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

2024 STAC Winter Pick		Pie	ck Effective Date:	1/14/2024	
Job#		Hours		RC#	
SC0291 Station South		Sun - Mon:0700 - 1500 Tue - Tue:0700 - 1500 Fri - Sat:0700 - 1500			
INSTRUCTIONS	STATI	ON LINI	E BOOTH	HOURS	
Frid	ay-Tuesday				
Report On Duty In Full Uniform.	Various	Vario	us Various	0700 - 1500	
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.					

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

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

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

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2024 STAC Winter Pick		Pick F	Effective Date:	e: 1/14/2024	
Job#	н	Hours			
SC0292 Station South	07	700 - 1500		2768	
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform RESTRICTED DUTY- Public Restroom/ RTO Facilities Cleaner. Must be Qualified.	Track Safety Jay St Metrotech	A C F	N103	0700 - 0930	
*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	0930 - 1030	
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	1030 - 1100	
***RTO Tower Duties- see below	Jay St Metrotech	A C F	N103	1100 - 1200	
*Public Toilet Duties- see below	Jay St Metrotech	A C F	N103	1200 - 1500	
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	1500 -	
*Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remov and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet t towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.	ve all graffiti				
**General Duties Sweep all stairs. Scrap all mezzanines, control areas and platforms. Wipe down all AFC equipment in control including OMNY validators. Clean booth windows. Remove stickers and graffiti. Wipe down Digital Ad Pan					
*RTO Duties Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, a women/men bathrooms. Wipe down all surfaces including Quench machines, empty all trash cans, sweep, mo floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING A STOCK SUPPLIES	p and disinfect				
RESTRICTED DUTY- Public Restroom/ RTO Facilities 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.

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2024 STAC Winter Pick

Pick Effective Date:	1/14/2024
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Date: 10/27/2023

Job#	Но	Hours			
SC0293 Station South	07	00 - 1500		2766	
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform RESTRICTED DUTY- Public Restroom Cleaner	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:					
Clean men and women's public toilets	DeKalb Av	B Q R	C008	0815 - 0915	
*Public Toilet Duties- see below					
Note- If toilets are out of					
service, **General Duties listed will be performed:	Atlantic	D N R	C009	0930 - 1030	
Clean men and women's public toilets	Av-Barclays Ctr		0009	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	Atlantic Av-Barclays Ctr	D N R	C009	1500 -	
*Public Toilet Duties	The Bureluy's Cu				
Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dry	vers				
if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graf					
and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, pap	per				
owels, 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					
ncluding OMNY validators. Clean booth windows booth window- use water only. Remove graffiti, stickers and sticke residue. Wipe down Digital Ad Panels.	r/glue				
RESTRICTED DUTY- Public Restroom Cleaner					

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

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

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

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1/14/2024 **2024 STAC Winter Pick Pick Effective Date:** Hours Job# RC# SC0294 1100 - 1900 **Station South** 2772 **INSTRUCTIONS STATION** LINE BOOTH HOURS Sunday-Saturday B029 1100 - 1200 **Brighton Beach** ΒQ 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** ΒQ B029 1200 - 1330 ***RTO Tower Duties ΒQ B024 1340 - 1540 Kings Hwy Clean men and women's public toilets Note- If toilets are out of service, **General Duties listed will be performed ΒQ B024 1540 - 1610 Kings Hwy Lunch ΒQ B024 1610 - 1810 Clean and disinfect ELE 760 and 761 Kings Hwy ****Elevator Duties- see below Note- If Elevators out of service, General Duties listed will be performed B029 ΒQ 1820 - 1900 Clean unisex public toilets **Brighton Beach** Note- If toilets are out of service, **General Duties listed will be performed ΒQ B029 1900 -Report Off Duty **Brighton Beach** *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.

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

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

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

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2024 STAC Winter Pick

Pick Effective Date:	1/14/2024
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Date: 10/27/2023

2024 STAC WINTER TRE		Hours RC#				
Job#		RC#				
SC0295 Station So	uth	0700 - 1500			2772	
INSTRUCTIONS		STATION	LINE	BOOTH	HOURS	
	Sunday-Saturday					
Report On Duty In Full Uniform	·	Coney Island	DFNQ	G009	0700 - 0900	
		Stillwell Av				
Public Restroom/ Elevator/RTO Cl	eaner. Must be Track Safety Qualified.					
Clean men and women's public toi	lets					
*Public Toilet Duties- see below						
Note- If toilets are of service, **G	eneral Duties listed will be performed	Communication of		C000	0000 1000	
***RTO Tower Duties		Coney Island Stillwell Av	D F N Q	G009	0900 - 1000	
Clean and disinfect ELE 701 and 2	702	Coney Island	D F N Q	G009	1000 - 1130	
****Elevator Duties- see below		Stillwell Av				
Note- If Elevators out of						
service, General Duties listed will	be performed	Coney Island	D F N Q	G009	1130 - 1200	
Lunch		Stillwell Av	DINQ	0005	1150 - 1200	
Clean men and women's public to	ilets	Coney Island	DFNQ	G009	1200 - 1330	
Note- If toilets are out of		Stillwell Av				
service, **General Duties listed w					1220 1500	
Clean and disinfect ELE 701 and 7 ****Elevator Duties- see below	702	Coney Island Stillwell Av	D F N Q	G009	1330 - 1500	
Note-If Elevators out of		Sunwen Av				
service, General Duties listed will	be performed					
Report Off Duty	o portonnea	Coney Island	D F N Q	G009	1500 -	
		Stillwell Av				
*D-11:- T-:1-4 D-4:						
*Public Toilet Duties	ets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers					
(if equipped) dispensers and holder	rs. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti					
	pty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper					
	as needed. Allow bathroom to dry 10 minutes before reopening					
**General Duties	was a start start of the Was down all AEC and in control and					
	nes, control areas and platforms. Wipe down all AFC equipment in control areas booth windows. Remove stickers and graffiti. Wipe down Digital Ad Panels					
menuting own i vandators. Creat	boom whilebws. Remove shekers and grannil. while down Dignal Ad Fanels					
***RTO Duties						
	rintendent, Tower. Clean all rooms: crew room, lunchroom, locker room, and women/men					
	s including Quench machines, empty all trash cans, sweep, mop and disinfect floors.					
	restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK					
SUPPLIES.						
****Elevator Duties						
	n, wipe down interior and exterior panels, clean interior, and exterior glass on all					
elevators on station. Remove debri	s from elevator door sills. Clean and wipe down the safety edge with a dry rag from top					
to bottom.						
Public Restroom/ Elevator/RTO C	eaner. Must be Track Safety Qualified.					
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Task subject to change and/or by chance. Spot clean ADA Tactile as needed.

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

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

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C0236 Station South 0700 - 1500 NSTRUCTIONS STATION LINE BOOTII HOURS sport On Dary In Full Uniform 36 St D N R C018 0700 - 0800 ublic Restroom/Elevator Cleaner 36 St D N R C018 0700 - 0800 lean men and women's public toilets 59 St N R C021 0810 - 0900 biblic Toiled Daties - see below 59 St N R C021 0810 - 0900 dots: It foilts are of service, "General Daties listed will be performed 59 St N R C021 0910 - 0945 diet. If Gielts are of service, "General Daties listed will be performed 59 St N R C021 0900 - 0945 iden and distinct ELE [887388389] 59 St N R C021 0900 - 0945 trice, "General Daties listed will be performed Bay Ridge 95 St R C027 1000 - 1100 and the mne and women's public toilets 36 St D N R C021 1245 - 1315 lean men and women's public toilets 39 St N R C021 1245 - 1315 lean men and women's public toilets 39 St N R C021 1245 - 1315 lean men and women's public toilets 36 St D N R C018 135 - 13445 lean men and women'	2024 STAC W	/inter Pick		Pick F	Effective Date:	1/14/2024	
NERUCTIONS STATION LINE ROUTI HOURS sport On Duty In Full Uniform 36 \$1 D N R C018 0700 - 0800 ublic Restroom/Elevator Cleaner 36 \$1 D N R C018 0700 - 0800 lean men and women's public toilers Public Toiler Durise- see below 59 \$1 N R C021 0810 - 0900 ublic Toiler Durise- see below 59 \$1 N R C021 0900 - 0945 relevant men and women's public toilers 59 \$1 N R C021 0900 - 0946 relevant men and women's public toilers 59 \$1 N R C021 0900 - 0946 relevant men and women's public toilers Fileware Durise-see below 6000 1000 - 1100 revice, General Durise listed will be performed Bay Ridge 95 \$8 R C021 1000 - 1130 lean men and women's public toilers 36 \$1 D N R C018 1145 - 1235 lean men and women's public toilers 36 \$1 D N R C021 1245 - 1315 lean men and women's public toilers 59 \$1 N R C021 1245 - 1315 lean men and women's public toilers 59 \$1 N R C021 1245 - 1315 lean men and women's public toilers 59 \$1 N R C021 1245 - 1315 </th <th>Job#</th> <th></th> <th colspan="2">Hours</th> <th colspan="2">RC#</th>	Job#		Hours		RC#		
sport 0n Dary In Full Uniform 36 S1 D N R C018 0700 - 0800 ublic Restroom/Elevator Clearer S1 D N R C018 0700 - 0800 lean men and women's public toilets S10 S1 N R C021 0810 - 0900 out It toilets are of aerise, "General Duties listed will be performed S19 S1 N R C021 0900 - 0940 lean men and women's public toilets S19 S1 N R C021 0900 - 0945 regret Check S13 S19 S1 N R C021 0900 - 0945 setting in the state S13 S19 S1 N R C021 0900 - 0945 setting in the state S11 be performed S19 S1 N R C021 0900 - 0945 setting in the state S11 be performed S19 S1 N R C021 1000 - 11800 lean men and women's public toilets S19 S1 N R C021 1000 - 11800 lean men and women's public toilets S19 S1 N R C021 1015 - 11800 lean men and women's public toilets S19 S1 N R C021 125 - 1135 lean men and women's public toilets S19 S1 N R C018 1145 -	SC0296	Station South	07	00 - 1500		2766	
sepert On Duty In Full Uniform 36 St D N R C018 0700 - 0800 ublic Restroom/Elevator Cleaner 36 St D N R C018 0700 - 0800 ublic Restroom/Elevator Cleaner 59 St N R C021 0810 - 0900 Ican men and women's public toilets 59 St N R C021 0810 - 0900 Ican men and women's public toilets 59 St N R C021 0900 - 0945 icar If foliatos are of service, "General Duries listed will be performed 59 St N R C021 0900 - 0945 icar If foliatos are out of revice, "General Duries listed will be performed 59 St N R C021 0900 - 0945 icar If Peatons are out of revice, "General Duries listed will be performed 59 St N R C021 1000 - 1100 Iean men and women's public toilets 59 St N R C021 1245 - 1235 Iean men and women's public toilets 59 St N R C021 1245 - 1315 Iean men and women's public toilets 59 St N R C021 1245 - 1315 Iean men and women's public toilets 59 St N R C021 1245 - 1315 Iean men and women's	INSTRUCTIONS		STATION	LINE	воотн	HOURS	
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lean men and women's public toilets The I toilets are of service, **General Daties listed will be performed fam men and women's public toilets lean men and women's public toilets file and disinfect IE LE [387/38/389] file and Diars see below offer. I toilets are of service, **General Daties listed will be performed file and disinfect IE LE [387/38/389] file and Diars see below offer. I toilets are out of revice, General Duties listed will be performed file and disinfect IE LE [387/38/389] file and women's public toilets and women's public toilets and women's public toilets file and women's public toilets weep, and file set evers and soap as needed. Allow bathroom to dry 10 minutes before reopening. "Conceral Dutis keep down all surfaces- walls, modesty panels, vanity mirrors, electric hand dyresr foquipped dispensers and holders. Clean sixes and platforms. Wipe down all arfaces, clean interior and exterior and exterior all set. Elevator Dutis weep, and staris. Serpa all mezzanises, control areas and platforms. Wipe down all arfaces, clean interior and exterior glass on all elevators an atation. Remove debris from el	Report On Duty In I	Full Uniform	36 St	D N R	C018	0700 - 0800	
Public Toilet Duties- see below Image: Instant of service, ***Cleeneral Duties listed will be performed 59 St N R C021 0810 - 0900 Iten and and momen's public toilets 59 St N R C021 0900 - 0945 iten and disributes - see below 59 St N R C021 0900 - 0945 iten and disributes - see below 59 St N R C021 0900 - 0945 iten and disributes - see below 59 St N R C021 0900 - 0945 iten and disributes - see below 59 St N R C021 0900 - 0945 iten and disributes - see below 59 St N R C021 0900 - 0945 iten and sing and owner 's public toilets 59 St R C027 1000 - 1100 iten and women's public toilets 36 St D N R C018 1145 - 1325 Iten and women's public toilets 59 St N R C021 1245 - 1315 Iten and women's public toilets 59 St N R C021 1355 - 1445 Iten and women's public toilets St St D N R C018 1500 - Iten and and Women's public toilets: Wipe down all	Public Restroom/Ele	vator Cleaner					
Public Toilet Duties- see below Image: Instant of service, ***Cleeneral Duties listed will be performed 59 St N R C021 0810 - 0900 Iten and and momen's public toilets 59 St N R C021 0900 - 0945 iten and disributes - see below 59 St N R C021 0900 - 0945 iten and disributes - see below 59 St N R C021 0900 - 0945 iten and disributes - see below 59 St N R C021 0900 - 0945 iten and disributes - see below 59 St N R C021 0900 - 0945 iten and disributes - see below 59 St N R C021 0900 - 0945 iten and sing and owner 's public toilets 59 St R C027 1000 - 1100 iten and women's public toilets 36 St D N R C018 1145 - 1325 Iten and women's public toilets 59 St N R C021 1245 - 1315 Iten and women's public toilets 59 St N R C021 1355 - 1445 Iten and women's public toilets St St D N R C018 1500 - Iten and and Women's public toilets: Wipe down all							
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Public Toilet Duties - see below			50 St	ND	C021	0810 0000	
Jobe- If toilets are of service, **(cneral Duties listed will be performed 59 St N R C021 0900 - 0945 Hen and disinfect ELE [387/388/389] Steve Selow Steve Selow Steve Selow N R C021 0900 - 0945 Steve Set Selow Steve Selow Steve Set Selow R C027 1000 - 1100 Steve Set Selow Bay Ridge 95 St R C027 1000 - 1130 Steve Set Selow Bay Ridge 95 St R C021 1245 - 1235 Jean men and women's public toilets 36 St D N R C018 1145 - 1235 Jean men and women's public toilets 59 St N R C021 1315 - 1340 Jean men and women's public toilets Steve Set Set R C027 1355 - 1445 Jean men and women's public toilets Steve Set Set Set Set Set Set Set Set Set Se			59 St	NK	C021	0810 - 0900	
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	Sweep, mop, disinfe						
ublic Restroom/Elevator Cleaner	Public Restroom/Ele	vator 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.

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Pick Effective Date: 2024 STAC Winter Pick 1/14/2024 Hours Job# RC# SC0298 0700 - 1500 **Station South** 2774 **INSTRUCTIONS STATION** LINE BOOTH HOURS Sunday-Saturday N343 0700 - 0930 Report On Duty In Full Uniform Jamaica 179 St F Public Restroom. Must be Track Qualified ***RTO Tower Duties- see below Jamaica 179 St N343 0930 - 1000 *Public Toilet duties below F Note- If toilets are out of Service, General Duties listed will be performed 1000 - 1100 N343 Jamaica 179 St Station Cleaning Duties - see below F Jamaica 179 St F N343 1100 - 1130 *Public Toilet Duties – see below Jamaica 179 St N343 1130 - 1200 Lunch F Jamaica 179 St F N343 1200 - 1300 *Public Toilet Duties – see below Jamaica 179 St N343 1300 - 1500 F Station Cleaning/RTO Duties - see below N343 1500 -Report Off Duty Jamaica 179 St F 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.

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Pick Effective Date:	1/14/2024
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Date: 10/27/2023

Job#	Hours			RC#
SC0300 Station South	Station South 0700 - 1500			2773
INSTRUCTIONS	STATION	LINE	воотн	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			D 500	1410 1500
*Public Toilet Duties- see below Note- If public toilets out of service, General Duties listed will be performed	61 St Woodside	7	R523	1410 - 1500
Report Off Duty	61 St Woodside	7	R523	1500 -
Report On Buty	01 St Woodside	'	1025	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	or			
and exterior panels/ledges on all levels- street, mezzanine and platforms. Clean interior and exterior glass on all elevators of				
station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down th				
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	an			
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.

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2024 STAC Winter Pick		Pick I	Effective Date:	: 1/14/2024	
Job#	Но	RC#			
SC0301 Station South	0700 - 1500			2773	
INSTRUCTIONS	STATION	LINE	воотн	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					
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Task subject to change and/or by chance. Spot clean ADA Tactile as needed.

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

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

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2024 STAC Winter Pick Pick Effective Date: 1/14/2024 Hours Job# RC# 1500 - 2300 SC0302 **Station South** 2768 **INSTRUCTIONS STATION** LINE BOOTH HOURS Sunday-Saturday N103 1500 - 1730 Jay St Metrotech A C F Report On Duty In Full Uniform 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 1730 - 1800 *Employee Toilet Duties- see below N103 Jay St Metrotech A C F 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 1830 - 1900 Lunch N103 Jay St Metrotech A C F 1900 - 1930 ***RTO Tower Duties- see below A C F N103 1930 - 2300 *Public Toilet Duties- see below Jay St Metrotech 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 ACF N103 2300 -Report Off Duty Jay St Metrotech *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.

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Pick Effective Date:	1/14/2024
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Date: 10/27/2023

Job#	Но	ours		RC#
SC0303 Station South	15	00 - 2300		2766
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform Public Restroom/ Elevator Cleaner.	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				
Clean men and women's public toilets *Public Toilet Duties- see below Note- If toilets are out of	DeKalb Av	B Q R	C008	1615 - 1715
service, **General Duties listed will be performed 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	Atlantic Av-Barclays Ctr	D N R	C009	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 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.				

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

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

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

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2024 STAC Winter Pick

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Pick Effective Date: 1/14/2024
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Date: 10/27/2023

Job#		Hours		RC#
SC0304 Station South		1500 - 2300		2772
			DOOTH	
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday		1		
Report On Duty In Full Uniform	Coney Island Stillwell Av	D F N Q	G009	1500 - 1700
Public Restroom/ Elevator Cleaner.	Stillwein IIV			
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	C		C000	1700 1000
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	Coney Island	D F N Q	G009	1800 - 1930
****Elevator Duties- see below	Stillwell Av			
Note- If Elevators are out of				
service, General Duties listed will be performed	Coney Island	D F N Q	G009	1930 - 2000
Lunch	Stillwell Av	DINQ	0009	1930 - 2000
Clean men and women's public toilets	Coney Island	D F N Q	G009	2000 - 2130
Note- If toilets are out of	Stillwell Av			
service, **General Duties listed will be performed:				
Clean and disinfect ELE 701 and 702	Coney Island	D F N Q	G009	2130 - 2300
****Elevator Duties- see below	Stillwell Av			
Note- If Elevators are out of				
service, General Duties listed will be performed Report Off Duty	Coney Island	D F N Q	G009	2300 -
	Stillwell Av	DINQ	0009	2500 -
*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.				

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

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

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

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2024 STAC Winter Pick		Pick E	Effective Date:	1/14/2024
Job#	Но	urs		RC#
SC0305 Station South	1500 - 2			2773
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Queensboro Plaza	7 N W	R509	1500 - 1715
	X			
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	61 St Woodside	7	R523	1900 - 1930
*(Close & Clean 1900 hours)	(1.04 W 1.1	7	D.522	1020 2000
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 (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue 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. Re	l graffiti e, paper emove			
graffiti and stickers and clean residue, Wipe windows and dust ledges, Wipe clean all public phones. Clean and da employee facility and restroom. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap) as needed. restroom to dry 10 minutes before reopening. Wipe clean stairway handrails. Wipe clean chrome top of trash rece Remove bird droppings from floors. Deodorize the entire station upon arriving and departing each station you are 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. W interior and exterior panels/ledges on all levels- street, mezzanine and platforms. Clean interior and exterior glass of elevators on station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator door sills. Cle wipe down the safety edge with a dry rag from top to bottom.	. Allow ptacles. assigned Vipe down on all			

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

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

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

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2024 STAC Winter Pick

Pick Effective Date:	1/14/2024
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Date: 10/27/2023

Job#	Но	urs		RC#
SC0306 Station South	150	0 - 2300		2773
INSTRUCTIONS	STATION	LINE	воотн	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	Junction Blvd	7	R528	2000 - 2100
Note- If public toilets out of service, General Duties listed will be performed	Ehashing Main St	7	D522	2110 - 2210
*Public Toilet Duties- see below	Flushing Main St	7	R533	
*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				
towers, tonet seat covers and soap as needed. Allow balliooni to dry to initides 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.

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2024 STAC Winter Pick Pick Effective Date: 1/14/2024 Hours Job# RC# SC0308 Sun - Mon:1500 - 2300 **Station South** 2773 Thu - Thu:1500 - 2300 Fri - Sat:1500 - 2300 **STATION** BOOTH **INSTRUCTIONS** LINE HOURS **Thursday-Monday** 1500 - 2300 Report On Duty In Full Uniform. Various Various Various Sun: Flushing Main St R533 To Cover Job SC307 Mon: Flushing Main St R533 To Cover Job SC307 Tue: RDO Wed: RDO Thu: UTILITY Jackson Hts Roosevelt Av N324 To Cover Job SC0732 Fri: 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 **

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

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

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

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#	ŀ	lours		RC#
SC0400 Station South	2	2300 - 0700		2766
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Borough Hall	23	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	Borough Hall	2 3	R601A	0430 - 0600
(List major duty to be performed from major duty list)	Domourah Hall	2 3	D601A	0600 - 0700
*Light General Duties- see below	Borough Hall		R601A	
Report off duty	Borough Hall	23	R601A	0700 -
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 dropping from all railings, 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				
Deck wasl walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse insert and disinfect.				
"**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.

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2024 STAC Winter Pick		Pick E	Effective Date:	1/14/2024
Job#	н	ours		RC#
SC0401 Station South	2.	300 - 0700		2771
INSTRUCTIONS	STATION	LINE	воотн	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.	Rockaway Av	3	R629	0700 -
**General Duties Sweep all stairs wipe all handrails. Scrap all mezzanines control areas and platforms deck all stains and drag marks d all unsanitary conditions, pigeon droppings, feces, urine, clean and disinfect all trash receptacle, remove all stickers, g 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 boxes. Clean mop and disinfect employee facility room and bathroom. Clean and disinfect refuse housing daily. Clear 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 during your you gate your you gate your you gate your you	raffiti empty n all			
 Daily Major Duties: Clean all Refuse housing / all Refuse rooms, supply rooms, CTA's rooms / CTA rooms, remove 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 floor 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.

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2024 STAC Winter Pick		Pick E	Effective Date:	1/14/2024	
Job#	Hours		RC#		
SC0402 Station South	23	00 - 0700		2771	
INSTRUCTIONS	STATION	LINE	воотн	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.	Pennsylvania Av	3	R632	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. 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. Mor	,				
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.

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2024 STAC Wi	nter Pick		Pick F	Effective Date:	1/14/2024
Job#		н	ours		RC#
SC0403	Station South	2.	300 - 0700		2771
INSTRUCTIONS		STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report On Duty In Fu	Il Uniform	New Lots Av	3	R634	2300 -
*General Duties- see b	below	New Lots Av	3	R634	2300 - 2400
*Major Duties- see be	low	New Lots Av	3	R634	2400 - 0100
*General Duties- see b	below	Van Siclen Av	3	R633	0110 - 0210
Lunch		Van Siclen Av	3	R633	0210 - 0240
*Major Duties- see be	low	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 b	below	New Lots Av	3	R634	0500 - 0700
Report Off Duty.		New Lots Av	3	R634	0700 -
all unsanitary condition on non-painted surface validators, HPI's. Wip boxes. Clean mop and	all handrails. Scrap all mezzanines control areas and platforms deck all stains and drag marks disinfect ns, pigeon droppings, feces, urine, clean and disinfect all trash receptacle, remove all stickers, graffiti es. Wipe down all AFC equipment turnstile, MVM's, gates in control areas including OMNY e down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove all empty disinfect employee facility room and bathroom. Clean and disinfect refuse housing daily. Clean all buckets at the end of tour.				
Deodorize the entire st	tation upon arriving and departing each station you are assigned to clean during your tour of duty.				
Daily Major Duties: C and discard all empty	Elean all Refuse housing / all Refuse rooms, supply rooms, CTA's rooms / Scrubber rooms, remove boxes.				
all stairway landings. I	ghtly I gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as 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.

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2024 STAC Winter Pick		Pick E	Effective Date	: 1/14/2024
Job#	Н	ours		RC#
SC0404 Station South	07	00 - 1500		2766
INSTRUCTIONS	STATION	LINE	воотн	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	2345	R610	0915 - 1130
Lunch	Atlantic Av-Barclays Ctr	2345	R610	1130 - 1200
*Elevator Duties (EL310, EL311 & EL312) -see below	Clark St	2 3	R600	1215 - 1345
*Light General Duties- see below	Clark St	23	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.

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2024 STAC Winter Pick			Pick E	Effective Date:	1/14/2024
Job#		н	ours		RC#
SC0405 Station South		0	700 - 1500		2766
INSTRUCTIONS	S	STATION	LINE	воотн	HOURS
Sunday-Satu	rday				
Report on Duty in Full Uniform	H	Borough Hall	2 3	R601A	0700 -
*General Duties- see below	H	Borough Hall	2 3	R601A	0700 - 0900
Perform All Listed Duties At Court St On The "R" Line *General Duties- see below	E	Borough Hall	2 3	R601A	0900 - 1100
Lunch	E	Borough Hall	2 3	R601A	1100 - 1130
Perform All Listed Duties At Court St On The "R" Line *Elevator Duties (EL308 & EL309) -see below		Borough Hall	2 3	R601A	1130 - 1230
Perform All Listed Duties At Court St On The "R" Line *Major Duty - Emergency Stairway - see below		Borough Hall	2 3	R601A	1230 - 1300
*Elevator Duties (EL317 & EL318) -see below		Borough Hall	23	R601A	1300 - 1400
*Light General Duties- see below	I	Borough Hall	23	R601A	1400 - 1500
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). around all street stairways including around elevator. Scrap all mezzanines, control areas, platforms, und passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior b booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove are from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove gras sticker/glue residue. Sanitize all touch points. Clean and disinfect EFR and employee restrooms. Clean are rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are during your tour of duty. *Light General Duties	Clean/Scrap 3ft lerpass, and Turnstiles, FDNY Standpipe tops on all trash ooth panels and all pigeon droppings ffiti, stickers, and and organize supply	3orough Hall	2 3	R601A	1500 -
station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, a Disinfect all urine areas, empty all trash receptacles.	and passageways.				
*Major Duty Cleaning- Emergency Stairway - Daily	Sweep down				
the stairs and disinfect the emergency stairway, contact field supervision before and after task.	Sweep down				
Elevator Duties					
Clean and Polish [ELE#'s] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevel Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and w edge with a dry rag from top to bottom.	ators in 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.

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2024 STAC Winter Pick		Pick B	Effective Date:	1/14/2024
Job#	F	lours		RC#
SC0406 Station South	0	700 - 1500		2771
INSTRUCTIONS	STATION	LINE	воотн	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				

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

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

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

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2024 STAC Winter Pick		Pick H	Effective Date:	1/14/2024	
Job#	Не	Hours			
SC0407 Station South	07	0700 - 1500		2771	
INSTRUCTIONS	STATION	LINE	воотн	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. **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 OMN validators, HPI's. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove all en 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 Pennsylvania 0930-1000 / Wed / Saturday Junius 1300-1340 Clean booth interior, exterior, mop booth floor, wash walls, dust ledges, clean booth interior & exterior windows. 	NY npty ll	3	R632	1500 -	
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.

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2024 STAC Winter Pick		Pick H	Effective Date:	1/14/2024
Job#	Hours			RC#
SC0408 Station South	0	700 - 1500		2771
INSTRUCTIONS	STATION	LINE	воотн	HOURS
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
****N4-i N4 1 9 Throughter				
****Major duties: Monday & Thursday Report Off Duty.	New Lots Av	3	R634	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 New Lots 1300-1320 / Wed / Saturday Van Siclen 1130-1150 Clean booth interior, exterior, mop booth floor, wash walls, dust ledges, clean booth interior & exterior windows. 				
Due To Station Renovation, Pennsylvania Ave 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.

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2024 STAC Winter Pick		Pick E	Effective Date	e: 1/14/2024
Job#	He	ours		RC#
SC0409 Station South	15	00 - 2300		2766
INSTRUCTIONS	STATION	LINE	воотн	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	2345	R610	1840 - 1910
*Major Duty - AFC Equipment - see below	Atlantic Av-Barclays Ctr	2345	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.	1			

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2024 STAC Winter P	lick		Pick E	Effective Date:	1/14/2024
Job#		H	ours		RC#
SC0409 Station	n South	15	500 - 2300		2766
INSTRUCTIONS		STATION	LINE	воотн	HOURS
	Saturday-Sunday				
Report on Duty in Full Uniform	m	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	2345	R610	1840 - 1910
*General Duties- see below		Atlantic Av-Barclays Ctr	2345	R610	1910 - 2130
	h Hanson Place entrance to Barclay Center entrance, and LIRR Track Entrance				
*Elevator Duties (EL310, EL3		Clark St	2 3	R600	2140 - 2230
*Light General Duties- see bel Report off duty.	ow	Clark St Clark St	2 3	R600 R600	2230 - 2300 2300 -
around all street stairways incl passageways. Wipe down & di HEETs/HXT) in control areas Outlets. Clean all widows and receptacles. Remove all stains, booth windows (use water only from all railings, stairways, pla sticker/glue residue. Sanitize all	conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft uding in and around elevators. Scrap all mezzanines, control areas, platforms, underpass, and isinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and y). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon dropping atform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and ll touch points. Clean and disinfect EFR and employee restrooms. Clean and organize supply odorize the entire station upon arriving and departing each station you are assigned to clean	zs			
_	ns and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. y all trash receptacles.				
Sun: Employee facility room, y Sat: Clean polish and dust all Elevator Duties Clean and Polish [EL310, EL3 and exterior panel/ledges on al	AFC equipment, railings and gates in R600 control area. 11 & EL312] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior 1 levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators i ickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe dow				

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	ŀ	lours		RC#
SC0410 Station South	1	500 - 2300		2766
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Borough Hall	23	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	23	R601A	2100 - 2200
*Light General Duties- see below Report Off Duty.	Borough Hall Borough Hall	2 3 2 3	R601A R601A	2200 - 2230 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.				

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

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

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

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2024 STAC Winter Pick		Pick B	Effective Date:	1/14/2024
Job#	F	RC#		
SC0411 Station South	1	500 - 2300		2771
INSTRUCTIONS	STATION	LINE	воотн	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.

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2024 STAC Winter Pick		Pick E	Effective Date:	1/14/2024
Job#	Но	ours		RC#
SC0412 Station South	15	00 - 2300		2771
INSTRUCTIONS	STATION	LINE	воотн	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		3	R630	1810 - 1900
Lunch		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.

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2024 STAC Winter Pick		Pick E	Effective Date:	1/14/2024
Job#	н	ours		RC#
SC0413 Station South	1:	500 - 2300		2771
INSTRUCTIONS	STATION	LINE	воотн	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.

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2024 STAC Winter Pick Pick Effective Date:		Pick E	ffective Date:	1/14/2024
Job#	Но	ours		RC#
SC0414 Station South	23	00 - 0700		2771
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Franklin Av	2345	R622	2300 -
*General Duties- see below	Franklin Av	2345	R622	2300 - 2400
*Major Duties- see below	Franklin Av	2345	R622	2400 - 0100
*Major Duties Floors- see below	Franklin Av	2345	R622	0100 - 0130
Lunch	Franklin Av	2345	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	2345	R622	0600 - 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. *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. Open Public Toilet @ 0700 Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. 		2345	R622	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.

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2024 STAC W	inter Pick		Pick H	Effective Date:	1/14/2024	
Job#			Hours		RC#	
SC0415	Station South		2300 - 0700		2771	
INSTRUCTIONS		STATION	LINE	воотн	HOURS	
	Sunday-Saturday					
Report On Duty In F	Full Uniform.	Kingston Av	3	R624	2300 -	
*General Duties- see	below	Kingston Av	3	R624	2300 - 0100	
*Major Duties Floors	s- 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 b	elow	Nostrand Av	3	R623	0340 - 0440	
*Major Duties Floors	s- see below	Nostrand Av	3	R623	0440 - 0540	
*Major Duties- see b	elow	Kingston Av	3	R624	0550 - 0630	
*General Duties- see	below	Kingston Av	3	R624	0630 - 0700	
Report Off Duty.		Kingston Av	3	R624	0700 -	
all unsanitary condition on non-painted surface validators, HPI's. Wij boxes. Clean mop and mops, empty all mop Deodorize the entire of Daily Major Duties: Of discard all empty box Major Duty Floors-N	ightly					
Remove dust balls an all stairway landings.	ad gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as I 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.

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2024 STAC Winter Pick

Pick Effective Date:	1/14/2024
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Date: 10/27/2023

Sunday-Saturday Report On Duty In Full Uniform E *General Duties- see below E Performed by R602 & R604 on the 4/5 line including the passageway leading to the 2/3 line. E *Major Duty - Booth - see below E Sun R602, Sat R601A E	0 STATION Borough Hall Borough Hall Borough Hall	lours 700 - 1500 LINE 4 5 4 5	BOOTH R602	RC# 2766 HOURS
INSTRUCTIONS Sunday-Saturday Report On Duty In Full Uniform E *General Duties- see below E Performed by R602 & R604 on the 4/5 line including the passageway leading to the 2/3 line. E *Major Duty - Booth - see below E Sun R602, Sat R601A E	STATION Borough Hall Borough Hall Borough Hall	LINE	R602	HOURS
Sunday-Saturday Report On Duty In Full Uniform E *General Duties- see below E Performed by R602 & R604 on the 4/5 line including the passageway leading to the 2/3 line. E *Major Duty - Booth - see below E Sun R602, Sat R601A E	Borough Hall Borough Hall Borough Hall	4 5	R602	
Report On Duty In Full Uniform E *General Duties- see below E Performed by R602 & R604 on the 4/5 line including the passageway leading to the 2/3 line. E *Major Duty - Booth - see below E Sun R602, Sat R601A E	Borough Hall Borough Hall			0700 -
*General Duties- see below E Performed by R602 & R604 on the 4/5 line including the passageway leading to the 2/3 line. E *Major Duty - Booth - see below E Sun R602, Sat R601A E	Borough Hall Borough Hall			10/00 -
Performed by R602 & R604 on the 4/5 line including the passageway leading to the 2/3 line. # *Major Duty - Booth - see below E Sun R602, Sat R601A E	Borough Hall		R602	0700 - 0930
Sun R602, Sat R601A	-			
		2345	R602	0930 - 1000
Crean and disinfect employee facility foom and tonet foom	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
	Borough Hall	4 5	R602	1400 - 1500
	Borough Hall	4 5	R602	1500 -
passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC 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.

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2024 STAC Winter Pick		Pick E	1/14/2024	
Job#		Hours		
SC0417 Station South		0700 - 1500		
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Nevins St	2345	R608	0700 -
*General Duties- see below	Nevins St	2345	R608	0700 - 1100
*Major Duty - Booth - see below - Sun Only	Nevins St	2345	R608	1000 - 1100
Lunch	Hoyt St	23	R606	1110 - 1140
*General Duties- see below	Hoyt St	23	R606	1140 - 1350
*Major Duty - Booth - see below - Sun Only	Hoyt St	23	R606	1250 - 1350
*Light General Duties- see below	Nevins St	2345	R608	1400 - 1500
Report Of Duty	Nevins St	2345	R608	1500 -
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 Star Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all t receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon d from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, sticker sticker/glue residue. Sanitize all touch points. Clean and disinfect EFR and employee restrooms. Clean and organize rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to during your tour of duty.	ndpipe trash and roppings rs, and e supply			
*Light General Duties				
station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passage Disinfect all urine areas, empty all trash receptacles.	ways.			
*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.

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2024 STAC Winter Pick

Pick Effective Date: 1/	14/2024
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Date: 10/27/2023

2024 STAC winter Fick		Hours R(
Job# SC0418 Station South		Hours 0700 - 1500				
			DOOTU	2766		
INSTRUCTIONS	STATION	LINE	воотн	HOURS		
Sunday-Saturday	Atlantia	2245	D610	0700 -		
Report On Duty In Full Uniform	Atlantic Av-Barclays Ctr	2345	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	2345	R610	0700 - 1000		
*Elevator Duties (EL304, EL305 & EL306) -see below	Atlantic Av-Barclays Ctr	2345	R610	1000 - 1100		
Lunch	Atlantic Av-Barclays Ctr	2345	R610	1100 - 1130		
*Major Duties - see below	Atlantic Av-Barclays Ctr	2345	R610	1130 - 1230		
Spot mop all stains, spills, and drag marks then deodorize all areas including elevators	Atlantic Av-Barclays Ctr	2345	R610	1230 - 1400		
*Light General Duties- see below	Atlantic Av-Barclays Ctr	2345	R610	1400 - 1500		
Report Off Duty.	Atlantic Av-Barclays Ctr	2345	R610	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. 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						

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

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

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

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	Pick Effective Date:			1/14/2024
Job#	Но	urs		RC#
SC0419 Station South	070	0 - 1500		2766
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Grand Army Plaza	23	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 -
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 dropping: from all railings, 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- Grand Army Plaza R619				

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

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

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

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2024 STAC Winter Pick	Pick Effective Date:		1/14/2024	
Job#	Но	urs		RC#
SC0420 Station South	070	00 - 1500		2771
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Franklin Av	2345	R622	0700 -
*General Duties- see below	Franklin Av	2345	R622	0700 - 0830
*Public Toilet Duties- see below	Franklin Av	2345	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	2345	R622	1130 - 1200
*Public Toilet Duties- see below	Franklin Av	2345	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	2345	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 disinfe all unsanitary conditions, pigeon droppings, feces, urine, clean and disinfect all trash receptacle, remove all stickers, graffit 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 emp 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 of 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 glass on all elevators in the station. Remove graffit, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down t safety edge with a dry rag from top to bottom. 	i ty ,	2345	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.

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0421 Station South		0700 - 1500		2771
INSTRUCTIONS	STATION	LINE	воотн	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.

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2024 STAC	C Winter Pick	Pick Effective Date		Effective Date:	1/14/2024
Job#			Hours		RC#
SC0421A	Station South		1500 - 2300		2771
INSTRUCTIO	DNS	STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report On Duty *General Duties-	In Full Uniform. - 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	1.	Kingston Av	3	R624	2300 -
deck all stains ar graffiti on non-p validators, HPI's boxes. Clean mo mops, empty all	wipe all handrails. Scrap all mezzanines, control areas and platforms disinfect all unsanitary conditions, nd drag marks, pigeon droppings, feces, urine, clean and disinfect all trash receptacle, remove all stickers, painted surfaces. Wipe down all AFC equipment turnstile, MVM's, gates in control areas including OMNY s. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove all empty op and disinfect employee facility room and bathroom. Clean and disinfect refuse housing daily. Clean all mop buckets at the end of tour.				
	unday Nostrand 2100-2140. Monday & Thursday Kingston 2220-2300 Clean Facility room & Bathroom op floors, clean refrigerator, microwave, refrigerator rack, Quench water cooler, table bench/chair.				

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

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

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

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2024 STAC Winter Pick	STAC Winter Pick Pick Effective Date:		1/14/2024	
Job#	Но	RC#		
SC0422 Station South	070	0 - 1500		2771
INSTRUCTIONS	STATION	LINE	воотн	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				0020 1000
*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.

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2024 STAC Winter Pick	24 STAC Winter Pick Pick Effective Date:		1/14/2024		
Job#	Но	RC#			
SC0422A Station South	1100 - 1900			2771	
INSTRUCTIONS	STATION	LINE	воотн	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	Crown Hts Utica	3 4	R626	1745 - 1900	
Close Public Restrooms at 1900 hours	Av			1000	
Report Off Duty.	Crown Hts Utica Av	3 4	R626	1900 -	
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					

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date	1/14/2024
Job#		Hours		RC#
SC0423 Station South		1500 - 2300		2766
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Borough Hall	4 5	R602	1500 -
*General Duties- see below	Borough Hall	4 5	R602	1500 - 1800
Performed by R602 & R604 on the 4/5 line including the passageway leading to the 2/3 line.			D (02	1000 1000
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
(List major duty to be performed from major duty list) *Light General Duties- see below	Borough Hall	4 5	R602	2130 - 2300
Report Off Duty.	Borough Hall	4 5	R602	2300 -
around all street stairways including around elevator. Scrap all mezzanines, control areas, platforms, underpass, passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstile HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth par booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigect from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stic sticker/glue residue. Sanitize all touch points. Clean and disinfect EFR and employee restrooms. Clean and orga rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned during your tour of duty. *Light General Duties station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and pass Disinfect all urine areas, empty all trash receptacles. "*Major Duty Cleaning-	es, Standpipe all trash nels and on droppings ckers, and anize supply d to clean			
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.

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2024 STAC Winter Pick		Pick E	Effective Date	: 1/14/2024
Job#	ł	lours		RC#
SC0423A Station South	2	2300 - 0700		2766
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Borough Hall	2345	R602	2300 - 0030
*General Duties- see below		0.2.4.5	D (02	0020 0120
*Major Duty Cleaning- see below	Borough Hall	2345	R602	0030 - 0130
*General Duties-Daily - see below	Hoyt St	23	R606	0140 - 0315
Lunch	Hoyt St	23	R606	0315 - 0345
*Major Duty Cleaning- see below	Hoyt St	23	R606	0345 - 0445
*Light General Duties	Borough Hall	2345	R602	0500 - 0545
*Light General Duties	Hoyt St	2 3	R606	0600 - 0645
Report Off Duty.	Borough Hall	2345	R602	0700 -
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 droppin from all railings, 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 suppl 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.	ıgs Iy			
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 & 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 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				

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

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

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

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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	2345	R608	1500 -	
*General Duties- see below	Nevins St	2345	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	2345	R608	1950 - 2050	
Clean and disinfect employee facility room and toilet room	Nevins St	2345	R608	2050 - 2125	
*Light General Duties- see below	Hoyt St	2 3	R606	2130 - 2250	
Report Off Duty	Nevins St	2345	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.

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2024 STAC Winter Pick		Pick E	Effective Date:	1/14/2024
Job#	H	RC#		
SC0424A Station South	23	00 - 0700		2766
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform *General Duties-Daily - see below	Nevins St	2345	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	2345	R610	0210 - 0310
Lunch	Nevins St	2345	R608	0320 - 0350
*Light General Duties - see below	Nevins St	2345	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	2345	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 droppin from all railings, 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 employce restrooms. Clean and organize supp rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clear 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 all levels (street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffit stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dr arg from top to bottom.	ngs I oly n	2345	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.

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2024 STAC Winter Pick

Pick Effective Date:	1/14/2024
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Date: 10/27/2023

2024 STAC WINTER FICK	u.	ours	nective Date		
Job# SC0425 Station South		500 - 2300		RC# 2766	
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday	STATION		booth	nooks	
Report On Duty In Full Uniform	Atlantic	2345	R610	1500 -	
*General Duties- see below	Av-Barclays Ctr Atlantic	2345	R610	1500 - 1830	
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	Av-Barclays Ctr				
*Elevator Duties (EL304, EL305 & EL306) -see below	Atlantic Av-Barclays Ctr	2345	R610	1830 - 1930	
Lunch	Atlantic Av-Barclays Ctr	2345	R610	1930 - 2000	
*Major Duties - see below	Atlantic Av-Barclays Ctr	2345	R610	2000 - 2100	
Clean all signs on walls and columns on local and express platforms	Atlantic Av-Barclays Ctr	2345	R610	2100 - 2200	
*Light General Duties- see below	Atlantic Av-Barclays Ctr	2345	R610	2200 - 2300	
Report Off Duty.	Atlantic Av-Barclays Ctr	2345	R610	2300 -	
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					

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

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

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

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2024 STAC Winter Pick		Pick E	ffective Date:	1/14/2024
Job#	Но	urs		RC#
SC0426 Station South	150	0 - 2300		2766
INSTRUCTIONS	STATION	LINE	воотн	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.

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2024 STAC Winter Pick		Pick E	ffective Date:	1/14/2024
Job#	Но	ours		RC#
SC0427 Station South	15	600 - 2300		2771
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Franklin Av	2345	R622	1500 -
*General Duties- see below	Franklin Av	2345	R622	1500 - 1530
*Public Toilet Duties- see below	Franklin Av	2345	R622	1530 - 1600
*General Duties- see below	Franklin Av	2345	R622	1600 - 1800
Lunch	Franklin Av	2345	R622	1830 - 1900
*General Duties- see below	Botanic Gardens	S	B010	1900 - 2000
Major duties: Monday & Thursday				
*General Duties- see below	Franklin Av	2345	R622	2000 - 2300
Major dution: Wednesday, & Sunday				
Major duties: Wednesday & Sunday Report off duty.	Franklin Av	2345	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.

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024 STAC Winter Pick Pick Effective Date		Effective Date:	1/14/2024	
Job#	Но	RC#		
SC0428 Station South	150	00 - 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.	Crown Hts Utica Av	3 4	R626	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, 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.				

