - 0550
*General Duties- see below	Kings Hwy	B Q	B024	0550 - 0650
Open Public Toilets	Kings Hwy	B Q	B024	0650 - 0700
Report Off Duty.	Kings Hwy	B Q	B024	0700 -
<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 &amp; disinfect 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.Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.</p> <p>**Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machines 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</p> <p>***Elevator Duties- Clean and Polish [ EL760, EL761] 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>***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.</p>				

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#
SHDC129	Station South	2200 - 0600	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Prospect Av	R	C014	2200 -
*Major Duty Cleaning-S/B Mezzanine- see below	Prospect Av	R	C014	2200 - 2330
*HDC Duties-S/B Platform	Prospect Av	R	C014	2330 - 0145
Lunch	Prospect Av	R	C014	0145 - 0215
*HDC Duties-N/B Platform	Prospect Av	R	C014	0215 - 0430
*Major Duty Cleaning-N/B Mezzanine- see below	Prospect Av	R	C014	0430 - 0600
Report off Duty	Prospect Av	R	C014	0600 -
**HDC Duties 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. ***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 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 Duty Cleaning- S/B Mezzanine- Daily  Dust mop and remove gum from C015 mezzanine. Deck wash floors, bucket wash S/W landings. Deodorize area  **Major Duty Cleaning- N/B Mezzanine- Daily  Dust mop and remove gum from C014 mezzanine. Deck wash floors, bucket wash S/W landings. Deodorize area				

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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#
SHDC130	Station South	2200 - 0600	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Hoyt St	2 3	R606	2200 -
*Major Duty Cleaning-S/B Mezzanines- see below	Hoyt St	2 3	R606	2200 - 2330
*HDC Duties-S/B Platform	Hoyt St	2 3	R606	2330 - 0145
Lunch	Hoyt St	2 3	R606	0145 - 0215
*HDC Duties-N/B Platform	Hoyt St	2 3	R606	0215 - 0430
*Major Duty Cleaning-N/B Mezzanines- see below	Hoyt St	2 3	R606	0430 - 0600
Report Off Duty	Hoyt St	2 3	R606	0600 -
*HDC Duties 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. ***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 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 Duty Cleaning- S/B Mezzanine- Daily  Dust mop and remove gum from N/E & S/E mezzanines. Deck wash floors, bucket wash S/W landings. Deodorize area  **Major Duty Cleaning- N/B Mezzanine- Daily  Dust mop and remove gum from N/E & S/E mezzanines. Deck wash floors, bucket wash S/W landings. Deodorize area				

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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#
SHDC131	Station South	2300 - 0700	2771

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Uniform.	Crown Hts Utica Av	3 4	R626	2300 -
*General Duties- see below	Crown Hts Utica Av	3 4	R626	2300 - 2400
*General Duties- see below	Sutter Av-Rutland Rd	3	R627	0010 - 0110
*Major Duties- see below	Sutter Av-Rutland Rd	3	R627	0110 - 0155
*Major Duties Floors- see below	Sutter Av-Rutland Rd	3	R627	0155 - 0240
Lunch	Crown Hts Utica Av	3 4	R626	0250 - 0320
*General Duties- see below	Crown Hts Utica Av	3 4	R626	0320 - 0400
***Public Toilet Duties- see below	Crown Hts Utica Av	3 4	R626	0400 - 0430
* Major Duties- see below	Crown Hts Utica Av	3 4	R626	0430 - 0530
***Elevator Duties- see below	Crown Hts Utica Av	3 4	R626	0530 - 0600
*General Duties- see below	Crown Hts Utica Av	3 4	R626	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.  Elevator Duties Clean and Polish [ELE322, 323] 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.  *Public Restroom Duties- If restrooms are out of service, listed General Duties will be performed. 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 toilet 0700 hours  Major duties Daily: Clean, mop and disinfect public toilets. Refuse room clean all inserts bucket wash refuse room floor. RTO Sweep, clean, mop floors and empty trash receptacles.  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.	Crown Hts Utica Av	3 4	R626	0700 -