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

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

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

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2024 STA	C Winter Pick		Pick I	Effective Date:	1/14/2024
Job#			Hours		RC#
SC0429	Station South		2300 - 0700		2771
INSTRUCTI	ONS	STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report On Duty	y In Uniform.	President St	2 5	R635	2300 -
*General Dutie	s- see below	President St	2 5	R635	2300 - 2400
*Major Duties-	see below	President St	2 5	R635	2400 - 0030
*Escalator Duti	es [ESC#304] - see below	President St	2 5	R635	0030 - 0100
*General Dutie	s- 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 Dutie	s- 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 Dut	у.	President St	2 5	R635	0700 -
deck all stains a graffiti on non- validators, HPI boxes. Clean m mops, empty al	es s wipe all handrails. Scrap all mezzanines, control areas and platforms disinfect all unsanitary conditions, and drag marks, pigeon droppings, feces, urine, clean and disinfect all trash receptacle, remove all stickers, painted surfaces. Wipe down all AFC equipment turnstile, MVM's, gates in control areas including OMNY 's. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove all empty op and disinfect employee facility room and bathroom. Clean and disinfect refuse housing daily. Clean all l mop buckets at the end of tour. Deodorize the entire station upon arriving and departing each station you clean during your tour of duty.				
Daily Major du discard all emp	ties: Clean all refuse housing/ all refuse rooms, supply rooms, CTA rooms/scrubber rooms, remove and ty boxes.				
Shutdown and interior of escal	s- Contact E&E prior to cleaning, shutdown and restart, (212) 424-4497 clean (ESC#304). Remove gum and damp mop upper and lower landings. Clean and polish exterior and lator panels. Clean adjacent tile walls. Remove all accessible graffiti, stickers, and sticker/glue residue from verhead annunciators.				
all stairway lan	bors-Nightly alls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop dings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as fect 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.

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2024 STAC Winter Pick	Pick Effective Date:			1/14/2024
Job#	Но	urs		RC#
SC0430 Station South	230	0 - 0700		2771
INSTRUCTIONS	STATION	LINE	воотн	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	Flatbush Av Brooklyn College	2 5	R645	0700 -
 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 an				
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.				

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

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

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

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0431 Station South		0700 - 1500		2771
INSTRUCTIONS	STATION	LINE	воотн	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 -
**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 empt 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 Winthrop 1300-1340 Wednesday Sterling 1000-1030 Friday President 0800-0830.				
Clean booth interior, exterior, mop booth floor, wash walls, dust ledges, clean booth interior & exterior windows.				<u> </u>

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0432 Station South		0700 - 1500		2771
INSTRUCTIONS	STATION	LINE	воотн	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.

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2024 STAC Winter Pick			Pick Effective Date:		
Job#			Hours		RC#
SC0432A	Station South		2300 - 0700		2771
INSTRUCTIO	DNS	STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report On Duty *General Duties-		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	•	Church Av	2 5	R639	0700 -
deck all stains ar stickers, graffiti o OMNY validator all empty boxes. Clean all mops, o	s wipe all handrails. Scrap all mezzanines, control areas and platforms disinfect all unsanitary conditions, and drag marks, pigeon droppings, feces, urine, empty clean and disinfect all trash receptacle, remove all on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM's, gates in control areas including rs, HPI's. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove Clean mop and disinfect employee facility room and bathroom. Clean and disinfect refuse housing daily. empty all mop buckets at the end of tour.				
panels/ledges on Remove graffiti,	a (EL320, EL 321). Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior all levels (street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety 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.

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2024 STAC	Winter Pick		Pick H	Effective Date:	1/14/2024
Job#			Hours		RC#
SC0432B	Station South		1500 - 2300		2771
INSTRUCTION	VS	STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report On Duty In *General Duties-		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.		Church Av	2 5	R639	2300 -
deck all stains and stickers, graffiti or OMNY validators all empty boxes. O Clean all mops, er station you are ass Major duties: Wed	tipe all handrails. Scrap all mezzanines, control areas and platforms disinfect all unsanitary conditions, d drag marks, pigeon droppings, feces, urine, empty clean and disinfect all trash receptacle, remove all n non-painted surfaces. Wipe down all AFC equipment turnstile, MVM's, gates in control areas including , HPI's. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove Clean mop and disinfect employee facility room and bathroom. Clean and disinfect refuse housing daily. npty all mop buckets at the end of tour. Deodorize the entire station upon arriving and departing each signed to clean during your tour of duty.				
panels/ledges on a Remove graffiti, s	(EL320, EL 321). Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior Il levels (street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. tickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety og 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.

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2024 STAC	Winter Pick		Pick I	Effective Date:	1/14/2024
Job#			Hours		RC#
SC0433	Station South		1500 - 2300		2771
INSTRUCTIO	NS	STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report on Duty in	n Full Uniform	Church Av	2 5	R639	1500 -
*General Duties-	see below	Church Av	2 5	R639	1500 - 1730
Major duties: Mo	nday/ Thursday				
***Elevator Dution	es- 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: We	dnesday/Sunday				
*General Duties-	see below	Church Av	2 5	R639	2150 - 2300
Report off duty.		Church Av	2 5	R639	2300 -
deck all stains an graffiti on non-pa validators, HPI's. boxes. Clean mop mops, empty all r are assigned to cl	vipe all handrails. Scrap all mezzanines, control areas and platforms disinfect all unsanitary conditions, d drag marks, pigeon droppings, feces, urine, clean and disinfect all trash receptacle, remove all stickers, inted surfaces. Wipe down all AFC equipment turnstile, MVM's, gates in control areas including OMNY Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove all empty and disinfect employee facility room and bathroom. Clean and disinfect refuse housing daily. Clean all nop buckets at the end of tour. Deodorize the entire station upon arriving and departing each station you ean during your tour of duty. mday/ Thursday Church Ave 1620-1700. Wednesday /Sunday Beverly Rd 1900-1940				
Clean Facility roc cooler, table benc Elevator Duties Clean and Polish exterior panel/led station. Remove §	m & bathroom disinfect and mop floors, clean refrigerator, microwave, refrigerator rack, Quench water				

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	Но	urs		RC#
SC0434 Station South	070	0 - 1500		2771
INSTRUCTIONS	STATION	LINE	воотн	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	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				
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.

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2024 STAC	Winter Pick		Pick B	Effective Date:	1/14/2024		
Job#		Hours			Hours		RC#
SC0435	Station South		1500 - 2300		2771		
INSTRUCTIO	NS	STATION	LINE	воотн	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: Mo	nday/ Wednesday						
*General Duties-		Winthrop St	2 5	R637	1735 - 1940		
Major duties: Fri	day						
Lunch	•	Winthrop St	2 5	R637	1940 - 2010		
*General Duties-	see below	President St	2 5	R635	2015 - 2215		
Major duties: Fri	day						
*General Duties-	see below	Sterling St	2 5	R636	2200 - 2300		
Report Off Duty.		Sterling St	2 5	R636	2300 -		
deck all stains an graffiti on non-pa validators, HPI's. boxes. Clean moj mops, empty all p	wipe all handrails. Scrap all mezzanines, control areas and platforms disinfect all unsanitary conditions, d drag marks, pigeon droppings, feces, urine, clean and disinfect all trash receptacle, remove all stickers, ainted surfaces. Wipe down all AFC equipment turnstile, MVM's, gates in control areas including OMNY Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove all empty p and disinfect employee facility room and bathroom. Clean and disinfect refuse housing daily. Clean all mop buckets at the end of tour. Deodorize the entire station upon arriving and departing each station you lean during your tour of duty.						
	nday/ Wednesday Sterling 1600-1630. Winthrop 1800-1830. President Friday 2100-2130. Clean facility , 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.

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2024 STAC Winter Pick	Pick Effective Date:			1/14/2024	
Job#	Hours			RC#	
SC0436 Station South	150	00 - 2300		2771	
INSTRUCTIONS	STATION	LINE	воотн	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 dowr 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, sw		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.

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2024 STAC Winter Pick	Pick Effective Date:			1/14/2024	
Job#	Но	Hours			
SC0436A Station South	230	00 - 0700		2771	
INSTRUCTIONS	STATION	LINE	воотн	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.	Flatbush Av Brooklyn College	2 5	R645	0700 -	
*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					

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

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

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

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2024 STAC Winter Pick Pick Effective Date: 1/14/2024 Job# Hours SC0437 2300 - 0700 **Station South** 2773 **STATION INSTRUCTIONS** LINE BOOTH HOURS Sunday-Saturday Flushing Main St R533 2300 -Report On Duty In Uniform. R533 2300 - 0130 Flushing Main St **General Duties – Daily 0130 - 0245 Flushing Main St R533 .***RTO Facilities Duties R533 0245 - 0315 Flushing Main St Lunch 0315 - 0345 Flushing Main St R533 *Major Duty Cleaning Flushing Main St R533 0345 - 0415 *Station Cleaning Duties- Office/Facilities R533 0415 - 0700 **General Duties – Daily Flushing Main St OPEN PUBLIC RESTROOMS AT 0700 Hours R533 0700 Report Off Duty. Flushing Main St **OPEN PUBLIC RESTROOMS 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 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. 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: Tile/Concrete Walls: Bucket Wash lower portion of walls near booth R533 leading to all street level stairways. Remove spit and shoe marks. 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. 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/Sat: Stairways- Bucket Wash/Mop street stairways, landings and handrails. Wipe handrails dry. Clean adjacent tile walls. Remove all stickers. Thurs: Tile/Concrete Walls: Bucket Wash lower portion of walls near booth R534 leading to all street level stairways. Remove spit and shoe marks. Fri: Trash Receptacles: Wipe clean and disinfect trash receptacles including inside of chrome rim tops. 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 ***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

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

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

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

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2024 STAC Winter Pick

Pick Effective Date:	1/14/2024
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Date: 10/27/2023

1 ICK Effective Date.				1/14/2024	
Job#	Но	Hours			
SC0437A Station South	230	00 - 0700		2773	
INSTRUCTIONS	STATION	LINE	воотн	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	EFMR	N324	0245 - 0345	
*Escalator Duties[ESC#452] see below	Jackson Hts Roosevelt Av	EFMR	N324	0345 - 0445	
*Escalator Duties[ESC#453] see below	Jackson Hts Roosevelt Av	EFMR	N324	0445 - 0545	
*Escalator Duties[ESC#449] see below	Jackson Hts Roosevelt Av	EFMR	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.

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2024 STAC Winter Pick

Pick Effective Date:	1/14/2024
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Date: 10/27/2023

124 STAC WING TRK				
Job#	Но	RC#		
SC0437B Station South	230	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	EFMR	N324	0245 - 0345
*Escalator Duties[ESC#452] see below	Jackson Hts Roosevelt Av	EFMR	N324	0345 - 0445
*Escalator Duties[ESC#453] see below	Jackson Hts Roosevelt Av	EFMR	N324	0445 - 0545
*Escalator Duties[ESC#450] see below	Jackson Hts Roosevelt Av	EFMR	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.

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2024 STAC Winter Pick		Pick E	Effective Date:	1/14/2024
Job#	Hours			RC#
SC0438 Station South	2300 - 0700			2773
INSTRUCTIONS	STATION	LINE	воотн	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	Mets-Willets Point	7	R532	0620 - 0700
*Open public toilets at 0700 hours Report Off Duty.	Mets-Willets Point	7	R532	0700 -
 *General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including 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 ratilings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Daily Sun/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. Mon/Thu: Stairways- Bucket Wash all street level stairways. Clean adjacent tile walls or hand rails. Remove all stickers. 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. *Major Duty Floors-Nightly *Major Duty Floo				

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

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

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

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2024 STAC Winter Pick		Pick l	Effective Date:	1/14/2024	
Job#	Но	urs		RC#	
SC0439 Station South	230	0 - 0700		2773	
INSTRUCTIONS	STATION	LINE	воотн	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 statirways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MYMs, Turnstiles, HEETs/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 dosinfact and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and 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. ClC 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. Meet Tile/Concrete Walls-Bucket wash lower portion of walls in mezzanine and walls leading to all platform and street sta					

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

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

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

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2024 STAC Winter Pick			Effective Date:	1/14/2024
Job#		lours		RC#
SC0439A Station South	2	300 - 0700		2773
INSTRUCTIONS	STATION	LINE	воотн	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 -
Inspect station for 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."				
 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.

around elevator cab. Deodorize cab.

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

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

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2024 STAC Winter Pick		Pick E	ffective Date:	1/14/2024
Job#		Hours		RC#
SC0440 Station South		2300 - 0700		2773
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Jackson Hts Roosevelt Av	EFMR	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 stars (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, handrail		EFMR	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.

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2024 STAC Winter Pick		Pick F	Effective Date	: 1/14/2024
Job#	н	RC#		
SC0441 Station South	23	300 - 0700		277.
INSTRUCTIONS	STATION	LINE	воотн	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	61 St Woodside	7	R523	0130 - 0200
Note: If elevators are out of service, General Duties will be performed	61 St Woodside	7	R523	0200 - 0230
*Major Duty Cleaning- see below	61 St Woodside	7	R523	0230 - 0300
Lunch	61 St Woodside	7	R523	0230 - 0300
**Major Duties- Floors	69 St	7		0340 - 0500
*General Duties- see below		/	R524	
*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 -
*General Duties-Nightly				
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft				
around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down &				
disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas				
including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on				
floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas,				
disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3				
ft.). Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR				
and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean				
during your tour of duty.				
*Major Duty Floors				
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.				
*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.				
**Elevator Dution				
**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.				

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

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

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

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2024 STAC Winter Pick		Pick H	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0442 Station South		2300 - 0700		2773
INSTRUCTIONS	STATION	LINE	воотн	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 -
 *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. *General Duties-Nighty 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 & disinfect all strinway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/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 graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and 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 dropping. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Mon: Stairway/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 graffit/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, ben				

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

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

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

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2024 STAC Winter Pick Pick Effective Date: 1/14/2024 Job# Hours SC0443 2300 - 0700 **Station South** 2773 BOOTH **INSTRUCTIONS STATION** LINE HOURS Sunday-Saturday Queensboro Plaza 7 N W R509 2300 -Report on duty in full uniform. 7 N W R509 2300 - 2400 Queensboro Plaza *General Duties/Major Duty Floors- see below 7 N W 2400 - 0100 Queensboro Plaza R509 ***RTO Facilities Duties Queensboro Plaza 7 N W R509 0100 - 0200 *Major Duty Cleaning- see below 0200 - 0230 Oueensboro Plaza 7 N W R509 Lunch 33 St-Rawson St R516 0240 - 0400 **General Duties- see below R516 33 St-Rawson St 0400 - 0450 *Major Duty Cleaning- see below 33 St-Rawson St R516 0450 - 0550 *Major Duty Floors-- see below Oueensboro Plaza 0600 - 0700 *General Duties- see below 7 N W R509 (Open public toilet at 0700 hours) Report Off Duty. Queensboro Plaza 7 N W R509 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 north & south overpass. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Remove bread crumbs/bird feed observed on station. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/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. 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. 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 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. 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 wash SE Manhattan platform and spot mop ADA tile to remove bird dropping and stains Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. ***RTO Facilities Duties **MUST BE TRACK QUALIFID** 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 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.

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2024 STAC Winter Pick		Pick Effective Date:		1/14/2024 RC#
Job#	Hours			
SC0444 Station South		2300 - 0700		2773
INSTRUCTIONS	STATION	LINE	воотн	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 -
 ⁴General 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. M				

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

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

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

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024 STAC Winter Pick Pick Effective Date:			1/14/2024	
Job#	Но	ours		RC#
SC0444A Station South	23	00 - 0700		2773
INSTRUCTIONS	STATION	LINE	воотн	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 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/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 booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and 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 dropping. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. 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. Wei: Tile/Concrete Walls-Bucket wash lower 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.

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2024 STAC Winter Pick		Pick E	ffective Date:	1/14/2024
Job#	Но	ours		RC#
SC0445 Station South	07	00 - 1500		2773
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Flushing Main St	7	R533	0700 -
*General Duties Daily- see below	Flushing Main St	7	R533	0700 - 0900
OPEN PUBLIC RESTROOM AT 0700 Hours				
*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.	Flushing Main St	7	R533	1500 -
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. 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. 				

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	Но	ours		RC#
SC0446 Station South	07	00 - 1500		2773
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Flushing Main St	7	R533	0700 -
*General Duties Daily- see below	Flushing Main St	7	R533	0700 - 0900
OPEN PUBLIC RESTROOM AT 0700 Hours	Flushing Main St	7	R533	0900 - 1100
*Major Duties Daily- see below *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.	Flushing Main St	7	R533	1500 -
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 graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Mop clean EL414. Clean EFR and employce restrooms. Dedorize 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 sufaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti an				

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

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

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

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2024 STAC Winter Pick Pick Effective Date:				
Job#	Hours			RC#
SC0447 Station South			2773	
			DOOTH	
INSTRUCTIONS Sunday Saturday	STATION	LINE	BOOTH	HOURS
Sunday-Saturday	MA WILL D'A	7	D.522	0700
Report On Duty In Uniform.	Mets-Willets Point	7	R532	0700 -
*General Duties- see below *Open public toilets at 0700 hours	Mets-Willets Point	/	R532	0700 - 0915
* RTO Duties – see below	Mets-Willets Point	7	R532	0930 - 1030
Corona Yard-Refuse				
*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
*Meier Dete Cleaning and Islam	103 St-Corona	7	R529	1300 - 1345
*Major Duty Cleaning – see below	Plaza			
*Major Duties Floors	103 St-Corona	7	R529	1345 - 1425
*General Duties – see below	Plaza Mets-Willets Point	7	R532	1435 - 1500
Report Off Duty.	Mets-Willets Point	7	R532	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 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.				

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

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

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

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2024 STAC Wi	nter Pick	Pick Effective Date:			1/14/2024
Job#		Но	urs		RC#
SC0448	Station South	070	0 - 1500		2773
INSTRUCTIONS		STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report On Duty In Fu	ll Uniform.	82 St-Jackson Hts	7	R526	0700 -
*General Duties- see	below	82 St-Jackson Hts	7	R526	0700 - 0930
* Major Duty Cleanin	g – see below	82 St-Jackson Hts	7	R526	0930 - 1030
*Major Duties - Floor	S	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 Cleanin	g – see below	111 St	7	R530	1300 - 1345
*Major Duties - Floor	S	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 -
(MVMs, Turnstiles, H pigeon droppings from all trash receptacles. I mezzanine floors. Moj ADA tactile as require of trash receptacle. Cl points. Clean and disi	and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment EETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all n all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and p all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ed. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base ean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch nfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station arting each station you are assigned to clean during your tour of duty.				
including Halon Sense debris. Clean deal tray Mon/Sat: Tile/Concre stairways. Remove sp Tue/Thu: Bird Droppi remove bird dropping Wed: Platform Cleaning housings to remove st chrome tops. Wipe top Fri: Platform Cleaning	oth R526 & R530 and interior and exterior. Sweep and mop floor, wash walls, dust top of ledges ors and Fire Extinguishers. Wipe ceiling slats and exhaust cover clean. Empty garbage. Remove all <i>x</i> . te Walls-Bucket wash lower portion of walls in mezzanine and leading to all platform and street it, shoe marks, grime and dust build-up. Wipe window/ledges. ng Removal: Deck brush all areas of the mezzanine and stairway handrails leading to platform to and stains. Wipe handrails dry. ng: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister ains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including o dry. g: Deck wash NB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister ains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including o dry.				
mezzanine floors and	m and bird droppings from floors. Remove all stains, spills, and drag marks from platform and around benches and trash receptacles. Mop all stairway landings. Deck brush and disinfect gutters, tform 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.

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2024 STAC Winter Pick		Pick Effective Date		
Job#	Но	urs		RC#
SC0449 Station South	070	0 - 1500		2773
INSTRUCTIONS	STATION	LINE	воотн	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 uncound all street stairways in including the overpasses and stairways leading to and fro Scrap all mezzanines, control areas, latforms, underpass, and passageways. Wipe down & disinfect 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 sigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on the receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and nezzanine floors. 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 soints. 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 neuluding Halon Sensors and Fire Extinguishers. Wipe ceiling slats and exhaust cover clean. Empty garbage. Remove all ledvirs. Tile/Concrete Walls-Bucket wash lower portion of walls in mezzanine and leading to platform and street stairways. Remove spit, showe marks, grine and dust build-up. Wipe window/cledges. 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 NB 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.

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2024 STAC Winter Pick Pick Effective Date:			1/14/2024	
Job#	H	lours		RC#
SC0450 Station South	(700 - 1500		2773
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Jackson Hts Roosevelt Av	EFMR	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.	Jackson Hts Roosevelt Av	EFMR	N324	1500 -
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/glud residue. Sanitize all touch points. Clean EFR and 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 recepta				
 *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. 	2			

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

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

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

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2024 STAC Winter Pick		Pick E	ffective Date	e: 1/14/2024
Job#	ŀ	lours		RC#
SC0451 Station South	0	700 - 1500		2773
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Jackson Hts Roosevelt Av	EFMR	N324	0700 -
*General Duties- see below	Jackson Hts Roosevelt Av	EFMR	N324	0700 - 0900
RTO Duties - 08300900 (see below)				
*Major Duty (Daily)- see below	Jackson Hts Roosevelt Av	EFMR	N324	0900 - 1130
Lunch	Jackson Hts Roosevelt Av	EFMR	N324	1130 - 1200
*Major Duty Cleaning - see below	Jackson Hts Roosevelt Av	EFMR	N324	1200 - 1300
*General Duties- see below	Jackson Hts Roosevelt Av	EFMR	N324	1300 - 1500
Report Off Duty.	Jackson Hts	EFMR	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.	Roosevelt Av			
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 tra				
***RIO 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. 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.

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2024 STAC Winter Pick		Pick E	ffective Date	: 1/14/2024	
Job#			Hours		RC#
SC0451A	Station South		0700 - 1500		2773
INSTRUCTION		STATION	LINE	BOOTH	HOURS
	Sunday-Saturday			2224	0700
Report On Duty In	Uniform.	Jackson Hts Roosevelt Av	EFMR	N324	0700 -
*General Duties- se	ee below	Jackson Hts Roosevelt Av	EFMR	N324	0700 - 0900
ELV Duties 0830-(0900 (EL421)				0000 1100
*Major Duty (Dail)	y)- see below	Jackson Hts Roosevelt Av	EFMR	N324	0900 - 1130
Lunch		Jackson Hts Roosevelt Av	EFMR	N324	1130 - 1200
Public Toilets I clo	ose/dean 1200-1300)	Jackson Hts Roosevelt Av	EFMR	N324	1200 - 1300
*General Duties- se	ee below	Jackson Hts	EFMR	N324	1300 - 1500
ELV Duties 1430-1	1500	Roosevelt Av			
Report Off Duty.		Jackson Hts Roosevelt Av	EFMR	N324	1500 -
Inspect station for around all street sta underpass, and pass Turnstiles, HEETs/ Standpipe Outlets. mezzanine trash re- gutters and sanitary all ledges and benc	 (All duties are performed on E/F/M/R Lines-Roosevelt Ave) SB platform, N323 control area, nd intermediate mezzanines unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft airways including bus loading areas. Scrap all NB, SB middle mezzanines, control areas, platforms, sageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Clean all windows and station signs. Empty, disinfect and clean chrome tops on all NB, SB and middle ceptacles. Remove all stains, spills and drag marks on floor areas. Disinfect all urine areas, disinfect y bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Cleat she converse of the entire station upon arriving and departing each station you are assigned to clean during the entire station upon arriving and departing each station you are assigned to clean during 	an			
*Major Duty Clear area.	ning- Weekly (All duties are performed on E/F/M/R Lines-Roosevelt Ave) S/B platform N323 control				
equipped) dispense Remove all sticker Tue/ Thu: Graffiti- on NB platform. W floors. Spot mop p Wed/ Fri: Graffiti- on SB platform. W floors. Spot mop p	vee Toilet wipe down all surfaces, walls, modesty panels, vanity mirrors, electrical hand dryer (if ers and holders. Clean sink and faucets. Clean commodes with toilet brush. Empty all trash receptacles. s and residue. Sweep, mop and disinfect toilet. Free/Digital Panels: Remove stains, scuff marks and fingerprints from "graffiti-free and digital ad-panels Vipe clean chrome rims and tops on all trash receptacles. Remove dust balls and gum from NB platform latform to remove spills and stains. Disinfect platform ends. Mop EL422 Free/Digital Panels: Remove stains, scuff marks and fingerprints from "graffiti-free and digital ad-panels Vipe clean chrome rims and tops on all trash receptacles. Remove dust balls and gum from SB platform latform to remove spills and stains. Disinfect platform ends. Mop EL422 Fipe clean chrome rims and tops on all trash receptacles. Remove dust balls and gum from SB platform latform to remove spills and stains. Disinfect platform ends. Mop EL421 : Tidy and organize rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Restock supplie	3"			
Tile Walls: Deck b spit, shoe marks an stickers/graffiti from Clean and disinfect Tile Walls: Deck b mezzanine stairway handrails. Wipe hat Clean and disinfect Tile Walls: Deck b mezzanine stairway	ly t N323 SG-4 Middle Mezzanine Unmanned Area: (HEET / Broadway & 74 St Exit Area) brush lower portion of stairway (S3) and mezzanine (M3A-B) walls, gutters and sanitary bases to remove and dust build-up. Deck brush street stairways, landings and handrails. Wipe handrails dry. Remove all m signs. Disinfect area t Upper Middle Mezzanine to Street/N324 Booth Area brush and damp mop stairway S4A-B-C to remove pigeon droppings. Deck brush lower portion of y M4A-B-C walls, gutters and sanitary bases to remove spit, shoe marks and dust build-up. Deck brush ndrails dry. Remove all stickers/graffiti from signs. Disinfect area. t N324 SG-2/SG-3: (75 St & Broadway Exit Area) brush and damp mop stairway S4A-B-C to remove pigeon droppings. Deck brush lower portion of y M4A-B-C walls, gutters and sanitary bases to remove spit, shoe marks and dust build-up. Deck brush ndrails dry. Remove all stickers/graffiti from signs. Disinfect area. t N324 SG-2/SG-3: (75 St & Broadway Exit Area) brush and damp mop stairway S4A-B-C to remove pigeon droppings. Deck brush lower portion of y M4A-B-C walls, gutters and sanitary bases to remove spit, shoe marks and dust build-up. Deck brush orush and damp mop stairway S4A-B-C to remove pigeon droppings. Deck brush lower portion of y M4A-B-C walls, gutters and sanitary bases to remove spit, shoe marks and dust build-up. Deck brush ndrails dry. Remove all stickers/graffiti from signs. Disinfect area.	e			
equipped) dispense	omen public toilets. Wipe down all surface walls modesty panels, vanity mirrors. electric hand dryers (if er and holders. Clean sink and facet Clean commodes with toilet brush. Remove all graffiti and stickers Empty trash cans. Sweep, mop. and disinfect the floor. Replenish paper (toilet paper. paper towels. toile				
***Elevator Duties Clean and polish E	s: 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		

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

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

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

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#	Hours			RC#
SC0452 Station South	07	700 - 1500		2773
INSTRUCTIONS	STATION	LINE	воотн	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. *General Duties	69 St	7	R524	1500 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/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.

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2024 STAC Winter Pick		Pick Pick Effective Date:		
Job#	ŀ	lours		RC#
SC0453 Station South	0	700 - 1500		2773
INSTRUCTIONS	STATION	LINE	воотн	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 -
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/glu 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, 54, 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 networks. Sp Blatform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird dropping	e			

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

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

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

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2024 STAC Winter Pick		Pick B	Effective Date:	1/14/2024
Job#	Но	urs		RC#
SC0454 Station South	070	0 - 1500		2773
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday	SIIIIOI		Doom	noem
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 -
 *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 & 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 al 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 pigcon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffit, stickers, and sticker/glu residue. Sanitize all touch points. Clean EFR and employce restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duties - (Daily) 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. *Major Duty Cleaning- Sun: Booth-Clean booth R507 & 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. Mon/Sat: Tile/Concrete Walls-Bucket wash lower portion of walls in mezzanine and walls leading to all platform and street stairways. Remove spit, shee mar				

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

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

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

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2024 STAC Winter Pick		Pick H	1/14/2024	
Job#	I	Hours		
SC0455 Station South		0700 - 1500		2773
INSTRUCTIONS	STATION	LINE	воотн	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, 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 'I' platforms to remove bird dropping, dirt, grime, stains and dust build-up. Remove gum from platform stairways. Weit 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.<!--</td--><td></td><td></td><td></td><td></td>				

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

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

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

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2024 STAC Winter Pick

Pick Effective Date:	1/14/2024
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Date: 10/27/2023

Job#		ours		RC#
SC0456 Station South	1500 - 2300			2773
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Flushing Main St	7	R533	1500 -
**General Duties – Daily-see below	Flushing Main St	7	R533	1500 - 1600
* Public Restroom Cleaning (1530-1600) – see below				
Note-If public toilets out of service, General Duties will be performed **Elevator Duties EL414- see below	Flushing Main St	7	R533	1600 - 1645
* General Duties - see below	Flushing Main St	7	R533	1645 - 1900
* Close Public Restrooms at 1900 hours				
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.	Flushing Main St	7	R533	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 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. 				
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.

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2024 STAC Winter Pick

Pick Effective Date:	1/14/2024
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Date: 10/27/2023

Job#	F	lours		RC#
SC0457 Station South	1	500 - 2300		2773
INSTRUCTIONS	STATION	LINE	воотн	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 -
 *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 & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/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 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. Tue/Wed: Tile/Concrete Walls-Bucket wash lower portion of				
*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.				

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

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

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

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2024 STAC Winter Pick		Pick E	ffective Date:	1/14/2024
Job#	Но	urs		RC#
SC0458 Station South	150	1500 - 2300		
INSTRUCTIONS	STATION	LINE	воотн	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 stairways 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 moop 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 graffit, 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 liceluding chrome tops. Wipe top dry. Mon/Sat: Bird Dropping Removal: Deck brush all areas of the mezzanine and stairway handrails 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 chro				

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

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

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

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2024 STAC Winter Pick

Pick Effective Date:	1/14/2024
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Date: 10/27/2023

Job#			I	RCŧ		
SC0459	Station South			1500 - 2300		277
INSTRUCTION	NS		STATION	LINE	воотн	HOURS
		Sunday-Saturday				
_			Jackson Hts	EFMR	N324	1500 -

Report On Duty In Uniform.	Jackson Hts Roosevelt Av	EFMR	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	EFMR	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	EFMR	N324	1830 - 1900
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	EFMR	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.

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2024 STAC Winter Pick		Pick E	ffective Date	e: 1/14/2024
Job#		Hours		RC
SC0460 Station South		1500 - 2300		277
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Jackson Hts Roosevelt Av	EFMR	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, around all street stairways including bus loading areas. Scrap all NB, SB middle mezzanines, control areas, p underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI U Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all NB, SI mezzanine trash receptacles including bus loading area. Remove all stains, spills and drag marks on floor area N324 booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, o gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside area all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFI employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to your tour of duty. ***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	/Scrap 3ft latforms, (MVMs, Jnits, FDNY B and middle as. Empty disinfect as (3 ft.) Clean R and o clean during Jackson Hts	E F M R E F M R	N324 N324 N324	1500 - 1900
Sun: Ine/Concrete Walls-Bucket wash lower portion of walls in middle mezzanine in area by ES451, ES452 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 d 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. Bu disinfect housing. Wed: Tile/Concrete Walls-Bucket wash lower portion of gutter walls in middle mezzanine from 75 St & B'w 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 re Fri: Graffiti-Free/Digital Panels: Remove stains, scuff marks and fingerprints from "graffiti-free and digital ad NB and SB platforms. Wipe clean chrome rims and tops on all trash receptacles. Spot mop platform to remov stains. Disinfect platform ends. Sat: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirn hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl b all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish pa (toilet tissue, paper towels, toilet seat covers) and soap as needed. Employee Facility Room- Wipe down all s including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Emp sweep, mop and disinfect floors. Wipe down Fire Extinguishers.	ebris and acket wash and ay Exit down esidue. -panels" on 'e spills and fors, electric prush. Remove per stock surfaces			
Lunch	Jackson Hts Roosevelt Av	EFMR	N324	1930 - 2000
***RTO Facilities Duties Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, a women/men restrooms. Wipe down all surfaces including Quench machines, tables and seats and modesty par trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MU OWN CLEANING AND PAPER STOCK SUPPLIES.	and Jackson Hts Roosevelt Av JST PROVIDE	EFMR	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 ba spit, shoe marks and dust build-up. Deck brush street stairways, landings and handrails. Wipe handrails dry. F 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 stairway M4A-B-C walls, gutters and sanitary bases to remove spit, shoe marks and dust build-up. Deck brush 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 por mezzanine stairway M4A-B-C walls, gutters and sanitary bases to remove spit, shoe marks and dust build-up. handrails. Wipe handrails dry. Remove all stickers/graffiti from signs. Disinfect area.	ses to remove Remove all mezzanine h handrails. tion of Deck brush	EFMR	N324	2030 - 2145
*General Duties - See Above	Jackson Hts Roosevelt Av	EFMR	N324	2145 - 2300
Report Off Duty.	Jackson Hts Roosevelt Av	EFMR	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.

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2024 STAC Winter Pick		Pick B	Effective Date:	1/14/2024
Job#	H	lours		RC#
SC0461 Station South	1	500 - 2300		2773
INSTRUCTIONS	STATION	LINE	воотн	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 -
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.	e			
 *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, 	t			

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

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

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

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2024 STAC Winter Pick	Но		Effective Date:	
Job# SC0461A Station South		0 - 2300		RC# 2773
			DOOTH	
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday		17	D 520	11500
Report On Duty In Uniform.		7	R532	1500 -
*General Duties – Daily	Mets-Willets Point Mets-Willets Point	7	R532 R532	1500 - 1630
*General Duties – Daily Corona Yard- Refuse ***RTO Duties	Mets-willets Point	/	K332	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.	Mets-Willets Point	7	R532	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. 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 				

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

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

floor. Replenish paper (toilet paper, paper towels, toilet seat covers) and soap as needed

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

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Pick Effective Date:	1/14/2024
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Date: 10/27/2023

Job#		Hours			RC#		
SC0462	Station South	150	00 - 2300		2773		
INSTRUCTIONS		STATION	LINE	воотн	HOURS		
	Sunday-Saturday						
Report On Duty In Fu	ıll Uniform.	Queensboro Plaza	7	R509	1500 - 1650		
*General Duties- see	below						
*(Public Toilet Duties							
	out of service, General Duties listed will be performed	Hunters Point Av	7	R507	1700 - 1800		
*General Duties- see		Hunters Point Av	7	R507	1800 - 1850		
*Major Duties- see be			/				
Public Toilet Duties-s	ce below c Restrooms at 1900 hours*	Queensboro Plaza		R509	1900 - 1930		
Lunch		Queensboro Plaza	7	R509	1930 - 2000		
*Major Duties- see be	elow	Queensboro Plaza	7	R509	2000 - 2050		
**RTO Facilities Dut		Queensboro Plaza	7	R509	2100 - 2150		
*General Duties- see		Hunters Point Av	7	R507	2200 - 2250		
Report Off Duty.		Queensboro Plaza	7	R509	2300 -		
around all street stairy passageways. Wipe de HEETs/HXT) in cont Outlets. Clean all win stains, spills and drag only). Disinfect all ur stairways, platform ar Sanitize all touch poin each station you are a *Major Duty Cleaning Sun: Platform Cleanin housings to remove st chrome tops. Wipe to Mon/Sat: Bird Dropping Tue/Wed: Tile/Concre stairways. Remove sp Thu: Platform Cleanin housings to remove st chrome tops. Wipe to Fri: CTA/Supply Roo Employee Toilets- Ch dryers (if equipped) d graffiti and stickers in	 sanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft ways including north and south overpass. Scrap all mezzanines, control areas, platforms, underpass, and own & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, rol areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe dows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water ine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, do outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. nts. Clean EFR and employee restrooms. "Deodorize the entire station upon arriving and departing ussigned to clean during your tour of duty. g-) (Queensboro Plaza 1930-2030) (Hunters Point 2130-2230) ng: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister tains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including p dry. Remove bread crumbs/bird feed. ing Removal: Deck brush all areas of the mezzanine and stairway handrails leading to platform to and stains. Wipe handrails dry. te Walls-Bucket wash lower portion of walls in mezzanine and walls leading to all platform and street it, shoe marks, grime and dust build-up. Wipe window/ledges. ng: Deck wash NB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister tains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including p dry. Remove Brad rumbs/bird feed. 						
women/men restroom trash cans, sweep, mc OWN CLEANING A ***Public Toilet Duti Clean Men and Wome (if equipped) dispense and stickers including towels, toilet seat cov Note: Task subject to	patcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and s. Wipe down all surfaces including Quench machines, tables and seats and modesty panels. Empty all p and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE ND 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.

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0463 Station South		1500 - 2300		2773
INSTRUCTIONS	STATION	LINE	воотн	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 -
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 acterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue Sanitize all touch points. Clean EFR and 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. Remove and astire 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 pla				

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

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

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

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2024 STAC Winter Pick		Pick H	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0464 Station South		2300 - 0700		2768
INSTRUCTIONS	STATION	LINE	воотн	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 -
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 Bathroom and EFR 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 N/B side of Island Platform, all ADA Tactiles Tuesday/ Wednesday : Clean and Disinfect Trash Receptacles, Shine Cylinder Saturday : Clean and Disinfect Trash Receptacles, Shine Cylinder Saturday : Clean and Disinfect Canister Housing Island Platform Major Duty Floors-Nightly				
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.

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2024 STAC Winter Pick		Pick H	Effective Date:	1/14/2024
Job#	Но	ours		RC#
SC0464A Station South	210	00 - 0500		2768
INSTRUCTIONS	STATION	LINE	воотн	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.

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	Но	ours		RC#
SC0465 Station South	22	00 - 0600		2768
INSTRUCTIONS	STATION	LINE	воотн	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 -
around all street stairways including 370 Jay St 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 mezzanin floors. Mog 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. Mu all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect Island Platform Specifically Area near Elevator #709 Mon: 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 N/B Platform Stairways: Clean, Scrub, and Disinfect area under Platform Stairways, Behind Chrome Railing St: N103 Assist CTA Job# 712 Cleaning Tile W	ee			

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

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

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

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2024 STAC Winter Pick Pick Effective Date: 1/14/2024 Job# Hours RC# SC0466 2300 - 0700 **Station South** 2769 **STATION** HOURS **INSTRUCTIONS** LINE BOOTH Sunday-Saturday Report On Duty In Full Uniform. Hoyt Schermerhorn A C G N108 2300 - 0230 Perform*General Duties- see below Perform * Major Duty Floors-Nightly (0030-0130) Hoyt Schermerhorn A C G N108 0230 - 0300 Lunch N108 Perform *General Duties- see below Hoyt Schermerhorn A C G 0300 - 0700 Perform **Major Cleaning (0330-0430) Report Off Duty Hoyt Schermerhorn A C G N108 0700 -*General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. *Major Duty Cleaning- (0030-0130) 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. **Major Duty Cleaning- 0330-0430) 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

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0467 Station South		2300 - 0700		2769
INSTRUCTIONS	STATION	LINE	воотн	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.	Nostrand Av	A C	N116	0700 -
*General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.				
 **Major Duty Cleaning- 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. 				

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

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

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

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2024 STAC Winter Pick

Pick Effective Date:	1/14/2024
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Date: 10/27/2023

Job#	ŀ	lours		RC#
SC0468 Station South	2	300 - 0700		2769
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Rockaway Av	С	N122	2300 - 0130
Perform *General Duties- see below				
Perform *Major Cleaning (0030-0130) Perform *General Duties- see below	Ralph Av	С	N121B	0130 - 0230
Lunch	Ralph Av	C	N121B	0230 - 0300
Perform *General Duties- see below	Ralph Av	С	N121B	0300 - 0450
Perform *Major Duty Floors-Nightly (0300-0400)	1			
Perform *Major Cleaning (0400-0450) Perform *General Duties- see below	Rockaway Av	С	N122	0500 - 0700
Perform *Major Duty Floors-Nightly (0500-0600)	Kockaway Av	C	18122	0300 - 0700
Report Off Duty.	Rockaway Av	С	N122	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/reft housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you a assigned to clean during your tour of duty. *Major Duty Floors-Nightly	use			
Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. M 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-	1ор			
 ROČKAWAY: 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. Remoto 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 Extinguisher 	ove			
 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 Extinguisher 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 				

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	Но	urs		RC#
SC0469 Station South	230	0 - 0700		2776
INSTRUCTIONS	STATION	LINE	воотн	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 - 0100
Recheck-Clean/disinfect public bathrooms	Broadway Junction	A C	N124	0100 - 0200
<pre>**Escalator Duties [ESC #347] - see below **Escalator Duties [ESC #330]- see below</pre>	Broadway Junction	A C	N124	0200 - 0300
Lunch	Broadway Junction	AC	N124	0300 - 0330
**Escalator Duties [ESC #331] – see below	Broadway Junction	AC	N124	0330 - 0430
***Major Duties- see below	Broadway Junction		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.) Clear all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean 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. 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 an				

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

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

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

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Pick Effective Date: 1/14/2024
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Date: 10/27/2023

	Hours		RC#
			2777
STATION	LINE	воотн	HOURS
Euclid Av	A C	N128	2300 - 0030
F 1'1 A		N120	0020 0120
			0030 - 0130
			0130 - 0210
			0210 - 0300
			0300 - 0330
			0330 - 0530
Euclid Av	A C	N128	0530 - 0615
Euclid Av	A C	N128	0615 - 0700
Euclid Av	A C	N128	0700 -
	STATION Euclid Av Euclid Av Euclid Av Euclid Av Euclid Av Euclid Av Euclid Av Euclid Av	Euclid AvA CEuclid AvA C	STATIONLINEBOOTHEuclid AvA CN128Euclid AvA CN128

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

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

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

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024	
Job#	Hours			RC#	
SC0471A Station South	23	600 - 0700		2777	
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform.	Rockaway Blvd	А	N134	2300 - 0100	
*General Duties- see below				0100 0000	
*Major Duty Floors- see below	Rockaway Blvd	A	N134	0100 - 0200	
*Major Duty- see below	Rockaway Blvd	A	N134	0200 - 0230	
Lunch	Rockaway Blvd	А	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.	Rockaway Blvd	A	N134	0640 - 0700	
Re-scrap station. Remove all spills from floors. Report Off Duty.	Rockaway Blvd	A	N134	0700 -	
around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and 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.					

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

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

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

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2024 STAC Winter Pick

Pick Effective Date:	1/14/2024
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Date: 10/27/2023

Job#	He	ours		RC#		
SC0472 Station South	2300 - 0700			2777		
INSTRUCTIONS	STATION	LINE	воотн	HOURS		
Sunday-Saturday						
Report On Duty In Full Uniform.	Ozone Park	А	N141	2300 - 0030		
*General Duties- see below	Lefferts Blvd Ozone Park	A	N141	0030 - 0130		
**Major Duty- see below	Lefferts Blvd		11141	0050 - 0150		
**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	А	N139	0320 - 0450		
**Major Duties- see below	111 St	А	N139	0450 - 0550		
Inspect station for unsanitary conditions and correct.	Ozone Park	А	N141	0600 - 0700		
Re-scrap station. Remove all spills from floors. Report Off Duty.	Lefferts Blvd Ozone Park	A	N141	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 [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. Restock supplies. Wei: Q-Panels/Wind Breakers: Remove tains and scuff marks from 'Panels' on platforms. Thur: Employee Toilets- Clean and Nipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffit and stickers including residue. Empty trash cans, sweep, mog and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Fri: Pick Up Suppl	Lefferts Blvd					

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

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

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

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2024 STAC Winter Pick Pick Effective Date: 1/14/2024 Job# Hours SC0473 2300 - 0700 **Station South** 2777 **INSTRUCTIONS STATION** LINE BOOTH HOURS Sunday-Saturday Aqueduct North N181 2300 - 0100 Report On Duty In Full Uniform. А Conduit Av *General Duties- see below Aqueduct North N181 0100 - 0145 А **Major Duty "Floors"- see below Conduit Av Aqueduct North N181 0145 - 0230 А **Major Duties- see below Conduit Av Aqueduct North N181 0230 - 0300 Α Lunch Conduit Av Racetrack: Aqueduct North N181 0310 - 0500 Α Conduit Av *General Duties- see below Aqueduct North N181 0500 - 0545 Racetrack: Α Conduit Av **Major Duty "Floors"- see below Racetrack: Aqueduct North N181 0545 - 0620 А **Major Duties- see below Conduit Av Aqueduct North N181 0630 - 0700 А *Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors. Conduit Av Aqueduct North N181 0700 -Report Off Duty. А Conduit Av *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and 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.

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2024 STAC Winter Pick

Pick Effective Date:	1/14/2024
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Date: 10/27/2023

Job#	Hou	ırs		RC#	
SC0474 Station South	2300	0 - 0700		2777	
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform. *General Duties- see below	Far Rockaway Mott	А	N196	2300 - 0100	
**Major Duties- see below	Far Rockaway Mott Av	А	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		N196	0200 - 0230	
Lunch	Far Rockaway Mott	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	А	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		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 floors. Wipe down Fire Extinguishers. Mor: Refuse Housing. Wipe down Fire extinguishers. 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 fau		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.

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0475 Station South		2300 - 0700		2777
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Satur	·day			
Report On Duty In Full Uniform.	Beach 67 St	А	N191	2300 - 0030
*General Duties- see below				
**Elevators Cleaning Duties- see below	Beach 67 St	A	N191	0030 - 0130
**Major Duties- see below	Beach 67 St	A	N191	0130 - 0230
(List major duty to be performed from major duty list	Beach 67 St	A	N191	0230 - 0300
	Beach 60 St	A	N191	0230 - 0300
*General Duties- see below	Beach 60 St	A	N192	0510 - 0510
**Major Duties- see below	Beach 67 St	A	N192	0620 - 0700
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors. Report Off Duty	Beach 67 St	A	N191	0700 -
Report On Duty	Beden 67 St			0700 -
*General Duties-Daily				
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street).				
around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways.				
disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in c				
including OMNY validators, Wipe down all digital ad panels. HPI Units, FDNY Standpipe Outlets. Re droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chror				
receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from plat				
floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Sp				
tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on				
trash receptacle. Clean all Windows and stations Signs. Clean all ledges and benches. Remove graffiti, s				
sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean E restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clea				
of duty.	n during your tour			
n duty.				
Major Duty Floors-Nightly				
Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and me				
all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean AD required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse hous				
**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	l exterior			
panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all ele				
Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wi				
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 machine				
microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down				
Mon: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash housing.				
Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and e	mpty 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, elect				
equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Ren stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock				
towels, toilet seat covers) and soap as needed.	(conce ussue, paper			
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.

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	н	ours		RC#
SC0476 Station South	1:	500 - 2300		2777
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Rockaway Blvd	А	N134	1500 - 1730
*General Duties- see below				
**Major Duties- see below	Rockaway Blvd	А	N134	1730 - 1830
Lunch	Rockaway Blvd	А	N134	1830 - 1900
*General Duties- see below	104 St	А	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	А	N134	2220 - 2300
Report Off Duty	Rockaway Blvd	А	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 tra receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzan floors. 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 employed restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tou of duty.	e			
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, electri- hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remo all graffiti and stickers including 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 Extinguishe Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.	ove			

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	Но	ours		RC#
SC0477 Station South	06	00 - 1400		2768
INSTRUCTIONS	STATION	LINE	воотн	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 -
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 window (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/gi residue. Sanitize all touch points. Clean 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, 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 a trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVII OWN	ns lue i			

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

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

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

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2024 STAC Winter Pick		Pick B	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0478 Station South		0700 - 1500		2768
INSTRUCTIONS	STATION	LINE	воотн	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. *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.	High St	A C	N100	1500 -
 **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 : Clean Employee Facility rooms and Bathrooms : 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 N/B side of Island Platform , all ADA Tactiles Tuesday/ Wednesday : Clean Disinfect S/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.

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2024 STAC Winter Pick		Pick B	Effective Date:	1/14/2024
Job#	Но	urs		RC#
SC0479 Station South	150	00 - 2300		2773
INSTRUCTIONS	STATION	LINE	воотн	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, Turnstles, HEETs/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 graffitti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and 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: 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. Deck mash lower portion of walls in mezzanice 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. Tice/X/Su				

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

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

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

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2024 STAC Winter Pick Job#

Pick Effective Date:	1/14/2024
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Date: 10/27/2023

Job#	ŀ	lours		RC#
SC0480 Station South	0	700 - 1500		2769
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform Perform *General Duties- see below	Rockaway Av	С	N122	0700 - 0850
Perform *General Duties- see below	Ralph Av	С	N121B	0900 - 1100
Lunch	Ralph Av	С	N121B	1100 - 1130
Perform *General Duties- see below Perform *Major Cleaning (1200-1240)	Ralph Av	С	N121B	1130 - 1250
Perform *General Duties- see below	Rockaway Av	С	N122	1300 - 1500
Report Off Duty.	Rockaway Av	С	N122	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scra around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platfor underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MV Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior boo and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pig droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove gra stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the enti- upon arriving and departing each station you are assigned to clean during your tour of duty.	orms, /Ms, , FDNY e tops on oth panels eon ffiti,			
*Major Duty Cleaning-				
 RALPH AV Sun: Booth- Clean booth [booth # N121B] interior and exterior. Sweep and mop floor, wash walls, dust top of led 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 hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper s (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 boxe loose debris from refuse inserts and disinfect. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwa 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 chem bottles. Wipe down Fire Extinguishers. Restock supplies. Fri: Supply Room-Clean Organize and Replenish Supply room Sat: Clean closed Area 	, electric . Remove tock s. Remove ve. Empty			

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

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

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

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2024 STAC Winter Pick		Pick E	Effective Date:	1/14/2024
Job#	Hours			RC#
SC0480A Station South	1	500 - 2300		2769
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below	Ralph Av	С	N121B	1500 - 1630
*General Duties- see below	Rockaway Av	С	N122	1640 - 1830
Lunch	Rockaway Av	С	N122	1830 - 1900
*General Duties- see below Major Cleaning (2000-2040)	Rockaway Av	С	N122	1910 - 2050
*General Duties- see below	Ralph Av	С	N121B	2100 - 2300
Report Off Duty.	Ralph Av	С	N121B	2300 -
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 				

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

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

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

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2024 STAC Winter Pick

2024 STAC Winter Pick		Pick Effective Date:			
Job#	H	lours		RC#	
SC0481 Station South	0	700 - 1500		2769	
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Satur	day				
Report On Duty In Full Uniform.	Utica Av	A C	N120	0700 - 0900	
Perform *General Duties- see below					
Perform *Major Cleaning (0815-0900)					
UTICA AV	a including Halan				
Sun: Booth- Clean booth N120 interior and exterior. Sweep and mop floor, wash walls, dust top of ledge Sensors and Fire Extinguishers. Empty garbage. Remove all debris.	es including Halon				
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 flo					
Clean employee toilet inside of office.					
Wed: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vani					
hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet b					
all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenit (toilet tissue, paper towels, toilet seat covers) and soap as needed.	sn paper stock				
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 boxes. Remove loose debris from refuse inserts and disinfect	debris and empty				
	Kingston Throop	С	N119	0910 - 1110	
Perform *General Duties- see below	Avs	C		0,10 1110	
Lunch	Kingston Throop	С	N119	1110 - 1140	
Perform *General Duties- see below	Avs Kingston Throop	С	N119	1140 - 1220	
Perform *Major Cleaning (1140-1215)	Avs	C	1117	1140 - 1220	
KINGSTON-THROOP	11.5				
Sun: Booth- Clean booth N119 interior and exterior. Sweep and mop floor, wash walls, dust top of ledge	es 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					
Tue: Closed Rooms: (Rooms in Control Area N118) Deck wash walls and floor. Clean and organize the Wed: Employee Toilets- Clean Employee Bathroom: Wipe down all surfaces- walls, modesty panels, van					
hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet b					
all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Repleni					
(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.	entry chamical				
Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and en bottles. Wipe down Fire Extinguishers. Restock supplies.	ipty chemical				
Perform *General Duties- see below	Utica Av	A C	N120	1230 - 1500	
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					
levels- street, mezzanine and platforms. Clean interior and exterior glass on all elevators on station. Rem and sticker/glue residue. Remove debris from elevator door sills.	ove graffiti, stickers				
Report Off Duty.	Utica Av	A C	N120	1500 -	
*General Duties-Daily		n e	11120	1500	
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street).	Clean/Scrap 3ft				
around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways.	Wipe down &				
disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in c					
including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clear station gives wine down and bases. Empty diginfact and algon abroma tons on all trash recentrales. Be					
station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Re spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows					
Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railing					
platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glu					
all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and dep					

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.

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	Н	ours		RC#
SC0482 Station South	0700 - 1500			2773
INSTRUCTIONS	STATION	LINE	воотн	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 -
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.

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2024 STAC Winter Pick

Pick Effective Date:	1/14/2024
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Date: 10/27/2023

Job#	Но	urs		RC#
SC0483 Station South	070	0 - 1500		2776
INSTRUCTIONS	STATION	LINE	воотн	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.	Broadway Junction	A C	N124	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platforms, mezzanine M5 s/w next to boot Transit District 33). Clean/Scrap all front entrance that leads to buses. Scrap all mezzanines, control areas, platfor underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (M Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Uni Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chror all trash receptacles. Bucket wash all trash receptacles and benches. Remove all stains, spills and drag marks on Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, di gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas of all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR a employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to cl your tour of duty."	Forms, AVMs, its, FDNY me tops on floor areas. isinfect (3 ft.) Clean and			
**Public Toilet Duties 1200-1300 Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric ha (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, pap toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.	all graffiti			
****Major Duty Cleaning Sun/Fri: Mezzanine Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debri 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. 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 flo down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.	. Wipe down por. Wipe			

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	F	lours		RC#
SC0484 Station South	0	700 - 1500		2777
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Liberty Av	С	N125	0700 - 0930
*General Duties- see below				
**Major Duties- see below	Liberty Av	С	N125	0930 - 1030
Lunch	Liberty Av	С	N125	1030 - 1100
*General Duties- see below	Van Siclen Av	С	N126	1110 - 1310
**Major Duties- see below	Van Siclen Av	С	N126	1310 - 1410
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Liberty Av	С	N125	1420 - 1500
Report Off Duty.	Liberty Av	С	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.

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024 STAC Winter Pick Pick E		Effective Date:	1/14/2024	
Job#	н	lours		RC#
SC0484A Station South	1	500 - 2300		2777
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Liberty Av	С	N125	1500 - 1730
*General Duties- see below				
*Major Duties- see below	Liberty Av	С	N125	1730 - 1830
Lunch	Liberty Av	С	N125	1830 - 1900
*General Duties- see below	Van Siclen Av	С	N126	1910 - 2110
*Major Duties- see below	Van Siclen Av	С	N126	2110 - 2210
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Liberty Av	С	N125	2220 - 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.

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Pick Effectiv	ve Date: 1/14/2024
S	RC#
- 0700	2777
LINE BO	OTH HOURS
C N12:	5 2300 - 0100
C N12:	
C N12:	
C N12:	
C N120	
C N120	
C N120	6 0610 - 0640
C N12:	5 0640 - 0700
C N12:	5 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.

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2024 STAC Winter Pick

Pick Effective Date:	1/14/2024

Date: 10/27/2023

Job#			I	Hours		RC#
SC0485	Station South		0700 - 1500			2777
INSTRUCTIONS	\$		STATION	LINE	BOOTH	HOURS
		Sunday-Saturday				
Report In Duty In H			Euclid Av	A C	N128	0700 - 0830

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. 	Euclid Av	A C	N128	0830 - 1000
	Euclid Av	A C	N128	1000 - 1045
	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
	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.

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0486 Station South		0700 - 1500		2777
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Grant Av	А	N129	0700 - 0930
*General Duties- see below				
**Major Duties- see below	Grant Av	А	N129	0930 - 1030
Lunch	Grant Av	А	N129	1030 - 1100
*General Duties- see below	Shepherd Av	С	N127	1110 - 1310
**Major Duties- see below	Shepherd Av	С	N127	1310 - 1410
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Grant Av	А	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 tra- receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzani floors. 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 tou of duty.	ine			
 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 Extinguisher 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 ar stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper) 	nd			

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	Hours			RC#
SC0486B Station South		1500 - 2300		2777
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Grant Av	Α	N129	1500 - 1730
*General Duties- see below				
*Major Duties- see below	Grant Av	А	N129	1730 - 1830
Lunch	Grant Av	А	N129	1830 - 1900
*General Duties- see below	Shepherd Av	С	N127	1910 - 2110
*Major Duties- see below	Shepherd Av	С	N127	2110 - 2210
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Grant Av	А	N129	2220 - 2300
Report Off Duty.	Grant Av	A	N129	2300 -
disinfect all stairway handrails. Clean and 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 tr receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzar floors. 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 graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employer restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your to of duty.	ash nine f ce			
**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, electr hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Rem all graffiti and stickers including 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 Extinguish Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 	nove			

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0486C Station South		2300 - 0700		2777
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Grant Av	А	N129	2300 - 0100
*General Duties- see below				
*Major Duty Floors- see below	Grant Av	А	N129	0100 - 0200
*Major Duties- see below	Grant Av	А	N129	0200 - 0230
Lunch	Grant Av	А	N129	0230 - 0300
*General Duties- see below	Shepherd Av	С	N127	0310 - 0510
*Major Duty Floors- see below	Shepherd Av	С	N127	0510 - 0610
*Major Duties- see below	Shepherd Av	С	N127	0610 - 0640
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Grant Av	А	N129	0640 - 0700
Report Off Duty.	Grant Av	А	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. Mog 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.

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2024 STAC	Winter Pick		Pick I	Effective Date:	1/14/2024
Job#		н	ours		RC#
SC0487	Station South	07	700 - 1500		2777
INSTRUCTIO	NS	STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report On Duty	In Full Uniform	Rockaway Blvd	А	N134	0700 - 0930
*General Duties-	see below				
**Major Duties-	see below	Rockaway Blvd	А	N134	0930 - 1030
Lunch		Rockaway Blvd	А	N134	1030 - 1100
*General Duties-	see below	104 St	А	N137	1110 - 1250
**Major Duties-	see below	104 St	А	N137	1250 - 1350
*Inspect station	or unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Rockaway Blvd	А	N134	1400 - 1500
Report Off Duty		Rockaway Blvd	A	N134	1500 -
around all street disinfect all stair including OMNY droppings from a receptacles. Dust floors. Mop all s tactile as require trash receptacle. sticker/glue resid restrooms. Deode of duty.	Daily r unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & way handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas r validators, Wipe down all digital ad panels. HPI Units, FDNY Standpipe Outlets. Remove all pigeon ll railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine tairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA d. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of Clean all Windows and stations Signs. Clean all ledges and benches. Remove graffiti, stickers, and ue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee orize the entire station upon arriving and departing each station you are assigned to clean during your tour eaning- pick up supplies for Rockaway Blvd and 104th Street.				
including Halon Mon: Pick Up S Paper Supplies. Tue: Employee microwave, fans, Wed: Refuse Ho housing. Thu: Scrubber R bottles. Wipe do Fri: Q-Panels/Wi Sat: Employee T equipped) dispen	 34 and N137) - Clean booth interior and exterior. Sweep and mop floor, wash walls, dust top of ledges Sensors and Fire Extinguishers. Empty garbage. Remove all debris. upplies From N127 Shepherd Ave Main Supply Rooms. Restock Chemical And Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. using-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect pom- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical wn Fire Extinguishers. Restock supplies. nd Breakers: Remove stains and scuff marks from "Panels" on platforms. poilets- Clean and Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if sers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and gresidue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper 				

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0487A Station South		0700 - 1500		2777
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	88 St	А	N133	0700 - 0930
*General Duties- see below				
*Major Duties- see below	88 St	A	N133	0930 - 1030
Lunch	88 St	А	N133	1030 - 1100
*General Duties- see below	80 St	А	N131	1110 - 1310
*Major Duties- see below	80 St	А	N131	1310 - 1410
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	88 St	А	N133	1420 - 1500
Report Off Duty	88 St	А	N133	1500 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and 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 EHE and 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. Keet: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfe				

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0487B Station South		1500 - 2300		2777
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	88 St	А	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	А	N131	1910 - 2110
*Major Duties- see below	80 St	А	N131	2110 - 2210
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	88 St	А	N133	2220 - 2300
Report Off Duty	88 St	А	N133	2300 -
around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and 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.

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2024 STAC Winter Pick		Pick B	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0487C Station South		2300 - 0700		2777
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	88 St	А	N133	2300 - 0100
*General Duties- see below				
*Major Duty Floors- see below	88 St	Α	N133	0100 - 0200
*Major Duties- see below	88 St	А	N133	0200 - 0230
Lunch	88 St	А	N133	0230 - 0300
*General Duties- see below	80 St	Α	N131	0310 - 0510
*Major Duty Floors- see below	80 St	А	N131	0510 - 0610
*Major Duties- see below	80 St	Α	N131	0610 - 0640
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	88 St	А	N133	0640 - 0700
Report Off Duty	88 St	А	N133	0700 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and 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 Stere 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.

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2024 STAC Winter Pick

Pick Effective Date:	1/14/2024
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Date: 10/27/2023

Job#	F	lours		RC#
SC0488 Station South		700 - 1500		2777
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below	Ozone Park Lefferts Blvd	А	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	А	N139	1250 - 1350
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Ozone Park Lefferts Blvd	А	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 Oulets. 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 receptacles base and remove stains on floor at base of trash receptacle. Clean all Windows and stations Signs. Clean all deges and benches. Remove graffit, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employce 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 adebris. Mon: Pick Up Supplies From N127 Shepherd Ave Main Supply Rooms. Restock Chemical And Paper Supplies. Tue: Employee Facility Room & Supervisor Office: Vipe 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 desk	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.

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#	H	ours		RC#
SC0489 Station South	07	00 - 1500		2777
INSTRUCTIONS	STATION	LINE	воотн	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	А	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			N101	1210 1410
Racetrack: **Major Duties- see below	Aqueduct North Conduit Av	A	N181	1310 - 1410
*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.

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024	
Job#	Н	ours		RC#	
SC0489A Station South	1500 - 2300			2777	
INSTRUCTIONS	STATION	LINE	воотн	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	А	N181	1730 - 1830	
Lunch	Aqueduct North Conduit Av	А	N181	1830 - 1900	
*General Duties- see below [Race Track]	Aqueduct North Conduit Av	А	N181	1910 - 2110	
*Major Duties- see below [Race Track]	Aqueduct North Conduit Av	А	N181	2110 - 2210	
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Aqueduct North Conduit Av	А	N181	2220 - 2300	
Report Off Duty.	Aqueduct North Conduit Av	A	N181	2300 -	
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and 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 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.					
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.					

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

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

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

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2024 STAC Winter Pick		Pick H	Effective Date:	1/14/2024
Job#	Но	urs		RC#
SC0490 Station South	070	0 - 1500		2777
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Howard Beach JFK Airport	А	N182	0700 - 0900
*General Duties- see below				0020 1020
**Major Duties- see below	Howard Beach JFK Airport	A	N182	0930 - 1030
Lunch	Howard Beach JFK Airport	А	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	А	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				
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.

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2024 STAC Winter Pick	Pick Effective Date:			e: 1/14/2024	
Job#	Ηοι	urs		RC#	
SC0490A Station South	230	0 - 0700		2777	
INSTRUCTIONS	STATION	LINE	воотн	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	А	N182	0145 - 0230	
Lunch	Howard Beach JFK	Α	N182	0230 - 0300	
*General Duties- see below	Airport 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	
	Howard Beach JFK		N182	0620 - 0700	
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Airport				
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 toulet toilet caute accurate a					
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					
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Task subject to change and/or by chance. Spot clean ADA Tactile as needed.

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

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

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2024	STAC	Winter	Pick	
2024	SIAC		IICN	

Pick Effective Date:	1/14/2024
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Date: 10/27/2023

Job#	Но	urs		RC#
SC0491 Station South	070	0 - 1500		2777
INSTRUCTIONS	STATION	LINE	воотн	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		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.		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 refuse rooms/refus 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/refus 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. Tre: Employee Facility Room-& Supervisor Office : Wipe down all surfaces including walls, lockers, doors, 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			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.

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2024 STAC	Winter Pick		Pick I	Effective Date:	1/14/2024
Job#			Hours		RC#
SC0491A	Station South		0700 - 1500		2777
INSTRUCTIO	IS	STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report On Duty I *General Duties-		Beach 25 St	А	N195	0700 - 0820
*Major Duties- s	e below	Beach 25 St	A	N195	0820 - 0920
*General Duties-	ee below	Beach 36 St	А	N194	0930 - 1050
Lunch		Beach 36 St	А	N194	1050 - 1120
*Major Duties- s	e below	Beach 36 St	А	N194	1120 - 1220
*General Duties-	ee below	Beach 44 St	А	N193	1230 - 1350
*Major Duties- s	e below	Beach 44 St	А	N193	1350 - 1450
Report Off Duty.		Beach 25 St	А	N195	1500 -
around all street s disinfect all stairy including OMNY droppings from al receptacles. Dust floors. Mop all st tactile as required trash receptacle. O sticker/glue residu	unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft airways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & ay handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas validators, Wipe down all digital ad panels. HPI Units, FDNY Standpipe Outlets. Remove all pigeon railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all t nop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzar irway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of lean all Windows and stations Signs. Clean all ledges and benches. Remove graffiti, stickers, and e. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employe ize the entire station upon arriving and departing each station you are assigned to clean during your to	nine f			
Sun: Booth (N192) ledges including J Mon: Pick Up Su Tue: Employee F microwave, fans, Wed: Refuse Hou housing. Thu: Scrubber Ro bottles. Wipe dow Fri: Q-Panels/Wir Sat: Employee To equipped) dispense stickers including	ning- pick up supplies from Beach 60th St. , N194 and N193) - Clean booth interior and exterior. Sweep and mop floor, wash walls, dust top of falon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. pplies from N192 Beach 60th St Main Supply Rooms. Restock Chemical And Paper Supplies. acility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguish- sing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect om- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical n Fire Extinguishers. Restock supplies. d Breakers: Remove stains and scuff marks from "Panels" on platforms. lets- Clean and Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if ers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper covers) and soap as needed.	f and			

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0491B Station South		1500 - 2300		2777
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Sat	urday			
Report On Duty In Full Uniform. *General Duties- see below	Beach 25 St	А	N195	1500 - 1620
*Major Duties- see below	Beach 25 St	А	N195	1620 - 1720
*General Duties- see below	Beach 36 St	A	N194	1730 - 1850
Lunch	Beach 36 St	А	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.	Beach 25 St	A	N195	2300 -
around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) ir including OMNY validators, Wipe down all digital ad panels. HPI Units, FDNY Standpipe Outlets. H droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chu receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from pl floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains trash receptacle. Clean all Windows and stations Signs. Clean all ledges and benches. Remove graffiti, sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to cl of duty.	a control areas Remove all pigeon rome tops on all trash atform and mezzanine Spot clean ADA on floor at base of , stickers, and EFR and employee			
 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 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, van hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toile all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replet (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 Pape 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 maching microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe dow Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash housing. 	nity mirrors, electric t bowl brush. Remove enish paper stock er Supplies. nes, refrigerator, vn 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.

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2024 STAC Winter Pick		Pick B	affective Date:	1/14/2024
Job#		Hours		RC#
SC0491C Station South		2300 - 0700		2777
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Beach 25 St	A	N195	2300 - 0015
*General Duties- see below				
*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	А	N194	0220 - 0320
Lunch	Beach 36 St	А	N194	0320 - 0350
*Major Duty Floors- see below	Beach 36 St	A	N194	0350 - 0410
*Major Duties- see below	Beach 36 St	А	N194	0410 - 0500
*General Duties- see below	Beach 44 St	А	N193	0510 - 0615
*Major Duties- see below	Beach 44 St	А	N193	0615 - 0650
Report Off Duty.	Beach 25 St	А	N195	0700 -
around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and 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. 				

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

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

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

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2024 STAC Winter Pick Pick Effective Date: 1/14/2024 Job# Hours RC# SC0492 0700 - 1500 **Station South** 2777 **INSTRUCTIONS STATION** LINE BOOTH HOURS Sunday-Saturday Beach 67 St N191 0700 - 0830 Report On Duty In Full Uniform. А *General Duties- see below 0830 - 0930 Beach 67 St А N191 *Elevator Cleaning Duties - see below Beach 67 St **Maior Duties- see below Α N191 0930 - 1030 (List major duty to be performed from major duty list) N191 Beach 67 St 1030 - 1100 А Lunch Beach 60 St N192 1110 - 1310 *General Duties- see below А 1310 - 1410 N192 Beach 60 St А **Major Duties- see below 1420 - 1500 Beach 67 St Α N191 *Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors. Beach 67 St N191 1500 -Report Off Duty А *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and 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.

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0492A Station South		1500 - 2300		2777
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below	Beach 67 St	А	N191	1500 - 1630
*Elevators Cleaning Duties- see below	Beach 67 St	А	N191	1630 - 1730
*Major Duties- see below	Beach 67 St	А	N191	1730 - 1830
Lunch	Beach 67 St	A	N191	1830 - 1900
*General Duties- see below	Beach 60 St	А	N192	1910 - 2110
*Major Duties- see below	Beach 60 St	А	N192	2110 - 2210
Inspect station for unsanitary conditions and correct.	Beach 67 St	A	N191	2220 - 2300
Re-scrap station. Remove all spills from floors. Report Off Duty	Beach 67 St	A	N191	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. *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. 				

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

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

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

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2024 STAC Winter Pick Pick Effective Date: 1/14/2024 Job# Hours RC# SC0493 0700 - 1500 **Station South** 2777 **INSTRUCTIONS STATION** LINE BOOTH HOURS Sunday-Saturday Beach 90 St A S N184 0700 - 0900 Report On Duty In Full Uniform. *General Duties- see below 0900 - 1030 N184 **Major Duties- see below Beach 90 St A S (List major duty to be performed from major duty list) N184 1030 - 1100 Beach 90 St A S Lunch N185 1110 - 1310 Beach 98 St A S *General Duties- see below Beach 98 St N185 1310 - 1410 A S **Major Duties- see below N184 1420 - 1500 Beach 90 St A S *Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors. N184 1500 -Report Off Duty. Beach 90 St A S *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and 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.

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2024 STAC Winter Pick			Pick Effective Date:		
Job#		Hours			RC#
SC0493A	Station South	1500 - 2300			2777
INSTRUCTIO	NS	STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report On Duty General Duties-		Beach 90 St	A S	N184	1500 - 1700
Major Duties- se	ee 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- se	ee below	Beach 98 St	A S	N185	2110 - 2210
	or unsanitary conditions and correct. Remove all spills from floors	Beach 98 St	A S	N185	2220 - 2300
Report Off Duty		Beach 90 St	A S	N184	2300 -
disinfect all stair including OMNY droppings from a receptacles. Dust floors. Mop all s tactile as require trash receptacle. sticker/glue resid	stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & way handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas <i>X</i> validators, Wipe down all digital ad panels. HPI Units, FDNY Standpipe Outlets. Remove all pigeon all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash to mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine tairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA d. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of Clean all Windows and stations Signs. Clean all ledges and benches. Remove graffiti, stickers, and hue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee brize the entire station upon arriving and departing each station you are assigned to clean during your tour				
Sun: Scrubber R bottles. Wipe do Mon: Q-Panels/V Tue: Employee hand dryers (if e all graffiti and st (toilet tissue, pap Wed: Pick Up S Thur: Sweep all Fri: Employee F microwave, fans	eaning- pick up supplies for Beach 90th and Beach 98th St Stations. oom- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical wn Fire Extinguishers. Restock supplies. Wind Breakers: Remove stains and scuff marks from "Panels" on platforms. Foilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric quipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove tickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock ber towels, toilet seat covers) and soap as needed. Supplies From N192-Beach 60th St Main Supply Rooms. Restock Chemical And Paper Supplies. street stairways and deck wash all street stairways and handrails. Cacility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, 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.

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2024 STAC Winter Pick			Effective Date	: 1/14/2024	
Job#			Hours		
SC0493B Station South		2300 - 0700		2777	
INSTRUCTIONS	STATION	LINE	воотн	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 -	
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and 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 tra receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzan floors. 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 graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employed restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your top of duty.	ine				
*Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. N 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.	Лор				
 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 Extinguishe 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 (equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti a stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, pap 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 	if nd				

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

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

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

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2024 STAC Winter Pick			Pick Effective Date:		
Job#			Hours		
SC0494 Station South	07	/00 - 1500		2777	
INSTRUCTIONS	STATION	LINE	воотн	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 A S	N187	1400 - 1500 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 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	Beach 116 St				
 **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 flaucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including 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. 					

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

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

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

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2024 STAC Winter Pick		Pick B	1/14/2024	
Job#		Hours	RC#	
SC0495 Station South		1500 - 2300		2768
INSTRUCTIONS	STATION	LINE	воотн	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 -
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 **Major Duty Cleaning: N530 Sunday/ Monday : Clean Disinfect N/B side of Island Platform , all ADA Tactiles **Major Duty Cleaning: N530 Sunday/ Wednesday : Clean Disinfect S/B side of Island Platform , all ADA Tactiles Tuesday/ Wednesday : Clean Disinfect Trash Receptacles, Shine Cylinder 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.

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2024 STAC Winter Pick		Pick Effective Date:		1/14/2024	
Job#		Hours			
SC0496 Station South	14	1400 - 2200			
INSTRUCTIONS	STATION	LINE	воотн	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 -	
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: N103 Mezz A Sunday thru Saturday : Sweep all Street and Platform Stairways in N103 Mezzanine, & 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	5,				

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	Но		RC#	
SC0497 Station South	14		2768	
INSTRUCTIONS	STATION	LINE	воотн	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 -
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 windd and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marl on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine ar disinfect gutters and sanitary bases. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and 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 Rai 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 trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVI 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 t station. Remove graffiti, stickers, mezzanine and platforms). Clean interior and exterior glass on all elevators in t station.	ks eas, (3 ls all DE he			

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

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

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

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2024 STAC Winter Pick

Pick Effective Date: 1/1

Date: 10/27/2023

Job#	Но	urs		RC#
SC0498 Station South	150	0 - 2300		2769
INSTRUCTIONS	STATION	LINE	воотн	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.	Hoyt Schermerhorn	A C G	N108	2300 -
 *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitze all touch points. Clean EFR and 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 a				

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

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

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

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2024 STAC Winter Pick

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Pick Effective Date: 1/14/2024
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Date: 10/27/2023

Job#		Hours		RC#
SC0499 Station South		1500 - 2300		2769
INSTRUCTIONS	STATION	LINE	воотн	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.	Nostrand Av	A C	N116	2300 -
 *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. 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.				

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

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

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

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2024 STAC Winter Pick Pick Effective Date: 1/14/2024 Job# Hours RC# SC0500 1500 - 2300 **Station South** 2769 **INSTRUCTIONS STATION** LINE BOOTH HOURS Sunday-Saturday A C N120 1500 - 1650 Report On Duty In Full Uniform. Utica Av Perform *General Duties- see below Kingston Throop N119 1700 - 1830 C Perform *General Duties- see below Avs Kingston Throop N119 1830 - 1900 С Lunch Avs Kingston Throop N119 1900 - 1950 С Perform *General Duties- see below Avs Perform *Elevator Cleaning (2010-2050) Utica Av A C N120 2000 - 2250 Perform *Major Cleaning (2100-2250)N120 2300 Report Off Duty. Utica Av A C *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/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.

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

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

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

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2024	STAC	Winter	Pick
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Pick Effective Date: 1/14/2024
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Date: 10/27/2023

Job#	Но	urs		RC#
SC0501 Station South	150	0 - 2300		2776
INSTRUCTIONS	STATION	LINE	воотн	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	Broadway Junction	A C	N124	1530 - 1600
Note- If public restrooms are out of service, listed General Duties will be performed	-			
"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.	Broadway Junction		N124	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platforms, mezzanine M5 s/w next to booth leading 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 of all trash receptacles. Bucket wash all trash receptacles and benches. Remove all stains, spills and drag marks on floor are Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clea all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean durin your tour of duty.	Y on eas.			
 Public Toilet Duties 1900-2000 Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryer (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffin 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 em chemical bottles. Wipe down Fire Extinguishers. Restock supplies. 	ti S,			
Mon/Wed: Queens Refuse Housing/Room- Clean and disinfect refuse housing/room. Deck wash walls and floor. Wipe do 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.				

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

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

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

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2024 STAC Winter Pick		Pick Eff	ective Date:	1/14/2024
Job#	Hours			RC#
SC0501A Station South	150	0 - 2300		2776
INSTRUCTIONS	STATION	LINE	воотн	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 floors. Wipe down all surfaces 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.

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2024 STAC Winter Pick

Pick Effective Date: 1/14/20)24
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Date: 10/27/2023

2024 STAC Winter Pick Job#		Hours	Effective Date	e: 1/14/2024 RC#
SC0502 Station South		1500 - 2300		2777
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday	STATION	LINE	boom	HOURS
Report On Duty In Full Uniform.	Euclid Av	A C	N128	1500 - 1530
***Public Toilet Duties (Check and stock supplies)		AC	1120	1500 - 1550
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 nterior 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 vipe 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 vomen/men restrooms. Wipe down all surfaces including Quench machines, tables and seats and modesty panels. Empty all rash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE DWN CLEANING AND PAPER STOCK SUPPLIES.	Euclid Av	A C	N128	2000 - 2100
General Duties- see below	Euclid Av	A C	N128	2100 - 2300
 Veport Off Duty 'General Duties-Daily nspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft nround all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & tisinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstlies, HEETS/HXT) in control areas neluding OMNY validators, Wipe down all digital ad panels. HPI Units, FDNY Standpipe Outlets. Remove all pigeon troppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash cecptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine toors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA actile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of rash receptacle. Clean all Windows and stations Signs. Clean all ledges and benches. Remove graffiti, stickers, and ticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee estrooms. 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 bottes. Wipe down Fire Extinguishers. Restock supplies. Mon: Q-Panels/Wind Breakers: Remove stains and scuff marks from "Panels" on platforms. Lie: Employee Toilets. Clean Men and Women's: "Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric tand dryers (if equipped) dispensers and holders. Clean sinks and fau		AC	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.

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2024 STAC Winter Pick

Pick Effective Date:	1/14/2024
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Date: 10/27/2023

2024 STAC WINTER TICK			metuve Dau	
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	А	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.		A	N141	1800 - 1840
Lunch	Ozone Park Lefferts Blvd	А	N141	1840 - 1910
*General Duties- see below	111 St	А	N139	1920 - 2050
**Major Duties- see below	111 St	А	N139	2050 - 2150
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Ozone Park Lefferts Blvd	А	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. The: 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 (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.		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.

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2024 STAC Winter Pick		Pick Eff	ective Date:	1/14/2024
Job#	Но	urs		RC#
SC0504 Station South	1500 - 2300			2777
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Howard Beach JFK Airport	А	N182	1500 - 1730
*General Duties- see below				1720 1020
**Major Duties- see below	Howard Beach JFK Airport	A	N182	1730 - 1830
Lunch	Howard Beach JFK Airport	А	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	А	N182	2300 -
around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and 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 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. 				

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

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

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

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#	Но	ours		RC#
SC0505 Station South	15	00 - 2300		2777
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday	51111011		Doom	noens
Report On Duty In Full Uniform.	Rockaway Park	A S	N187	1500 - 1600
	Beach 116 St			
*General Duties- see below	Rockaway Park	A S	N187	1600 - 1620
***Public Toilet Duties – Check & Stock Supplies	Beach 116 St			
*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	A S	N187	2000 - 2045
	Beach 116 St		2107	2045 2145
*RTO Facilities-see below	Rockaway Park Beach 116 St	A S	N187	2045 - 2145
*General Duties- see below	Rockaway Park	A S	N187	2145 - 2300
	Beach 116 St		N187	2300 -
Report Off Duty.	Rockaway Park Beach 116 St	A S	N187	2300 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and 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 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.

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#	Ηοι	ırs		RC#
SC0506 Station South	1500	0 - 2300		2777
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below	Far Rockaway Mott Av	А	N196	1500 - 1630
**Major Duties- see below	Far Rockaway Mott Av	А	N196	1630 - 1730
***Public Toilet Duties – Check & stock supplies	Far Rockaway Mott Av	А	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	А	N196	1830 - 1900
***Public Toilet Duties – see Below	Far Rockaway Mott Av	А	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 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 can, sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Wed: Pick Up S	Far Rockaway Mott Av	A	N196	2300 -

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.

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2024 STAC Winter Pick Pick Effective Date: 1/14/2024 Job# Hours RC# SC0507 2300 - 0700 **Station South** 2769 **STATION INSTRUCTIONS** LINE BOOTH HOURS Sunday-Saturday Report On Duty In Full Uniform. N412 2300 - 0130 Broadway G Sweep All Stairways. Perform **General Duties-see below Major Duty (0030-0100) Major Duty Floors (0100-0130) 0140 - 0330 Perform **General Duties-see below Flushing Av G N414 Major Duty (0230-0300) Major Duty Floors (0300-0330) N414 0330 - 0400 Flushing Av G Lunch Myrtle Willoughby N415 0410 - 0550 Perform **General Duties-see below G Major Duty (0450-0520) Avs Major Duty Floors (0520-0550) N412 0600 - 0700 Broadway G Sweep All Stairways. Scrap Mezzanine And Platform. Empty All Trash Receptacles. Correct All Unsanitary Conditions. Report Off Duty. G N412 0700 -Broadway *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

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

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

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

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2024 STAC Winter Pick

Pick Effective Date:	1/14/2024

Date: 10/27/2023

Job#		Hours		RC#
SC0508 Station South		2300 - 0700		2769
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Franklin Av	С	N114	2300 - 0220
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 (0130-0120)				
Lunch	Franklin Av	С	N114	0220 - 0250
Perform *General Duties- see below	Park Place	S	B009	0300 - 0420
Perform *Major Cleaning (0350-0420)				
Mon: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remo	ove			
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. Remo	ove			
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	e			
loose debris from refuse inserts and disinfect.				
Perform *General Duties- see below	Franklin Av	С	N114	0430 - 0540
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.				
Perform *General Duties- see below	Franklin Av	С	N114	0540 - 0700
*Major Duty Floors-Nightly				
Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. M	lop			
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.				
Report Off Duty.	Franklin Av	С	N114	0700 -
*General Duties-Nightly		C		0700
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	-11			
(MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops or				
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 clea	in			
ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at bas	se			
of trash 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 safet	ty			
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	n			
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.

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2024 STAC Winter Pick			Pick l	Effective Date:	1/14/2024
Job#			Hours		RC#
SC0509 Station Sout	h		2300 - 0700		2772
INSTRUCTIONS		STATION	LINE	воотн	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 -
around all street stairways. Scrap all disinfect all stairway handrails. Clean including OMNY validators. Wipe d station signs. Wipe down sandboxes. spills and drag marks on floor areas. Disinfect all urine areas, disinfect gu platform and outside areas (3 ft.) Cle	ons and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap mezzanines, control areas, platforms, underpass, and passageways. Wipe down and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas own all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all widow Empty, disinfect and clean chrome tops on all trash receptacles. Remove all sta Empty booth trash, clean exterior booth panels and booth windows (use water tters and sanitary bases. Remove all pigeon droppings from all railings, stairway an all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. S loyee restrooms. Deodorize the entire station upon arriving and departing each r tour of duty.	& vs and ains, only). ys, canitize			
boxes. Remove loose debris from ref Mon:Supply Room- Tidy and organit Wed: Supply Room- Tidy and organ Thu: Employee Facility Room- Wipe trash can, sweep, mop and disinfect Sat: Scrubber Room- Deck wash wal bottles. Wipe down Fire Extinguishe ***Major Duty Floors-Nightly Remove dust balls and gum from flo	ze supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. ize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. down all surfaces including lockers, Quench machines, refrigerator, microwave floors. Wipe down top of FX. ls and floor. Clean and organize the room. Discard all debris and empty chemic	e. Empty cal ors. Mop			

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0509A Station South		1500 - 2300		2772
INSTRUCTIONS	STATION	LINE	воотн	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, around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in contro including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, s platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue resi all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing you are assigned to clean during your tour of duty."	down & l areas widows and e all stains, water only). tairways, due. Sanitize	Q	B014	2300 -
Sun/Tue/Fri: - Refuse Housing- Deck wash walls and floor. Discard all debris and empty boxes. Remove loos refuse inserts and disinfect. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extingui Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extingui Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, mic 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 bottles. Wipe down Fire Extinguishers. Restock supplies	shers. shers. rowave. Empty			

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

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

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

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2024 STAC Winter Pick		Pick B	Effective Date:	1/14/2024
Job#	н	Hours		
SC0510 Station South	2	300 - 0700		2772
INSTRUCTIONS	STATION	LINE	воотн	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 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC 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 ralings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean demployee 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. **Public Restroom Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers including 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/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 Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Morall stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as 				

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

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

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

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Pick Effective Date:	1/14/2024
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Date: 10/27/2023

			nicetive Duce	
Job#		ours		RC#
SC0511 Station South	23	00 - 0700		2769
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Nassau Av	G	N408A	2300 - 0030
Perform *General Duties-see below				
Perform *Major Duty Floors (2400-0030) Perform *General Duties-see below	Croompoint Ar	G	N405	0040 - 0320
Perform **Elevator Duties (0150-0220)	Greenpoint Av	G	11403	0040 - 0320
Perform *Major Duty Floors (0220-0250)				
Perform *Major Duty (0250-0320)				
Lunch	21 St	G	N401	0330 - 0400
Perform *General Duties-see below Perform *Major Duty Floors (0500-0555)	21 St	G	N401	0400 - 0650
Perform *Major Duty (0555-0650)				
Report Off Duty.	Nassau Av	G	N408A	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.				
**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 STVAN 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.	1			1

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

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

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

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2024 STAC Winter Pick		Pick H	Effective Date:	1/14/2024
Job#	H	ours		RC#
SC0512 Station South	23	300 - 0700		2772
INSTRUCTIONS	STATION	LINE	воотн	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.	Sheepshead Bay	B Q	B027	0700 -
underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC 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.	1			
 **Major Duty Cleaning- SunFri: Scrubber 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 DutiesNote-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.	,			

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

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

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

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2024 STAC Winter Pick	Pick Effective Date:		1/14/2024	
Job#	H	Hours		
SC0513 Station South	23	600 - 0700		2772
INSTRUCTIONS	STATION	LINE	воотн	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 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC 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 both trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each statior 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. 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 su	1			
 ***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 	1			
Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. M 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.	op			

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

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

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

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2024 STAC Winter Pick

Pick Effective Date:	1/14/2024
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J24 STAC WINTER FICK		FICK E	mecuve Date:	1/14/2024
Job#	Но	ours		RC#
SC0514 Station South	07	00 - 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	2345	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	Q	R610	1330 - 1500
Report Off Duty	Av-Barclays Ctr Atlantic Av-Barclays Ctr	2345	R610	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.				
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				

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

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

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

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2024 STAC Winter Pick		Pick F	Effective Date:	: 1/14/2024
_Job#	Hours			RC#
SC0515 Station South	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	D N R	C009	1130 - 1230
Clean and disinfect employee restroom & facility rooms on paid and unpaid mezzanine	Av-Barclays Ctr Atlantic	D N R	C009	1230 - 1330
*Elevator Duties (EL301) -see below	Av-Barclays Ctr Atlantic	D N R	C009	1330 - 1400
*Light General Duties- see below	Av-Barclays Ctr Atlantic	D N R	C009	1400 - 1500
Report Off Duty	Av-Barclays Ctr Atlantic	D N R	C009	1500 -
 *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stativays 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 vidows 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 extricor booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all ratings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffit, 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 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 gurn. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/edges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffit, 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	Av-Barclays Ctr			

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

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

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

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2024 STAC Winter Pick		Pick H	Effective Date:	1/14/2024
Job#	н	ours		RC#
SC0516 Station South	1:	500 - 2300		2772
INSTRUCTIONS	STATION	LINE	воотн	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 a 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 onl Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sani all touch points. Clean EFR and employee restrooms.Deodorize the entire station upon arriving and departing each stati 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 dry (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all grat and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissu paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening.	and s, y). tize ion vers ffiti			
 ***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 r 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. E 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. 	refuse			

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

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

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

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#	I	Hours		RC#
SC0517 Station South		0700 - 1500		2772
INSTRUCTIONS	STATION	LINE	воотн	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	BQ	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 3 around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC 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 station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stai spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water o Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairwayy platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sa all touch points. Clean EFR and employee restrooms.Deodorize the entire station upon arriving and departing each st you are assigned to clean during your tour of duty. ***Public Restroom Duties - If Restroom is out of service listed Generial duties will be perform Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand d (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all gu and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tis 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 Halo 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/Tuur/Sat: Refuse Housi	k s and ins, nly). s, nitize ation ryers raffiti ssue, m			

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

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

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

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2024 STAC Winter Pick		Pick B	Effective Date:	1/14/2024		
Job#	Hours			Hours		RC#
SC0518 Station South	0700 - 1500		2772			
INSTRUCTIONS	STATION	LINE	воотн	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.

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	H	lours		RC#
SC0519 Station South	(0700 - 1500		2771
INSTRUCTIONS	STATION	LINE	воотн	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	BQS	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	Prospect Park	B Q S	B013	1320 - 1500
Major Duties Report Off Duty.	Prospect Park	BQS	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.	s,			
Major duties: Daily Clean booth interior, exterior, mop booth floor, wash walls, dust ledges, clean booth interior & exterior windows	or			
*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.	2			

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	H	ours		RC#
SC0520 Station South	07	/00 - 1500		2772
INSTRUCTIONS	STATION	LINE	воотн	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.	Sheepshead Bay	B Q	B027	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. Sanitiz all touch points. Clean EFR and employce restrooms.Deodorize the entire station upon arriving and departing each statior 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 drycer (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffi and stickers including 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). ze n rs iti ,			

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

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

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

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2024 STAC Winter P	ick		Pick]	Effective Date:	1/14/2024
Job#			Hours		RC#
SC0521 Station	South		0700 - 1500		2772
INSTRUCTIONS		STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report On Duty In Full Unifor	n.	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 - Se	e 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 -
including OMNY validators. W station signs. Wipe down sand spills and drag marks on floor a Disinfect all urine areas, disinfe platform and outside areas (3 ft	Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control are ipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all wid oxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all areas. Empty booth trash, clean exterior booth panels and booth windows (use wate ext gutters and sanitary bases. Remove all pigeon droppings from all railings, stairy .) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. d employee restrooms.Deodorize the entire station upon arriving and departing each g your tour of duty.	ows and stains, er only). vays, Sanitize			
Sensors and Fire Extinguishers. Mon:Supply Room- Tidy and o Tue: Refuse Housing- Deck wa Remove loose debris from refu Wed: Supply Room- Tidy and Thu: Employee Facility Room- trash can, sweep, mop and disin Fri: Scrubber Room- Deck was bottles. Wipe down Fire Exting Sat: Refuse Housing- Deck wa inserts and disinfect. ****RTO facilities Duties- Clean all offices: Dispatcher, S	by b	kes. s. we. Empty nical refuse			
women/men restrooms. Wipe d	own all surfaces including Quench machines, tables and seats and modesty panels. Infect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST				

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

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

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

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#	ŀ	lours		RC#
SC0522 Station South	1	500 - 2300		2766
INSTRUCTIONS	STATION	LINE	воотн	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 -
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.