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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#
SHDC132	Station South	2200 - 0600	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Atlantic Av-Barclays Ctr	D N R	C009	2200 -
*HDC Duties-Mezzanine Performed from C009 control area until S/B 2/3 Platform	Atlantic Av-Barclays Ctr	D N R	C009	0030 - 0030
*HDC Duties-Lower Mezzanine & Passageway Performed in lower mezzanine (Mixing Bowl) and the passageway to the B/Q line.	Atlantic Av-Barclays Ctr	D N R	C009	0030 - 0300
Lunch	Atlantic Av-Barclays Ctr	D N R	C009	0300 - 0330
*Major Duty Cleaning - Daily -see below	Atlantic Av-Barclays Ctr	D N R	C009	0330 - 0600
Report off Duty  **HDC Duties 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. ***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 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.  *Light General Duties  station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.  **Major Duty Cleaning- Daily Performed on all stairway landings from the lower level mezzanine (Including S/Ws going to the IRT local and express, Large S/W leading toward D/N/R) and S/W landings in control area C009.  Dust mop and remove gum, drag marks, and stains. Wet mop all areas. Deodorize the lower and upper mezzanines toward the end of your tour of duty.	Atlantic Av-Barclays Ctr	D N R	C009	0600 -

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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#
SHDC133	Station South	2200 - 0600	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Bay Ridge Av	R	C023	2200 -
*HDC Duties-S/B Platform	Bay Ridge Av	R	C023	2200 - 0030
*HDC Duties-N/B Platform	Bay Ridge Av	R	C023	0030 - 0300
Lunch	Bay Ridge Av	R	C023	0300 - 0330
*HDC Duties-Mezzanine	Bay Ridge Av	R	C023	0330 - 0500
*Major Duty Cleaning-Daily- see below	Bay Ridge Av	R	C023	0500 - 0600
Report off duty	Bay Ridge Av	R	C023	0600 -
<div>*HDC Duties 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. ***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 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 &amp; 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 Duty Cleaning- Daily Dust mop and remove gum, deck wash floors, bucket wash all S/W landings. Deodorize area</div>				

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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#
SHDC134	Station South	2200 - 0600	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	53 St	R	C020	2200 -
*HDC Duties-S/B Platform	53 St	R	C020	2200 - 0030
*HDC Duties-N/B Platform	53 St	R	C020	0030 - 0300
Lunch	53 St	R	C020	0300 - 0330
Dust mop, remove gum and mop C020 Mezzanine floor.	53 St	R	C020	0330 - 0500
*Major Duty Cleaning-Daily- see below	53 St	R	C020	0500 - 0600
Report off Duty	53 St	R	C020	0600 -
**HDC Duties 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. ***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 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 Duty Cleaning- Daily  Dust mop and remove gum, deck wash floors, bucket wash all S/W landings. Deodorize area				

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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#
SHDC135	Station South	2300 - 0700	2769

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform Perform *General Duties- see below Perform *Major Cleaning (0010-0100)	Utica Av	A C	N120	2300 - 0100
Perform *General Duties- see below Perform *Major Cleaning (0140-0245)	Kingston Throop Avs	C	N119	0100 - 0245
Lunch	Kingston Throop Avs	C	N119	0245 - 0315
Perform *Major Cleaning (0315-0430)	Kingston Throop Avs	C	N119	0315 - 0430
Perform *Elevator Duties (0440-0510) Perform *General Duties- see below	Utica Av	A C	N120	0440 - 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.  **Elevator Duties - EL344, EL345, EL346. 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- UTICA AV 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: Stairways- Bucket & Deck Wash [M1AB]. Clean adjacent tile walls. Remove all stickers. Tue: Stairways- Bucket & Deck Wash [M2AB]. Clean adjacent tile walls. Remove all stickers Thu: Stairways- Bucket & Deck Wash [M4AB]. Clean adjacent tile walls. Remove all stickers. Thu: Stairways- Bucket & Deck Wash [M5]. Clean adjacent tile walls. Remove all stickers. Sat: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of 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.  KINGSTON-THROOP AVS Sun: Refuse Housing (SB Platform)- 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. Restock supplies Tue: Stairways- Bucket & Deck Wash [P1AB]. Clean adjacent tile walls. Remove all stickers. Tue: Stairways- Bucket & Deck Wash [P2AB]. Clean adjacent tile walls. Remove all stickers Wed: Refuse Room (NB Platform)- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect Thu: Stairways- Bucket & Deck Wash [P3AB]. Clean adjacent tile walls. Remove all stickers. Thu: Stairways- Bucket & Deck Wash [P4AB]. Clean adjacent tile walls. Remove all stickers. Sat: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of 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.	Utica Av	A C	N120	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#
SHDC136	Station South	2200 - 0600	2766