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2024 STAC Winter Pick

Pick Effective Date:	1/14/2024
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Date: 10/27/2023

		I ICK I	Alective Date	• 1/14/2024
Job#		Hours		RC#
SC0523 Station South		1500 - 2300		2769
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Franklin Av	С	N114	1500 - 1620
Perform *General Duties- see below		-		
Perform *General Duties- see below	Franklin Av	C	N114	1620 - 1700
(Shuttle Platform, Bridge to Walkway, Control Area) Perform *General Duties- see below	Park Place	S	B009	1710 - 1820
Perform *Major Cleaning (1740-1810)			DOOJ	1710 - 1020
Lunch	Park Place	S	B009	1820 - 1850
Perform *General Duties- see below	Franklin Av	С	N114	1900 - 2020
(Stairways, Outside Area, N/S/B Platforms)				0.000 0050
Perform ***Esc & Elevators Cleaning- (2115-2215) Perform *Major Cleaning (2215-2250)	Franklin Av	С	N114	2020 - 2250
Report Off Duty.	Franklin Av	С	N114	2300 -
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 bigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the enti- station upon arriving and departing each station you are assigned to clean during your tour of duty. ***Escalator & Elevator Duties- Esc 352, EL339, EL340 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.	l re			
*Major Duty Cleaning-				
PARK PLACE 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. Tue: Trash Receptacles - Deck Mop, Clean and Disinfect ALL Trash Receptacles Tue: 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. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical pottles. Wipe down Fire Extinguishers. Restock supplies.				
FRANKLIN AV Sun: Back Room Area- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. 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. Wed: SB Trash Receptacles- Deck wash, Clean and Disinfect ALL SB Trash Receptacles Thu: NB Trash Receptacles- Deck wash, Clean and Disinfect ALL NB Trash Receptacles Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical pottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Shuttle Trash Receptacles- Deck wash, Clean and Disinfect ALL SB 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.

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2024 STAC Winter Pick		Pick Effective Date:			: 1/14/2024	
Job#		Hours			RC#	
SC0524 Station South		1500 - 2300			2772	
INSTRUCTIONS		STATION	LINE	воотн	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 -	
around all street stairways. Scrap all mezzi disinfect all stairway handrails. Clean and including OMNY validators. Wipe down a station signs. Wipe down sandboxes. Empt spills and drag marks on floor areas. Empt Disinfect all urine areas, disinfect gutters a platform and outside areas (3 ft.) Clean all all touch points. Clean EFR and employee you are assigned to clean during your tour **Public Restroom Duties Clean Men and Women public toilets: Wip (if equipped) dispensers and holders. Clean and stickers including residue. Empty trash paper towels, toilet seat covers) and soap a	nd correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft anines, control areas, platforms, underpass, and passageways. Wipe down & polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all widows and ty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, ty booth trash, clean exterior booth panels and booth windows (use water only). and sanitary bases. Remove all pigeon droppings from all railings, stairways, ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize restrooms.Deodorize the entire station upon arriving and departing each station of duty.					
Sensors and Fire Extinguishers. Empty gar Mon:Supply Room- Tidy and organize sup Tue/Sat: Refuse Housing- Deck wash wall Remove loose debris from refuse inserts at Wed: Supply Room- Tidy and organize su Thu: Employee Facility Room- Wipe down trash can, sweep, mop and disinfect floors.	oply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. s and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. nd disinfect. pply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. n all surfaces including lockers, Quench machines, refrigerator, microwave. Empty . Wipe down top of FX. I floor. Clean and organize the room. Discard all debris and empty chemical	,				

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

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

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

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2024 STAC Winter Pick		Pick Effective Date:		
Job#		Hours		RC#
SC0524A Station South		1500 - 2300		2772
INSTRUCTIONS	STATION	LINE	воотн	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 dignate 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.

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2024 STAC Winter Pick		Pick F	Effective Date	: 1/14/2024
Job#		Hours		RC#
SC0525 Station South		1500 - 2300		2772
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	Kings Hwy	B Q	B024	1500 -
*General Duties- see below	Kings Hwy	BQ	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 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC 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 both trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean 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 wa				

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

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

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

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2024 STAC Winter Pick		Pick B	Effective Date:	1/14/2024
Job#	F	RC#		
SC0526 Station South	1	500 - 2300	2768	
INSTRUCTIONS	STATION	LINE	воотн	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	FQ	G011	2220 - 2300
Report off duty.	West 8 St NY Aquarium	F Q	G011	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:				
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.				

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

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

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

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024	
Job#	Hours				
SC0526A Station South	1500 - 2300			2772	
INSTRUCTIONS	STATION	LINE	воотн	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.	Ocean Pkwy	Q	B032	2300 -	
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC 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 					

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

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

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

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2024 STAC Winter Pick Pick Effective Date: 1/14/2024 Job# Hours RC# SC0526B 0700 - 1500 **Station South** 2768 **INSTRUCTIONS** HOURS **STATION** LINE BOOTH Sunday-Saturday G011 0700 - 1030 Report on Duty in Full Uniform West 8 St NY FQ *General Duties- see below Aquarium *Major Duty (Sunday thru Saturday 1000-1030)- see below G011 1030 - 1100 West 8 St NY FQ Lunch Aquarium G011 West 8 St NY FQ 1110 - 1200 *Escalator Duties - see Below Aquarium G011 West 8 St NY FQ 1210 - 1340 *General Duties- see below Aquarium *General Duties- see below Neptune Av N562 1345 - 1500 F *Major Duties (Thurs/Fri/Sat 1415-1500)- see below FΟ G011 1500 -Report off duty. West 8 St NY Aquarium *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.

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

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

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

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2024 STAC Winter Pick		Pick Effective Date:			
Job#	н	RC#			
SC0527 Station South	15	500 - 2300		2772	
INSTRUCTIONS	STATION	LINE	воотн	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 -	
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC 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. Sanitiz all touch points. Clean EFR and employee restrooms.Deodorize the entire station upon arriving and departing each statior 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 dryer (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffi and stickers including 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	re n s ti				

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

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

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

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2024 STAC Winter Pick		Pick B	Effective Date:	1/14/2024
Job#	H	lours		RC#
SC0528 Station South	2	300 - 0700		2772
INSTRUCTIONS	STATION	LINE	воотн	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.

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2024 STAC Winter Pick		Pick H	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0529 Station South		1500 - 2300		2772
INSTRUCTIONS	STATION	LINE	воотн	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 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC 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. Sanitiz all touch points. Clean EFR and 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. St: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. St: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe do	all			

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024	
Job#		Hours		RC#	
SC0530 Station South		2300 - 0700		2772	
INSTRUCTIONS	STATION	LINE	воотн	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 ar 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. Saniti all touch points. Clean EFR and employee restrooms.Deodorize the entire station upon arriving and departing each static you are assigned to clean during your tour of duty.	, /). ize				
**Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. 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	Мор				

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

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

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

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0531 Station South		2300 - 0700		2772
INSTRUCTIONS	STATION	LINE	воотн	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.

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2024 STAC Winter Pick		Pick H	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0531A Station South		2300 - 0700		2772
INSTRUCTIONS	STATION	LINE	воотн	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.	Bay 50 St	D	E016	0700 -
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. More floors. More floors. Norther floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. More floors. Norther floors. Remove all stains. 				
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.

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2024 STAC Winter Pick		Pick E	ffective Date:	1/14/2024
Job#	I	Hours		RC#
SC0532 Station South		2300 - 0700		2772
INSTRUCTIONS	STATION	LINE	воотн	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.	Coney Island Stillwell Av	D F N Q	G009	0700 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC 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.				

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024	
Job#		Hours		RC#	
SC0533 Station South		1500 - 2300		2768	
INSTRUCTIONS	STATION	LINE	воотн	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.

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024 STAC Winter Pick Pick Effective Date:		1/14/2024		
Job#		Hours		RC#
SC0534 Station South		0700 - 1500		2766
INSTRUCTIONS	STATION	LINE	воотн	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.	36 St	D N R	C018	1500 -
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 and floxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove garfitti, 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 duy. *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 EFR Including Wiping Down Lockers. Clean out Refrigerator And Microwave Thu: Deck Wash Walls and Floor in EFR Including Wiping Down Lockers. Clean out Refrigerator And Microwave Thu: Deck Wash Walls and Floor in EFR Including Wiping Down Lockers. Clean out Refrigerator And Microwave Thu: Deck Wash Walls and Floor in EFR Including Wiping Dow				

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

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

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

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024	
Job#		Hours		RC#	
SC0534A Station South		1100 - 1900		2766	
INSTRUCTIONS	STATION	LINE	воотн	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.	36 St	D N R	C018	1900 -	
*Light General Duties					
station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passagev Disinfect all urine areas, empty all trash receptacles.	vays.				
*Public Toilet Duties Clean Men and Women public toilets: Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, 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/lev all levels (street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove g stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with rag from top to bottom.	graffiti,				

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

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

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

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#	ŀ	lours		RC#
SC0534B Station South	2	300 - 0700		2766
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	36 St	D N R	C018	2300 - 0030
*General Duties-Daily - see below				
*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	36 St	D N R	C018	0615 - 0700
Open Public Restrooms at 0700 hours Report Off Duty.	36 St	D N R	C018	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. 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/WS 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. 				

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

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

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

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2024 STAC Winter Pick	Pick Effective Date: 1/		1/14/2024	
Job#	н	ours		RC#
SC0535 Station South	0′	700 - 1500		2772
INSTRUCTIONS	STATION	LINE	воотн	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,	Fort Hamilton Pkwy	D	E003	1500 -
 platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and 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 includin 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. Empt 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.

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2024 STAC	C Winter Pick		Pick H	Effective Date:	1/14/2024
Job#			Hours		RC#
SC0536	Station South		1500 - 2300		2772
INSTRUCTIO	DNS	STATION	LINE	воотн	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 Cl	eaning- see below	18 Av	N	D008	1630 - 1700
*General Duties	- see below	20 Av	N	D009	1710 - 1840
*Major Duty Cl	eaning- 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 Cl	eaning- see below	Bay Pkwy	N	D010	2130 - 2200
*General Duties	- see below	18 Av	N	D008	2210 - 2300
Report Off Duty	ν.	18 Av	N	D008	2300 -
around all street disinfect all stain including OMN station signs. Wi spills and drag r Disinfect all urin platform and our all touch points.	A-Daily For unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft a stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & rway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas Y validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all widows and ipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). ne areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, tside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station d to clean during your tour of duty.				
refuse inserts an Mon: Supply Ro Wed: Scrubber I bottles. Wipe do Thu: Scrubber R bottles. Wipe do Sat: Scrubber Ro	fuse Pagoda- Deck wash walls and floor. Discard all debris and empty boxes. Remove loose debris from				

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

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

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

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2024 STAC	C Winter Pick		Pick I	Effective Date:	1/14/2024
Job#			Hours		RC#
SC0537	Station South		0700 - 1500		2772
INSTRUCTIO	DNS	STATION	LINE	воотн	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 Dution	es - 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 Dution	es- see below	20 Av	D	E013	1150 - 1330
**Major Duties	Cleaning- see below	20 Av	D	E013	1330 - 1400
**General Dution	es- see below	79 St	D	E011	1410 - 1500
Report Off Duty	<i>/</i> .	79 St	D	E011	1500 -
around all stree disinfect all stati including OMN station signs. W spills and drag Disinfect all uri platform and ou all touch points	-Daily or unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down rway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control area Y validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all wido ipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all s narks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water ne areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairw tside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Clean EFR and employee restrooms.Deodorize the entire station upon arriving and departing each to clean during your tour of duty.	n & us ws and stains, r only). ays, Sanitize			
Halon Sensors a Mon: Refuse Pa inserts and disin Tue: Cleaning O Wed: Supply Ro Thu: Employee trash can, sweep Fri: Scrubber R bottles. Wipe do	an booth [booth E-003] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges nd Fire Extinguishers. Empty garbage. Remove all debris. goda - Deck wash walls and floor. Discard all debris and empty boxes. Remove loose debris from	refuse ve. Empty			

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0538 Station South		0700 - 1500		2772
INSTRUCTIONS	STATION	LINE	воотн	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 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC 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				
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 to 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 includin 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 refu 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. Empt 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.	he ng se			

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

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

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

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2024 STAC Winter Pick		Pick E	ffective Date:	1/14/2024	
Job#		Hours			
SC0539 Station South		0700 - 1500		2772	
INSTRUCTIONS	STATION	LINE	воотн	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.	Coney Island Stillwell Av	D F N Q	G009	1500 -	
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC 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 graffit, stickers, and sticker/glue residue. Sanitize all touch points. Clean 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					
 ****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. 					

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

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

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

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2024 STAC Winter Pick		Pick E	ffective Date:	1/14/2024
Job#		Hours		RC#
SC0539A Station South		0800 - 1600		2772
INSTRUCTIONS	STATION	LINE	воотн	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.	Coney Island Stillwell Av	D F N Q	G009	1600 -
around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC 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-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. 				

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

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

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

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#	F	RC#		
SC0540 Station South	1	500 - 2300		2772
INSTRUCTIONS	STATION	LINE	воотн	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.

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			Effective Date:	1/14/2024	
Job#			Hours		RC#
SC0541	Station South		1500 - 2300		2772
INSTRUCTION	IS	STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report On Duty In	1 Full Uniform.	79 St	D	E011	1500 -
*General Duties- s	see below	79 St	D	E011	1500 - 1630
**Major Duties Cl	leaning- see below	79 St	D	E011	1630 - 1700
*General Duties- s	see below	18 Av	D	E012	1710 - 1840
**Major Duties Cl	leaning- 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 Cl	leaning- 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 -
around all street st disinfect all stairw, including OMNY station signs. Wipe spills and drag ma Disinfect all urine platform and outsid all touch points. C	unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft airways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & ay handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all widows and e down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, rks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, de areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize lean EFR and employee restrooms.Deodorize the entire station upon arriving and departing each station o clean during your tour of duty.				
Sun/Tue/Fri: Refus refuse inserts and of Mon: Supply Roor Wed: Scrubber Roo bottles. Wipe down Thu: Scrubber Roo bottles. Wipe down Sat: Scrubber Roo	se Pagoda- Deck wash walls and floor. Discard all debris and empty boxes. Remove loose debris from				

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

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

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

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0542 Station South		1500 - 2300		2772
INSTRUCTIONS	STATION	LINE	воотн	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 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC 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.				

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

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

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

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2024 STAC Winter Pick			Pick Effective Date:			
Job#	I	Hours				
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, HETs/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 ganel/deges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all levators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the sa	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.

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0544 Station South		2300 - 0700		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Kew Gardens Union Tpke	E F	N336	2300 - 0130
*General Duties-see below				
*Major Duties (0100-0130)-see below				
* Elevator Duties – see below	Kew Gardens Union Tpke	ΕF	N336	0130 - 0230
Lunch	Kew Gardens Union Tpke	E F	N336	0230 - 0300
*General Duties-see below	75 Av	E F	N334B	0310 - 0450
*Major Duties (0420-0450)				
*Major Duty Floors Nightly –see below	75 Av	E F	N334B	0450 - 0535
*Major Duty Floors Nightly –see below	Kew Gardens Union Tpke	ΕF	N336	0545 - 0630
*Inspect station for unsanitary conditions	Kew Gardens	E F	N336	0630 - 0700
and correct. Re-scrap station and empty	Union Tpke			
Trash receptacles. Remove all spills and Stains from floor.				
Public bathroom duties – open at 0700 hours see below				
Report off duty.	Kew Gardens Union Tpke	ΕF	N336	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 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,				

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a an an tarrala	tailet and annual		needed Onen	talia taliat G	0700 1					1	
paper towels.	toilet seat cover	rs) and soap as	needed. Open	public toilet (a	00700 hours.					1	
1 1		/ 1	1		/						

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	l	Hours		RC#
SC0545 Station South	,	2300 - 0700		2774
INSTRUCTIONS	STATION	LINE	воотн	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 *General Duties –see below	Parsons Blvd	F	N339A	0015 - 0100
*Major Duties (0210-0310) –see below	169 St	F	N340A	0110 - 0320
Lunch	169 St	F	N340A	0320 - 0350
*General Duties - see below *Major Duties (0420-0520) – see below	Parsons Blvd	F	N339A	0400 - 0520
* 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 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MMMs, Turnstiles, HETs/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 both trash, clean exterior 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 at touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station yo 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. Emp trash can, sweep, mop and disinfect floors. Wipe down top of Fix. SAT: N339A Scrubber/Storage Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and emp chemical bottles. Wipe down Fire Extinguishers. Restock supplies X4T: N339A Scrubber/Storage Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and emp chemical bottles. Wipe down Fire Ex	ty ty			

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

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

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

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2024 STAC Winter Pick		Pick H	Effective Date:	1/14/2024
Job#	H	lours		RC#
SC0546 Station South	2	300 - 0700		2774
INSTRUCTIONS	STATION	LINE	воотн	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 -
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, furnstiles, 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 n				

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

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

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

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024	
Job#	н	ours		RC	
SC0547 Station South	0,	0700 - 1500			
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform.	Jamaica Center	EJZ	N606	0700 - 0930	
If closed Open and stock Public Restrooms @ 0700 hours	Parsons/Archer				
General Duties- see below *Major Duties –see below					
Disinfect Men/Women Public Toilet – see below Restock toilet paper and soap	Jamaica Center Parsons/Archer	EJZ	N606	0930 - 1000	
**Elevator Duties EL412, EL413- see below	Jamaica Center Parsons/Archer	EJZ	N606	1000 - 1030	
Clean and mop Supervisor's office	Jamaica Center Parsons/Archer	ЕЈΖ	N606	1030 - 1100	
Lunch	Jamaica Center Parsons/Archer	ЕЈΖ	N606	1100 - 1130	
**Escalator Duties ES447- see below	Jamaica Center Parsons/Archer	ЕЈΖ	N606	1130 - 1230	
Clean chemical/paper supply rooms and cages Organize and stack supplies. Discard empty boxes	Jamaica Center Parsons/Archer	ЕЈΖ	N606	1230 - 1300	
Public Restroom Duties (1200-1300) – see below Note- If public restrooms out of service, listed General Duties will be performed					
*General Duties "E" line ONLY- see below	Jamaica Center Parsons/Archer	ΕJΖ	N606	1300 - 1500	
Report Off Duty.	Jamaica Center Parsons/Archer	ΕJΖ	N606	1500 -	
 *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3fi around all street stairways including scrap bus loading area on Archer Avenue between 150 St and Parson Blvd. Disimi and remove stickers. Clean behind back wall of E412. Scrap unstaffed mezzanine, control area, "E" line island platforr Wipe down & disinfect all stairway handrails. Sweep all stairways leading from "E" platform to "J" platform. Clean an polish AFC equipment (MVMs, Turnstiles) in control area including OMNY validators. Wipe down all digital ad pane fire hose boxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag man floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine are disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, and outside areas (3 ft.) all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Deodorize the entitistation 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 boxe 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.	affect m. ind els and urks on eas, Clean ire es.				
 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 dry (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all gra and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paptowels, toilet seat covers and soap as needed.(Open Public toilet 0700 in the event it is close). Clean and close 1200-12 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 exterpanels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on static Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean behind back wall of I Clean and wipe down the safety edge with a dry rag from top to bottom. 	affiti uper 300 erior on.				

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	н	ours		RC#
SC0548 Station South	0	700 - 1500		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Monday-Friday				
Report On Duty In Full Uniform.	Jamaica Center Parsons/Archer	ΕJΖ	N606	0700 - 0900
*General Duties "J" line ONLY- see below				
*Public Restroom Duties – see below	Jamaica Center Parsons/Archer	ΕJΖ	N606	0900 - 0930
*Station Cleaning Duties – see below	Jamaica Center Parsons/Archer	ΕJΖ	N606	0930 - 1030
Lunch	Jamaica Center Parsons/Archer	ΕJΖ	N606	1030 - 1100
*General Duties "J" line ONLY- see below	Jamaica Center Parsons/Archer	EJZ	N606	1100 - 1500
Report Off Duty.	Jamaica Center Parsons/Archer	ЕЈΖ	N606	1500 -
around all street stairways. Disinfect and remove stickers. Scrap Main mezzanines, control area, "E", "J" line island platforms. Wipe down & 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 al 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 statio 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.	ll			
*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 tra can, sweep, mop and disinfect floors. Wipe down top of FX.				
**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.				

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	н	ours		RC#
SC0548 Station South	0	700 - 1500		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Saturday-Sunday				
Report On Duty In Full Uniform.	Jamaica Center Parsons/Archer	EJZ	N606	0700 - 0930
*General Duties "E" and "J" lines- see below	Farsons/Archer			
*Public Restroom Duties – see below	Jamaica Center Parsons/Archer	ЕЈΖ	N606	0930 - 1000
*Elevator Duties EL412, EL413 – see below	Jamaica Center Parsons/Archer	ΕJΖ	N606	1000 - 1030
Lunch	Jamaica Center Parsons/Archer	ЕЈΖ	N606	1030 - 1100
*General Duties "E" and "J" lines- see below	Jamaica Center	ЕЈΖ	N606	1100 - 1500
Report off Duty.	Parsons/Archer Jamaica Center Parsons/Archer	ЕЈΖ	N606	1500 -
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 & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles) in controt area including OMNY validators. Wipe down all digital ad panels and fire hose boxes. Empty, disinfect and clean chrom tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove 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 statupon 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 drye (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graff and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, pape towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.	ne e all tion ers ñti			
*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 har dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove a graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toile tissue, paper towels, toilet seat covers) and soap as needed. Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty t can, sweep, mop and disinfect floors. Wipe down top of FX.	nd Ill et			
**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.				

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

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

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

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2024 STAC Winter Pick		Pick B	Effective Date:	1/14/2024
Job#	н	ours		RC#
SC0549 Station South	0′	700 - 1500		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Sutphin Blvd Archer Av JFK	EJZ	N605	0700 - 1000
*General Duties- see below	Airport			
*Major Duties (0900-1000)-see below				
Clean and disinfect refuse room	Sutphin Blvd Archer Av JFK Airport	ΕJΖ	N605	1000 - 1030
Lunch	Sutphin Blvd Archer Av JFK Airport	EJZ	N605	1030 - 1100
**Elevator Duties EL411- see below	Sutphin Blvd Archer Av JFK Airport	EJZ	N605	1100 - 1130
Clean glass in N605 mezzanine and on platform stairways	Sutphin Blvd Archer Av JFK Airport	ΕJΖ	N605	1130 - 1230
*General Duties- see below	Sutphin Blvd Archer Av JFK Airport	EJZ	N605	1230 - 1500
Report Off Duty.	Sutphin Blvd	EJZ	N605	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. Wipe down & disinfect 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.	Archer Av JFK Airport			
*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.	L			
**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.				

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

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

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

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2024 STAC Winter Pick

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Pick Effective Date: 1/14/2024
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Date: 10/27/2023

2024 STAC WINTER TICK						
Job#		lours		RC#		
SC0549A Station South	0	700 - 1500		2774		
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS		
Sunday-Saturday						
Report On Duty In Full Uniform.	Sutphin Blvd Archer Av JFK	EJZ	N605	0700 - 0730		
*Elevator Duties - see below Note- If Elevators are out of service listed General Duties will be performed	Airport					
*General Duties Platform Levels- see below	Sutphin Blvd Archer Av JFK Airport	EJZ	N605	0730 - 1000		
*Major Duties -see below	Sutphin Blvd Archer Av JFK Airport	EJZ	N605	1000 - 1100		
Lunch	Sutphin Blvd Archer Av JFK Airport	EJZ	N605	1100 - 1130		
*General Duties Mezzanine Level- see below	Sutphin Blvd Archer Av JFK Airport	EJZ	N605	1130 - 1400		
*Elevator Duties - see below	Sutphin Blvd Archer Av JFK Airport	EJZ	N605	1400 - 1430		
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Sutphin Blvd Archer Av JFK Airport	EJZ	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 gigeon droppings from all ratilings, 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 co						

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

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

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

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#	Но	urs		RC#
SC0550 Station South	070	0 - 1500		2774
INSTRUCTIONS	STATION	LINE	воотн	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	Е	N604	1030 - 1115
*Station Cleaning Duties - see below	Jamaica Van Wyck	Е	N604	1115 - 1145
Lunch	Jamaica Van Wyck	Е	N604	1145 - 1215
*Escalator Duties ES427- see below	Jamaica Van Wyck	Е	N604	1215 - 1310
Refuse Room – Deck wash wall and floor. Wipe down FX.	Jamaica Van Wyck	Е	N604	1310 - 1345
Discard all debris and empty boxes. Remove loose debris from				
refuse inserts and disinfect.	Jamaica Van Wyck	Б	N604	1345 - 1500
*General Duties - see below	Jamaica Van Wyck			1545 - 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.				
*Maion Duty Classing				
*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.

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2024 STAC	C Winter Pick		Pick I	Effective Date:	1/14/2024
Job#			Hours		RC#
SC0551	Station South		0700 - 1500		2774
INSTRUCTIO	DNS	STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report On Duty	In Full Uniform.	75 Av	E F	N334B	0700 - 1000
*General Duties	- see below				
*Major Duty (0	900-1000) - see below				
*Station Cleanin	ng Duties – see below	75 Av	E F	N334B	1000 - 1020
***RTO Jamaic	a Yard – see below	75 Av	ΕF	N334B	1030 - 1230
Lunch		75 Av	ΕF	N334B	1240 - 1310
**General Dutie	es- see below	75 Av	ΕF	N334B	1310 - 1500
Report Off Duty	1.	75 Av	ΕF	N334B	1500 -
disinfect all stai including OMN receptacles. Ren booth windows from all railings sticker/glue resi departing each s *Major Duty Cl Sun: Booth- Cle	 stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & rway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas Y validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash nove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and due. Sanitize all touch points. Clean EFR and Refuse Room. Deodorize the entire station upon arriving and station you are assigned to clean during your tour of duty. eaning-an booth N334B interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon e Extinguishers. Empty garbage. Remove all debris. 				
Employee Toile dryers (if equipp graffiti and stick tissue, paper tow	ng Duties- Facilities ts- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand bed) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all kers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet vels, toilet seat covers) and soap as needed.				
women/men res trash cans, swee OWN CLEANI	Facilities Duties Second Second Secon				

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

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

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

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2024 STAC Winter Pick Pick Effective Date: 1/14/2024 Job# Hours SC0552 0700 - 1500 **Station South** 2774 BOOTH **INSTRUCTIONS STATION** LINE HOURS Sunday-Saturday Kew Gardens ΕF N336 0700 - 1030 Report On Duty In Full Uniform. Union Tpke *General Duties - see below ΕF N336 1030 - 1100 *Station Cleaning Duties - see below Kew Gardens Union Tpke *Major Duty (0930-1030) - see below Kew Gardens N336 ΕF 1100 - 1130 Lunch Union Tpke N336 1130 - 1200 Kew Gardens ΕF **Elevator Duties EL434, EL435, EL436 - see below Union Tpke *General Duties - see below Kew Gardens ΕF N336 1200 - 1500 Union Tpke Public Toilet cleaning 1200-1300 hours Note- If public toilets out of service, General Duties listed will be performed Kew Gardens N336 1500 -ΕF Report Off Duty. Union Tpke *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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.

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	н	ours		RC#
SC0553 Station South	0	700 - 1500		2774
INSTRUCTIONS	STATION	LINE	воотн	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 -
 **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-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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 dooth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and stoetr/gute residue. Sanitize all touch points. Clean EFR and 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 N343 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and F				

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0554 Station South		0700 - 1500		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	169 St	F	N340A	0700 - 1100
**General Duties – see below				
*Major Duty (1000-1100) – see below				
Lunch	169 St	F	N340A	1100 - 1130
**General Duties – see below	Parsons Blvd	F	N339A	1140 - 1330
*Major Duty (1230-1330) – see below				
*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 Halor 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.	1	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.

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	I	Hours		RC#
SC0555 Station South	(0700 - 1500		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Sutphin Blvd	F	N338B	0700 - 0900
*General Duties- see below				
*Major Duty (0800-0900)- see below				
*General Duties- see below	Briarwood	ΕF	N337	0910 - 1100
Lunch	Briarwood	ΕF	N337	1100 - 1130
*Elevator Duties EL424– see below	Briarwood	E F	N337	1130 - 1150
*General Duties- see below	Briarwood	ΕF	N337	1150 - 1330
*Major Duty (1230-1330)- see below				
*General Duties- see below	Sutphin Blvd	F	N338B	1340 - 1500
Report Off Duty.	Sutphin Blvd	F	N338B	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control area 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 booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon of from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, sticker sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of	a & s and droppings rs, and			
 *Major Duty Cleaning- Sun: Booth- Clean booth N338B interior and exterior. Sweep and mop floor, wash walls, dust top of ledges includion 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 includin 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 panton all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with the state of the state. 	g Halon els/ledges e graffiti,			

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

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

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

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2024 STAC Winter Pick Pick Effective Date: 1/14/2024 Job# Hours SC0555A 1500 - 2300 **Station South** 2774 **INSTRUCTIONS STATION** LINE BOOTH HOURS Sunday-Saturday N337 ΕF 1500 - 1800 Report On Duty In Full Uniform. Briarwood *Perform General Duties - see below N337 1800 - 1830 *Major Duties -see below Briarwood ΕF (When major duty is not scheduled General Duties will be performed) Briarwood ΕF N337 1830 - 1900 *Elevator Duties ELE # 424 - see below Briarwood ΕF N337 1900 - 1930 Lunch N338B 1940 - 2150 Sutphin Blvd *Perform General Duties/Bathroom Duties - see below F N338B Sutphin Blvd F 2150 - 2250 Major Duties - see below 7- days Hose/Bucket wash 144 St entrance and unstaffed area. N337 2300 -Report Off Duty. Briarwood ΕF *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, Ouench 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.

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

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

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

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Pick Effective Date: 1/14/2024
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Date: 10/27/2023

Job#	н	ours		RC#
SC0556 Station South	1:	500 - 2300		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Monday-Friday				
Report On Duty In Full Uniform.	Jamaica Center Parsons/Archer	EJZ	N606	1500 - 1530
Employee Bathroom Duties -see below	r arsons/Archer			
**Elevator Duties ELE 412, ELE 413 - see below	Jamaica Center Parsons/Archer	EJZ	N606	1530 - 1600
* General Duties on E Platform, N607 Mezzanine	Jamaica Center Parsons/Archer	EJZ	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	EJZ	N606	1800 - 1830
Lunch	Jamaica Center Parsons/Archer	EJZ	N606	1830 - 1900
*Refuse Room Daily Duties: Clean, Disinfect and Bucket wash	Jamaica Center Parsons/Archer	EJZ	N606	1900 - 1930
*General Duties- see below	Jamaica Center Parsons/Archer	EJZ	N606	1930 - 2200
*Escalator Duties- see below	Jamaica Center Parsons/Archer	EJZ	N606	2200 - 2300
Report Off Duty.	Jamaica Center Parsons/Archer	EJZ	N606	2300 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC 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 graffit, stickers, and sticker/glue residue.				
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.				

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024	
Job#	н	ours		RC#	
SC0557 Station South	1500 - 2300			2774	
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Monday-Friday					
Report On Duty In Uniform.	Jamaica Center	ΕJΖ	N606	1500 - 1800	
*General Duties-see below	Parsons/Archer				
Employee Bathroom Duties	Jamaica Center Parsons/Archer	EJZ	N606	1800 - 1830	
***Public Toilets- Close 1900 see below	Jamaica Center Parsons/Archer	ЕЈΖ	N606	1830 - 1915	
Lunch	Jamaica Center	EJZ	N606	1915 - 1945	
	Parsons/Archer Jamaica Center	EJZ	N606	1945 - 2200	
*General Duties-see below	Parsons/Archer		11000	1945 - 2200	
*Escalator Duties –see below ECS 438	Jamaica Center Parsons/Archer	ЕЈΖ	N606	2200 - 2300	
Report Off Duty.	Jamaica Center Parsons/Archer	EJZ	N606	2300 -	
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC 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 both 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 Dut					

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	Hours			RC#
SC0557 Station South	1:	500 - 2300		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Saturday-Sunday				
Report On Duty In Uniform.	Jamaica Center	ΕJΖ	N606	1500 - 1800
*General Duties -see below J platform	Parsons/Archer			
*Major Duty	Jamaica Center Parsons/Archer	EJZ	N606	1800 - 1900
Lunch	Jamaica Center Parsons/Archer	ΕJΖ	N606	1900 - 1930
*Escalator Duties-see below ESC 447, ESC 438 and Landings.	Jamaica Center Parsons/Archer	ЕЈΖ	N606	1930 - 2000
Perform Elevator Duties -see below	Jamaica Center Parsons/Archer	ЕЈΖ	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	ЕЈΖ	N606	2030 - 2100
*General Duties see below E Platform	Jamaica Center Parsons/Archer	ЕЈΖ	N606	2100 - 2300
Report Off Duty. *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 stuckr/glue r	e	EJZ	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.

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	Но	urs		RC#
SC0558 Station South	150	0 - 2300		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *Elevator Duties - see below	Sutphin Blvd Archer Av JFK	EJZ	N605	1500 - 1530
*Perform General Duties Platform Level- see below	Airport Sutphin Blvd Archer Av JFK Airport	EJZ	N605	1530 - 1730
*Perform General Duties Platform Level- see below	Sutphin Blvd Archer Av JFK Airport	ЕЈΖ	N605	1740 - 1900
Lunch	Jamaica Van Wyck		N604	1900 - 1930
*Perform General Duties Mezzanine Level- see below	Jamaica Van Wyck	Е	N604	1930 - 2030
*Elevator Duties - see below	Sutphin Blvd Archer Av JFK Airport	EJZ	N605	2030 - 2115
*Perform General Duties Mezzanine Level- see below	Sutphin Blvd Archer Av JFK Airport	EJZ	N605	2125 - 2200
Major Duty Refuse room daily see below	Sutphin Blvd Archer Av JFK Airport	EJZ	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/exteriors 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 gales 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 polish N605 ELE 411, N604 ELE 408, ELE 409. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior glass on all levators on station. Remove graffiti, st	Sutphin Blvd Archer Av JFK Airport	EJZ	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.

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2024 STAC Winter Pick		Pick B	Effective Date:	1/14/2024
Job#	H	ours		RC#
SC0558A Station South	15	500 - 2300		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. General Duties - (See Below) Mezzanine Level	Sutphin Blvd Archer Av JFK Airport	ΕJΖ	N605	1500 - 1730
*Major Duties- see below	Sutphin Blvd Archer Av JFK Airport	EJZ	N605	1730 - 1830
Lunch	Sutphin Blvd Archer Av JFK Airport	ЕЈΖ	N605	1830 - 1900
*Elevator Duties - see below	Sutphin Blvd Archer Av JFK Airport	EJZ	N605	1900 - 1930
*Perform General Duties Platform Level - see below	Sutphin Blvd Archer Av JFK Airport	EJZ	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	ΕJΖ	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 stair 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, HETs/HXT) in N605 control areas including OMNY validators. Wipe down all digi panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrom on all trash receptacles. Remove all stains, spills and drag marks from platforms and mezzanine floors. Spot clean A tactile as required. Empty booth trash, clean exterior booth panels and bonch windows (use water only). Disinfect all areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue re Sanitize all touch points. Clean glass and chrome on mezzanine, stairway and Island platforms. Clean EFR, Porter's and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to cl 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 all surfaces including walls, lockers, 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 chem 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 electrical hand dryers, dispensers and holders. Clean sink and faucets. Clean commodes with toilet bowl brush. Rem graffiti and stickers incl	C ital ad te tops ADA l urine esidue. room lean e down lisinfect Empty hical mirrors, tove all	EJZ	N605	2300 -
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 s Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the edge with a dry rag from top to bottom.	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.

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Pick Effective Date: 2024 STAC Winter Pick 1/14/2024 Job# Hours SC0559 1500 - 2300 **Station South** 2774 **INSTRUCTIONS STATION** LINE BOOTH HOURS Sunday-Saturday N334B 75 Av ΕF 1500 - 1700 Report On Duty In Full Uniform. Employee Bathroom Duties -see below ΕF N336 1710 - 1900 * General Duties - see below Kew Gardens Union Tpke Public Restroom Duties (1830-1900) see below Note-If public restrooms are out of service listed General Duties will be performed Kew Gardens ΕF N336 1900 - 2000 * General Duties - see below Union Tpke 2000 - 2030 Kew Gardens N336 ΕF Lunch Union Tpke N336 Kew Gardens ΕF 2030 - 2130 *Elevator Duties -see below Union Tpke N334B * General Duties – see below 75 Av ΕF 2140 - 2300 *Major Duties (2230-2300) see below 75 Av ΕF N334B 2300 -Report Off Duty. *General Duties-Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways, Wipe down & disinfect all stairway handrails. Clean and polish AFC 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.

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2024 STAC Winter Pick		Pick E	Effective Date:	1/14/2024
Job#	н	ours		RC#
SC0560 Station South	15	500 - 2300		2774
INSTRUCTIONS	STATION	LINE	воотн	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	Jamaica 179 St	F	N343	1800 - 2000
(In the event job# SC0733 not covered clean and close				1000 2000
Public Toilets)	170.0			2000 2100
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.	Jamaica 179 St	F	N343	2300 -
 **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 guters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assign				
 *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. 	, ,			

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

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

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

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2024 STAC Winter Pick Pick Effective Date: 1/14/2024 Job# Hours RC# SC0560A 1500 - 2300 **Station South** 2774 **STATION** BOOTH HOURS **INSTRUCTIONS** LINE Sunday-Saturday Report On Duty In Full Uniform. Jamaica 179 St N343 1500 - 1800 F *General Duties-see below (In the event job# SC0560 not covered, complete RTO Duties Jamaica 179 St N343 1800 - 1830 Lunch *Major Duties -see below Jamaica 179 St F N343 1830 - 1930 (In the event job# SC0733 not covered, clean and close Public Toilets) N343 Jamaica 179 St F 1930 - 2200 *General Duties –see below Jamaica 179 St 2200 - 2300 N343 Inspect station for unsanitary conditions and correct. Re-scrap station station and empty trash receptacles. Remove all spills and stains from floors. Report Off Duty. Jamaica 179 St N343 2300 -F **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

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

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

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

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2024 STAC Winter Pick		Pick H	Effective Date:	1/14/2024
Job#	I	Hours		RC#
SC0561 Station South	1	2774		
INSTRUCTIONS	STATION	LINE	воотн	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 -
around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/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.				

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

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

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

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024	
Job#		RC#			
SC0562 Station South		2300 - 0700		2774	
INSTRUCTIONS	STATION	LINE	воотн	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. Mo 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.

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	F	lours		RC#
SC0563 Station South	2	300 - 0700		2773
INSTRUCTIONS	STATION	LINE	воотн	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	ΕM	N307	0330 - 0500
*Major Duties- see below	Court Sq-23 St	ΕM	N307	0500 - 0600
*General Duties- see below	Court Sq	G	N400A	0600 - 0700
Report off Duty	Court Sq	G	N400A	0700 -
around all street stairways. Scrap all mezzanines, control areas, platforms, ramps and passageways. Wipe down & disinfe all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/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. Eapty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. "Deodorize the entire station upon arriving and departing each station you are assigned to clear 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 at 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 mark 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 debr and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Sat: Tile/Concrete Walls-Bucket wash lower portion of walls in	(3) ea s, is all			

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

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

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

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2024 STAC Winter Pick Pick Effective Date: 1/14/2024 Job# Hours RC# SC0564 1500 - 2300 **Station South** 2769 **INSTRUCTIONS STATION** LINE BOOTH HOURS Sunday-Saturday N414 1500 - 1630 Report On Duty In Full Uniform. Flushing Av G Perform **General Duties-see below N412 1640 - 1800 Broadway G Perform **General Duties-see below N415 1810 - 1840 Myrtle Willoughby G Lunch Avs N415 Perform **General Duties-see below Myrtle Willoughby G 1840 - 2040 Major Duty (2000-2040) Avs N414 Perform **General Duties-see below G 2050 - 2300 Flushing Av Major Duty (2200-2240) N414 2300 -Flushing Av G 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

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

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

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

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2024 STAC Winter Pick

Pick Effective Date:	1/14/2024
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Date: 10/27/2023

			neenve Date	DC#
Job#		ours		RC#
SC0565 Station South		00 - 0700		2769
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Metropolitan Av	G	N409	2300 - 0100
Perform *General Duties-see below				
Perform *Major Duty (0000-0100) PERFORM DUTIES AT LORIMER ON THE "L"	Metropolitan Av	G	N409	0100 - 0230
Perform *General Duties-see below	Wetropontali Av	0	11409	0100 - 0250
Perform *Major Duty (0200-0230)				
Lunch	Metropolitan Av	G	N409	0230 - 0300
PERFORM DUTIES AT LORIMER ON THE "L"	Metropolitan Av	G	N409	0300 - 0500
Perform *General Duties-see below				
Perform *Major Duty (0300-0400) Perform ***Elevator Duties-(0400-0430)				
Perform *General Duties-see below	Metropolitan Av	G	N409	0500 - 0655
Perform ***Elevator Duties-(0500-0530)				0000 0000
Report Off Duty.	Metropolitan Av	G	N409	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.				
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 wine down the cofety edge with a dry may from top to better				
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.				
Lequited. Distinct an unite areas. Samuze an touch points. Clean and distinct refuse footils/refuse nousings.				

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

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

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

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2024 STAC Winter Pick

Pick Effective Date:	1/14/2024
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Date: 10/27/2023

2024 STAC WINELTICK			Inective Date	1/14/2024
Job#		urs		RC#
SC0566 Station South	070	0 - 1500		2769
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Bedford Nostrand	G	N417	0700 - 0900
Perform *General Duties- see below	Avs			
Perform *Major Duty-see below (0830-0900) Perform *General Duties- see below	Classon Av	G	N419	0910 - 1110
Perform *Major Duty-see below (1030-1110)	Classofi Av	U	19419	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.	Bedford Nostrand Avs	G	N417	1500 -
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				

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

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

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

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2024 STAC Winter Pick

Pick Effective Date: 1	/14/2024
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Date: 10/27/2023

Job#	Но	urs		RC#
SC0567 Station South		0 - 2300		2769
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday			boom	noens
Report On Duty In Full Uniform.	Clinton Washington	G	N420B	1500 - 1630
Perform *General Duties-see below	Avs			
Perform *General Duties-see below	Fulton St	G	N422	1640 - 1800
Lunch	Clinton Washington Avs	G	N420B	1810 - 1840
Perform *General Duties-see below	Clinton Washington	G	N420B	1840 - 2040
Perform *Major Duty (2000-2040)-see below Perform *General Duties-see below	Avs Fulton St	G	N422	2050 - 2250
Perform *Major Duty (2200-2240)-see below			11122	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 an 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 extreiro booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and tisker/glue residue. Sanitiza all touch points. Clean EFR and 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 Thu: Employee Toailty Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguisher Thu: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryce; dif equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remo all graffiti and sticker s including residue. Empty trash cans. Sweep, mop and disinfect the floor. Bucket wash and disinfect housing. FULT	e n rs c ve els,	G	N420B	2300 -
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. Remov loose debris from refuse inserts and disinfect.	re			

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

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

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

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2024 STAC Winter Pick

Pick Effective Date: 1/1-	4/2024
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Date: 10/27/2023

Job#	Ηοι	urs		RC#
SC0567A Station South	230	0 - 0700		2769
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties-see below *Major Duty Floors (0015-0045)-see below	Clinton Washington Avs	G	N420B	2300 - 0120
*Major Duty Cleaning (0045-0120)-see below		~		
*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		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 stativays 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 ap anels. Remove all pigeon droppings from all railings, statiways, platform and outside areas (3 h.).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 receptacles are and remove statins on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse tooms/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 and mezzanine floors. Mop all stative yleve foilets-Clean Memory with 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 Mem and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electri	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.

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0568 Station South		2300 - 0700		2768
INSTRUCTIONS	STATION	LINE	воотн	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 -
underpass, and passageways. Wipe down & disinfect 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 ratilings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trasl receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanin floors. 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. Mo 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 Long Stairways 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	n e			

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

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

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

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0569 Station South		2300 - 0700		2768
INSTRUCTIONS	STATION	LINE	воотн	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 -
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 da 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 mezzanin floors. 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. Mo 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 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 Thursday/Friday : Clean Disinfect S/B Platform Remove all Pigeon Droppings Thursday/Friday : Clean Disinfect	e			

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

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

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

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#	Hou			RC#
SC0570 Station South	230	0 - 0700		2768
INSTRUCTIONS	STATION	LINE	воотн	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 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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/refus 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: N539A Sunday/ Monday : Clean Disinfect ADA Tactile S/B Platform Tuesday/ Wednesday : Clean Disinfect Employee Bathroom and Facility Room **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 Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Moc all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as				

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

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

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

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2024 STAC Winter Pick		Pick B	Effective Date:	1/14/2024
Job#	F	lours		RC#
SC0571 Station South	2	300 - 0700		2768
INSTRUCTIONS	STATION	LINE	воотн	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	F G	N543	0010 - 0100
	Pkwy Fort Hamilton	F G	N543	0100 - 0145
***Major Duty Floors – see below.	Pkwy	гu	11343	0100 - 0143
****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 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Cleaning: N546 Sunday- 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 **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 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. 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.				

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0572 Station South		2300 - 0700		2768
INSTRUCTIONS	STATION	LINE	воотн	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 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Serap 3 around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairvay 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, stairway platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remo gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway lan Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all u areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges a benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station y 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 mez Monday – Ditmas - Clean and Disinfect Interior /Exterior of Booth N548 including bucket wash control area Tuesday – Ditmas – Q-Panels/Wind Breakers: Bucket Wash Remove stains and scuff marks from "Panels" on S/B Platform Friday- 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 floor	z vs, ove dings. irine and s/refuse rou are			

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

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

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

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2024 STAC Winter Pick		Pick H	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0573 Station South		2300 - 0700		2768
INSTRUCTIONS	STATION	LINE	воотн	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. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platfo underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MV. Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops or receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and n floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean A tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at ba trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station arriving and departing each station you are assigned to clean during your tour of duty.	rms, Ms, l pigeon n all trash nezzanine DA ase of points.			
 ***Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floal 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 Con 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 N Platform Friday – Ave P N556- Clean and Disinfect Interior / Exterior of Booth, Including control areas Bucket Wash 	mer B			

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

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

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

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0574 Station South		2300 - 0700		2768
INSTRUCTIONS	STATION	LINE	воотн	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
*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				

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

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

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

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2024 STAC Winter Pick		Pick H	Effective Date:	1/14/2024
Job#	н	ours		RC#
SC0575 Station South				2773
INSTRUCTIONS	STATION	LINE	воотн	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 rad clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all gigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove ganflitti, 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/Satt 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 graffit/glue residue. Wipe clean exterior booth window and deal tray. 	1			

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

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

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

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2024 STAC Winter Pick

Pick Effective Date:	1/14/2024
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Date: 10/27/2023

2024 STAC WINTER FICK			Lifective Date	e: 1/14/2024 RC#
Job#		Hours		
SC0576 Station South	0	700 - 1500		2769
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Nassau Av	G	N408A	0700 - 0900
Perform *General Duties-see below				
Perform *Major Duty (0820-0900)				
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	21 St	G	N401	1155 - 1300
Perform *Major duty-see below (1300-1345)				1100 1000
Perform *General Duties-see below	Nassau Av	G	N408A	1400 - 1500
Report Off Duty.	Nassau Av	G	N408A	1500 -
*General Duties-Daily				
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft				
around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down &				
disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas				
including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows an station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains,	nd			
spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only)				
Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways,				
platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitiz				
all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each static	on			
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 eleva doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	tor			
toors sins. Clean and wipe down the safety edge with a dry rag noin top to bottom.				
*Major Duty Cleaning-				
NASSUA AV				
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, electr	ric			
hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remo				
all graffiti and stickers including 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 Extinguisher	ers			
Sat: Clean booth N408A interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sen				
and Fire Extinguishers. Empty garbage. Remove all debris.				
21St ST-VAN ALST				
Sun: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electri	c			
and dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remo				
all graffiti and stickers including 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 Extinguishe	ers			
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 Senso			1	

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

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

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

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Pick Effective Date: 1/14/2024
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Date: 10/27/2023

NERREPARATION KITCH DATA	Job#	Hours			RC#		
Repert Op by In Full Unitorm. Metropolitan Av G N409 0700 - North Preform Cincend Ditas-see below PERFORM DUTIES AT LORANDER ST. "1." Metropolitan Av G N409 0010 - 1100 Derform Cincend Ditas-see below Metropolitan Av G N409 1010 - 1130 Perform Cincend Ditas-see below Metropolitan Av G N409 1030 - 1330 Perform Vicend Ditas-see below Metropolitan Av G N409 1340 - 1430 Perform Vicend Ditas-see below Metropolitan Av G N409 1340 - 1430 Perform Vicend Ditas-see below Metropolitan Av G N409 1500 - N Perform Vicend Ditas-see below Metropolitan Av G N409 1500 - N "General Duties-see below Metropolitan Av G N409 1500 - N "General Duties-see below Metropolitan Av G N409 1500 - N "General Duties-see below Metropolitan Av G N409 1500 - N Staffard B Startways, Staf	SC0577 Station South	0700 - 1500			2769		
Report On Duty In Full Uniform. Metropolitan Av G N409 0700 Perform "Central Duties-see below Metropolitan Av G N409 0700 Perform "General Duties-see below Metropolitan Av G N409 0710 Dendom Metropolitan Av G N409 0710 1100 Lineh Metropolitan Av G N409 0110 1130 Perform "Major Duty (130-1200)-see below Metropolitan Av G N409 1130 1330 Perform "Lievator Duties-see below (1340-1340) Metropolitan Av G N409 1130 1330 Perform "Lievator Duties-see below (1340-1410) Report Off Duty. Metropolitan Av G N409 1130 Yoeneral Duties-we below w Perform "Lievator Duties-see below (1340-1410) Report Off Duty. G N409 1500 Yoeneral Duties-we below w Issue and polish AFC capinpent (MVMs, Turnstiles, HEETSHXT) in control areas including OMNY validans. Wee down all digital and panels, HIP Units, TDX Ys Bondyne OURIEs Casa all windows and station signs. Wap down and digitated angles, HIP Turk TDX Ys Bondyne OURIEs Casa all windows and station areas of the Casa autropower and song and disinfect elevator floors. Wipe down individual and takes duties duty and song and disinfect elevator floors. Wipe down in distoring and solate area (15, Lieva) Removes and hapelos abelow Purchare Lista static cont	INSTRUCTIONS	STATION	LINE	воотн	HOURS		
Defense Otherson Deterson Metropolitan Av G N409 0703 - 0905 PERFORM DUTIES AT LORMINE ST "L" Metropolitan Av G N409 0703 - 0905 Perform *General Duties-see below Metropolitan Av G N409 0703 - 1000 Lunch Metropolitan Av G N409 1130 - 1130 Perform *Revuel Duties-see below (1300-1330) Perform *Vector Duties-see below (1300-1330) Metropolitan Av G N409 1130 - 1430 Perform *Vector Duties-see below (1300-1340) Metropolitan Av G N409 1340 - 1430 Perform *Vector Duties-see below (1300-1340) Metropolitan Av G N409 130 - 1450 Perform *Vector Duties-see below (1300-1340) Metropolitan Av G N409 130 - *Cenard Duties-Duily Inspect station for ware and polich A/C cupment (MVAS, Transiles, IEITENT) in control areas and station station spectropolitan Av G N409 1500 - *Cenard Duties-see below Gupment (MVAS, Transiles, IEITENT) in control areas and station spectropolitan Av G N409 1500 - *Cenard Dutis-cenard MVAS, preverstrevalos analys bate and specona	Sunday-Saturday						
Perform Victor G N469 0705 - 0805 Perform Victor Metropolitan Av G N469 0910 - 1100 Perform Victor Metropolitan Av G N469 1100 - 1100 Perform * Najor Durics vec helow Metropolitan Av G N469 1100 - 1100 Perform * Najor Durics vec helow Metropolitan Av G N469 1130 - 1330 Perform * Najor Durics vec helow Metropolitan Av G N469 1340 - 1450 Perform * Najor Durics-see helow (1340-1410) Metropolitan Av G N469 1340 - 1450 Perform * Najor Durics-see helow (1340-1410) Metropolitan Av G N469 1500 - * Orneral Durics-see helow (1340-1410) Metropolitan Av G N469 1500 - * Orneral Durics-see helow (1340-1410) Metropolitan Av G N469 1500 - * Orneral Durics-see helow (2140 - 1100 Metropolitan Av G N469 1500 - * Orneral Durics-see helow (2140 - 1100 Me	Report On Duty In Full Uniform.	Metropolitan Av	G	N409	0700 -		
Perform *General Duties-see below Metropolitan Av G N409 [0910-1100] Lunch Metropolitan Av G N409 [1100-1130] Perform *Biorator Date-see below (1200-1330) Metropolitan Av G N409 [1130-1130] Perform *Vicenzal Date-see below (1200-1330) Metropolitan Av G N409 [1340-1450] Perform *Vicenzal Date-see below (1240-1410) Metropolitan Av G N409 [1340-1450] Report OD Davy. Metropolitan Av G N409 [1500 - **Cenaral Duties-Daily Inspect station for Avan and polita ATC equipment (MVAN, TURIES), ELECTRICT) in control areas inicoluting (Mathema and polita) ATC equipment (MVAN, TURIES), ELECTRICT) in control areas anicoluting (MMY validaters, Empty, disinfect and learn or host post on all rater herespaces. Remove all stains, splifs may, platform areas, disinfect guesters and santary bases. Remove all pigoed orophigs from all ratings, santaryas, platform all raters attain ways. Second all exceeds and benches. Remove graffit, stickers, and sticker/gile residue. Santize all totach posts. Clean 181 and experime respective. Remove all stains, splifs may clean and polita ATC and clean chrom bey not arratic respective. Remove all statis (Reparting testakers). Dedon'tra the entire station upon arriving and exertor's measure and platforms). Clean interior and exterior base from all entires attain your of dury. Elevator Duties Clean and Polita HTC and exterior. Sweep and mog flow, wash walls, dust top of ledges in claan at wijne davang parestock. Genowe and therestine industing regues exterions. S	Perform *General Duties-see below	Metropolitan Av	G	N409	0705 - 0905		
Lanch Metropolitan Av G N409 1100 - 1130 Perform ** Major Duty (1130-120)-see below Metropolitan Av G N409 1130 - 1330 PERFORM VDTTES AT LORIMER ON THE "L" Metropolitan Av G N409 1340 - 1450 PERFORM VDTTES AT LORIMER ON THE "L" Metropolitan Av G N409 1340 - 1450 Perform ** Elevator Data-see below (1340-1410) Metropolitan Av G N409 1500 - ** General Data-see below (1340-1410) Metropolitan Av G N409 1500 - ** General Data-see below (1340-1410) Metropolitan Av G N409 1500 - ** Tionardian Caraana problematic Metropolitan Ar G N409 1500 - ** Tionardian Caraanaa problematic Metropolitan Ar G N409 1500 - ** Tionardian Caraanaa problematic Metropolitan Ar G N409 1500 - ** Tionardian Caraanaanaanaa problematic Metropolitan Ar G N409 1500 - ** Tionardianaanaananananaanaanaanaanaanaanaanaana	PERFORM DUTIES AT LORIMER ST. "L"		~		0010 1100		
Materian	Perform *General Duties-see below	-					
Perform *Elevator Duties-see below (1300-1330) Perform *Elevator Duties-see below (1340-1410) Report OII Duty. Metropolitan Av G N409 1340 - 1450 *Ceneral Duties-see below (1340-1410) Report OII Duty. Metropolitan Av G N409 1500 - *Ceneral Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all staris (platform, mezzanine, and street). Clean/Scrap 316 around all street starways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & & disinfect all starways handrails. Clean and polish AFC equipment (MMs, Turnstile, HEET%/HX1) in control areas physical and panels. Here and a panels, HPU think, FDNY Standhep Outles. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trais receptacles. Remove all sinins, splits and drag marks on floor areas. Empty booth trans, clean exterior postfin, storkers, and stockers (use water only). Disinfect all urine areas, disinfect gutters and sentexe the entire station upon arriving and departing each station you are assigned to clean during your to duy. Elevator Duties Clean all Polish [ELE*] S Remove gun. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/deges on all kvels (street, mezzanine and platforms). Clean interior and exterior panel/deges on all kvels (street, mezzanine and platforms). Clean interior and exterior panel/deges on all kvels (street, mezzanine and platforms). Clean interior and exterior panel/deges on all kvels (street, mezzanine and platforms). Sweep during from the station. Remove gatifit, indicersa and station from elevator down sills. Clean and wipe down the safety edge with a dry rag from top to bottom. Main Toxy Cleanings. Empty poot hand and partice in the silts of the divines with statekees in during was an edded. Mon: Employee Toiles Clean Men and Women's: Wipe down all suffaces when all wiped own the safety edge with a dry rag from top to bottom. Main Toxy Cleanings, and holders. Clean medmo	Lunch	-					
PERFORM DUTIES AT LORIMER ON THE "L" Metropolitan Av G N409 1340 - 1450 Perform "Elevator Duties-see below G N409 1500 - Report Off Duty. G N409 1500 - "Ceneral Duties-Daily Inspect station for ussaniary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mczanines, control arcas, platforms, underpass, and pasageways. Wipe down & disinfect and alcinet dur/Ms, Tumstiles, HETF/KTKD, in control areas including ped down sandbacket and eleva throws to gam and using stairways, platform and outside areas, disinfect and elevan throws to gam and the receptuces. Remove all stains, splits and drag marks on floor areas, single during bases. Remove all pigeon droppings from all rainges, stairways, platform and outside areas, disinfect elevator floors. Wipe down interior and exterior panel/elegos on all levels (street, mezzanine and platform). Clean interior and exterior plass 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 eleve with a dry rag from top to bottom. "Waipor DUY Cleaning- MEROPOLTAN AV: Smc: Clean show and fusing the debris down all surfaces-walls, modesty panels, vanity mirrors, electric hand they for the own all surfaces walls, modesty panels, vanity mirrors, electric hand drynes (if equipped) dispenses and holes. Remove and aligned they have have and disheres. Remove graffiti and stickers and bloors, Wipe down all surfaces, studing residue. Empty trash canas. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior plans and aner tr		Metropolitan Av	G	N409	1130 - 1330		
Perform "Herein Duties-see below Perform "Herein Duties-see below (1340-1410) Report Off Duty. Metropolitan Av G N409 1500 - "General Duties-Daily Impact stations for unsaning conditions and correct. Sweep all stains (platform, mezzanine, and street). Clean Slerap 3fi around all street stations generating of the station of the station sign. Wipe down all digital ad panels, HPI Units, EDNY Standpipe Outlets. Clean all windows and station sign. Wipe down all digital ad panels, HPI Units, EDNY Standpipe Outlets. Clean all windows and station sign. Wipe down station sign. Wipe down station static, wipe down station static, wipe down station static, wipe down station wipes. Wipe down station static, wipe down station static, wipe down station static, wipe down station static, wipe down static aceas, distinct and elam chrome tops on all trans, technical, static aceas, distinct static and plagon chropings from all railings, stativays, hump and uside areas (Sinfe Clean Station upon arriving and departing cach station or areas, Empty distinct and benchrome tops on all trans, stativay, hump and uside areas (Sinfe Clean Station upon arriving and departing cach station or areas, Empty distinct and benchrome tops on all trans, stativay, and the station. Remove gam. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior gass on all elevators in the station. Remove gam? "Major Duty Cleaning- METROPOLITAN AV: Sun: Clean both. M409 interior and exterior gass on all elevators in the station. Remove gar and exter cores and distores. Sweep and mog floor, wash walls, dust top of ledges including Halon Sensors and frice Extiguabers. Empty gardage. Remove and a starfaces- wa		Metropolitan Av	G	N409	1340 - 1450		
Report OIT Duty. Metropolitan Av G N409 1500 - *"General Duties-Daily Impact station for unsanitary conditions and correct. Sweep all stairs (platform, underpass, and passageways. Wipe down & distinct all stairways handraik. Clean all polish AFC equipment (MVMs, Turstiles, HEET/SITNT) in control areas including OMVV validators. Wile down and station signs. Wipe down sandboxes. Empty, distifiest and clean chrome tops on all trash receptacles. Remove all stains, splits and drag each. Station trash, clean exterior body panel sandboxes (use water only). Disinfect all units, been exterior body panel sand bouxes (use water only). Disinfect all edges and benches. Remove galfiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restromores. Dedorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duy. Elevator Duries Clean and Polish [ELEF's] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down the station. Remove gaffiti, stickers and sticker/glue residue. Remove during and departing each station upon and vipe down the station. ************************************	Perform **General Duties-see below				1510 1150		
*General Duties-Daily Impact station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stainways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down aces disinfect all stainway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpie Outlesc. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, splis and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all milings, stairways, platform and outside areas (3 ft). Clean all ledges and benches. Remove grafifti, tiskers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Dedorize 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/deges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove grafift, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dyr ag from top to bottom. *Major Duty Cleaning- METROPOLITAN AV: Sur: Clean both Meon and Catroirs. Sweep, and mo floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garhage. Remove all debris. More: Enployee Toilets. Clean Meon and Morent's. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dyrers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet	Perform *Elevator Duties-see below (1340-1410)						
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzunine, and street). Clean/Scrap 3ft around all street stairways. Serving all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfeet all stairway handrails. Clean and polish. AFC equipment (MVMs, Turnstiles, HEETs/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 sufdoxes. Empty, disinfect and clean ethreme tops on all trash receptacles. Remove all situatives, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all unit meares, disinfect gutters and similary bases. Remove all plice of dooping if from all rash recepticates. Sanitize all touch points. Clean EFR and employee restrooms. Dedodrize 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/adges on all levels (street, mezzanita 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 dy rag from top to bottom. **Major Duty Cleaning-METROPOLITAN AV: Sun: Clean booth N409 interior and exterior. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and song as needed. Mon: Employee Statickers including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and song bound platforms on ''.' Line Wed: Refuse Room -Deck wash walls and floor. Wipe down Fire Extinguishers. The: Refuse Room -Deck	Report Off Duty.	Metropolitan Av	G	N409	1500 -		
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzunine, and street). Clean/Scrap 3ft around all street stairways. Serving all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfeet all stairway handrails. Clean and polish. AFC equipment (MVMs, Turnstiles, HEETs/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 sufdoxes. Empty, disinfect and clean ethreme tops on all trash receptacles. Remove all situatives, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all unit meares, disinfect gutters and similary bases. Remove all plice of dooping if from all rash recepticates. Sanitize all touch points. Clean EFR and employee restrooms. Dedodrize 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/adges on all levels (street, mezzanita 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 dy rag from top to bottom. **Major Duty Cleaning-METROPOLITAN AV: Sun: Clean booth N409 interior and exterior. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and song as needed. Mon: Employee Statickers including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and song bound platforms on ''.' Line Wed: Refuse Room -Deck wash walls and floor. Wipe down Fire Extinguishers. The: Refuse Room -Deck							
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hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including 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							
all graffiti and stickers including 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							
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	all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock						
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	(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 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							
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							
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	loose debris from refuse inserts and disinfect On Northbound and South bound platforms on "L" 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	Wed: Refuse Room Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove						
Fri: Scrap Emergency Exit at South End of the G line. Clean passageway beside Police District							
Sur clean choice meas of an mush recordance and who down benefice	Sat: Clean Chrome Areas of all Trash Receptacles and wipe down 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.

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2024 STAC Winter Pick

Pick Effective Date:	1/14/2024
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Date: 10/27/2023

LULT SIAC					
Job#		Но	urs		RC#
SC0578	Station South	070)0 - 1500		276
INSTRUCTIO	NS	STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report On Duty	In Full Uniform.	Myrtle Willoughby	G	N415	0700 - 0900
	ral Duties-see below	Avs			
	Duty- (0830-0900)				
	ral Duties-see below	Flushing Av	G	N414	0910 - 1145
Lunch	Duty – (1115-1145)	Flushing Av	G	N414	1145 - 1215
	ral Duties-see below	Broadway	G	N412	1225 - 1340
	Duty- (1310-1340)	Bloadway	U	19412	1225 - 1540
		Myrtle Willoughby	G	N415	1350 - 1500
Perform *Genera	l Duties-see below	Avs			
Report Off Duty.		Myrtle Willoughby	G	N415	1500 -
		Avs			
**General Duties					
	or unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft				
	stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down &				
disinfect all stair	way handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas				
ncluding OMNY	validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and				
station signs. Wij	pe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains,				
	narks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only).				
	e areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways,				
	side areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize				
	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 Cle	aning				
MYRTLE-WILL					
	N415 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors				
	ishers. Empty garbage. Remove all debris.				
	m- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers.				
	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	N414 interior and outerior. Success and man floor weath wells, dust top of ladges including Helen Sensors				
	N414 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors ishers. Empty garbage. Remove all debris.				
	m- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers.				
	Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator,				
	and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers.				
	and channels there do not have been provided and the down the bound of the bound of the bound of the bound of the				
BROADWAY A	V				
	N412 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors				
	ishers. Empty garbage. Remove all debris.				
Sun: Supply Roo	m- 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.				

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

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

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

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2024 STAC Winter Pick

Pick Effective Date: 1/1-	4/2024
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Date: 10/27/2023

T - L #		line Life Life du c			RC#	
Job# SC0579 Station South		Hours 0700 - 1500			2769	
				вооти		
INSTRUCTIONS		STATION	LINE	BOOTH	HOURS	
	Sunday-Saturday					
Report On Duty In Full Uniform. General Duties-see below		Clinton Washington Avs	G	N420B	0700 - 0900	
Major Duty-see below (0815-0900 [¬])		1105				
*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.		Clinton Washington	G	N420B	1500 -	
1 2		Avs				
around all street stairways. Scrap all mezza disinfect all stairway handrails. Clean and p including OMNY validators. Wipe down al station signs. Wipe down sandboxes. Empty spills and drag marks on floor areas. Empty Disinfect all urine areas, disinfect gutters an platform and outside areas (3 ft.) Clean all	d correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft nines, control areas, platforms, underpass, and passageways. Wipe down & bolish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas l digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and y, disinfect and clean chrome tops on all trash receptacles. Remove all stains, y booth trash, clean exterior booth panels and booth windows (use water only). nd sanitary bases. Remove all pigeon droppings from all railings, stairways, ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize restrooms. Deodorize the entire station upon arriving and departing each station of duty.					
hand dryers (if equipped) dispensers and ho all graffiti and stickers including residue. E (toilet tissue, paper towels, toilet seat cover Fri: Employee Facility Room- Wipe down a microwave, fans, and exhaust fans cover. E	bathroom: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric olders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove mpty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock s) and soap as needed. all surfaces including walls, lockers, doors, Quench machines, refrigerator, mpty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. or. Sweep and mop floor, wash, dust top of ledges including Halon Sensors and					
hand dryers (if equipped) dispensers and ho all graffiti and stickers including residue. E (toilet tissue, paper towels, toilet seat cover Tue: Refuse Room -Deck wash walls and f loose debris from refuse inserts and disinfer Thu: Employee Toilets- Clean Men and Wo hand dryers (if equipped) dispensers and ho all graffiti and stickers including residue. E (toilet tissue, paper towels, toilet seat cover	 men's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric olders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove mpty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock s) and soap as needed. loor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove ct area. omen's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric olders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove et area. omen's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric olders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove mpty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock s) and soap as needed. r. Sweep and mop floor, wash, dust top of ledges including Halon Sensors and 					

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	Но	Hours		
SC0580 Station South	15	1500 - 2300		
INSTRUCTIONS	STATION	LINE	воотн	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 around all street stairways including 34th Street stairway areas. Scrap all mezzanines, control areas, platforms, unde and passageways.				
Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway ha Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. W down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinf clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth tra exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary ba Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and ber Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. De the entire station upon arriving and departing each station you are assigned to clean during your tour of duty	Vipe Yect and sh, clean ases. nches.			
 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 canis housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles includi chrome tops. Wipe top dry. Mon/Sat: Bird Dropping Removal: Deck brush all areas of the mezzanine and stairway handrails leading to platform 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 a 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 canist housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles includi 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 transmitter. 	ing n to und street er ng ic hand			
dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remo graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock tissue, paper towels, toilet seat covers) and soap as needed. Employee Facility Room- Wipe down all surfaces inclu walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, swe and disinfect floors. Wipe down Fire Extinguishers.	(toilet iding			

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

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

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

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2024 STAC W	inter Pick		Pick H	Effective Date:	1/14/2024
Job#			Hours		RC#
SC0581	Station South		0700 - 1500		2768
INSTRUCTIONS		STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report On Duty In F	ull 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 -
Turnstiles, HEETs/H Standpipe Outlets. C Remove all stains, sp (use water only). Dis railings, stairways, pl residue. Sanitize all t departing each station	geways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, XT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY lean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. bills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows infect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all latform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue souch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and n you are assigned to clean during your tour of duty.				
**Major Duty Cleani	ing: N539A				
Sunday/ Monday Tuesday/ Wednesday Thursday/Friday Saturday	: Clean Disinfect ADA Tactile N/B Platform : Clean Disinfect ADA Tactile S/B Platform : Clean N/S/B Refuse Canisters and Trash Receptacles :Major Cleaning Booth N539A Interior, and Exterior, Bucket Wash N539a Control Area				
**Major Duty Cleani	ing: N535				
Sunday/ Monday Tuesday/ Wednesday Thursday/Friday Saturday	 : Sweep all Street Stairways corner to corner top to bottom : Sweep all Platform Stairways corner to corner top to bottom : Clean Refuse Canisters and Trash Receptacles :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.

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#		Hours	RC#	
SC0582 Station South		0700 - 1500		2768
INSTRUCTIONS	STATION	LINE	воотн	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 -
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: 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 Tuesday/ Wednesday : Sweep all Platform Stairways corner to corner top to bottom Tuesday/ Wednesday : Sweep all Platform Stairways corner to corner top to bottom Tuesday/ Wednesday : Sweep all Platform Stairways corner to corner top to bottom Tuesday/ Monday : Clean Refuse Canisters and Trash Receptacles Staurday : 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.

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2024 STAC W	Vinter Pick	Pick Effective Date:			1/14/2024	
Job#		Hours			RC#	
SC0583	Station South	070	0 - 1500		2768	
INSTRUCTIONS	5	STATION	LINE	воотн	HOURS	
	Sunday-Saturday					
Report on Duty in H	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		N542	1300 - 1400	
*General Duties Report off duty.		15 St Prospect Park15 St Prospect Park		N542 N542	1400 - 1500 1500 -	
around all street sta underpass, and pass Turnstiles, HEETs/F Standpipe Outlets. C Remove all stains, s (use water only). Di railings, stairways, p residue. Sanitize all departing each static **Major Duty Clean Sunday/ Monday	 nsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft irways including Ft Ham Ramp in unmanned Mezz]. Scrap all mezzanines, control areas, platforms, ageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, IXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. pills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows sinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all blatform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and on you are assigned to clean during your tour of duty. hing: N543 : Clean Disinfect N/B Platform : Clean Disinfect S/B Platform : Clean N/S/B Refuse Canisters and Trash Receptacles :Major Cleaning Booth N543 Interior, and Exterior, bucket wash 3feet around the booth 					
Sunday/ Monday	 : Sweep all Street Stairways corner to corner top to bottom : Sweep all Platform Stairways corner to corner top to bottom : Clean Refuse Canisters and Trash Receptacles :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.

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Job# SC0584 Station South		11		
SC0584 Station South		Hours		
		0700 - 1500		2768
INSTRUCTIONS	STATION	LINE	воотн	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 -
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 resid Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing ea- 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 is trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVII OWN CLEANING AND PAPER STOCK SUPPLIES.	r ue. ch all			
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 graffit 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 th station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down	ne			

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

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

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

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2024 STAC Winter Pick		Pick Effective Date:		1/14/2024		
Job#		Hours			RC#	
SC0584A Station South		1500 - 2300			2768	
INSTRUCTIONS		STATION	LINE	воотн	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.		Church Av	F G	N546	2300 -	
around all street stairways including [list areas outside station con underpass, and passageways. Wipe down & disinfect all stairway Turnstiles, HEETs/HXT) in control areas including OMNY valida Standpipe Outlets. Clean all windows and station signs. Empty, di Remove all stains, spills and drag marks on floor areas. Empty bo (use water only). Disinfect all urine areas, disinfect gutters and sat railings, stairways, platform and outside areas (3 ft.) Clean all led residue. Sanitize all touch points. Clean EFR and employee restron departing each station you are assigned to clean during your tour of	handrails. Clean and polish AFC equipment (MVMs, tors. Wipe down all digital ad panels, HPI Units, FDNY sinfect and clean chrome tops on all trash receptacles. oth trash, clean exterior booth panels and booth windows nitary bases. Remove all pigeon droppings from all ges and benches. Remove graffiti, stickers, and sticker/glue oms. Deodorize the entire station upon arriving and					
Elevator Duties Clean and polish (ELE #373, 374, 375). Remove gum, sweep, mo exterior panels/ledges on all levels (street, mezzanine and platform station. Remove graffiti, stickers and sticker glue residue. Remove safety edge with a dry rag from top to bottom.	s. Clean interior and exterior glass on all elevators in the					
*Major Duty Cleaning: N546						
Sunday/ Tuesday/ Thursday: Clean Disinfect Upper Mezzanine al Monday: Clean Organize Scrubber Room and Supply Room Wednesday /Friday : Clean Around Street Elevator # 373 Exterio Saturday : Sweep all Street Stairways Top to Bottom , Corner to G	r Glass three feet around					
*Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- wa (if equipped) dispensers and holders. Clean sinks and faucets. Clea and stickers including residue. Empty trash cans. Sweep, mop and towels, toilet seat covers and soap as needed. Allow bathroom to	an commodes with toilet bowl brush. Remove all graffiti disinfect the floor. Replenish paper (toilet tissue, paper					

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

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

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

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2024 STAC Winter Pick		Pick Effective Date:		
Job#		Hours		
SC0585 Station South		0700 - 1500		
INSTRUCTIONS	STATION	LINE	воотн	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 1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. W down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in con areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag	/ipe trol windows			
on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all uri disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to c during your tour of duty. **Major Duty Cleaning: N549	ine areas, areas (3 EFR			
Sunday – 18th Ave: Clean and Remove all Pigeon Droppings from N/B Platform/All Stairways/ Unmanned Mezzan 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	ine			
***Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, towels, toilet seat covers and soap as needed. Allow bathroom to	graffiti			

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

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

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

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2024 STAC Winter Pick		Pick Effective Date:			
Job#	Hours			RC#	
SC0586 Station South		0700 - 1500		2768	
INSTRUCTIONS	STATION	LINE	воотн	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 -	
 **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- Bay Pkwy - Stock/Organize supply room with supplies from Church Avenue supply room Monday – Bay Pkwy - Clean and Disinfect refuse housing and trash receptacles N/S/B of platforms Tuesday - Bay Pkwy - Shine All Stairways on Station Top to Bottom, Corner to Corner Wednesday Bay Pkwy - Shine All Stainless Steel MVMs, Turnstiles HEETS Handrails Thursday- Bay Pkwy - Q-Panels/Wind Breakers: Bucket Wash Remove stains and scuff marks from "Panels" on N/B Platform Friday – Bay Pkwy - N553 -Clean and Disinfect Interior/ Exterior of Booth including bucket washing 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.

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2024 STAC Winter Pick	Pick Effective Date:		1/14/2024	
Job#		Hours		RC#
SC0587 Station South		0700 - 1500		2768
INSTRUCTIONS	STATION	LINE	воотн	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.	Kings Hwy	F	N557	1500 -
 **General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, 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 pigcon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and 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 	,			

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	н	ours		RC#
SC0588 Station South	1	500 - 2300		2773
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Court Sq-23 St	EM	N307	1500 -
*General Duties- see below	Court Sq-23 St	E M	N307	1500 - 1740
*Major Duty Cleaning- see below	Court Sq-23 St	EM	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 gins. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, statistways, platform and outside areas (3 ft, Clean all ledges and benches. Remove graffiti, tsickers, and sticker/glue residue. Sanitze all touch points. Clean EFR and 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 SB 'E' refuse room. Wipe down Fire Extinguisher. Discard all debri and empty boxes. Remove loose debris from refuse inserts and disinfect room. Wed: Tile/Concrete Walls-Bucket wash lower portion of walls in 'G' passageway from EL445X to 02A-B stairway walls to remove spit, shoe marks, lower portion of walls in 'G' passageway from EL445X to 02A-B stairway walls to remove spit, shoe marks lower portion of walls in 'G' passageway from EL445X to 02A-B stairway walls to trenove spit, shoe marks lower portion of walls in	is e 1			

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

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

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

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2024 STAC Winter Pick

Pick Effective Date: 1/14/2

Job#		ŀ	lours		RC#
SC0589	Station South	1	500 - 2300		2769
INSTRUCTI	ONS	STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report On Dut	· · ·	Greenpoint Av	G	N405	1500 - 1700
Perform *Gene	ral Duties-see below				
Perform **Elev	vator Duties –see below				
Perform *Gene	ral Duties-see below	Nassau Av	G	N408A	1710 - 1830
Lunch		Nassau Av	G	N408A	1830 - 1900
Perform *Gene	ral Duties-see below	21 St	G	N401	1910 - 2100
Perform *Gene	ral Duties-see below	Greenpoint Av	G	N405	2110 - 2250
b	r Duty (2200-2250)				
Report Off Dut	У	Greenpoint Av	G	N405	2300 -
*General Dutie	s-Daily				
	for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft				
	t stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down &				
	irway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas				
	IV validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and				
	Vipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains,				
	marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only).				
	ine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways,				
	itside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize				
	. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station				
	d to clean during your tour of duty.				
)					
**Elevator Dut	ies -				
	h [ELE #s763,764 &765].Clean and Polish [ELE#'s] Remove gum. Sweep, mop and disinfect elevator				
	own interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and				
exterior glass o	n all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator	·			
doors sills. Clea	an and wipe down the safety edge with a dry rag from top to bottom.				
*Major Duty C	looning				
Major Duty C	icannig-				
GREENPOINT	AV -				
Sun: Supply Ro	oom- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers.				
	Deliver Dry/Chemical Supplies to Station				
Tue: Employee	Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric				
	equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove	e			
	stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock				
	aper towels, toilet seat covers) and soap as needed.				
	e Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator,				
	s, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers				
	bber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemic	al			
	own Fire Extinguishers. Restock supplies.				
	h N405 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors				
and Fire Exting	uishers. Empty garbage. Remove all debris				

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

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

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

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2024 STAC Winter Pick

Pick Effective Date: 1	/14/2024
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Date: 10/27/2023

		TICK Effective Date. 17			1/14/2024
Job#		Но	Hours		
SC0590	Station South	15	00 - 2300		2769
INSTRUCTIONS		STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report On Duty In Fu	ull Uniform.	Metropolitan Av	G	N409	1500 -
PERFORM DUTIES	AT LORIMER ST. "L"	Metropolitan Av	G	N409	1505 - 1645
Perform *General Du					
Perform ***Elevator					
Perform *General Du		Metropolitan Av	G	N409	1650 - 1830
Perform ***Elevator	Duties-see below				
Lunch		Metropolitan Av	G	N409	1830 - 1900
Perform * Major Dut	y (2050-2120)-see below	Metropolitan Av	G	N409	1910 - 2120
PERFORM DUTIES	AT LORIMER ST. "L"	Metropolitan Av	G	N409	2130 - 2220
Perform General Duti					
Perform General Duti	ies-see below	Metropolitan Av	G	N409	2225 - 2300
Report Off Duty.		Metropolitan Av	G	N409	2300 -
around all street stair disinfect all stairway including OMNY vali- station signs. Wipe de spills and drag marks Disinfect all urine are platform and outside all touch points. Clear you are assigned to cl Elevator Duties Clean and Polish [EL panel/ledges on all le Remove graffiti, stick edge with a dry rag fi	sanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft ways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas idators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows own sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only eas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanin n EFR and employee restrooms. Deodorize the entire station upon arriving and departing each stat lean during your tour of duty.	and s, y). tize tion			
hand dryers (if equipp all graffiti and sticker (toilet tissue, paper to Employee Facility Ro microwave, fans, and Wed: Scrubber Room bottles. Wipe down F Refuse Room- Deck debris from refuse ins	V: ts- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, elect ped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Rer rs including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock owels, toilet seat covers) and soap as needed. pom- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguish - Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemica Fire Extinguishers and Eyewash Units. Restock supplies. wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove	move hers. l			

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

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

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

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2024 STAC Winter Pick Pick Effective Date: 1/14/2024 Job# Hours RC# SC0591 1500 - 2300 **Station South** 2769 BOOTH **INSTRUCTIONS STATION** LINE HOURS Sunday-Saturday Classon Av N419 1500 - 1630 Report On Duty In Uniform. G Perform *General Duties- see below Bedford Nostrand N417 1640 - 1830 G Perform *General Duties- see below Avs Bedford Nostrand N417 1830 - 1900 G Lunch Avs Perform *General Duties- see below N419 1910 - 2100 Classon Av G Perform *Major Duty (2015-2100) Perform *General Duties- see below Bedford Nostrand N417 2110 - 2250 G Perform *Major Duty (2200-2240) Avs Report Off Duty. N419 2300 Classon Av G *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

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

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

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

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2024 ST	AC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#			Hours		RC#
SC0592	Station South		1500 - 2300		2768
INSTRUC	ΓΙΟΝS	STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report On I	Duty In Full Uniform.	4 Av-9 St	R	C012	1500 -
	ties- see below.	4 Av-9 St	R	C012	1500 - 1700
*General Du	ties- see below.	4 Av-9 St	F G R	N537	1700 - 1900
Lunch		4 Av-9 St	F G R	N537	1900 - 1930
**Major Du	ties- see below.	4 Av-9 St	F G R	N537	1930 - 2030
5	ties- see below.	4 Av-9 St	R	C012	2030 - 2145
	ties- see below.	4 Av-9 St	F G R	N537	2145 - 2300
Report Off I		4 Av-9 St	R	C012	2300 -
around all st underpass, a Turnstiles, F Standpipe O Remove all (use water o railings, stair residue. San departing ea **Major Du Sunday Monday Tuesday	on for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft reet stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, IEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY utlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows nly). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all rways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue tize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and ch station you are assigned to clean during your tour of duty. ty Cleaning: : N537 Clean & Disinfect N/B Platform Remove all Pigeon Droppings : N537 Clean & Disinfect S/B Platform Remove all Pigeon Droppings : N537 Wipe Down Outfront Media Panels				
Wednesday Thursday Friday Saturday	 N537 Where Down Outhout Media Failers N537 Unmanned Mezzanine Clean Under Concession Gates, and Exterior of building 3Ft. N537 Clean Under Concession Gates in N537 Mezzanine Area, and Exterior of Building 3Ft. N537 Procure Supplies from Jay St – Restock Supply room N537 Clean Employee Facility Room / Scrubber Room/ and 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.

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0593 Station South		1500 - 2300		2768
INSTRUCTIONS	STATION	LINE	воотн	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.

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2024 ST	AC Winter Pick	Pick Effective Date: 1/		1/14/2024	
Job#		Но	urs		RC#
SC0594	Station South	150	0 - 2300		2768
INSTRUC	ΓΙΟΝS	STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report On D	Puty In Uniform.	7 Av	F G	N539A	1500 -
*General Du	ties- see below.	7 Av	F G	N539A	1500 - 1730
**Elevator E	Duties- see below.	7 Av	F G	N539A	1730 - 1830
Lunch		7 Av	F G	N539A	1830 - 1900
*General Du	ties- see below.	15 St Prospect Park	F G	N542	1910 - 2110
***Major Du	uties: (Sun/Mon/Tues/Weds/Thurs/Fri/Sat)	15 St Prospect Park	F G	N542	2110 - 2200
**Elevator E	Duties- see below	7 Av	F G	N539A	2210 - 2300
Report Off I	Duty.	7 Av	F G	N539A	2300 -
Turnstiles, H Standpipe Or Remove all s (use water or railings, stain residue. Sani departing eac Elevator Dut Clean and Po panel/ledges Remove graf edge with a **Major Dut	blish [ELEVATORS] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. fiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety dry rag from top to bottom.				
Tuesday Wednesday Thursday Friday	 N542 Clean Employee Facility Room & Scrubber room Restock Supplies N542 Clean Refuse Canister Housings N542 Sweep All Street Stairways corner to corner , top to bottom N542 Clean All Trash Receptacles, Disinfect interior, Shine cylinder N539 Clean Disinfect ADA Tactile N/B Platform N539 Clean and Disinfect ADA Tactile S/B Platform N539 Sweep all Street 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.

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2024 STAC	C Winter Pick			Pick I	Effective Date:	1/14/2024	
Job#				Hours		RC#	
SC0595	Station South			1500 - 2300		2768	
INSTRUCTIO	DNS		STATION	LINE	воотн	HOURS	
	S	unday-Saturday					
Report On Duty	7 In Full Uniform.		Ditmas Av	F	N548	1500 -	
*General Duties	s- see below.		Ditmas Av	F	N548	1500 - 1700	
*General Duties	s- see below.		18 Av	F	N549	1710 - 1900	
Perform *** Pu	blic Toilets Duties		18 Av	F	N549	1900 - 1945	
Lunch			18 Av	F	N549	1945 - 2015	
*General Duties	s- see below.		Avenue I	F	N551	2020 - 2200	
**Major Duties-	- see below		Avenue I	F	N551	2200 - 2250	
Report Off Duty	у.		Ditmas Av	F	N548	2300 -	
Standpipe Outle Remove all stain (use water only) railings, stairway residue. Sanitize departing each s *Major Duty Cl		e tops on all trash receptacles. booth panels and booth windows pigeon droppings from all e graffiti, stickers, and sticker/glue e station upon arriving and					
Mezzanine Monday – Aven Tuesday – Aven Wednesday - Aven Friday – Aven Saturday – Aven ***Public Toilet Clean Men and (if equipped) dis and stickers incl	e I- Disinfect and remove all pigeon droppings from Manhattan bound plat nue I -Clean and Disinfect Interior/Exterior of Booth N551 including bucket nue I – Stock station with supplies procured from Church Avenue supply r twe I Disinfect and Remove All Pigeon Droppings from N/B Platforms/ S e I Sweep All Stairways Top to Bottom, Corner to Corner ne I -Clean and Disinfect Refuse housing, and Trash Receptacles N/S/B pla nue I -Disinfect and remove all pigeon droppings from S/B Platforms/ Sta t Duties Women public toilets: Wipe down all surfaces- walls, modesty panels, var spensers and holders. Clean sinks and faucets. Clean commodes with toilet luding residue. Empty trash cans. Sweep, mop and disinfect the floor. Rep at covers and soap as needed. Allow bathroom to dry 10 minutes before	et wash control Area oom tairways/ Mezzanines atform irways/ Staffed Mezzanine hity mirrors, electric hand dryers bowl brush. Remove all graffiti					

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

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

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

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2024 STAC	Winter Pick		Pick I	Effective Date:	1/14/2024	
Job#			Hours		RC#	
SC0596	Station South		1500 - 2300		2768	
INSTRUCTIO	NS	STATION	LINE	воотн	HOURS	
	Sunday-Saturday					
Report On Duty	n 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.		Kings Hwy	F	N557	2300 -	
around all street a disinfect all stairvincluding OMNY station signs. Em floor areas. Empt disinfect gutters a ft.) Clean all ledg	r unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft atairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & vay handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and oty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on y booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, nd sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 es and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR trooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean of duty.					
**Major Duty Cl	eaning:					
Mezzanine Monday – :Ave Tuesday – :Ave Wednesday :Ave Friday – : Av	ue X- Disinfect and remove all pigeon droppings from Manhattan bound platform/Stairways/Unmanned nue X -Clean and Disinfect Interior/Exterior of Booth N561 including bucket wash control Area nue X – Stock station with supplies from Church Avenue supply room nue X - Shine all Stainless Steel Turnstiles, MVMs ,Handrails, HEETs enue X -Clean and Disinfect Refuse housing, and Trash Receptacles N/S/B platform nue X -Disinfect and remove all pigeon droppings from Coney Island platforms/stairways/staffed mezzanine					

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

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

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

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2024 STAC Winter Pick		Pick B	1/14/2024	
Job#	Но	ours		RC#
SC0597 Station South	23	00 - 0700		2776
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Middle Village Metropolitan Av	М	K026	2300 -
*General Duties- see below	Middle Village Metropolitan Av	М	K026	2300 - 0045
**Major Duty "Floors"- see below	Middle Village Metropolitan Av	М	K026	0045 - 0130
***Major Duty- see below	Middle Village Metropolitan Av	М	K026	0130 - 0215
Lunch	Middle Village Metropolitan Av	М	K026	0215 - 0245
*General Duty - see below	Seneca Av	М	K022	0300 - 0500
**Major Duty "Floors"- see below	Seneca Av	М	K022	0500 - 0545
***Major Duty- see below	Seneca Av	М	K022	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.	Middle Village Metropolitan Av	М	K026	0700 -
 ***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.

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#	н	ours		RC#
SC0597A Station South	2.	300 - 0700		2776
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Fresh Pond Rd	М	K025	2300 - 0100
*General Duties- see below				
**Major Duty Floors- see below	Fresh Pond Rd	М	K025	0100 - 0145
***Major Duty- Pigeon Droppings	Fresh Pond Rd	М	K025	0145 - 0230
(Remove all pigeon droppings from all railings, stairways,				
platforms, and (3 ft.) around outside areas.)				
Lunch	Fresh Pond Rd	М	K025	0230 - 0300
***Major Duty"- see below	Fresh Pond Rd	М	K025	0300 - 0345
*General Duty - see below	Forest Av	М	K024	0400 - 0530
**Major Duty Floors- see below	Forest Av	М	K024	0530 - 0615
***Major Duty- see below	Forest Av	М	K024	0615 - 0650
Report Off Duty	Fresh Pond Rd	М	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.				
beodorize 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.