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Eastern Pkwy Brooklyn Museum	2 3	R621	2200 -
*HDC Duties-S/B Platform	Eastern Pkwy Brooklyn Museum	2 3	R621	2200 - 0030
*HDC Duties-N/B Platform	Eastern Pkwy Brooklyn Museum	2 3	R621	0030 - 0300
Lunch	Eastern Pkwy Brooklyn Museum	2 3	R621	0300 - 0330
*HDC Duties-Mezzanine	Eastern Pkwy Brooklyn Museum	2 3	R621	0330 - 0500
*Major Duty Cleaning-Daily- see below	Eastern Pkwy Brooklyn Museum	2 3	R621	0500 - 0600
Report Off Duty  **HDC Duties 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. ***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 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 Duty Cleaning- Daily  Dust mop and remove gum, deck wash floors, bucket wash all S/W landings. Deodorize area	Eastern Pkwy Brooklyn Museum	2 3	R621	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#
SHDC648	Station South	2300 - 0700	2773

INSTRUCTIONS

STATION LINE BOOTH HOURS

Sunday-Saturday

Report On Duty In Full Uniform.	Broadway	N W	R512	2300 -
*Scrubber Machine Duties-see below Note- If machines are out of service, General Duties will be performed	Broadway	N W	R512	2300 - 2330
Scrubber Machine Clean [Mezzanine] - see below	Broadway	N W	R512	2330 - 0045
Major Duty Cleaning- see below	Broadway	N W	R512	0045 - 0130
**General Duties- see below	Broadway	N W	R512	0130 - 0300
Lunch	Broadway	N W	R512	0300 - 0330
Scrubber Machine Clean [Mezzanine] - see below	30 Av	N W	R513	0340 - 0410
Major Duty Cleaning- see below	30 Av	N W	R513	0410 - 0450
**General Duties- see below	30 Av	N W	R513	0450 - 0550
*Inspect station for unsanitary conditions and correct.	Broadway	N W	R512	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 Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVM.S, Turnstiles, HEETs/HXT) in Control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon dropping 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 R512 & R513 mezzanine 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. **** If station CTA job is not covered, HDC Cleaners must perform general duties.  *Major Duty Cleaning- (R512, Broadway 0120-0200) (R513 30th Ave 0510-0540) Sun: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Wipe surfaces and wall panels clean of smudges including all trash receptacles chrome tops. Remove all stickers/graffiti from signs. 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/Fri: Glass Cleaning: Clean all glass panels in mezzanine and around platform stairways. Wipe clean chrome rims and tops on mezzanine trash receptacles. Wed: Stairways: Clean railings and glass panels on street stairways of handprints, dirt, grime and dust build-up. Wipe glass and handrails clean. Remove graffiti and stickers from signs. Thu: Platform Cleaning: Deck wash NB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Wipe surfaces and wall panels clean of smudges including all trash receptacles chrome tops. Remove all stickers/graffiti from signs. Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash clean and disinfect housings.	Broadway	N W	R512	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#
SHDC649	Station South	2300 - 0700	2773

INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	36 Av	N W	R511	2300 -
*Scrubber Machine Duties-see below Note- If machines are out of service, General Duties will be performed	36 Av	N W	R511	2300 - 2330
Scrubber Machine Clean [Mezzanine] - see below	36 Av	N W	R511	2330 - 0045
*Major Duty Cleaning- see below	36 Av	N W	R511	0045 - 0130
**General Duties- see below	36 Av	N W	R511	0130 - 0300
Lunch	36 Av	N W	R511	0300 - 0330
Scrubber Machine Clean [Mezzanine] - see below	39 Av	N W	R510	0340 - 0410
*Major Duty Cleaning- see below	39 Av	N W	R510	0410 - 0450
**General Duties- see below	39 Av	N W	R510	0450 - 0550
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors.	36 Av	N W	R511	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 Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVM.S, Turnstiles, HEETs/HXT) in Control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon dropping 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 R511 & R510 mezzanine 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. **** If station CTA job is not covered, HDC Cleaners must perform general duties.  *Major Duty Cleaning- (R512, Broadway 0120-0200) (R513 30th Ave 0510-0540) Sun: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Wipe surfaces and wall panels clean of smudges including all trash receptacles chrome tops. Remove all stickers/graffiti from signs. 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/Fri: Glass Cleaning: Clean all glass panels in mezzanine and around platform stairways. Wipe clean chrome rims and tops on mezzanine trash receptacles. Wed: Stairways: Clean railings and glass panels on street stairways of handprints, dirt, grime and dust build-up. Wipe glass and handrails clean. Remove graffiti and stickers from signs. Thu: Platform Cleaning: Deck wash NB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Wipe surfaces and wall panels clean of smudges including all trash receptacles chrome tops. Remove all stickers/graffiti from signs. Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash clean and disinfect housings	Broadway	N W	R512	0700 -

Task subject to change and/or by chance.  
Spot clean ADA Tactile as needed.