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	Но	urs		RC#
SC0597B Station South	230	0 - 0700		2776
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Knickerbocker Av	М	K019	2300 - 0100
*General Duties- see below				
**Major Duty Floors- see below	Knickerbocker Av	М	K019	0100 - 0200
***Major Duty- see below	Knickerbocker Av	М	K019	0200 - 0245
Lunch	Knickerbocker Av	М	K019	0245 - 0315
*General Duty - see below	Central Av	М	K017	0330 - 0515
**Major Duty Floors – see below	Central Av	М	K017	0515 - 0615
***Major Duty- see below	Central Av	М	K017	0615 - 0650
Report Off Duty	Knickerbocker Av	М	K019	0700 -
Inspect station 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, HETS/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. Mor 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 and faucets. Clean commodes with toilet bowl bush. Empty trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. Tue: Scrubber Room-				

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

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

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

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Date: 10/27/2023

2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	I	Hours		RC#
SC0598 Station South	2	2300 - 0700		2776
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Myrtle Av	J M Z	J009	2300 -
*General Duties- see below	Myrtle Av	J M Z	J009	2300 - 0100
Recheck-Clean/disinfect public bathrooms	Maretla Arr	JMZ	J009	0100 - 0145
**Major Duty "Floors"- see below	Myrtle Av Myrtle Av	J M Z	J009	0145 - 0230
***Major Duty- see below	Kosciuszko St	J	J012	0145 - 0230
Lunch		J	J012 J012	0243 - 0313
*General Duties- see below	Kosciuszko St	-		
**Major Duty "Floors"- see below	Kosciuszko St	J	J012	0500 - 0600
***Major Duties- see below Report Off Duty.	Kosciuszko St Myrtle Av	J J M Z	J012 J009	0600 - 0650 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 hand Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/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 all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and 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. 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- 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 d all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinka and faucets. Clean commodes with toilet bowl brush. Empty trash cans. Sweep, mop and disinfect the floor. Replenish t 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 chemic	md g Mop lown s oilet			

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

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

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

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	Pick I	Effective Date:	e: 1/14/2024	
	Hours		RC#	
	2300 - 0700		2777	
STATION	LINE	воотн	HOURS	
121 St	J	J037	2300 - 0100	
121 St	J	J037	0100 - 0145	
121 St	J	J037	0145 - 0215	
121 St	J	J037	0215 - 0245	
111 St	J	J035	0300 - 0430	
111 St	J	J035	0430 - 0515	
111 St	J	J035	0515 - 0610	
121 St	J	J037	0620 - 0700	
121 St	J	J037	0700 -	
h le op				
	121 St 121 St 121 St 121 St 111 St 111 St 121 St	Hours 2300 - 0700 STATION LINE 121 St J 121 St J 121 St J 111 St J 111 St J 121 St J 111 St J 121 St J 131 St J 14 St J 15 St J 16 St J 17 St J 18 St J 19 St J 10 St J	2300 - 0700 STATION LINE BOOTH 121 St J J037 111 St J J035 111 St J J035 121 St J J035 111 St J J037 121 St J J037 121 St J J035 121 St J J037 ne I I ne I I	

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

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

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

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2024 STAC Winter Pick		Pick Effective Date:			
Job#	Но	urs		RC	
SC0600 Station South	230	0 - 0700		277	
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform.	Woodhaven Blvd	JZ	J031	2300 -	
General Duties- see below	Woodhaven Blvd	JZ	J031	2300 - 0100	
**Major Duty- see below	Woodhaven Blvd	JZ	J031	0100 - 0145	
**Major Duty- see below	Woodhaven Blvd	JZ	J031	0145 - 0215	
Lunch	Woodhaven Blvd	JZ	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	
nspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Woodhaven Blvd	JZ	J031	0620 - 0700	
Report Off Duty.	Woodhaven Blvd	JZ	J031	0700 -	
around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas ncluding OMNY validators, Wipe down all digital ad panels. HPI Units, FDNY Standpipe Outlets. Remove all pigeo droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all ecceptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezz loors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA actile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base rash receptacle. Clean all Windows and stations Signs. Clean all ledges and benches. Remove graffiti, stickers, and ticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employ estrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your of duty.	on trash canine of yee				
General Duties-Daily nspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft round all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & lisinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas neluding OMNY validators, Wipe down all digital ad panels. HPI Units, FDNY Standpipe Outlets. Remove all pigeo troppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all ecceptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezz loors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA actile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base rash receptacle. Clean all Windows and stations Signs. Clean all ledges and benches. Remove graffiti, stickers, and ticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employ estrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your of duty.	on trash canine of yee				
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, nicrowave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguis Mon: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect tousing. Fue: Scrubber 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. Fuu: Employee Toilets- Clean and Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffit tickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, p owels, toilet seat covers) and soap as needed. Fri: Pick Up Supplies from J031- Woodhaven Blvd. Main Supply Rooms. Restock Chemical And Paper Supplies	shers. l s (if i and				

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

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

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

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2024 STAC Winter Pick	2024 STAC Winter Pick Pick E		Effective Date:	1/14/2024
Job#	Но	ours		RC#
SC0600A Station South	15	00 - 2300		2777
INSTRUCTIONS	STATION	LINE	воотн	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	JZ	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	JZ	J031	2220 - 2300
Report Off Duty.	Woodhaven Blvd	JZ	J031	2300 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 31 around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and 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 piged droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezz floors. 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 graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and emplor restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your of duty.	on l trash zanine A o of			
 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 chemica 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, elect hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Re all graffiti and stickers including 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 Extingui Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. 	ctric emove k			

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

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

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

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2024 STAC Winter Pick		Pick E	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0601 Station South		2300 - 0700		2777
INSTRUCTIONS	STATION	LINE	воотн	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 and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform and mezzanine floors. 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.

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2024 STAC Winter Pick		Pick E	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0602 Station South		2300 - 0700		2777
INSTRUCTIONS	STATION	LINE	воотн	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 and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform and mezzanine floors. 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.

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	I	Hours		RC#
SC0602A Station South		0700 - 1500		2777
INSTRUCTIONS	STATION	LINE	воотн	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.	Cleveland St	J	J022	1420 - 1500
Re-scrap station. Remove all spills from floor				
Report Off Duty.	Cleveland St	J	J022	1500 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3 around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down a disinfect all stairway handrails. Clean and 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 pig droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on a receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and me floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean AD tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at bas 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 empt restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during you 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, w	& geon Ill trash ezzanine A se of loyee ur tour			
 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, refrigerated microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extingu 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 chemic 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 dryer equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graft stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, towels, toilet seat covers) and soap as needed. 	or, uishers. ct cal rs (if fiti and			

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

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

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

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2024 STAC	Winter Pick		Effective Date:	1/14/2024	
Job#			Hours		RC#
SC0602B	Station South		1500 - 2300		2777
INSTRUCTIO	NS	STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report On Duty *General Duties-		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
	r unsanitary conditions and correct. Remove all spills from floors.	Cleveland St	J	J022	2220 - 2300
Report Off Duty.		Cleveland St	J	J022	2300 -
around all street s disinfect all stairy including OMNY droppings from a receptacles. Dust floors. Mop all st tactile as required trash receptacle. O sticker/glue residu	unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft tairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & ay handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas validators, Wipe down all digital ad panels. HPI Units, FDNY Standpipe Outlets. Remove all pigeon l railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash nop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine dirway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of clean all Windows and stations Signs. Clean all ledges and benches. Remove graffiti, stickers, and e. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee tize the entire station upon arriving and departing each station you are assigned to clean during your tour				
**Major Duty Cl- Sun: Scrubber Rc bottles. Wipe dow Mon: Q-Panels/W Tue: Employee T hand dryers (if ec all graffiti and sti (toilet tissue, pape Wed: Pick Up St Paper Supplies. Thur: Sweep all s Fri: Employee Fa microwave, fans,	ust be performed from below list. aning- pick up supplies for Cleveland St and Norwood Ave Stations. om- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical n Fire Extinguishers. Restock supplies. and Breakers: Remove stains and scuff marks from "Panels" on platforms. bilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric uipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove ekers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock r towels, toilet seat covers) and soap as needed. pplies from J031- Woodhaven Blvd. Main Supply Rooms. Restock Chemical And reet stairways and bucket wash all street stairways and handrails. cility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. ng-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash 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.

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2024 STAC Winter Pick		Pick E	Effective Date:	1/14/2024
Job#	Но	urs		RC#
SC0603 Station South	230	0 - 0700		2776
INSTRUCTIONS	STATION	LINE	воотн	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 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.

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0603A Station South		2300 - 0700		2776
INSTRUCTIONS	STATION	LINE	воотн	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 -
Inspect station 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 handrail Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/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. Me 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 dow all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean comondes with toilet booth brush. Empty trash cans.	op vn et			

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

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

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

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Stelled Station South 2000 - 0700 277 INSTRUCTIONS Station South Station South DOTIT HOURS Report On Day In Fall Uniferm. Findering Av J M 1007 2200 - 0000 Vienend Duites see below Findering Av J M 1007 2200 - 0000 Vienend Duites see below Findering Av J M 1007 2000 - 0000 Vienend Duites see below Findering Av J M 1007 0115 - 0125 Neel (Frederate eval of arvive, listed General Datics will be performed Findering Av J M 1007 0115 - 0215 Wash Dr. Throws is too and opposite of the performed Loriner St J M 1005 0115 - 0215 Usade Loriner St J M 1005 0100 - 0310 "General Duices see below Loriner St J M 1005 0130 - 0310 "Washing Day: "Stoc Fields" Hishing Av J M 1005 0131 - 0315 "General Duices see below Loriner St J M 1005 0131 - 0315 "Washing Day: "Stoc Fields" Hishing Av J M 1007 0640 - 0700 "Washing Day: "Stoc Fields" Hishing Av J M 1007 0640 - 0700 "Washing Day: "Stoc Fields" Hishing Av <td< th=""><th>2024 STAC Winter Pick</th><th></th><th>Pick H</th><th>Effective Date:</th><th>1/14/2024</th></td<>	2024 STAC Winter Pick		Pick H	Effective Date:	1/14/2024
DIRGET CHEME DIRM DIRM DIRM Burdey and the search of the sea	Job#		Hours		RC#
Sindap StatutyRaport On Day In Full Usama, ** 0 Mol0.07200 - 0300***Mgar Day 'Tiono'' see below10abing A*0.140.070030 - 0115***Teperator Data's set below10abing A*0.140.070.035 - 0135Nue. If Levators are out of service, itseld General Daties will be performed10abing A*0.140.070.035 - 0135Nue. If Levators are out of service, itseld General Daties will be performed10abing A*0.140.050.030 - 0305***Mgar Daty - see below10abing A*0.140.050.030 - 0306***Mgar Daty - see below10abing A*0.140.050.030 - 0306***Mgar Daty - see below10abing A*0.140.000.030 - 0306***Mgar Daty - see below10abing A*0.140.000.030 - 0306***Teperator DatiesFlushing A*0.140.000.030 - 0306***Teperator DatiesFlushing A*0.140.000.000***Teperator DatiesFlushing A* </th <th>SC0604 Station South</th> <th></th> <th>2300 - 0700</th> <th></th> <th>2776</th>	SC0604 Station South		2300 - 0700		2776
Branch Dany In Full Union.Sinday MJMJ07200 -Concern Dutics too blookFluaking AVJMJMO2000 -0015**Map Day 'Thoon''s see blowFluaking AVJMJMO0015 -0115**Thewar Dutics are out of service, interd General Duties will be performedFluaking AVJMJMO0015 -0115**Thewar Duties are out of service, interd General Duties will be performedFluaking AVJMJMO0015 -0115Consent Duties are blowInterner StJMJMO0005 -0136 -0310 -0300 - <th>INSTRUCTIONS</th> <th>STATION</th> <th>LINE</th> <th>воотн</th> <th>HOURS</th>	INSTRUCTIONS	STATION	LINE	воотн	HOURS
"Ideard Data: see below Hubing Av J M 1007 2300 - 0030 **Mgir Duy, "Flores", see below Flashing Av J M 1007 0030 - 0115 ***Mgir Duy, "Flores", see below Flashing Av J M 1007 0035 - 0215 ***Mgir Duy, "Elevators are out of service, listed General Daties will be performed Flashing Av J M 1007 0135 - 0215 ***Mgir Duy, "Elevators are out of service, listed General Daties will be performed Loriner St J M 1005 0230 - 0300 "Ceneral Daties - see below Loriner St J M 1005 0430 - 0430 ***Mgir Duy, "Eloss", see below Loriner St J M 1005 0430 - 0430 ***Mgir Duy, "Eloss", see below Loriner St J M 1005 0430 - 0430 ***Mgir Duy, "Eloss", see below Loriner St J M 1007 0640 - 0700 ***Elevator Daties Report Off Day, J M 1007 0660 - 0700 "**Elevator Daties Report Off Day, J M 1007 0700 - "Ceneral Daties, Pally J M 1007 0700 - "Ceneral Daties, Pall Pallsing Av J M 1007 0700 - "Ceneral Daties, Pally Report Off Day, J M 1007 0700 -					
"Control Duties - see below Flukning Av J M 3007 2300 - 0030 "*Major Duties - see below Flukning Av J M 3007 0030 - 0115 ***Flocator Duties - see below Flukning Av J M 3007 0135 - 0115 ***Major Duty - see below Flukning Av J M 3007 0135 - 0115 ***Major Duty - see below Flukning Av J M 3005 0230 - 0300 "Contrad Duty 'Floors" - see below Loriner St J M 3005 0430 - 0430 ***Major Duty 'Floors" - see below Loriner St J M 3005 0430 - 0431 ***Major Duty 'Floors" - see below Loriner St J M 3005 0430 - 0430 ***Major Duty 'Floors" - see below Loriner St J M 3005 06430 - 0515 ***Telexator Duties Report Of Duty. J M 3007 0600 - 0700 ***Elexator Duties Report Of Duty. J M 3007 0600 - 0700 ***Elexator Duties Report Of Duty. J M 3007 0700 - ***Elexator Duties Report Of Duty. J M 3007 0700 - ***Elexator Duties - Strop Barbon	Report On Duty In Full Uniform.	Flushing Av	J M	J007	2300 -
and growth location Floading Av J M 1007 0115 - 0135 Wets 'F Elevators are out of service, listed General Duties will be performed Floading Av J M 1007 0135 - 0215 Lanch Lorinor St J M 1005 0230 - 0300 "**Major Duty: Toors", see below Lorinor St J M 1005 0430 - 0430 ***Major Duty: Toors", see below Lorinor St J M 1005 0440 - 0515 ***Major Duty: Toors", see below Lorinor St J M 1005 0440 - 0515 ***Major Duty: Floading Av J M 1007 0660 - 0700 ****Hyor Duties Reblow Elevising Av J M 1007 0660 - 0700 ****Elevator Duties Plashing Av J M 1007 0660 - 0700 ***Televator Duties Plashing Av J M 1007 0660 - 0700 ***Televator Duties Plashing Av J M 1007 0660 - 0700 ***Televator Duties Plashing Av J M 1007 0600 - 0700 ***Televator Duties Report OID Duty. Floading AV J M 1007 0700 -	· ·	Flushing Av	J M	J007	2300 - 0030
Note: If Elevators are out of service, listed General Duties will be performed Image: Sec blow Image: Sec blow 0055 0215 Lunch Image: Sec blow Image: Sec blow Image: Sec blow 0005 0300 0430 ""Migor Duty: sec below Image: Sec blow Image: Sec blow 0105 0410 0015 0410 0015 ""Migor Duty: sec below Image: Sec blow Image: Sec blow 0100 0610 0515 0570 ""Chernel Duties: see below Flowhing Av J M 0007 0600 0570 """Encend Duties: see below Flowhing Av J M 0007 0600 0700 """Elevator Duties Flowhing Av J M 0007 0640 0700 """Elevator Duties Flowhing Av J M 0007 0640 0700 """Elevator Duties Flowhing Av J M 0007 0640 0700 ""Increase State Methods Flowhing Av J M 0007 0640 0700 "Increase State Methods Flowhing Av J M 0007 0700 - "Increase State Methods Flowhing Av J M 0007 0700 "Increase State Methods Flowhing Av J M 0007 0700	**Major Duty "Floors"- see below	Flushing Av	J M	J007	0030 - 0115
****Major Duty- see below Flukhing Av J M J007 0135 - 0215 Land Loriner St J M 0005 0230 - 0300 ***Major Duty "Elson": see below Loriner St J M J005 0130 - 0430 ***Major Duty: "See below Loriner St J M J005 0130 - 0430 ***Major Duty: see below Loriner St J M J005 0615 - 0550 ***Charan Daties- see below Flushing Av J M J007 0660 - 0700 ***Elyor Duty: See below Flushing Av J M J007 0660 - 0700 ***Elyor Duty: Most Transies, and plafform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and plafform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and plafform duty, we water only. Distinfert all stairway handrails. Clean Area plafs how that, Ce augurent (MWMs. Transitis, HEE/SRV1) in control areas including OMV validans. Whe down all street stairways, bandrails. Clean Area plafs how that, Ce augurent (MWMs. Transitis, HEE/SRV1) in control areas including OMV validans. Whe down all street stairways handrails. Clean Area plafs how that, Ce augurent (MWMs. Transitis, HEE/SRV1) in control areas including OMV validans. When down and street stairways handrails. Clean and bob windows (use water only). Distinfert all street stairways handrails. Clean and bob windows (use water only). Distinfert all street stairways handrails. Clean and the stairway handrails. Clean and how that and bobb windows (use water only). Distinfert all street stairways		Flushing Av	J M	J007	0115 - 0135
Linch Loriner St J M J005 0230 - 0300 "Ceneral Duties- see below Loriner St J M J005 0430 - 0430 ***Major Duty-Toors-' see below Loriner St J M J005 0430 - 0515 ****Major Duty-Toors-' see below Loriner St J M J005 0640 - 05700 ****Major Duty-Step Evelow Loriner St J M J007 0660 - 0700 ***Televator Duties- Flushing Av J M J007 0660 - 0700 Report OID Duty. "General Duties-Soally Flushing Av J M J007 0660 - 0700 Report OID Duty. "General Duties-Daily Instarvey shardnatis. Flushing Av J M J007 0760 - Weigneric Station for unsanitary toses, control areas, and platforms. Wipe down & disinfect all airway shardnatis. Flushing Av J M J007 0700 - unside areas (1) ICan all lockga and benches. Remove all statins, spills and drag marks on horar asses. Empty booth tosh concer gniffiti, stickers, and stackers, and stack				1007	0125 0215
Constrait Duties- see below Lorimer St J M 1005 0300 - 0430 ***Major Duty "Floors" see below Lorimer St J M 1005 0430 - 04515 ***Major Duty - See below Lorimer St J M 1005 0515 - 0550 **Genral Duties- see below Flushing Av J M 1007 0660 - 0700 ***Elevator Duties Flushing Av J M 1007 0640 - 0700 Proport OIT Duty, **Genral Duties-Chaily Flushing Av J M 1007 0640 - 0700 **Televator Duties For unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and steret). Clean 'Scrap 3fi around all street stairways. Scrap all mezzanities, control areas, and platforms. Wipe down & disinfect all stairway handrafils. Clean and polish RC ⁺ centeries. Bucketwash thats recepticales and benches. Remove all staine challing OMV validators. Wipe down all digital ad panels, IPIF Units. FDNY Standpipe Outlets. Clean all windows use water only). Disinfect all clean chrone tops on all trast-receptices. Bucketwash thats recepticales and benches. Remove all staine, splits and drag marks on floor areas. Entyp booth trash, clean exterior booth panels and disinfer criters and to notifs. N 1007 0700 - ***Major Duty Floors-Nightly Remove all stains, splits, and disinfer criters mostifics. Bonsings. Smitz all touch points. Clean affer Bash and gm from floors. Remove all stains, splits, and disinfer criter mostrikes. Housings. Smitz all touch points. Clean BCP 494 5951(Clean and Polish [ELE 3931 294 595](Clean a					
Major Daty Floars': see below Lorimer St J M J005 0430 - 0515 **Wajor Daty- see below Lorimer St J M J005 0430 - 0515 ****Wajor Daty- see below Flashing Av J M J007 0600 - 0700 ****Elevator Daties Flashing Av J M J007 0640 - 0700 ***Televator Daties Flashing Av J M J007 0640 - 0700 ***Televator Daties Flashing Av J M J007 0640 - 0700 ***Televator Daties Flashing Av J M J007 0640 - 0700 ***Televator Daties Clean Adpoint ArC equipment (MM-MD transles, HEETRIXT) in end to areas including OMNN baldotics. Wipe of other clean expective. Backet wash trash receptione and brokink expected and benches. Remove all stains, split and ding drama and areas (1 h.) Clean Adpoint stab. clean exterior booth panels and booth windows (use water only). Disinfect all unine areas. Similary bases. Remove all stains, proping from all raining, stainways, platform and outside areas (3 h.) Clean and departing each station you are assigned to clean during your our of daty. ***Migor Daty Floors-Nightly Remove dati Stain for ongoings from all raining, stainways, platform and outside areas (3 h.) Clean and departing each station you are assigned to clean during your our of daty. ***Migor Daty Floors-Nightly Remove dati Stain for these statics all touch points. Clean Erge statics and tacker glue residue. Sintize all touch points. Clean Erge statics and tacker glue resi					
area below Lorimer St. J.M. 1005 0515 - 0550 ***Elevate Duties - see below Flushing Av J.M. 1007 0660 - 0700 ***Elevate Duties Flushing Av J.M. 1007 0660 - 0700 Report Off Duty. Yean and Daties-Baily Flushing Av J.M. 1007 0640 - 0700 Report Off Duty. Clean and polish ACK equipment (MEP) Trunsities, HEE 16t/HD, in control areas, and street). CleanStrep 3ft J.M. 1007 0700 - Clean and polish ACK equipment (MEP) Trunsities, HEE 16t/HD, in control areas, including OMNV validations. Wage down ad lateret statiorways. Scrap all mezamines, control areas, and bluedos (use value aniamopulita anininteri aninteri aniamopulita aniamopulita aniamopulita					
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Filevator Duties Flashing Av J M J007 0640 - 0700 Report OIT Duy. ***General Duties-Daily Flashing Av J M J007 0700 - ***General Duties-Daily Image tstairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Flashing Av J M J007 0700 - ***General Duties Outsite, PDN Standpie 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, splish and drag marks on floor rease. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all ultrin areas, disinfect gleages and benches. Remove gall stains, splish, stakers, and stickergive residue. Sanitize all touch points. Clean ER and employee restrooms. Decodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duy. ***Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove gall stains, splish, and drag marks from platform and mezzanine floors. Mop all stairway landing. Duck brush and disinfect guters, sanitizy bases and platforms). Clean interior and exterior panel/ledges on all levies (street, mezzanine and platforms). Clean and chroins (ELE #39 3794 4395) Clean and Polish [ELE#'s] Remove gum. Sweep, mop and disinfect elevator doors sills. Clean and wine down the safety edge with a dry arg from top to bottom. *Elevator Duties - Clean and polish (ELE #39 3794 4395) Clean and Platforms). Clean interior and exterior ognal disinfect floors. Wipe down top of Fire Extinguisher. Mise down doors sills. Clean and wine d	****Major Duty- see below				
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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, toilt 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) Fir Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers.					
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	Fri Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguish Sat: Bucket wash trash receptacles and remove drag marks.	ers.			

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

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

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

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2024 STAC Winter Pick		Pick H	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0605 Station South		2300 - 0700		2776
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Marcy Av	JMZ	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	Marcy Av	JMZ	J001	0140 - 0200
Note- If Elevators are out of service, listed General Duties will be performed				
****Major Duty- see below	Marcy Av	JMZ	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	JM	J003	0445 - 0515
****Major Duty- see below	Hewes St	JM	J003	0515 - 0550
*General Duties- see below	Marcy Av	JMZ	J001	0600 - 0700
***Elevator Duties – see below	Marcy Av	JMZ	J001	0640 - 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. 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				

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

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

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

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2024 STAC Winter Pick		Pick H	Effective Date:	1/14/2024
Job#	н	ours		RC#
SC0606 Station South	0	700 - 1500		2776
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Fresh Pond Rd	М	K025	0700 -
*General Duties- see below	Fresh Pond Rd	М	K025	0700 - 1000
**Major Duty- see below	Fresh Pond Rd	М	K025	1000 - 1050
Lunch	Fresh Pond Rd	М	K025	1100 - 1130
*General Duty - see below	Forest Av	М	K024	1140 - 1400
*Major Duties - see below	Forest Av	М	K024	1400 - 1450
Report Off Duty.	Fresh Pond Rd	М	K025	1500 -
Inspect station 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 handrai Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/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 do	vn			

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

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

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

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2024 STAC Winter Pick		Pick H	Effective Date:	1/14/2024
Job#	Но	ours		RC#
SC0607 Station South	07	00 - 1500		2776
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Middle Village Metropolitan Av	М	K026	0700 -
*General Duties- see below	Middle Village Metropolitan Av	М	K026	0700 - 1000
**Major Duty- see below	Middle Village Metropolitan Av	М	K026	1000 - 1050
Lunch	Middle Village Metropolitan Av	М	K026	1100 - 1130
*General Duty- see below	Seneca Av	М	K022	1140 - 1400
**Major Duties- see below	Seneca Av	М	K022	1400 - 1450
Report Off Duty.	Middle Village Metropolitan Av	М	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 statirways. 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, refrigera	1			

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

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

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

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2024 STAC Winter Pick		Pick l	Effective Date:	1/14/2024
Job#	Но	urs		RC#
SC0607A Station South	070	00 - 1500		2776
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Knickerbocker Av	М	K019	0700 - 1000
*General Duties- see below				
**Major Duty- see below	Knickerbocker Av	М	K019	1000 - 1100
Lunch	Knickerbocker Av	М	K019	1100 - 1130
*General Duty - see below	Central Av	М	K017	1140 - 1400
**Major Duties- see below	Central Av	М	K017	1400 - 1450
Report Off Duty.	Knickerbocker Av	М	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 handrail: Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/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 both trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean ER and 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 for "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, refigerator, microwave. Empty 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 d	rn et			

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0608 Station South		0700 - 1500		2777
INSTRUCTIONS	STATION	LINE	воотн	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, Turnstles, 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 graffit, 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. Mor: 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 dow				

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	Но	ours		RC#
SC0609 Station South	070	00 - 1500		2777
INSTRUCTIONS	STATION	LINE	воотн	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	JΖ	J031	0930 - 1030
Lunch	Woodhaven Blvd	JΖ	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	JΖ	J031	1420 - 1500
Report Off Duty.	Woodhaven Blvd	JΖ	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.

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2024 STAC Winter Pick		Pick E	ffective Date:	1/14/2024
Job#	Но	urs		RC#
SC0610 Station South	070	0 - 1500		2777
INSTRUCTIONS	STATION	LINE	воотн	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.	85 St-Forest Pkwy	1	J030	1500 -
 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. 				

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

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

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

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#	ł	lours		RC#
SC0611 Station South	(700 - 1500		2777
INSTRUCTIONS	STATION	LINE	воотн	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	1	J024	0930 - 1030
Lunch	Crescent St	J	J024	1030 - 1100
*General Duties- see below	Cypress Hills	1	J025	1110 - 1310
**Major Duty- see below	Cypress Hills	J	J025	1310 - 1410
	Crescent St	J	J024	1420 - 1500
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors. 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				
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.

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	Но	urs		RC#
SC0612 Station South	070	0 - 1500		2776
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Sat	urday			
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 -
Inspect station for unsanitary conditions and correct. Sweep all stairs ("J" platform and mezzanine-U7, U6, PU3 and PU4). Scrap all upper mezzanine and "J" platforms. Wipe down & disinfect all stairway all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty chrome tops on all trash receptacles. Bucket wash trash receptacles and benches. Remove all stains, sp on floor areas. Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppi stairways and platforms. Clean all ledges in upper mezzanine leading towards escalators ES331, ES330 Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee the entire station upon arriving and departing each station you are assigned to clean during your tour of **Major Duty Cleaning-1000-1050 Sun: Booth- Clean booth [N124 Broadway Junction] interior and exterior. Sweep and mop floor, wash 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 dow Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. 1400-1450	handrails. Wipe down c, disinfect and clean ills and drag marks ngs from all railings, 0, ES347 and benches. restrooms. Deodorize of duty. walls, dust top of m Fire Extinguisher.			
 Sun: Booth- Clean booth [J017 Chauncey St] interior and exterior. Sweep and mop floor, wash walls, 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 Ex 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 I Thu: Employee Facility Room/Bathroom- Wipe down all surfaces including lockers, Quench machines microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. W walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash 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 bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Refuse Room- Clean and disinfect refuse room. Deck wash walls and floor. Wipe down Fire Extinguishers. 	tinguisher. Discard all Extinguishers. , refrigerator, /ipe down all surfaces- sinks and faucets. sh cans. Sweep, mop empty chemical			

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	Но	urs		RC#
SC0612A Station South	150	0 - 2300		2776
INSTRUCTIONS	STATION	LINE	воотн	HOURS
	STATION		boom	noons
Sunday-Saturday	De la la contractione		2124	1500 1700
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; MIA/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 pigeor 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. Semove loose debris from refuse inserts and disinfect. Tries: Supply Room- Clean and disinfect refuse room. Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Bestock supplies. Tues: Supply Room- Clean and disinfect refuse room. Deck wash walls and floor. Wipe down fire Extinguishers. Eved	3.			

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

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

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

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2024 STAC Winter Pick		Pick B	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0613 Station South		0700 - 1500		2776
INSTRUCTIONS	STATION	LINE	воотн	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 -
Inspect station 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 graffiti, stickers, and sticker/glue residue. Sanitize all touch outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and 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 mirror				

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

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

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

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Pick Effective Date: 2024 STAC Winter Pick 1/14/2024 Job# Hours RC# SC0613A 0700 - 1500 **Station South** 2777 **STATION** HOURS **INSTRUCTIONS** LINE BOOTH Sunday-Saturday J021 0700 - 0930 Report On Duty In Full Uniform. Van Siclen Av General Duties- see below J021 0930 - 1030 Van Siclen Av Major Duty- see below J J021 1030 - 1100 Van Siclen Av I Lunch Alabama Av J020 1110 - 1310 General Duties- see below JΖ J020 1310 - 1410 Alabama Av JΖ Major Duty- see below 1420 - 1500 *Inspect station for unsanitary conditions and correct. J021 Van Siclen Av J Re-scrap station. Remove all spills from floors. J021 1500 -Report Off Duty. Van Siclen Av *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and 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.

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

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

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

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2024 STAC Winter Pick

Pick Effective Date:	1/14/2024
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Date: 10/27/2023

Job#	Hours RC#			
SC0614 Station South		700 - 1500		2776
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday	5111101		boom	noeks
	Myrtle Av	JMZ	J009	0700 -
Report On Duty In Full Uniform.		J M Z	J009	0700 - 0930
*General Duties- see below	Myrtle Av			
**Public Restroom Duties (0930-1000) – see below Note- If public restrooms are out of service, listed General Duties will be performed.	Myrtle Av	JMZ	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	Myrtle Av	J M Z	J009	1200 - 1300
Close public restrooms 1200-1300 hours				1200 1000
Note- If public restrooms are out of service, listed General Duties will be performed.				
*General Duties- see below	Kosciuszko St	J	J012	1310 - 1410
***Major Duties- see below	Kosciuszko St	J	J012	1410 - 1450
Report Off Duty.	Myrtle Av	J M Z	J009	1500 -
*General Duties-Daily				
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft				
around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down &				
disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas				
including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and				
station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. 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.				
tonet seat covers and soap as needed. Anow baunoom to dry to mindles 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.				
disinfeet.				

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

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

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

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2024 STAC Winter Pick		Pick I	1/14/2024	
Job#		Hours		RC#
SC0614A Station South		0700 - 1500		2776
INSTRUCTIONS	STATION	LINE	воотн	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	Flushing Av	J M	J007	0940 - 1030
Note- If Elevators are out of				
service, listed General Duties will be performed Lunch	Flushing Av	J M	J007	1030 - 1100
*General Duties- see below	Lorimer St	JM	J005	1110 - 1300
**Major Duty- see below	Lorimer St	JM	J005	1300 - 1350
*General Duties- see below	Flushing Av	J M	J005	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 employce 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. Wi				
***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.

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2024 STAC Winter Pick		Pick H	Effective Date	: 1/14/2024
Job#		Hours		RC#
SC0615 Station South		0700 - 1500		2776
INSTRUCTIONS	STATION	LINE	воотн	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 -
Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/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 graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and 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 dow all 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 toile tissue, paper towels, toilet seat covers and soap. Sat: Scrubber Room- Deck wash walls and floor. Clean and organize the ro	n			

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	Но	ours		RC#
SC0616 Station South	15	00 - 2300		2776
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Middle Village Metropolitan Av	М	K026	1500 -
*General Duties- see below	Middle Village Metropolitan Av	М	K026	1500 - 1800
**Major Duty- see below	Middle Village Metropolitan Av	М	K026	1800 - 1840
Lunch	Seneca Av	М	K022	1900 - 1930
*General Duty - see below	Seneca Av	М	K022	1930 - 2100
**Major Duties- see below	Seneca Av	М	K022	2100 - 2240
Report Off Duty.	Middle Village Metropolitan Av	М	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.

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	H	lours		RC#
SC0616A Station South	1	500 - 2300		2776
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Fresh Pond Rd	М	K025	1500 - 1800
*General Duties- see below				
**Major Duty- see below	Fresh Pond Rd	М	K025	1800 - 1900
Lunch	Fresh Pond Rd	М	K025	1900 - 1930
*General Duty - see below	Forest Av	М	K024	1940 - 2100
**Major Duties- see below	Forest Av	М	K024	2100 - 2250
Report Off Duty.	Fresh Pond Rd	М	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 handrai Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/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 dow and faucets. Clean commodes with toilet bowl brush. Empty trash cans. Sweep, mop and disinfect the floor. Replenish toil tissue, paper towels, toilet seat covers and soap. Thurs: Scrubber Room-	/n			

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

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

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

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2024 STAC Winter Pick		Pick l	Effective Date:	1/14/2024
Job#	Но	urs		RC#
SC0616B Station South	1500 - 2300			2776
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Knickerbocker Av	М	K019	1500 - 1800
*General Duties- see below				
**Major Duty- see below	Knickerbocker Av	М	K019	1800 - 1900
Lunch	Knickerbocker Av	М	K019	1900 - 1930
*General Duty - see below	Central Av	М	K017	1940 - 2200
**Major Duties- see below	Central Av	М	K017	2200 - 2250
Report Off Duty.	Knickerbocker Av	М	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 graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and 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 Extinguishers. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faueets. Clean commodes with toilet bowl brush. Empty trash cans. Sweep, mop and disinfect the floor. Replenish toi				

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

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

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

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2024 STAC Winter Pick		Pick Effective Date:		
Job#		Hours		RC#
SC0616C Station South		1500 - 2300		2776
INSTRUCTIONS	STATION	LINE	воотн	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 handrail Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/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. Wipe down fire Extinguishers. 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 dow all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and flacets. Clean commodes with toilet bowl brush. Empty trash cans. Sweep, mop and disinfect. Thurs: Refuse Room- Clean and disinfect refuse	n t			

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0617 Station South		1500 - 2300		2777
INSTRUCTIONS	STATION	LINE	воотн	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.

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#	Но	urs		RC#
SC0618 Station South	150	0 - 2300		2777
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Satur	day			
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 -
around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. We disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in currection of the provide the provided the pro	ontrol areas move all pigeon ne tops on all trash form and mezzanine ot clean ADA floor at base of tickers, and FR and employee			
 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 et 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, vanith hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet b all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenis (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 microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash a housing. 	y mirrors, electric owl brush. Remove sh paper stock s, refrigerator, 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.

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2024 STAC Winter Pick		Pick E	affective Date:	1/14/2024
Job#	Но	urs		RC#
SC0618A Station South	230	0 - 0700		2777
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	85 St-Forest Pkwy	J	J030	2300 - 0100
*General Duties- see below *Major Duty Floors- see below	85 St-Forest Pkwy	I	J030	0100 - 0145
*Major Duty Floris- see below *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.	85 St-Forest Pkwy	J	J030	0620 - 0700
Re-scrap station. Remove all spills from floors.				0020 0700
Report Off Duty.	85 St-Forest Pkwy	J	J030	0700 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and 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.				

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

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

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

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2024 STAC Winter Pick	Pick Effective Date:			1/14/2024	
Job#	н	lours		RC#	
SC0619A Station South	2	300 - 0700		2777	
INSTRUCTIONS	STATION	LINE	воотн	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	JZ	J020	0300 - 0430	
*Major Duty Floors- see below	Alabama Av	JZ	J020	0430 - 0515	
*Major Duty- see below	Alabama Av	JZ	J020	0515 - 0610	
*Inspect station for unsanitary conditions and correct.	Van Siclen Av	J	J021	0620 - 0700	
Re-scrap station. Remove all spills from floors.					
Report Off Duty.	Van Siclen Av	J	J021	0700 -	
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and 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.					

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

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

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

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2024 STAC Winter Pick		Pick Effective Date:		
Job#	н	ours		RC#
SC0619B Station South	1	500 - 2300		2777
INSTRUCTIONS	STATION	LINE	воотн	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	JZ	J020	1910 - 2110
*Major Duty- see below	Alabama Av	JZ	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.	Van Siclen Av	J	J021	2300 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scra around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe dow disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control area including OMNY validators, Wipe down all digital ad panels. HPI Units, FDNY Standpipe Outlets. Remove all p droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops or receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and r floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean A tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at b trash receptacle. Clean all Windows and stations Signs. Clean all ledges and benches. Remove graffiti, stickers, an sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and en restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during y of duty.	n & as bigeon n all trash mezzanine ADA base of id nployee			
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 cher 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, hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper s (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, refrigera microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extin Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.	electric h. Remove tock tock ator, nguishers.			

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

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

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

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2024 STAC Winter Pick		Pick H	1/14/2024	
Job#		Hours		RC#
SC0620 Station South		1500 - 2300		2776
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Marcy Av	JMZ	J001	1500 -
*General Duties- see below	Marcy Av	JMZ	J001	1500 - 1700
**Major Duty- see below	Marcy Av	JMZ	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. *General Duties-Daily	Marcy Av	J M Z	J001	2300 -
Inspect station 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.

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2024 STAC Winter Pick		Pick B	Effective Date	: 1/14/2024
Job#		Hours		RC#
SC0621 Station South		2300 - 0700		2776
INSTRUCTIONS	STATION	LINE	воотн	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	Bedford Av	L	H009	0220 - 0245
Note- If Elevators are out of service, listed General Duties will be performed				
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 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Sct around all street stairways. Scrap all mezzanines, control areas, and platform, mezzanine, and street). Clean/Sct around all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, dis clean chrome tops on all trash receptacles. Bucket wash trash receptacles and benches. Remove all stains, spills a marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinf urine areas, disinfect gutters and sanitary bases. Remove graffiti, stickers, and sticker/glue residue. Sanitize all points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station 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 all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile 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 machine: refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clea and faucets. Clean commodes with toilet bowl brush. Empty trash cans. Sweep, mop and disinfect the floor. Repl tissue, paper towels, toilet seat covers and soap. Twes: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty de bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Housing/Room- Clean and disinfect refuse housing/	y handrails. Wipe infect and and drag fect all m and touch you are floors. Mop as s, Wipe down an sinks enish toilet nemical Vire espective			
***Elevator Duties - Clean and polish [ELE #358 #359].Clean and Polish [ELE#'s] Remove gum. Sweep, mop and disinfect elevator : Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and e glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevat sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	xterior			

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

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

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

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2024 STAC Winter Pick	Pick Effective Date:			: 1/14/2024	
Job#	F	lours		RC#	
SC0622 Station South	2	300 - 0700		2776	
INSTRUCTIONS	STATION	LINE	воотн	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.	Montrose Ave	L	H017	0700 -	
Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/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. Mo 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				
 ***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. 	1				

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0623 Station South		2300 - 0700		2776
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturd	ау			
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
	Jefferson St		H022	0600 - 0650
***Major Duty- see below Report Off Duty.	Morgan Ave		H019	0700 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clea around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all sc Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validown all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Emp clean chrome tops on all trash receptacles. Bucket wash trash receptacles and benches. Remove all stains, st marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, joutside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Saniti points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your **Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezz all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housin ***Major Duty Cleaning- Sun: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from "Q-Panels" on platforms.	stairway handrails. dators. Wipe ty, disinfect and spills and drag Disinfect all platform and ze all touch tour of duty. canine floors. Mop tactile as gs.			
 Mon: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench m refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extingual surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holder and faucets. Clean commodes with toilet bowl brush. Empty trash cans. Sweep, mop and disinfect the floot 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 embottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Room- Clean and disinfect refuse room. Deck wash walls and floor. Wipe down Fire Extinguishers 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 Extinguistation of Sat: Bucket wash trash receptacles and remove drag marks. 	isher. Wipe down s. Clean sinks r. Replenish toilet oty chemical tisher. Discard all			

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

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

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

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0624 Station South		2300 - 0700		2776
INSTRUCTIONS	STATION	LINE	воотн	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		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 handra Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/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. M 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 dow all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl bru	il lop vn let			

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

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

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

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Date: 10/27/2023

2024 STAC Winter Pick	Pick Effective Date:			: 1/14/2024	
Job#	Но	ours		RC#	
SC0625 Station South	23	00 - 0700		2776	
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform.	Myrtle Wyckoff Avs	М	H026	2300 -	
*General Duties- see below	Myrtle Wyckoff Avs	М	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	М	H026	0200 - 0230	
***Escalator Duties See below	Myrtle Wyckoff Avs	M	H026	0230 - 0330	
Lunch	Myrtle Wyckoff Avs	М	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	М	H026	0600 - 0700	
Report Off Duty.	Myrtle Wyckoff Avs	M	H026	0700 -	
 *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 ralings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean 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					

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

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

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

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#	ł	lours		RC#
SC0626 Station South	2	2300 - 0700		2776
INSTRUCTIONS	STATION	LINE	воотн	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	Н033	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.	Wilson Av	L	H032	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. 				

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

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

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

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2024 STAC Winter Pick Pick Effective Date: 1/14/2024 Job# Hours RC# SC0627 2300 - 0700 **Station South** 2776 **INSTRUCTIONS STATION** LINE BOOTH HOURS Sunday-Saturday Broadway Junction A C N124 2300 -Report On Duty In Full Uniform. PERFORM DUTIES ON BROADWAY JUNCTION "L" LINE A C N124 2300 - 0100 Broadway Junction *General Duties- see below PERFORM DUTIES ON BROADWAY JUNCTION "L" LINE N124 0100 - 0145 Broadway Junction A C **Major Duty "Floors"- see below PERFORM DUTIES ON BROADWAY JUNCTION "L" LINE N124 Broadway Junction A C 0145 - 0245 **Pigeon Droppings** N124 0245 - 0315 Broadway Junction A C Lunch N124 PERFORM DUTIES ON BROADWAY JUNCTION "L" LINE **Broadway Junction** A C 0315 - 0400 ***Major Duty-see below PERFORM DUTIES ON BROADWAY JUNCTION "L" LINE 0400 - 0500 N124 Broadway Junction A C *General Duties- see below PERFORM DUTIES ON BROADWAY JUNCTION "L" LINE **Broadway Junction** A C N124 0500 - 0600 Pigeon Droppings PERFORM DUTIES ON BROADWAY JUNCTION "L" LINE N124 0600 - 0700 **Broadway Junction** A C *General Duties- see below 0700 -N124 Report Off Duty. Broadway Junction A C *General Duties-Dailv 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.

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

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

Fri: Wet Supply Room: Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers.

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

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2024 STAC Winter Pick		Pick h	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0628 Station South		2300 - 0700		2776
INSTRUCTIONS	STATION	LINE	воотн	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 -
around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handra Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/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 an 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. N 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 nooms/refuse housings. ***Major Duty Cleaning-Sun: 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 do all 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 to tissue, paper towels, toilet seat covers and soap. Tue: Scrubber R	nd Mop own ilet			

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

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

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

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2024 STAC Winter Pick		Pick E	Effective Date:	1/14/2024
Job#	Ηοι	urs		RC#
SC0629 Station South	230	0 - 0700		2776
INSTRUCTIONS	STATION	LINE	воотн	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.	Canarsie Rockaway Pkwy	L	H041	0700 -
 *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 h				

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

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

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

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2024 STAC Winter Pick Pick Effective Date: 1/14/2024 Job# Hours SC0630 0700 - 1500 **Station South** 2776 **STATION INSTRUCTIONS** LINE BOOTH HOURS Sunday-Saturday 0700 -Bedford Av H009 Report On Duty In Full Uniform. L Bedford Av L H009 0700 - 0900 *General Duties- see below 0900 - 0940 Bedford Av H009 **Major Duty- see below L 0940 - 1020 ***Elevator Duties – see below Bedford Av L H009 Note- If Elevators are out of service, listed General Duties will be performed Bedford Av H009 1030 - 1100 L Lunch 1110 - 1300 H013 Graham Av L *General Duties- see below H013 1300 - 1350 Graham Av **Major Duty- see below L H009 1400 - 1445 L *General Duties- see below Bedford Av Bedford Av L H009 1445 - 1500 ***Elevator Duties – see below 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.

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Date: 10/27/2023

2024 STAC Winter Pick		Pick H	Effective Date:	1/14/2024
Job#	H	lours		RC#
SC0631 Station South	0	700 - 1500		2776
INSTRUCTIONS	STATION	LINE	воотн	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 -
 *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway I Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. W down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinf clean chrome tops on all trash receptacles. Bucket wash trash receptacles and benches. Remove all stains, spills and marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all to points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station yc assigned to clean during your tour of duty. **Major Duty Cleaning- Sun: Booth- Clean booth [H017 Montrose Ave] [H015 Grand Ave] interior and exterior. Sweep and mop floor, was 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. Di 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/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. Wi all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean 	handrails. Vipe ect and drag t all and uch bu are sh walls, ascard all ctive pe down sinks			
and faucets. Clean commodes with toilet bowl brush. Empty trash cans. Sweep, mop and disinfect the floor. Replen 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 chemic bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Refuse Room- Clean and disinfect refuse room. Deck wash walls and floor. Wipe down Fire Extinguisher. Disc 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 ext panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on st Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills.	cal card all terior			

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

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

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

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2024 STAC Winter Pick		Pick Effective Date:			
Job#		Hours		RC#	
SC0632 Station South		0700 - 1500		277	
INSTRUCTIONS	STATION	LINE	воотн	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 handrail Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/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 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 all surfaces walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispen	n				

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

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

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

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2024 STAC Winter Pick		Pick Effective Date:		
Job#		Hours		RC#
SC0633 Station South		0700 - 1500		2776
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Satur	rday			
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). Of around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY v down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Er clean chrome tops on all trash receptacles. Bucket wash trash receptacles and benches. Remove all stains marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. San points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing eac assigned to clean during your tour of duty.	Il stairway handrails. validators. Wipe npty, disinfect and s, spills and drag y). Disinfect all s, platform and nitize all touch			
 **Major Duty Cleaning- Sun: Booth- Clean booth [H023 Dekalb Ave] [H028 Halsey St] interior and exterior. Sweep and mop flot 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 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 neede stations. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguisher. Thu: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinall surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and hold and faucets. Clean commodes with toilet bowl brush. Empty trash cans. Sweep, mop and disinfect the flot fissue, paper towels, toilet seat covers and soap. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and embottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Refuse Housing/Room- Clean and disinfect refuse housing/room. Deck wash walls and floor. Wipe Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. 	e down Fire ed for respective tinguishers. machines, guisher. Wipe down ders. Clean sinks oor. Replenish toilet npty chemical down Fire			

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

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

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

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2024 STAC Winter Pick	Pick Effective Date: 1		1/14/2024	
Job#	Н	ours		RC#
SC0634 Station South	07		2776	
INSTRUCTIONS	STATION	LINE	воотн	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.	Myrtle Wyckoff Avs	L	H026	1500 -
*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.				

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

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

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

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2024 STAC Winter Pick

Pick Effective Date: 1/1	4/2024
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Date: 10/27/2023

Job#	Но	ours		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	М	H026	0700 -
*General Duties- see below Check and restock public bathrooms 0930-1000	Myrtle Wyckoff Avs	М	H026	0700 - 1000
**Public Restroom Duties (0930-1000) – see below Note- In lieu public restrooms out of service, listed General Duties will be performed.				
***Elevator Duties – see below Note- If Elevators are out of service, listed General Duties will be performed	Myrtle Wyckoff Avs	М	H026	1000 - 1040
****Major Duties- see below	Myrtle Wyckoff Avs	М	H026	1040 - 1130
Lunch	Myrtle Wyckoff Avs	М	H026	1130 - 1200
**Public Restroom Duties (1200-1300)-see below Close public restrooms 1200-1300 hours	Myrtle Wyckoff Avs	М	H026	1200 - 1300
Note- If public restrooms are out of service, listed General Duties will be performed *General Duties- see below	Myrtle Wyckoff	M	H026	1300 - 1500
Report Off Duty	Avs Myrtle Wyckoff Avs	M	H026	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, P2A/B, U1A/B/C, S5A/B/C mezzat [where H026 booth located], and street. Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control a 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 Sta Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Buck trash receptacles and benches. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean ex booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Re pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remog graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize 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 equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all gra stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper toilet tissue, pape toilet seat covers and soap as needed.	dryers (if affiti and			
 ****Major Duty Cleaning- Sun: Booth- Clean booth [H026 Myrtle Wyckoff] interior and exterior. Sweep and mop floor, wash walls, dust top 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 Extinged 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 m Sweep and mop floors, disinfect. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand drye equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Empty trash ca 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 mop floors, disinfect desks, table tops, Quench unit, refrigerator and mop floors, disinfect and polish [ELE #398]. Clean and Polish [ELE#'s] Remove gum. Sweep, mop and disinfect elevator floors. down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior gall elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors si and wipe down the safety edge with a dry rag from top to bottom. 	uisher. ticrowave. trs (if ans. ect. Wipe glass on			

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#		RC#		
SC0636 Station South		277		
INSTRUCTIONS	STATION	LINE	воотн	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 -
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 booth windows (use wate only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue resic Sanitize all touch points. Clean EFR and 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 Extinguishers to 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 do	er lue.			

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

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

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

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2024 STAC Winter Pick		Pick E	Effective Date:	1/14/2024
Job#	Hours			RC#
SC0637 Station South	070	0 - 1500		2776
INSTRUCTIONS	STATION	LINE	воотн	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.				
 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.

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0638 Station South		0700 - 1500		2776
INSTRUCTIONS	STATION	LINE	воотн	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 der uning 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 Extinguishers. Clean sinks and faucets. Clean commodes with toilet bowl brush. Empty trash cans	n			

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	Hours			Hours RC#
SC0639 Station South	(700 - 1500		2776
INSTRUCTIONS	STATION	LINE	воотн	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 -
 *General Duties-Daily Inspect station 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 radiugs, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and 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. 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, sueep, mop and disinfect floors. Wipe down top of Fire Extinguishers. Wipe down all surfaces walls, modesty panels, vanity mirrors, clectric				

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

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

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

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#	Ηοι	RC#		
SC0640 Station South	070	2776		
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Canarsie Rockaway Pkwy		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, refrigera				

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

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

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

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2024 STAC Winter Pick Pick Effective Date: 1/14/2024 Job# Hours RC# SC0641 1500 - 2300 **Station South** 2776 **INSTRUCTIONS STATION** LINE BOOTH HOURS Sunday-Saturday Bedford Av H009 1500 -Report On Duty In Full Uniform. L Bedford Av L H009 1500 - 1700 *General Duties- see below 1700 - 1740 Bedford Av H009 **Major Duty- see below L 1740 - 1820 ***Elevator Duties - see below Bedford Av L H009 Note- If Elevators are out of service, listed General Duties will be performed 1830 - 1900 Bedford Av H009 L Lunch 1910 - 2000 Graham Av H013 L *General Duties- see below H013 2000 - 2150 Graham Av **Major Duty- see below L *General Duties- see below L H009 2200 - 2300 Bedford Av ***Elevator Duties – see below Bedford Av H009 2300 -Report Off Duty. L *General Duties-Daily Inspect station 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.

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	ŀ	lours		RC#
SC0641A Station South	1	500 - 2300		2776
INSTRUCTIONS	STATION	LINE	воотн	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 -
Inspect station 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 (MYMs, Turnstiles, HEETs/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 graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and 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 wills not of 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. Empty trash cans. Sweep, mop and disinfect the floor. Replenish toile tissue, paper towels, toilet seat covers and soap. Thurs: Bucket wash all trash receptacles Fri: Pick up supplies from Myrtle Wyckoff (weckly)- Pick up garbage bags and cleaning	1			

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

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

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

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2024 STAC Winter Pick		Pick B	affective Date:	1/14/2024
Job#	H	Hours		
SC0642 Station South	1500 - 2300			2776
INSTRUCTIONS	STATION	LINE	воотн	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 -
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				

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

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

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

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2024 STAC Winter Pick		Pick B	Effective Date:	1/14/2024
Job#		Hours		
SC0642A Station South	1500 - 2300			2776
INSTRUCTIONS	STATION	LINE	воотн	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 -
Inspect station 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 booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and 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				

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

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

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

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024 STAC Winter Pick Effective Date:		1/14/2024		
Job#	H	ours		RC#
SC0643 Station South	15	00 - 2300		2776
INSTRUCTIONS	STATION	LINE	воотн	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	Myrtle Wyckoff Avs	L	H026	2300 -
*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.				

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

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

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

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2024 STAC Winter Pick

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Pick Effective Date:
                      1/14/2024
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Date: 10/27/2023

Job#	Hours			RC#	
SC0643A Station South	15	500 - 2300		2776	
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform.	Myrtle Wyckoff Avs	М	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	М	H026	1500 - 1800	
Elevator Duties – see below Note- If Elevators are out of service, listed General Duties will be performed	Myrtle Wyckoff Avs	М	H026	1800 - 1830	
Lunch	Myrtle Wyckoff Avs	М	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	М	H026	1900 - 2000	
* Major Duty	Myrtle Wyckoff Avs	М	H026	2000 - 2100	
Elevator Duties – see below	Myrtle Wyckoff Avs	М	H026	2100 - 2130	
*General Duties- see below	Myrtle Wyckoff Avs	М	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 graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and 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. Tues/Turs/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	1	М	Н026	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.

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0644 Station South		1500 - 2300		2776
INSTRUCTIONS	STATION	LINE	воотн	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	JM	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 -
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.

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2024 STAC Winter Pick		Pick E	Effective Date:	1/14/2024
Job#	F	lours		RC#
SC0645 Station South	1	500 - 2300		2776
INSTRUCTIONS	STATION	LINE	воотн	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 -
Inspect station 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.

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2024 STAC Winter Pick		Pick H	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0645A Station South		1500 - 2300		2776
INSTRUCTIONS	STATION	LINE	воотн	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 -
Inspect station 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 tras				

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

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

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

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2024 STAC Winter Pick		Pick F	1/14/2024	
Job#	ł	lours		RC#
SC0645B Station South	1	500 - 2300		2776
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	New Lots Av	L	H039	1500 - 1700
*General Duties- see below	New Lots Av	T	H039	1700 - 1745
Major Duty- see below *Elevator Duties – see below		L		
Note- If Elevators are out of	Livonia Av	L	H038	1800 - 1830
service, listed General Duties will be performed				
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 statirways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEET/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 graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and 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				

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

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

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

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2024 STAC Winter Pick	Pick Effective Date:			1/14/2024	
Job#	Но	urs		RC#	
SC0646 Station South	150	0 - 2300		2776	
INSTRUCTIONS	STATION	LINE	воотн	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.	Canarsie Rockaway Pkwy	L	H041	2300 -	
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. Weed: 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 Ex					

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

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

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

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2024 STAC Winter Pick		Pick E	Effective Date:	1/14/2024
Job#	Н	Hours		
SC0647 Station South	23	00 - 0700		2773
INSTRUCTIONS	STATION	LINE	воотн	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.	Astoria Blvd	N W	R514	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.) 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. 				

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

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

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

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2024 STAC Winter Pick			Effective Date	
Job#		Hours		RC
SC0649 Station South		2300 - 0700		276
INSTRUCTIONS	STATION	LINE	воотн	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 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Sc around all street stairways including around elevator. Scrap all mezzanines, control areas, platforms, underpass, passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstilk HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth par booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeo from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stic sticker/glue residue. Sanitize all touch points. Clean and disinfect EFR and employee restrooms. Clean and orga rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned during your tour of duty. *Light General Duties station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and pass 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 all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactific required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.	and es, Standpipe all trash hels and on droppings ekers, and nize supply d to clean ageways.			
 *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 Micro Thu: Major duty all cta rooms Fri: Clean and Organize Chemical and Paper Supply Rooms – Discard all Boxes Sat: Bucket wash all stairways 	wave			
*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 Micro Thu: Major duty all cta rooms Fri: Clean and Organize Chemical and Paper Supply Rooms – Discard all Boxes Sat: Bucket wash all stairways	wave.			

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

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

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

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2024 STAC Winter Pick	Pick Effective Date:		1/14/2024	
Job#		Hours		RC#
SC0650 Station South		1500 - 2300		2766
INSTRUCTIONS	STATION	LINE	воотн	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	59 St	N R	C021	1840 - 2050
Clean & Close Public Restrooms @ 1900 hours				
Clean & Disinfect elevators @ 2030 hours				
*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.	53 St	R	C020	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 dropping: from all ratilings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffitt, 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 *taion 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 Column Bases And Ad Signs. Wed: Deck Wash All Platform Stairway Tile Walls: Remove Stickers/Residue/Graffiti/Dirt Build Up. Thu: Deck Wash All Platform Stairway Tile Walls: Remove Stickers/Residue/Graffiti/Dirt Build Up. Thu: Deck Wash All Platform Column Bases. Ad Signs. Sat: Clean All NB Platform Column Bases. The Neeptacles on N/S/B Island Platforms. *Major Duty Cleaning- 59th Street Sun: Deck Wash Sb Platform And Stairway Tile Walls: Remov				

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

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

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

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#	F	lours		RC#
SC0651 Station South	2	300 - 0700		2772
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Fort Hamilton Pkwy	N	D003	2300 -
*General Duties- see below	Fort Hamilton Pkwy	Ν	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.

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2024 STAC Winter Pick		Pick B	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0652 Station South		2300 - 0700		2772
INSTRUCTIONS	STATION	LINE	воотн	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 -
 *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC 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 for GY. Mon:Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Refuse Housing- Deck wash walls and floor. Wipe down fire Extinguisher. Discard all debris and empty chemical bottles. Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Thu: Employee Facility 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,				

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

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

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

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2024 STAC Winter Pick		Pick B	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0653 Station South		2300 - 0700		2772
INSTRUCTIONS	STATION	LINE	воотн	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 -
 *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC 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 graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each statior 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. Empt trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Wipe down fire Extinguisher. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. <li< td=""><td>ı bty</td><td></td><td></td><td></td></li<>	ı bty			

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

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

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

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4 STAC Winter Pick Pick Effective Date:		1/14/2024		
Job#	H	ours		RC#
SC0654 Station South	07	00 - 1500		2773
INSTRUCTIONS	STATION	LINE	воотн	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.	Astoria Ditmars Blvd	N W	R515	1500 -
 ⁴General 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 graffit and stickers. Wed: Platform Cleaning: Clean all glass panels in mezzanine and around platform stairways. Wipe clean chrome rims and tops on mezz				

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

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

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

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2024 STAC Winter Pick Pick Effective Date: 1/14/2024 Job# Hours SC0655 0700 - 1500 **Station South** 2773 BOOTH **INSTRUCTIONS STATION** LINE HOURS Sunday-Saturday 0700 -Astoria Blvd N W R514 Report On Duty In Full Uniform. N W R514 0700 - 0900 Astoria Blvd *General Duties- see below N W 0900 - 0945 Astoria Blvd R514 *Major Duties- see below *Elevator Duties—see below N W R514 0945 - 1015 Astoria Blvd Note-If elevators are out of service, General Duties will be performed. 1025 - 1130 Broadway N W R512 *General Duties- see below 1130 - 1200 N W R512 Broadway Lunch 1200 - 1300 N W R512 Broadway *Major Duties- see below Astoria Blvd N W R514 1310 - 1340 *Elevator Duties—see below Note-If elevators are out of service, General Duties will be performed. NW R514 1340 - 1500 Astoria Blvd *General Duties- see below 1500 -N W R514 Report Off Duty. Astoria Blvd *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 trav 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.

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2024 STAC Winter Pick		Pick H	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0655A Station South		0700 - 1500		2773
INSTRUCTIONS	STATION	LINE	воотн	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 -
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, clea exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean terR and employee restrooms. 'Deodoriz 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 includin Halon Sensors and Fire Extinguishers. Wipe ceiling slats and exhaust cover clean. Empty garbage. Remove all debris. Clea deal tray. Mon: AFC/Graffiti-Free/Digital Panels: Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control area including OMNY validators. Remove stains, scuff marks and fingerprints from all "graffiti-free and digital ad-panels". Wip 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: P	n æ g n s e			

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

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

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

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2024 STAC W	inter Pick		Pick H	Effective Date:	1/14/2024
Job#			Hours		RC#
SC0656	Station South		0700 - 1500		2768
INSTRUCTIONS		STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report On Duty In F	ull 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 -
Turnstiles, HEETs/HZ Standpipe Outlets. Cl Remove all stains, sp (use water only). Dis railings, stairways, pl residue. Sanitize all to	geways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, KT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY ean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. ills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows infect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all atform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue ouch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and a you are assigned to clean during your tour of duty.				
**Major Duty Cleani	ng: N532				
Sunday/ Monday Tuesday/ Wednesday Thursday/Friday Saturday	: Clean Disinfect N/B Platform ,Unmanned Mezzanine, and Refuse Room : Clean Disinfect S/B Platform, Unmanned mezzanines, and Refuse Room : Clean N/S/B Scrubber/ EFR Rooms :Major Cleaning Booth N532 Interior, and Exterior, bucket wash 3feet around the booth				
**Major Duty Cleani	ng: N536				
Sunday/ Monday Tuesday/ Wednesday Thursday/Friday Saturday	 Remove disinfect all pigeon droppings on N/B Platform Sweep all Platform Stairways corner to corner top to bottom Clean Refuse Canisters and Trash Receptacles 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.

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2024 STAC Winter Pick

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Pick Effective Date: 1/14/2024
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Date: 10/27/2023

Job#	ŀ	lours		RC#
SC0657 Station South	1	500 - 2300		2776
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Myrtle Av	J M Z	J009	1500 -
*General Duties- see below	Myrtle Av	J M Z	J009	1500 - 1800
**Public Restroom Duties (1530-1600) – see below				
Note- If public restrooms out of service, listed General Duties will be performed *** Major Duties- see below	Myrtle Av	JMZ	J009	1800 - 1900
**Public Restroom Duties- see below	Myrtle Av	J M Z	J009	1900 - 2000
Close public restrooms 1900 hours	Nylue Av		3009	1900 - 2000
Note- If public restrooms out of service, listed General Duties will be performed				
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.	Myrtle Av	JMZ	J009	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, Turnstlles, HEETs/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 grafiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean 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 grafiti 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. Brestock supplies. Tues: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Wipe down Eris 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.

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0658 Station South		0700 - 1500		2766
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	59 St	N R	C021	0700 -
Open Public Restrooms @ 0700 hours	50.54	N D	C021	0700 - 0900
*General Duties- see below	59 St	N R	C021	
*Public Toilet Duties - see below	59 St 59 St	N R N R	C021 C021	0900 - 0930 0930 - 1000
*Elevator Duties-see below *Major Duty - Booth - see below - Sun Only (0930-1000)	59 51	IN K	021	0930 - 1000
Lunch	53 St	R	C020	1010 - 1040
*General Duties- see below	53 St	R	C020	1040 - 1410
*Major Duty - Booth - see below - Sun Only (1340-1410)	50.04	ND	C021	1420 1500
*Light General Duties- see below	59 St	N R	C021	1420 - 1500
Report Off Duty.	59 St	N R	C021	1500 -
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 Sun: Clean				
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.				

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0659 Station South		0700 - 1500		2766
INSTRUCTIONS	STATION	LINE	воотн	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 -
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 Stand Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all tr receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels a booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon dref from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, sticker/glue residue. Sanitize all touch points. Clean and disinfect EFR and employee restrooms. Clean and organize rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to during your tour of duty.	ash and oppings , and supply			
*Light General Duties				
station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passagew Disinfect all urine areas, empty all trash receptacles.	vays.			
*Major Duty Cleaning Booth- Union Street Sun: 0	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: C	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.

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2024 STAC Winter Pick Pick Effective Date: 1/14/2024 Job# Hours RC# SC0659A 2300 - 0700 **Station South** 2766 HOURS **INSTRUCTIONS STATION** LINE BOOTH Sunday-Saturday C010 2300 - 0030 Report On Duty In Full Uniform. Union St R *General Duties-Daily - see below C010 0030 - 0130 Union St R *Major Duty Cleaning- see below 0145 - 0315 C014 Prospect Av R *General Duties- see below C014 0315 - 0345 Prospect Av R Lunch Prospect Av C014 0345 - 0445 R *Major Duty Cleaning- see below 0500 - 0545 Union St C010 R *Light General Duties- see below 0600 - 0645 C014 Prospect Av R *Light General Duties- see below Union St R C010 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- 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.

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

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

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

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#	Но	ours		RC#
SC0660 Station South	15	00 - 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	Bay Ridge 95 St	R	C027	1900 - 2030
Clean & Close Public Restrooms @ 1900 hours	Day Didge 05 St	D	C027	2030 - 2100
*Major Duty - see below	Bay Ridge 95 St	R	C027	2030 - 2100
*RTO Duties - see below	Bay Ridge 95 St 86 St	R		2100 - 2220
*Light General Duties- see below	86 St	R R	C025 C025	2230 - 2300
Report Off Duty.	80 51	ĸ	025	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- 86th Street				
 Sun: Deck Wash All Platform S/W'S and Surrounding Tile Walls. Mon: Clean & Disinfect Refuse Room & 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 & 85 St Control Areas. Fri: Clean Temporary Facility Room On 85 St Unpaid Mezzanine. Sat: Clean And Organize Paper/Chemical Supply Rooms 				
*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 & 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 & C028 Mezzanines. Fri: Clean All Platform Column Bases. Sat: Clean And Organize Paper/Chemical Supply Rooms				
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				

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

STOCK SUPPLIES.

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

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

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2024 STAC Winter Pick Pick Effective Date: 1/14/2024 Job# Hours RC# SC0660A 0700 - 1500 **Station South** 2766 **INSTRUCTIONS STATION** LINE BOOTH HOURS Sunday-Saturday C025 0700 - 0715 Report On Duty In Full Uniform. 86 St R Open, stock & clean Public Restrooms @ 0700 *General Duties- see below 86 St R C025 0715 - 0930 *Major Duty - Booth - see below - Sat Only (0845-0930) Bay Ridge Av C023 0935 - 1200 *General Duties- see below R *Major Duty - Booth - see below - Mon Only (1115-1200) Bay Ridge Av 1200 - 1230 C023 R Lunch 86 St R C025 1240 - 1340 *Light General Duties- see below Bay Ridge Av R C023 1350 - 1450 *Light General Duties- see below C025 Report Off Duty. 86 St R 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 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 Sat: Clean 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.

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

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

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

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#	1	Hours		RC#
SC0661 Station South		700 - 1500		2772
INSTRUCTIONS	STATION	LINE	воотн	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	Ν	E005	1300 - 1330
*General Duties - see below	8 Av	Ν	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/Sc around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe do disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control a including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all wi station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove al spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use wa Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stai platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residu all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing ex you are assigned to clean during your tour of duty	wwn & reas dows and ll stains, ater only). rways, e. Sanitize			
 **Major Duty Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile 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 exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elev station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wis safety edge with a dry rag from top to bottom. 	e as and ators in the			

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

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

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

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#	н	ours		RC#
SC0662 Station South	0,	700 - 1500		2772
INSTRUCTIONS	STATION	LINE	воотн	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 -
around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe of disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all vistation signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use v Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stiplatform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue resid all touch points. Clean EFR and employee restrooms.Deodorize the entire station upon arriving and departing of 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 includin 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 Extinguish Tue: Refuse Housing- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty Remove loose debris from refuse inserts and disinfect. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguish Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, micro 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 c bottles. Wipe down Fire Extinguishers. Remove loose debris from effect floors. Wipe down all surfaces including lockers, Quench machines, refrigerator, micro trash can, sweep, mop and disinfect floors. Wipe down all surfaces and organize the room. Discard all debr	areas vidows and all stains, vater only). uirways, ue. Sanitize ach station g Halon ers. boxes. hers. owave. Empty nemical			
Elevator Duties Clean and Polish [ELE738/ELE739] [ELE740/ELE741] Remove gum. Sweep, mop and disinfect elevator floor interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior gla elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors s and wipe down the safety edge with a dry rag from top to bottom. ****Public Toilets Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove a stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue towels, toilet seat covers and soap as needed. allow bathroom to dry 10 minutes before reopening.	ss on all ills. Clean nand dryers(if l graffiti and			

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

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

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

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2024 STAC Winter Pick Pick		Effective Date:	1/14/2024		
Job#			Hours		RC#
SC0663	Station South		0700 - 1500		2772
INSTRUCTIO	DNS	STATION	LINE	воотн	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 0	Cleaning- see below	18 Av	N	D008	0830 - 0900
*General Duties	- see below	20 Av	N	D009	0910 - 1040
**Major Duty 0	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 0	Cleaning- see below	Bay Pkwy	N	D010	1330 - 1400
*General Duties	- see below	18 Av	N	D008	1410 - 1500
Report Off Duty	1.	18 Av	N	D008	1500 -
around all stree disinfect all stati including OMN station signs. W spills and drag Disinfect all uri platform and ou all touch points	For unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/S is stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe d rway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control is Y validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove a marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use wine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, statistic areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue resider Clean EFR and employee restrooms.Deodorize the entire station upon arriving and departing end to clean during your tour of duty.	own & areas idows and all stains, ater only). irways, ue. Sanitize			
Sensors and Fir Mon:Supply Ro Tue: Refuse Ho Remove loose of Wed: Supply Ro Thu: Employee trash can, sweep Fri: Scrubber R bottles. Wipe do	oth [booth] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including e Extinguishers. Empty garbage. Remove all debris. om- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguish using- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty ebris from refuse inserts and disinfect. bom- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguish Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, micro o, mop and disinfect floors. Wipe down top of FX. bom- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty ch own Fire Extinguishers. Restock supplies. using- Deck wash walls and floor. Discard all debris and empty boxes. Remove loose debris fro	ers. boxes. ners. wave. Empty emical			

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

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

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

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2024 STAC Winter Pick		Pick E	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0664 Station South		0700 - 1500		2772
INSTRUCTIONS	STATION	LINE	воотн	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. Weed: 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	,			

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

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

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

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2024 STAC Winter Pick		Pick B	Effective Date	: 1/14/2024
Job#	Hours			RC#
SC0665 Station South	15	500 - 2300		2773
INSTRUCTIONS	STATION	LINE	воотн	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.	Astoria Ditmars Blvd	N W	R515	2300 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Serap 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 OMIY 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 graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and 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, shee marks, grime and dust build-up. Mon: Employee Toilets- Clean Men and Women's: Wipe down all surfaces. Clean commodes with toilet bowh brush. Remove all graffiti and stickers including 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. W				

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0665A Station South		1500 - 2300		2773
INSTRUCTIONS	STATION	LINE	воотн	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. Serap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MWAs, Turnstiles, HEETS/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, clee sterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodoriz 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 stairway 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 graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect floors. Wipe down fire Extinguishers. Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Supply Room- Tidy and organize supply rooms. Remove termore stains, d	l an re 's. c re pe			

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

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

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

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0666 Station South		1500 - 2300		2773
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday	<i>i</i>			
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.	Astoria Blvd	N W	R514	2300 -
overpass around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passagew & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in co including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and d floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect al disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and cft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assign during your tour of duty. Major Duty Cleaning- (R514, Astoria Blvd 1630-1730) (R512 Broadway 1940-2040)	ntrol areas l windows and lrag marks on ll urine areas, putside areas (3 s. Clean EFR			
Sun/Fri: Bird Dropping Removal: Deck brush all areas of the mezzanine, passageway and stairway handrails 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 n hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish p (toilet tissue, paper towels, toilet seat covers) and soap as needed. Employee Facility Room- Wipe down all including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Em sweep, mop and disinfect floors. Wipe down Fire Extinguishers. CTA Room- Tidy and organize supply roor empty boxes. Wipe down Fire Extinguishers. Tue: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and housings to remove stains, drag marks, spills and bird droppings. Wipe clean all SB trash receptacles includi Remove all stickers/graffit from signs. Wed/Sat: Glass Cleaning: Clean all reachable glass panels and window ledges in mezzanine and around plat Wipe clean chrome rims and tops on mezzanine trash receptacles, benches, HPI/CAI, sandboxes and housings to remove stains, drag marks, spills and bird droppings. Wipe clean all NB trash receptacles includi tops. Remove all stickers/graffiti from signs. Sat: Mezzanine/AFC/Graffiti-Free/Digital Panels: Clean and polish AFC equipment (MVMs, Turnstiles, HEE control areas including OMNY validators. Remove stains, scuff marks and fingerprints from all "graffiti-free ad-panels". Wipe clean chrome rims and tops on all platform trash receptacles. Remove graffiti and stickers.	nirrors, electric brush. Remove aper stock surfaces pty trash can, ns. Remove I canister ing chrome tops. form stairways. d canister ing chrome ETs/HXT) in and digital			
**Elevator Duties - Clean disinfect, mop and polish [ELE#466,#467,#465,#464]. Clean and Polish [ELE#'s] Remove gum. Swee disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and pl interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. R from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	atforms). Clean			

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

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

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

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Date: 10/27/2023

2024 STAC Winter Pick		Pick I	Effective Date	: 1/14/2024
Job#		Hours		RC#
SC0667 Station South		1500 - 2300		276
INSTRUCTIONS	STATION	LINE	воотн	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	DeKalb Av	B Q R	C008	1800 - 1900
Clean and Close Public Restrooms @ 1900 hours				
*Elevator Duties-see below	DeKalb Av	BQR	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	BQR	C008	2130 - 2300
Report Off Duty.	DeKalb Av	B Q R	C008	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- DeKalb Avenue Sun: Deck Wash All Street S/WS 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/WS and Surrounding Tile Walls C006 Mezzanine. Thu: Deck Wash All S/WS on S/B platform Fri: Deck Wash All S/WS 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.				

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

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

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

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2024 STAC Winter Pick		Pick H	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0667B Station South		2300 - 0700		2766
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	DeKalb Av	B Q R	C008	2300 -
*General Duties - see below	DeKalb Av	BQR	C008	2300 - 0200
**Elevator Duties EL370, EL371, & EL372- see below	DeKalb Av	BQR	C008	0200 - 0300
LUNCH	DeKalb Av	BQR	C008	0300 - 0330
**Escalator Duties- ES308 & ES309 - see below	DeKalb Av	BQR	C008	0330 - 0430
Wash, mop and disinfect overpass floor, walls, and stairways	DeKalb Av	BQR	C008	0430 - 0515
*Major Duty Cleaning-Daily - see below	DeKalb Av	BQR	C008	0515 - 0600
*Light General Duties - see below	DeKalb Av	BQR	C008	0600 - 0700
Open Public Restrooms at 0700 hours Report off duty.	DeKalb Av	BQR	C008	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 graffiti, stickers, and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppin, from all railings, stairways, platform, and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and 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 exterio panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffi	gs y 1			

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

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

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

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Pick Effective Date: 1/14/2024
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Date: 10/27/2023

		IICKI		
Job#	H	RC#		
SC0668 Station South		500 - 2300		276
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday	-		1	
Report On Duty In Full Uniform	Atlantic Av-Barclays Ctr	D N R	C009	1500 -
*General Duties- see below	Atlantic	D N R	C009	1500 - 1800
Performed on D/N/R line platforms, mezzanine, up until the S/B 2/3 Platform. *Major Duties - see below	Av-Barclays Ctr Atlantic	D N R	C009	1800 - 1900
Clean and close Public Restrooms at 1900 hours	Av-Barclays Ctr Atlantic	D N R	C009	1915 - 1945
Lunch	Av-Barclays Ctr			
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	D N R	C009	2130 - 2300
Report off Duty	Av-Barclays Ctr Atlantic	D N R	C009	2300 -
	Av-Barclays Ctr			
passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC 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.				
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 				

Sat: Clean and Polish All platform S/W 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.

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2024 STAC Winter Pick		Pick B	: 1/14/2024	
Job#		Hours		RC#
SC0669 Station South		1500 - 2300		2760
INSTRUCTIONS	STATION	LINE	воотн	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 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean around all street stairways including around elevator. Scrap all mezzanines, control areas, platforms, underpase passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turns HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDN Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops or receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pig from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, sticker/glue residue. Sanitize all touch points. Clean and disinfect EFR and employee restrooms. Clean and our rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assig during your tour of duty.	ss, and stiles, Y Standpipe on all trash panels and geon droppings stickers, and rganize supply			
*Light General Duties station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and p	assageways.			
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. Rem and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet 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/W'S. Fri: Bucket Wash N/B Platform S/W'S. 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.

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024	
Job#	Hours RC#		Hours		
SC0670 Station South	15	1500 - 2300			
INSTRUCTIONS	STATION	LINE	воотн	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 -	
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC 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. 					

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	F	RC#		
SC0671 Station South	1	500 - 2300		2772
INSTRUCTIONS	STATION	LINE	воотн	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 -
around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC 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. 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 & 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.

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2024 STAC Winter Pick		Pick Ef	fective Date:	1/14/2024
Job#	Но	urs		RC#
SC0672 Station South	230	0 - 0700		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Forest Hills 71 Av	EFMR	N333A	2300 - 0130
*General Duties- see below				
***Major Duty Cleaning- see below	Forest Hills 71 Av	EFMR	N333A	0130 - 0300
Lunch	Forest Hills 71 Av	EFMR	N333A	0300 - 0330
Major Daty creating see sets.	Forest Hills 71 Av	EFMR	N333A	0330 - 0430
*General Duties- see below	Forest Hills 71 Av	EFMR	N333A	0430 - 0650
Open Public Toilets	Forest Hills 71 Av	EFMR	N333A	0650 - 0700
Report Off Duty.	Forest Hills 71 Av	EFMR	N333A	0700 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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 ends. Spot clean ADA tactile as required areas are assigned to clean during your tour of duty.				
 ***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.

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2024 STAC Winter Pick Pick Effective Date: 1/14/2024 Job# Hours RC# SC0672A 2300 - 0700 **Station South** 2774 **INSTRUCTIONS STATION** LINE BOOTH HOURS Sunday-Saturday N333A Forest Hills 71 Av EFMR 2300 - 0100 Report On Duty In Uniform. *RTO Facilities Duties N333A Forest Hills 71 Av EFMR 0100 - 0200 *Elevator Duties- see below *Major Duty Cleaning (Sun-Tue)-see below N333A Forest Hills 71 Av EFMR 0200 - 0330 *General Duties (Wed-Sat)- see below 0330 - 0400 Forest Hills 71 Av EFMR N333A Lunch Forest Hills 71 Av EFMR N333A 0400 - 0700 *General Duties- see below N333A Forest Hills 71 Av EFMR 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 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.

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230 STATION	urs)0 - 0700 LINE	воотн	RC # 2774
STATION		воотн	2774
	LINE	воотн	
			HOURS
63 Dr-Rego Park	M R	N330B	2300 - 0130
63 Dr-Rego Park	M R	N330B	0130 - 0230
67 Av	M R	N331	0240 - 0310
67 Av	M R	N331	0325 - 0500
67 Av	M R	N331	0500 - 0600
63 Dr-Rego Park	M R	N330B	0610 - 0700
63 Dr-Rego Park	M R	N330B	0700 -
63 67 67 67 63	Dr-Rego Park Av Av Av Dr-Rego Park	Dr-Rego ParkM RAvM RAvM RAvM RDr-Rego ParkM R	Dr-Rego ParkM RN330BAvM RN331AvM RN331AvM RN331Dr-Rego ParkM RN330B

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

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

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

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2024 STAC Winter Pick		Pick Effective Date:		
Job#	Но	ours		RC#
SC0674 Station South	23	2300 - 0700		
INSTRUCTIONS	STATION	LINE	воотн	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 landin				
Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urin				
areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and				
benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/re				
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.	Мор			
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.

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Date: 10/27/2023

2024 STAC Winter Pick	Pick Effective Date:			1/14/2024	
Job#	F	lours		RC#	
SC0675 Station South	2300 - 0700			277-	
INSTRUCTIONS	STATION	LINE	воотн	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/refus 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. Mo all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as	;				

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	Hours			RC#
SC0675A Station South	1	500 - 2300		2774
INSTRUCTIONS	STATION	LINE	воотн	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 -
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.

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2024 STAC Winter Pick		Pick E	Effective Date:	1/14/2024
Job#	I	lours		RC#
SC0676 Station South	2	2300 - 0700		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Queens Plaza	EMR	N309A	2300 - 2400
**RTO Duties-see below				
*General Duties- see below	Queens Plaza	EMR	N309A	2400 - 0300
***Major Duty Cleaning (0200-0300)- see below				
Lunch	Queens Plaza	EMR	N309A	0300 - 0330
*General Duties- see below	Queens Plaza	EMR	N309A	0330 - 0650
Open Public Toilets	Queens Plaza	EMR	N309A	0650 - 0700
Report Off Duty.	Queens Plaza	EMR	N309A	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 landing 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/ref housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you a assigned to clean during your tour of duty.	fuse			
**RTO Duties: RTO Platform/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, mo 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.				
 ***Major Duty Cleaning: Thu: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remote loose debris from refuse inserts and disinfect Fri: Booth- Clean booth N309A interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Hale Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Sat: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. 				

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

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

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

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2024 STAC Winter Pick		Pick l	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0677 Station South		1500 - 2300		2766
INSTRUCTIONS	STATION	LINE	воотн	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 extrior booth panels and booth windows (use water only). Disinfect all urice areas, disinfect gutters and sanitary bases. Remove all gieon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove all groen droppings from salt 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, canister Housings And/or Rooms. *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 N/B Platform Walls, Remove Glue Residue, Graffiti and Dirt Build Up. Wed: Beck Wash N/B Platform Walls, Remove Glue Residue, Graffiti and Dirt Build Up. Thi: Deck Wash S/B Mezzanine Tile Walls. Sat: Bucket Wash All N/B S/WS. *Major Duty Cleaning- Union Street Sun: Clean And Disinfect All Refusels. Remove Unused Tape, Residue Dirt Build Up, CIC Information Boards And Platform. Tue: Deck Wash N/B Mezzanine Tile Walls: Re				

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

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

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

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2024 STAC Winter Pick

Pick Effective Date:	1/14/2024
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Date: 10/27/2023

2024 STAC WINTER FICK			mective Date	
Job#	Ho			RCi
SC0678 Station South		0 - 1500		276
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Perform *General Duties- see below	Lafayette Av	C	N110	0700 - 0900
Perform *Major Cleaning (0815-1900)				
Perform *General Duties- see below	Clinton Washington Avs	С	N111	0910 - 1110
Lunch	Clinton Washington Avs	С	N111	1110 - 1140
Perform *General Duties- see below	Clinton Washington	С	N111	1140 - 1300
Perform *Major Cleaning (1215-1300) Perform *General Duties- see below	Avs Lafayette Av	С	N110	1310 - 1500
Report Off Duty.	Lafayette Av	С	N110	1500 -
 'General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft irround all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEET/HXT) in control areas neluding OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and tation signs. Wipe down sandboxes. Empty, disinfect and clean ehrome tops on all trash receptacles. Remove all stains, pbills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, latform and outside areas (3 ft.) Clean all ledges and benches. Remove all pigeon droppings from all railings, stairways, latform and outside areas (3 ft.) Clean all edges and benches. Remove all possible of the static gutter escidue. Sanitize ull touch points. Clean DFM and metaly ever 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 AV Sun: Booth-Clean booth (Booth N110) interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including thalon Sensors and Fire Extinguishers. Empty garbage. Remove all surfaces- walls, modesty panels, vanity mirrors, electric trast. Functioner Mice down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty rash can, sweep, mop and disinfect floors. Wipe down top of FX. Wed: Employee Toilets-Clean Men and Nores': Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove onso devis from refuse inserts and disinfect. Their Seruber Room- Deck wash walls and floor. Clean and organize the room. Discar	y y g y y			

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

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

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

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2024 STAC Winter Pick		Pick E	ffective Date:	1/14/2024
Job#	Hours			RC#
SC0679 Station South	070	0 - 1500		2774
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Forest Hills 71 Av	EFMR	N333A	0700 - 1100
*General Duties- see below				
*Major Duty (1000-1100)- see below				
**Elevator Duties – see below	Forest Hills 71 Av	EFMR	N333A	1100 - 1200
Lunch	Forest Hills 71 Av	EFMR	N333A	1200 - 1230
*General Duties- see below	Forest Hills 71 Av	EFMR	N333A	1230 - 1500
Report Off Duty.	Forest Hills 71 Av	EFMR	N333A	1500 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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.				
 ¹Major Duty Cleaning (1100-1200)² 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. 				

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

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

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

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2024 STAC Winter Pick		Pick H	Effective Date:	1/14/2024
Job#	Hours		RC#	
SC0680 Station South	07	00 - 1500		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	63 Dr-Rego Park	M R	N330B	0700 - 1000
*General Duties- see below				
**Major Duty (0900-1000)– see below				
Lunch	67 Av	M R	N331	1010 - 1040
*General Duties- see below	67 Av	M R	N331	1040 - 1350
**Major Duty (1250-1350)– see below				
Re-scrap Station/Empty Trash receptacles	63 Dr-Rego Park	M R	N330B	1400 - 1500
Report off Duty.	63 Dr-Rego Park	M R	N330B	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-				
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				

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	Hours			RC#
SC0681 Station South	0700 - 1500		2774	
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Woodhaven Blvd	M R	N329	0700 - 1000
*General Duties- see below				
**Major Cleaning (0730-0830)-see below				
Lunch	Grand Av Newtown	M R	N327	1010 - 1040
*General Duties- see below	Grand Av Newtown	M R	N327	1040 - 1340
**Major Duty Cleaning (1200-1300)				10.00
Sweep Outside Areas and Stairways Re-scrap Entire Station and Empty Trash Receptacles	Woodhaven Blvd	M R	N329	1350 - 1500
Report Off Duty.	Woodhaven Blvd	M R	N329	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 all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove all pigeon droppings from all railings, stairways platform and outside areas (3 ft.) Clean all ledges and benches. Remove all pigeon droppings from all realing 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				

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	Hours			RC#
SC0682 Station South		0700 - 1500		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Elmhurst Av	M R	N325A	0700 - 1000
*General Duties- see below				
**Major Duty Cleaning (0900-1000)				
Lunch	65 St	M R	N322	1010 - 1040
*General Duties- see below	65 St	M R	N322	1040 - 1340
**Major Duty Cleaning (1200-1300)				
Re-scrap Station/Empty Trash Receptacles	Elmhurst Av	M R	N325A	1350 - 1500
Report off Duty.	Elmhurst Av	M R	N325A	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- 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. N3222 65th Street: 				
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				

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

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

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

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2024 STAC Winter Pick		Pick H	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.	Elmhurst Av	M R	N325A	1500 - 1830
*General Duties- see below				
*Station Cleaning Duties- Facilities (1730-1830)				
Lunch	Elmhurst Av	M R	N325A	1840 - 1910
*General Duties- see below	Grand Av Newtown	M R	N327	1920 - 2200
*Station Cleaning Duties- Facilities (2100-2200)				
Re-scrap Station/Empty Trash Receptacles	Elmhurst Av	M R	N325A	2210 - 2300
Report off Duty.	Elmhurst Av	M R	N325A	2300 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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 dropp from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, ar sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty	pings nd			
*Station Cleaning Duties- Facilities Elmhurst Ave: Sun: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, elect hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Ren all graffiti and stickers including 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 Extinguish	nove			
*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. Rem all graffiti and stickers including 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 Extinguish	nove			

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	ŀ	lours		RC#
SC0683 Station South	0700 - 1500			2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Northern Blvd	M R	N318	0700 - 1000
*General Duties- see below				
**Major Duty (0900-1000)- see below				
Lunch	46 St	M R	N316	1010 - 1040
*General Duties- see below	46 St	M R	N316	1040 - 1340
**Major Duty (1240-1340)- see below				
Re-scrap Station/Empty Trash Receptacles	Northern Blvd	M R	N318	1350 - 1500
Report Off Duty.	Northern Blvd	M R	N318	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. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and 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, tickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Dedorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Cleaning- N318 Nort				

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	Hours			RC#
SC0684 Station South	0700 - 1500			2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Steinway St	M R	N315	0700 - 1000
*General Duties- see below				
**Major Duty (0900-1000)- see below				
Lunch	36 St	M R	N312	1010 - 1040
*General Duties- see below	36 St	M R	N312	1040 - 1340
**Major Duty (1240-1340)- see below				
Re-scrap Station/Empty Trash Receptacles	Steinway St	M R	N315	1350 - 1500
Report Off Duty.	Steinway St	M R	N315	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- 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. Sati 32 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. Sati Booth- Clean booth N312/36 5t interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon 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.

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Pick Effective Date: 2024 STAC Winter Pick 1/14/2024 Job# Hours RC# SC0685 0700 - 1500 **Station South** 2774 **INSTRUCTIONS STATION** LINE BOOTH HOURS Sunday-Saturday Report On Duty In Full Uniform. Queens Plaza EMR N309A 0700 - 0830 **RTO Duties- see below Queens Plaza EMR N309A 0830 - 0930 ***Elevator Duties – see below **Close Public Restroom- see below Queens Plaza EMR N309A 0930 - 1000 Note- If public restrooms are out of service, listed General Duties will be performed EMR N309A 1000 - 1030 Queens Plaza Lunch Oueens Plaza EMR N309A 1030 - 1200 *General Duties- see below Queens Plaza EMR N309A 1200 - 1300 **Close Public Restroom- see below Note- If public restrooms are out of service, listed General Duties will be performed Queens Plaza EMR N309A 1300 - 1400 ***Elevator Duties – see below Queens Plaza EMR N309A 1400 - 1500 Re-scrap Entire Station/Empty Trash Receptacles Queens Plaza EMR N309A 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.

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

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

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

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2024 STAC Winter Pick Pick Effective Date: 1/14/2024 Job# Hours RC# SC0685A 0700 - 1500 **Station South** 2774 HOURS **INSTRUCTIONS STATION** LINE BOOTH Sunday-Saturday Queens Plaza EMR N309A 0700 - 0830 Report On Duty In Full Uniform. *Major Duty- see below Queens Plaza EMR N309A 0830 - 0930 *Station Cleaning Duties- see below N309A 0930 - 1000 Queens Plaza EMR Lunch Queens Plaza EMR N309A 1010 - 1200 *Major Duty- see below Queens Plaza 1210 - 1500 EMR N309A *General Duties- see below EMR N309A 1500 -Report off duty Queens Plaza *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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.

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

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

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

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		IICKI	Effective Date	e: $1/14/2024$
ob#		Hours		RC
C0686 Station South	:	2300 - 0700		276
NSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
eport 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
unch	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	59 St	N R	C021	0600 - 0700
pen Public Restrooms at 0700 hours				
eport Off Duty.	59 St	N R	C021	0700 -
spect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft ound all street stairways including around elevator. Scrap all mezzanines, control areas, platforms, underpass, and ussageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, EETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe utlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash ceptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and both windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings om all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and icker/glue residue. Sanitize all touch points. Clean and disinfect EFR and employee restrooms. Clean and organize supply oms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean uring your tour of duty. Light General Duties ation for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. isinfect all urine areas, empty all trash receptacles. ajor Duty Floors-Nightly emove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mor I stairway landings. Deck brush and disinfect gutters, sanitary bases and platforms. (on: Clean and Organize Chemical and Paper Supply Rooms – Discard all Boxes ie: Clean and ofisinfect inside and outside of refuse housing on N/B & S/B platforms. (on: Clean and Organize Chemical and Paper Supply Rooms – Discard all Boxes ie: Clean and polish all AFC equipment control areas C021 & C022 (ed: Deck Wash Walls and Floor in EFR Including Wiping Down Lockers. Clean out Refrigerator And Microwave uu:				

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

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

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

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2024 STAC Winter Pick

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Pick Effective Date: 1/14/2024
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Job#		Hours			RC#
SC0687	Station South		00 - 1500		2766
INSTRUCTIONS		STATION	LINE	воотн	HOURS
instructions	Sunday-Saturday	511101		boom	noeks
Report On Duty In Fu	· ·	Bay Ridge 95 St	R	C027	0700 -
	Public Restrooms @ 0700	Day Ridge 55 St	K	027	0700 -
*General Duties- see	pelow - see below - Sun Only (0845-0930)	Bay Ridge 95 St	R	C027	0715 - 0930
*General Duties- see	below	77 St	R	C024	0940 - 1150
*Major Duty - Booth *Public Toilet Duties	- see below - Fri Only (1105-1150)	Bay Ridge 95 St	R	C027	1200 - 1230
	- see below	Bay Ridge 95 St Bay Ridge 95 St	R	C027	1230 - 1300
Lunch *RTO Duties- see bel		Bay Ridge 95 St Bay Ridge 95 St	R	C027	1300 - 1400
		Bay Ridge 95 St Bay Ridge 95 St	R	C027	1400 - 1500
*Light General Duties Report Off Duty.	- see below	Bay Ridge 95 St Bay Ridge 95 St	R	C027	1500 -
around all street stairy passageways. Wipe do HEETs/HXT) in contr Outlets. Clean all wid receptacles. Remove a booth windows (use w from all railings, stair sticker/glue residue. S rooms and scrubber ro during your tour of du *Light General Duties Inspect station for uns passageways. Disinfect	anitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft ways including around elevator. Scrap all mezzanines, control areas, platforms, underpass, and own & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, ol areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe ows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash ll stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and vater only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings ways, platform, and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and anitize all touch points. Clean and disinfect EFR and employee restrooms. Clean and organize supply boms. Deodorize the entire station upon arriving and departing each station you are assigned to clean tty.				
Sun: Clean booth inter *Major Duty Cleaning	g Booth- 95th Street-Bay Ridge rior and exterior, mop floor, wipe down walls, and dust ledges. g Booth- 77th Street ior and exterior, mop floor, wipe down walls, and dust ledges.				
and stickers including	en public toilets: clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper ers, and soap as needed)				
bathrooms. Wipe dow	patcher, Superintendent, Tower. Clean all rooms: crew room, lunchroom, locker room, and women/mer n all surfaces including Quench machines, empty all trash cans, sweep, mop and disinfect floors. and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK	ı			

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

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

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

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2024 STAC Winter Pick	4 STAC Winter Pick Pick Effective Date:		1/14/2024	
Job#	Но	urs		RC#
SC0688 Station South	150	0 - 2300		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Forest Hills 71 Av	EFMR	N333A	1500 - 1900
*Concerned Durtice, and holowy				
*General Duties- see below				
**Public Toilet Duties – see below				
**Close Public Toilet Duties at 1900hrs – see below	Forest Hills 71 Av	EFMR	N333A	1900 - 2000
Lunch	Forest Hills 71 Av	EFMR	N333A	2000 - 2030
**Elevator Duties- see below	Forest Hills 71 Av	EFMR	N333A	2030 - 2115
**RTO Facilities	Forest Hills 71 Av	EFMR	N333A	2115 - 2215
Re-scrap Station/Empty Trash Receptacles	Forest Hills 71 Av	EFMR	N333A	2215 - 2300
Report off Duty.	Forest Hills 71 Av	EFMR	N333A	2300 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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.

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2024 STAC Winter Pick	STAC Winter Pick Effective Date:		1/14/2024	
Job#	Но	urs		RC#
SC0688A Station South	150	0 - 2300		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Forest Hills 71 Av	EFMR	N333A	1500 - 1700
*General Duties- see below				
*RTO Tower Duties- see below				
	Forest Hills 71 Av	EFMR	N333A	1700 - 1900
General duties see below Lunch	Forest Hills 71 Av	EFMR	N333A	1900 - 1930
*RTO Tower-	Forest Hills 71 Av	E F M R	N333A	1930 - 2300
General Duties-			1133371	1950 - 2500
(Major Duties 2200-2300) see below				
Report off Duty.	Forest Hills 71 Av	EFMR	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.				
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. 				

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

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

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

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2024 STAC Winter Pick	STAC Winter Pick Pick Effective Date:		1/14/2024	
Job#	Hours			RC#
SC0689 Station South	15	00 - 2300		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	67 Av	M R	N331	1500 - 1800
*General Duties- see below				
**Major Duties (1700-1800) - see below				
Lunch	67 Av	M R	N331	1800 - 1830
*General Duties- see below	63 Dr-Rego Park	M R	N330B	1840 - 2200
**Major Duties (2100-2200) - see below				
Re-scrap Station/Empty Trash receptacles	67 Av	M R	N331	2210 - 2300
Report Off Duty.	67 Av	M R	N331	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. **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. *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 southbound platform walls. Remove spit and shoe marks. *Major Duty Cleaning- 63 Drive Sun: Refuse Room- Deck 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.

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2024 STAC	STAC Winter Pick Pick Effective Date:		1/14/2024		
Job#		Но	ours		
SC0690	Station South	1500 - 2300			2774
INSTRUCTIO	DNS	STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report On Duty	In Full Uniform.	65 St	M R	N322	1500 - 1830
*General Duties	- see below				
**Station Clean	ing Duties- Facilities (17300-1830)				
Lunch		Woodhaven Blvd	M R	N329	1840 - 1910
*General Duties	- see below	Woodhaven Blvd	M R	N329	1910 - 2200
**Station Clean	ing Duties- Facilities (2100-2200)				
	J/Empty Trash Receptacles	65 St	M R	N322	2210 - 2300
Report Off Duty	1.	65 St	M R	N322	2300 -
around all street disinfect all stai including OMN receptacles. Ren booth windows from all railings sticker/glue resid	For unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft is stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & rway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas Y validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash nove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings , stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and due. Sanitize all touch points. Clean EFR and employee restrooms. ntire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
Sun: Employee hand dryers (if c all graffiti and s (toilet tissue, pa Mon: Employee	ng Duties- Facilities 65 Street: Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove tickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock per towels, toilet seat covers) and soap as needed. Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, s, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers.				
Fri: Employee T hand dryers (if a all graffiti and s (toilet tissue, pa Sat: Employee F	ng Duties- Facilities Woodhaven Blvd: Foilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove tickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock per towels, toilet seat covers) and soap as needed. Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, s, 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.

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0691 Station South		1500 - 2300		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	36 St	M R	N312	1500 - 1800
*General Duties- see below				
**Major Duties (1700-1800) - see below				
Lunch	36 St	M R	N312	1800 - 1830
*General Duties- see below	Steinway St	M R	N315	1840 - 2200
**Major Duties (2100-2200) - see below				
Re-scrap Station/Empty Trash Receptacles	36 St	M R	N312	2210 - 2300
Report off Duty.	36 St	M R	N312	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. *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. *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. *Major Duty Cleaning- Steinway Street Sun: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove l				

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

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

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

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2024 STAC Winter Pick		Pick Effective Date:			1/14/2024
Job#		ŀ	RC#		
SC0692	Station South	1	500 - 2300		2774
INSTRUCTIONS		STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report On Duty In F	ull Uniform.	Queens Plaza	EMR	N309A	1500 - 1830
*General Duties- see	below				
**Public Restroom D Note- If public toilets General Duties listed					
Lunch		Queens Plaza	EMR	N309A	1830 - 1900
**Close Public Toilet Note- If public toilets General Duties listed	s are out of service,	Queens Plaza	E M R	N309A	1900 - 2000
**RTO Duties- see b	elow	Queens Plaza	EMR	N309A	2000 - 2130
*General Duties- see	below	Queens Plaza	EMR	N309A	2130 - 2300
around all street stair disinfect all stairway including OMNY val receptacles. Remove booth windows (use from all railings, stain sticker/glue residue. S arriving and departing **Public Toilet Dutie	sanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft ways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas idators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings rways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon g each station you are assigned to clean during your tour of duty.	Queens Plaza	EMR	N309A	2300 -
(if equipped) dispense and stickers including towels, toilet seat cov **RTO Facilities Dut Clean all offices: Dis rooms, and men/wom panels. Empty all tras	ties patcher and Crew Reporting Offices. Clean all rooms: crew room, lunch room, men/women locker ner strooms. Wipe down all surfaces including Quench machines, tables and seats and modesty sh cans, sweep, mop and disinfect the source and solution and modesty where the source and the source				

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

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

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

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2024 STAC Winter Pick	Pick Effective Date:			1/14/2024	
Job#	ŀ	lours		RC#	
SC0693 Station South	1	500 - 2300		2766	
INSTRUCTIONS	STATION	LINE	воотн	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 -	
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 dropping from all railings, 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, disinfect fers and engline, and passageways. The areas, displayed bases and bases and bases and bases are not statice areas and transh 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 Stairway Tile Walls: Remove Stickers/Residue/Graffiti/Dirt Build Up. Hu: Clean/Polish All 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 Platform Stairway Tile Walls: Remove Stickers/Residue/Graffiti/Dirt Build Up. Thu: 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.

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2024 STAC Winter Pick	Pick Effective Date: Hours			1/14/2024	
Job#				RC	
SC0694 Station South		2300 - 0700		2776	
INSTRUCTIONS	STATION LINE BOOTH			HOURS	
Thursday-Monday					
Report On Duty In Uniform	Various	Various	Various	2300 - 0700	
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					
Report Off Duty.	Various	Various	Various	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.

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2024 STAC Winter Pick		Pick Effective Date:			1/14/2024	
Job#		Ηοι	urs		RC#	
SC0695 Station South		090	0 - 1700		2776	
INSTRUCTIONS		STATION	LINE	воотн	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 -	
handrails. Wipe down all digital ad panels, HPI Un Empty, disinfect and clean chrome tops on all trash stains, spills and drag marks on floor areas. Disinfe droppings from all railings, stairways and platforms ES330, ES347 and benches. Remove graffiti, sticke employee restrooms. Clean Manhattan plat dispatch the entire station upon arriving and departing each RTO Duties 1030-1120 Administrative Building Crew Room- S Receptacles. 1500-1545 New Building Tower- Clean all RTO Fa Receptacles.	er mezzanine and "J" platforms. Wipe down & disinfect all stairway hits, FDNY Standpipe Outlets. Clean all windows and station signs. In receptacles. Bucket wash trash receptacles and benches. Remove all eet all urine areas, disinfect gutters and sanitary bases. Remove all pigeon s. Clean all ledges in upper mezzanine leading towards escalators ES331, ers, and sticker/glue residue. Sanitize all touch points. Clean EFR and her's office. Check dispatcher office on Manhattan platform. Deodorize station you are assigned to clean during your tour of duty. weep Crew Room and Dispatchers Office. Clean toilets. Empty Trash acilities. Sweep Superintendent's Office. Clean toilets. Empty Trash					
Empty trash can, sweep, mop and disinfect floors. modesty panels, vanity mirrors, electric hand dryers commodes with toilet bowl brush. Remove all graf disinfect the floor. Replenish toilet tissue, paper toy Supervisor Office- Clean desks, table tops, Quench walls down.	l surfaces including lockers, Quench machines, refrigerator, microwave. Wipe down top of Fire Extinguisher. Wipe down all surfaces- walls, s (if equipped) dispensers and holders. Clean sinks and faucets. Clean fiti and stickers including residue. Empty trash cans. Sweep, mop and wels, toilet seat covers and soap. unit, refrigerator and microwave. Sweep and mop floors, disinfect. Wipe and organize the room. Discard all debris and empty chemical bottles.					

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

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

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

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2024 STAC Winter Pick			Pick E	ffective Date:	1/14/2024	
Job#		F	lours		RC#	
SC0696 Station South		0	700 - 1500		2772	
INSTRUCTIONS		STATION	LINE	воотн	HOURS	
Sund	lay-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.		Coney Island Stillwell Av	D F N Q	G009	1500 -	
*Crew Room Duties: Clean Crew Reporting Center. Crew R, Men/Women Locker Room, Toilets, all open space an surfaces including Lockers, Quench machines, empty all trash cans, sweep, mop and disinfect Restrooms. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE C PAPER STOCK SUPPLIES. Deodorize the entire station upon arriving and departing each station you are assigned to clear	all floors. Clean and disinfect WN CLEANING AND					
**Dispatcher's Office Duties: Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room women/men bathrooms. Wipe down all surfaces including Quench machines, empty all trash c all floors. Clean windows and dust. Clean, mop and disinfect employee toilets. Replenish pap as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES.	ans, sweep, mop 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.

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	н	RC#		
SC0697 Station South	07	0700 - 1500		
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Jamaica Center	EJZ	N606	0700 - 0800
*General Duties - see below	Parsons/Archer			
**RTO Duties- E Line Dispatcher's Office - see below	Jamaica Center Parsons/Archer	EJZ	N606	0800 - 0830
**RTO Duties- J Line Dispatcher's Office - see below	Jamaica Center Parsons/Archer	EJZ	N606	0830 - 0900
**RTO Duties- J Line Crew Room/Toilet- see below	Jamaica Center Parsons/Archer	EJZ	N606	0900 - 0930
**RTO Duties- E Line Crew Room/Toilet- see below	Jamaica Center Parsons/Archer	EJZ	N606	0930 - 1000
**RTO Duties- E Line Supt Office-see below	Jamaica Center Parsons/Archer	EJZ	N606	1000 - 1030
Lunch	Jamaica Center Parsons/Archer	EJZ	N606	1030 - 1100
**RTO Duties- Crew Room/Toilet - see below	Jamaica Center Parsons/Archer	EJZ	N606	1100 - 1200
**RTO Duties- E Line Dispatcher's Office - see below	Jamaica Center Parsons/Archer	EJZ	N606	1200 - 1230
**RTO Duties- J Line Dispatcher's Office - see below	Jamaica Center Parsons/Archer	EJZ	N606	1230 - 1300
*General Duties - see below	Jamaica Center Parsons/Archer	EJZ	N606	1300 - 1400
**RTO Duties- E, J, Lines Crew Rooms - see below	Jamaica Center Parsons/Archer	EJZ	N606	1400 - 1500
 Report Off Duty. **RTO Duties Offices: Dispatcher and Superintendent. Wipe down all surfaces including Quench machines, refrigerator, microwave. Clear 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 dryer (if equipped) dispensers and holders. Clean sinks 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. 	s	EJZ	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.

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2024 STAC Winter Diel

STAC Winter Pick Pick Effective Date:		1/14/2024		
Job#	Но	urs		RC#
SC0698 Station South	070	0700 - 1500		
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Forest Hills 71 Av	EFMR	N333A	0700 - 0900
***Public Toilet Duties: Open Both Public Bathroom at 0700 hrs				
*RTO Tower Duties- see below				
*RTO Tower Duties- see below	Forest Hills 71 Av	EFMR	N333A	0930 - 1130
Lunch	Forest Hills 71 Av	EFMR	N333A	1130 - 1200
Public Toilet Duties cleaning 1200-1300 hours	Forest Hills 71 Av	F	N333A	1230 - 1500
Note- If public toilets out of service, General/RTO Duties listed will be performed				
*RTO Tower Duties- see below				
Report Off Duty.	Forest Hills 71 Av	EFMR	N333A	1500 -
 *RTO Duties Forest Hills 71 Av Clean all offices: Dispatcher, ATD, Crew Reporting Office, Tower. Clean all rooms: Expeditor room, crew reporting roo 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 O Lockers And Cabinets in Men's and Women's locker room. Wash Slop Sink in RTO CTA Room. Clean And Disinfect R 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. 	e f XTO			
***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 dryer (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffic 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.	ti			

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

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

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

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Date: 10/27/2023

2024 STAC	C Winter Pick	Pick Effective Date:			1/14/2024
Job#			lours	urs	
SC0699 Station South			500 - 2300		2768
INSTRUCTIONS		STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report On Duty	/ In Full Uniform.	Avenue X	F	N561	1500 -
***RTO Faciliti Tower B Coney		Avenue X	F	N561	1500 - 1740
***RTO Faciliti Tower C Coney	ies Duties	Avenue X	F	N561	1740 - 1815
Lunch		Coney Island Stillwell Av	D F N Q	G009	1835 - 1905
***RTO Faciliti Men's Women's	ies Duties s Locker Rooms	Coney Island Stillwell Av	D F N Q	G009	1905 - 2200
***RTO Faciliti Dispatchers Off		Coney Island Stillwell Av	D F N Q	G009	2200 - 2245
Report Off Duty	y.	Avenue X	F	N561	2300 -
women/men rest trash cans, swee	ies Duties s: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and trooms. Wipe down all surfaces including Quench machines, tables and seats and modesty panels. Empty all ep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE NG 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.

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2024 STAC Winter Pick

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Pick Effective Date: 1/14/2024
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Date: 10/27/2023

Job#	F	lours		RC#
SC0699A Station South	2	300 - 0700		2768
INSTRUCTIONS	STATION	LINE	воотн	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	West 8 St NY Aquarium	F Q	G011	0700 -
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.				

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

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

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

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2024 STAC Winter Pick		Pick B	Effective Date:	1/14/2024
Job#	Ηοι	urs		RC#
SC0700 Station South	090	2776		
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Canarsie Rockaway Pkwy		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	А	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 Dispatcher's Office, Crew Room, Tower and toilets. Clean and mop all floors. Empty and clean all trash receptacles. Clean Dispatcher's Office, Crew Room, Tower and toilets. Clean and mop all floors. Empty and clean all trash receptacles. Clean Dispatcher's Office, Crew Room, Tower and toilets. Clean and mop all floors. Empty and clean all trash receptacles. Clean Dispatcher's Office, Crew Room, Tower and toilets				

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

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

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

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2024 STAC Winter Pick		Pick Ef	fective Date:	1/14/2024
Job#	Hours			RC#
SC0701 Station South	070	00 - 1500		2771
INSTRUCTIONS	STATION	LINE	воотн	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	Crown Hts Utica Av	3 4	R626	1500 -
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.				

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0702 Station South		2300 - 0700		2774
INSTRUCTIONS	STATION	LINE	воотн	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/refus 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. Mo 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.	р			

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

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

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

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2024 STAC Winter Pick		Pick E	ffective Date	1/14/2024
Job#	H	ours		RC#
SC0703 Station South	15	500 - 2300		2773
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Jackson Hts Roosevelt Av	EFMR	N324	1500 -
*General Duties- see below	Jackson Hts Roosevelt Av	EFMR	N324	1500 - 1800
***RTO Facilities Duties	Jackson Hts Roosevelt Av	EFMR	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	EFMR	N324	2010 - 2040
Elevator duties- see below	Jackson Hts Roosevelt Av	EFMR	N324	2040 - 2140
*General Duties- see below	Jackson Hts Roosevelt Av	EFMR	N324	2140 - 2300
Report Off Duty.	Jackson Hts Roosevelt Av	EFMR	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.

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	Pick E	ffective Date	e: 1/14/2024
H	Hours		RC#
2	2300 - 0700		2773
STATION	LINE	воотн	HOURS
Jackson Hts Roosevelt Av	EFMR	N324	2300 -
Jackson Hts Roosevelt Av	EFMR	N324	2300 - 0030
Jackson Hts Roosevelt Av	EFMR	N324	0030 - 0230
Jackson Hts Roosevelt Av	EFMR	N324	0230 - 0300
Jackson Hts Roosevelt Av	EFMR	N324	0300 - 0530
Jackson Hts	EFMR	N324	0530 - 0700
Jackson Hts	EFMR	N324	0700 -
nd i f 3			
	STATION Jackson Hts Roosevelt Av Jackson Hts Roosevelt Av Jackson Hts Roosevelt Av Jackson Hts Roosevelt Av Jackson Hts Roosevelt Av Jackson Hts Roosevelt Av Jackson Hts Roosevelt Av St Sor e	Hours 2300 - 0700 STATION LINE TATION LINE Accessed by the set of the set o	z300 - 0700 STATION LINE BOOTH Jackson Hts E F M R N324 Roosevelt Av E F M R N324 Jackson Hts E F M R N324 Roosevelt Av E F M R N324 Jackson Hts E F M R N324 Roosevelt Av E F M R N324 Gosevelt Av E F M R N324 Roosevelt Av E F M R N H H H H H H H H H H H H H H H H H H H

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	I	Hours		RC#
SC0704 Station South]	1500 - 2300		2777
INSTRUCTIONS	STATION	LINE	воотн	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. Sur: Scrubber 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.

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

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

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2024 STAC Winter Pick		Pick F	e: 1/14/2024		
Job#		Hours		RC#	
SC0705 Station South		0700 - 1500		2766	
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform.	DeKalb Av	BQR	C008	0700 -	
Open, Clean, and stock Public Restrooms at 0700 hours	DeKalb Av	BQR	C008	0700 - 0715	
*RTO Duties - see below	DeKalb Av	BQR	C008	0715 - 0815	
*Elevator Duties-see below	DeKalb Av	BQR	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 -	
 *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 sudboxes. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect guters and sanitary bases. Remove all pigeon droppings from all railings, stativays, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffit, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect EFR and employee restrooms. Clean and arganize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duy. *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: Clean Mon Organize N/B & S/B Paper/Chemical Supply Rooms Tues: Clean Ador Organize N/B & S/B Paper/Chemical Supply Rooms Clean and Organize N/B & S/B Paper/Chemical Supply Rooms Clean and Organize N/B & S/B Paper/Chemical Supply					
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					

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

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

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

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2024 STAC Winter Pick		Pick H	Effective Date:	1/14/2024	
Job#	Но	urs		RC#	
SC0706 Station South	070	0700 - 1500			
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform.	Hoyt Schermerhorn	A C G	N108	0700 - 1000	
*General Duties- see below Major Cleaning (0900-1000)					
Clean RTO Facilities- see below	Hoyt Schermerhorn	A C G	N108	1000 - 1030	
Lunch	Hoyt Schermerhorn		N108	1030 - 1100	
*General Duties- see below	Hoyt Schermerhorn		N108	1100 - 1500	
Report Off Duty.	Hoyt Schermerhorn	A C G	N108	1500 -	
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scra around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe dow disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control are including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all wind station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use wate Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairw platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing eac you are assigned to clean during your tour of duty. *Major Duty Cleaning-	n & as dows and stains, er only). vays, Sanitize				
 Sun: Booth- Clean booth interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Hall 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 boxe 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 loose debris from refuse inserts and disinfect. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguisher Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwa 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 employee toilet inside of office. Sat: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chem bottles. Wipe down Fire Extinguishers. Restock supplies. 	es. Remove s. Remove s.				
. ***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. trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST 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.

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2024 STAC Winter Pick

Pick Effective Date: 1/14

Date: 10/27/2023

Job#		Hours		RC#
SC0707 Station South		0700 - 1500		2769
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Nostrand Av	A C	N116	0700 - 1230
Perform *General Duties- see below Perform *Major Cleaning (0810 - 0910)				
Lunch	Nostrand Av	A C	N116	1230 - 1300
Perform *General Duties- see below	Nostrand Av	AC	N116	1300 - 1500
Report Off Duty	Nostrand Av	AC	N116	1500 -
 *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. 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, modesty panels, wanty mirrors, electric 				
hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including 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				

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0708 Station South		0700 - 1500		2772
INSTRUCTIONS	STATION	LINE	воотн	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 -
disinfect all stairway handrails. Clean and polish AFC 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 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 [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.				
 ****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.

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Date: 10/27/2023

2024 STAC Winter Pick

Pick Effective Date:	1/14/2024

Date: 10/27/2023

2024 STAC WINTER TICK			Inective Date	
Job#		Hours		RC
SC0709 Station South		0700 - 1500		270
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Franklin Av	С	N114	0700 - 0930
Perform *General Duties- (Shuttle Platform, Bridge to Walkway, Control Area)				
Perform *Major Cleaning (0850 - 0930) Perform *General Duties- see below	Park Place	S	B009	0940 - 1130
Perform *Major Cleaning (1050-1130)		5	Boos	0940 - 1150
Lunch	Park Place	S	B009	1130 - 1200
Perform *General Duties- see below	Park Place	S	B009	1200 - 1250
Perform *Major Cleaning (1240-1310)				1200 1500
Perform *General Duties-(Stairways, Outside Area, N/S/B Platforms)	Franklin Av	C	N114	1300 - 1500
Report Off Duty.	Franklin Av	C	N114	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 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 Un	nits,			
DNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrom				
ops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior				
booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove	all			
vigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove	ntina			
graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the er station upon arriving and departing each station you are assigned to clean during your tour of duty.				
sanon apon ann ing ana aoparang each stanon you are assigned to crean daring your tour of any.				
*Major Duty Cleaning-				
FRANKLIN AV Sun: Booth- Clean booth N114 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halo	on			
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				
poxes. 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. En	npty			
rash 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				
and dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remo Il graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock	ove			
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 Halo Sensors and Fire Extinguishers. Empty garbage. Remove all debris.				
Aon: 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.				
fue: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electri				
and dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remo	ove			
Ill graffiti and stickers including 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. En	npty			
rash 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				
pottles. 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.

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2024 STAC V	Winter Pick		Pick l	Effective Date:	1/14/2024
Job#		Но	ours		RC#
SC0710	Station South	06	00 - 1400		2768
INSTRUCTION	S	STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report On Duty In	Full Uniform.	Jay St Metrotech	R	C003	0600 -
*General Duties- s	ee 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- s	ee 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- s	ee 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 -
passageways. Wipe HEETs/HXT) in cc Outlets. Clean all v stains, spills and dr only). Disinfect all stairways, platform Sanitize all touch p	airways including 370 Jay St Arcade . Scrap all mezzanines, control areas, platforms, underpass, and e down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, ontrol areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all rag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. boints. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each igned to clean during your tour of duty.				
**Major Duty Clea	aning: C003				
Sunday/ Monday Tuesday Wednesday Thursday Friday Saturday	 Clean Disinfect Employee Bathroom and EFR Clean Disinfect Island platform Refuse Room, Trash Receptacles Clean Disinfect Bucket Wash Mezz B Unmanned Mezz, Shine stainless Steel Clean ADA Tactiles N/B Side remove all stains Clean ADA Tactiles S/B Side Remove all stains Major Cleaning Booth C003 Interior, and Exterior, Bucket Wash Control Area 				
Elevator Duties					
exterior panel/ledg station. Remove gr	#706, 707, 708, 709] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and es on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the affiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the 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.

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2024 STAC Winter Pick		Pick E	Effective Date	: 1/14/2024
Job#	ŀ	lours		RC#
SC0711 Station South	2	2300 - 0700		2766
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Borough Hall	2345	R601A	2300 -
*General Duties- see below	Borough Hall	2345	R601A	2300 - 0130
*Elevator Duties (EL308 & EL309) - see below	Borough Hall	2345	R601A	0130 - 0230
Lunch	Borough Hall	2345	R601A	0230 - 0300
*Escalator Duties (ES305 & ES306) - see below	Borough Hall	2345	R601A	0300 - 0430
*Major Duties Floors- see below	Borough Hall	2345	R601A	0430 - 0515
*Major Duties- see below (List major duty to be performed from major duty list)	Borough Hall	2345	R601A	0515 - 0600
*Light General Duties- see below	Borough Hall	2345	R601A	0600 - 0700
Report Off Duty	Borough Hall	2345	R601A	0700 -
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 Standpip 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 dropp from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, an sticker/glue residue. Sanitize all touch points. Clean and disinfect EFR and employee restrooms. Clean and organize sup rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clea 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. 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: Deck wash all column bases & Refuse room walls and floor on Island platform Mon: Bucket wash all street stairways, and stairway landings on Montaque Street Exits	pings nd pply an s.			
 Tue: Clean, disinfect and mop EFR, lactating room, restroom in R601A. Clean all surfaces, refrigerator & microwave. Wed: Deck wash walls, and gutters in upper control area of EL308 & EL309 paid and unpaid Thu: Deck wash walls, and gutters in lower mezzanine of EL308 & EL309 Fri: Deck wash walls, and gutters in lower mezzanine from bottom of ES305 & ES306 leading to R line Sat: Deck wash walls, and gutters in passageway from top of ES305&306 leading to 2/3 line **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 handrai 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 static Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the sa edge with a dry rag from top to bottom. 	on.			

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

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

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

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2024 STAC Winter Pick		Pick H	Effective Date:	1/14/2024	
Job#			Hours		
SC0712 Station South	21	00 - 0500		2768	
INSTRUCTIONS	STATION	LINE	воотн	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.

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2024 STAC Winter Pick		Pick E	ffective Date:	1/14/2024
Job#	Hours		RC#	
SC0713 Station South		1500 - 2300		2772
INSTRUCTIONS	STATION	LINE	воотн	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.	Coney Island Stillwell Av	D F N Q	G009	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, HETs/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. 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 all surfaces-walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and flaucets. Cle				

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	F	lours		RC#
SC0714 Station South	0	700 - 1500		2772
INSTRUCTIONS	STATION	LINE	воотн	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	BQ	B019	1200 - 1300
Lunch	Newkirk Plaza	BQ	B019	1300 - 1330
*Major Duty Cleaning- see below	Newkirk Plaza	BQ	B019	1330 - 1400
*General Duties - see below	Avenue M	Q	B022	1410 - 1500
Report Off Duty.	Avenue M	Q	B022	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 and outside areas (3 ft.) Clean all ledges and benches. Remove graffit, stickers, and sticker/glue residue. Sanitize all touch points. Clean 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. Clean and organize the room. Discard all debris and empty boxes. Remov loose debris from refuse inserts and disinfect. Weed Supply Room- Tidy and organize supply rooms. Remove empty boxe	ve y			

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

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

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

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#	Но	ours		RC#
SC0715 Station South	23	00 - 0700		2766
INSTRUCTIONS	STATION	LINE	воотн	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 -
*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				
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. *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.				

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

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

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

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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#		Hours		RC#
SC0716 Station South		2300 - 0700		2772
INSTRUCTIONS	STATION	LINE	воотн	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. Mo 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.

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2024 STAC W	inter Pick		Pick I	Effective Date:	1/14/2024	
Job#		Hours		RC#		
SC0716A	Station South	23	00 - 0700		2772	
INSTRUCTIONS		STATION	LINE	воотн	HOURS	
	Sunday-Saturday					
Report On Duty In F	ull Uniform.	New Utrecht Av	N	D005	2300 -	
*General Duties- see	e 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 - Op	pen Public Toilets @ 0700	New Utrecht Av	N	D005	0615 - 0700	
Report Off Duty.		New Utrecht Av	N	D005	0700 -	
including OMNY val station signs. Wipe d spills and drag marks Disinfect all urine are platform and outside all touch points. Clea you are assigned to c **Major Duty Floors Remove dust balls ar all stairway landings.	handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas idators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all widows and own sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, is on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). eas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize in EFR and employee restrooms.Deodorize the entire station upon arriving and departing each station lean during your tour of duty.	,				
Elevator Duties						
interior and exterior pelevators in the static	L738, EL739,EL740 & El741] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all on. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean afety edge with a dry rag from top to bottom.					
(if equipped) dispens and stickers including	a Duties then public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers ers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti g residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, eat 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.

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2024 STAC Winter Pick

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Pick Effective Date: 1/14/2024
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Date: 10/27/2023

Job#	Н		RC#	
SC0717 Station South	23	300 - 0700		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Jamaica Center Parsons/Archer	EJZ	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	EJZ	N606	2400 - 0045
**Escalator Duties -see below	Jamaica Center Parsons/Archer	ЕЈΖ	N606	0045 - 0130
Lunch	Jamaica Center Parsons/Archer	EJZ	N606	0130 - 0200
*General Duties –see below	Jamaica Center Parsons/Archer	EJZ	N606	0200 - 0500
**Elevator Duties ELE 412, ELE 413	Jamaica Center Parsons/Archer	EJZ	N606	0500 - 0600
Re-scrap mezzanines and empty trash receptacles. Remove All spills and stains from floor	Jamaica Center Parsons/Archer	EJZ	N606	0600 - 0650
Open Public toilets	Jamaica Center Parsons/Archer	EJZ	N606	0650 - 0700
Report off Duty.	Jamaica Center Parsons/Archer	EJZ	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 dropping Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.	gs.			
**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 banels/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 polis 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.

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#	Hours			RC#
SC0717A Station South	23	300 - 0700		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Jamaica Center Parsons/Archer	EJZ	N606	2300 - 2400
*Elevator Duties –see below				2.400 02.00
*General Duties: (See Below)	Jamaica Center Parsons/Archer	EJZ	N606	2400 - 0200
Lunch	Jamaica Center Parsons/Archer	ΕJΖ	N606	0200 - 0230
*Escalator Duties -see below	Jamaica Center Parsons/Archer	ΕJΖ	N606	0230 - 0315
*Escalator Duties -see below	Jamaica Center Parsons/Archer	ΕJΖ	N606	0315 - 0400
*Major Duties -see below	Jamaica Center Parsons/Archer	ЕЈΖ	N606	0400 - 0500
*General Duties: (See Below)	Jamaica Center Parsons/Archer	ЕЈΖ	N606	0500 - 0700
Report Off Duty.	Jamaica Center Parsons/Archer	ЕЈΖ	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/Serap 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 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 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: Employee Restroom – Wipe down all surfaces- walls, modesty panels, vanity mirrors electric hand dryers (if equipped) sink				

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

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

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

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2024 STAC Winter Pick	Pick Effective Date:			1/14/2024
Job#	н	ours		RC#
SC0718 Station South	23	300 - 0700		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Sutphin Blvd	ΕJΖ	N605	2300 - 0100
*General Duties- Mezzanine Level And Facilities –see below	Archer Av JFK Airport			
*Elevator Duties- see below	Sutphin Blvd Archer Av JFK Airport	ЕЈΖ	N605	0100 - 0130
Lunch	Sutphin Blvd Archer Av JFK Airport	EJZ	N605	0130 - 0200
*Escalator Duties ESC# 434 -see below	Sutphin Blvd Archer Av JFK Airport	EJZ	N605	0200 - 0245
*Escalator Duties ESC# 435 -see below	Sutphin Blvd Archer Av JFK Airport	EJZ	N605	0245 - 0330
*Escalator Duties ESC# 436 -see below	Sutphin Blvd Archer Av JFK Airport	EJZ	N605	0330 - 0415
*Escalator Duties ESC# 437 -see below	Sutphin Blvd Archer Av JFK Airport	ЕЈΖ	N605	0415 - 0530
*General Duties- Platform level see below	Sutphin Blvd Archer Av JFK Airport	EJZ	N605	0530 - 0700
Report Off Duty. *General Duties-Nightly	Sutphin Blvd Archer Av JFK Airport	ЕЈΖ	N605	0700 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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.				

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

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

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

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2024 STAC Winter Pick		Pick Ef	fective Date:	1/14/2024
Job#	Но	RC#		
SC0719 Station South	230	0 - 0700		2774
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Jamaica Van Wyck	Е	N604	2300 - 0100
*General Duties- see below				
*Elevator Duties-ELE 408, ELE 409 see below	Jamaica Van Wyck	Е	N604	0100 - 0145
Lunch	Jamaica Van Wyck	Е	N604	0145 - 0215
*Escalator Duties ESC 430 - see below	Jamaica Van Wyck	Е	N604	0215 - 0300
*Escalator Duties ESC 431 - see below	Jamaica Van Wyck	Е	N604	0300 - 0345
*Escalator Duties ESC 428 - see below	Jamaica Van Wyck	Е	N604	0345 - 0430
*Escalator Duties ESC 429 - see below	Jamaica Van Wyck	Е	N604	0430 - 0515
Perform General Duties - see below	Jamaica Van Wyck		N604	0515 - 0700
Report Off Duty.	Jamaica Van Wyck	Е	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.

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	2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
INTERCIPTIONS INTERCIPTIONS<	Job#	Hours			RC#
Standay-Standay Jamaics 179 St. F. N432 200 - 0100 **ROC Complex Duties-see below Jamaics 179 St. F. N433 0100 - 0200 Concard Data See below Jamaics 179 St. F. N433 0120 - 0200 Testing and Data See below Jamaics 179 St. F. N433 0120 - 0200 "Standard Data See below Jamaics 179 St. F. N433 0130 - 0300 "Concard Data See below Jamaics 179 St. F. N433 0430 - 0300 "Concard Data See below Jamaics 179 St. F. N433 0430 - 0700 "Report Off Daty. Jamaics 179 St. F. N433 0700 - 500 "#RIO Complex Datiss Ordow all surfaces including Quench machines, refrigerator, microwave. Empty all rash cans, sweep, may and disinfect clevator floors. Where down all surfaces including Quench machines, refrigerator, microwave. Empty all rash cans, sweep, may and disinfect clevator floors. Where down all surfaces including Clean Arrow Surface Standard Sta	SC0720 Station South	2	300 - 0700		2774
Standay-Standay Jamaics 179 St. F. N432 200 - 0100 **ROC Complex Duties-see below Jamaics 179 St. F. N433 0100 - 0200 Concard Data See below Jamaics 179 St. F. N433 0120 - 0200 Testing and Data See below Jamaics 179 St. F. N433 0120 - 0200 "Standard Data See below Jamaics 179 St. F. N433 0130 - 0300 "Concard Data See below Jamaics 179 St. F. N433 0430 - 0300 "Concard Data See below Jamaics 179 St. F. N433 0430 - 0700 "Report Off Daty. Jamaics 179 St. F. N433 0700 - 500 "#RIO Complex Datiss Ordow all surfaces including Quench machines, refrigerator, microwave. Empty all rash cans, sweep, may and disinfect clevator floors. Where down all surfaces including Quench machines, refrigerator, microwave. Empty all rash cans, sweep, may and disinfect clevator floors. Where down all surfaces including Clean Arrow Surface Standard Sta	INSTRUCTIONS	STATION	LINE	воотн	HOURS
**RTO Complex Duties-see below Jannica 179 St F N343 0100 - 0200 Lunch Jannica 179 St F N343 0200 - 0200 **Elevator Duties-see below Jannica 179 St F N343 0300 - 0200 **Elevator Duties-see below Jannica 179 St F N343 0330 - 0430 *General Duties - see below Jannica 179 St F N343 0330 - 0430 *General Duties - see below Jannica 179 St F N343 0430 - 0700 Open Public Toiles 0700 Jannica 179 St F N343 0700 - **RTO Complex Duties Offices: Dispatcher, Superitandent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men bathrooms. Whe down all surfaces including Quench machines, refrigerator, microwave. Empty all rash cans, sweep, mop and disinfect floers. Paptenking paper stock (toilet ruisse, paper towks, toilet static overs) and soap as needed. RTO MUST ROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES. Elevator Duties Clean and Polish ELE 431,432 AND 433 Remove gum. Sweep, mop and disinfect floerator gluss on all clevators in the station. Remove graffit, stickers encluding residue. Empty data station. Remove graffit, stickers encluding residue. Empty data station. Remove was an sticker/glue residue. Remove disting for the floor rus, elevator doors sills. Clean and wipe down he safety edge with a dyr ng from top to bottom. Statian adi					
*General Daties -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 0230 - 0430 *Ceneral Duties -see below Jamaica 179 St F N343 0430 - 0700 Qpen Public Toilets 0700 Jamaica 179 St F N343 0430 - 0700 Report Off Duty. Jamaica 179 St F N343 0700 - **RTO Complex Duties Office: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men bathrooms. Wire down all straftest including Quench machines, refrigerator, microware. 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 N43 0700 - PROVIDE OWK CLEANING AND PAPER STOCK SUPPLIES. Elevator Duties Step edge on all evels (street, mezzanine and patiorms). Clean interior and exterior glass on all elevators in the station. Remove graftit, 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 botom. N44 N445 *Public Restroom Duties Clean Mean dist	Report On Duty In Full Uniform.	Jamaica 179 St	F	N343	2300 - 0100
*General Daties -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 0230 - 0430 *Ceneral Duties -see below Jamaica 179 St F N343 0430 - 0700 Qpen Public Toilets 0700 Jamaica 179 St F N343 0430 - 0700 Report Off Duty. Jamaica 179 St F N343 0700 - **RTO Complex Duties Office: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men bathrooms. Wire down all straftest including Quench machines, refrigerator, microware. 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 N43 0700 - PROVIDE OWK CLEANING AND PAPER STOCK SUPPLIES. Elevator Duties Step edge on all evels (street, mezzanine and patiorms). Clean interior and exterior glass on all elevators in the station. Remove graftit, 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 botom. N44 N445 *Public Restroom Duties Clean Mean dist	**DTO Complete Duties and holow				
LinkiJamaica 179 StFN3430200 - 0230**LEvator Duties-see belowJamaica 179 StFN3430230 - 0330*Major Duties-see belowJamaica 179 StFN3430330 - 0430*General Duties -see belowJamaica 179 StFN3430430 - 0700Open Public Toilets 0700Jamaica 179 StFN3430430 - 0700Report Off Duty.Jamaica 179 StFN3430700 -**CRO Complex DutiesOffices: Dispatcher, Superintedent, Tower. Clean all rooms: erew 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. Replensing paper stock (foiled tissue, paper towels, toilet seat covers) and soap as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES.FN3430700 -Elevator DutiesClean and Polish ELE 431,432 AND 433 Remove gum. Sweep, mop and disinfect 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 safety edge with a dry rag from top to bottom.*FN443F*Public Restroom Duties Clean and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (ff equipped) dispensers and holders. Clean sinks and fainfect the floor. Replensin paper stock (toilet issue, paper towels, toilet seat covers) and soap as needed. Allow batarioon to dry 10 minutes before reopening.FN44*Tubitic Restroom Duties Clean and Women public toilets: Mitors, underest. Clean cond onsing of dising KEr toilets. Wipe down		Jamaica 179 St	F	N343	0100 - 0200
Price 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 0330 - 0430 * General Duties - see below Jamaica 179 St F N343 0430 - 0700 Open Public Toilets 0700 Jamaica 179 St F N343 0700 - **ROT Complex Duties Jamaica 179 St F N343 0700 - **ROT Complex Duties Jamaica 179 St F N343 0700 - **ROVED CWNC UCLANING AND PAPER STOCK SUPPLIES. Jamaica 179 St F N343 0700 - **ROVDE OWN CLEANING AND PAPER STOCK SUPPLIES. Elevator Duties Statistics in the station. Remove graffit, stickers and stickerglue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry ng from top to bottom. * *Public Restroom Duties Clean sinks and faucets. Clean comodes with toile towl choors. Repensing paper stock (toilet issue, paper towels, toilet seat covers) and soap as needed. RIO Wish. Remove all graffit and stickers including residue. Empty task and as and destrot pace state of the obset. Remove all graffit and stickers including residue. Sweep, mop and disinfect the four. Repensing paper stock (toilet issue, paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening. *Public Restroom Duties Clean sinks a					
*Major Duties-see below Jamaica 179 St F N343 0330 - 0430 *General Duties-see below Jamaica 179 St F N343 0430 - 0700 Report Off Duty. Jamaica 179 St F N343 0430 - 0700 #RTO Complex Duties Jamaica 179 St F N343 0430 - 0700 W#RTO Complex Duties Jamaica 179 St F N343 0700 - w#RTO Complex Duties Jamaica 179 St F N343 0700 - werRTO Complex Duties General Butices: Including each machines, refrigerator, incrowave. 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 F N343 0700 - REONT Duties Clean and Polish ELE 431,432 AND 433 Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior galss on all elevators in the safety edge with a dry rag from top to botom. F N343 F <t< td=""><td></td><td></td><td>F</td><td>N343</td><td></td></t<>			F	N343	
"General Duties – see below Jamaica 179 St F N343 0430 - 0700 "General Duties Jamaica 179 St F N343 0430 - 0700 "Report Off Duty. Jamaica 179 St F N343 0700 - "*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 issue, paper towels, toilet seat covers) and soap as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES. Elevator Duties F N343 0700 - Elevator Duties Clean and Polish ELE 431,432 AND 433 Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/deges on all levels (street, mezzanine and plafforms). Clean interior and exterior gates on all elevels of the discore gate floors. Report of the down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bood brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect televator to tory 10 minutes before roopening. *General Duties. Inspect station for unsanitary conditions and corret. Sweep all statirs (platform, mezzanine, control areas including along MTA gates at the top of six 59 at 179 PL (Canscrean frage flat street statinys) scenary all macrosces. Seenay all macrosces. Seenay line accosthere stampty disinfect and clean chrome tops on all t		Jamaica 179 St	F		
Report Off Duty. Jamaica 179 St F N343 0700 - **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 F N343 0700 - Revalue Outies 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 grafitti, 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 Advomen public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean commodes with toilet bowb brush. Remove all grafitti and stickers including residue. Remy trad hour 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- Remove all stairs (platform, mezzanine, and street) including and graft, and cares. Sweep, mon and disinfect ta stairways. Scrap all mezzanines, control areas, platforms, underpass, and passgeways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstilse, HETE/HXT) in control areas including (OMMY validators.		Jamaica 179 St	F	N343	
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platforms, underpass, and passageways. Wipe down & disinfect 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.	Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street) including along MT	A			
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and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms.		l I			
restrooms.					
*Major Duty Cleaning- 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.					
Mon: S/B platform Bucket wash platform ends, platform walls, benches and around old TCC office located SE S/B	Mon: S/B platform Bucket wash platform ends, platform walls, benches and around old TCC office located SE S/B				
platform, Tues: Trash Receptacles –clean and disinfect interior/exterior T/R on s/b platform and N342 mezzanine.					
Wed: N/B Platform- Bucket wash n/b platform ends, platform walls, benches					
Thurs:	Thurs:				
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: Trash Receptacles –clean and disinfect interior/exterior T/R on n/b platform and N343 mezzanine					

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

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

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

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2024 STAC Winter Pick		Pick Effective Date:			1/14/2024
Job#		Hours			
SC0721 Station South		0700 - 1500			2766
INSTRUCTIONS		STATION	LINE	воотн	HOURS
S	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.

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2024 STAC Winter Pick

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Pick Effective Date: 1/14/2024
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Date: 10/27/2023

Job#	Но		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.	Atlantic Av-Barclays Ctr	D N R	C009	1900 -	
*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.					

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

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

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

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2024 STAC Winter Pick			Pick Effective Date:			
Job#		Но	Hours			
SC0722	Station South	150	1500 - 2300			
INSTRUCTIO	NS	STATION	LINE	воотн	HOURS	
	Sunday-Saturday					
Report On Duty I	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.

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Pick Effective Date: 1/14/2024
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Date: 10/27/2023

Job#	Hours			RC#	
SC0723 Station South	15	00 - 2300		2766	
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS	
Monday-Friday					
REPORT ON DUTY IN FULL UNIFORM	Atlantic Av-Barclays Ctr	2345	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	2345	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.

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2024 STAC Winter Pick

Pick Effective Date: 1/14/2024

Date: 10/27/2023

Job#	Hours RC				
JOD# SC0723A Station South	2300 - 0700			2766	
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday	SIMION		boom	nooks	
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	Atlantic Av-Barclays Ctr	2345	R610	2300 - 0100	
Wide stairway U21A-F leading to Pacific St *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	2345	R610	0300 - 0330	
*Major Duty Cleaning -A- Daily -see below	Atlantic Av-Barclays Ctr	2345	R610	0330 - 0430	
*Major Duty Cleaning -B- Daily -see below	Atlantic Av-Barclays Ctr	2345	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	2345	R610	0615 - 0650	
Open Public Restrooms	Atlantic Av-Barclays Ctr	D N R	C009	0650 - 0655	
Report off duty "*General Duties-Daily	Atlantic Av-Barclays Ctr	2345	R610	0700 -	
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 Wash 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 					

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

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

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

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2024 STAC Winter Pick Pick Effective Date: 1/14/2024 Job# Hours RC# SC0724 1500 - 2300 **Station South** 2769 **INSTRUCTIONS STATION** LINE BOOTH HOURS Sunday-Saturday N111 Report On Duty In Uniform Clinton Washington C 1500 - 1700 Perform *General Duties- see below Avs Lafayette Av N110 1710 - 1910 С Perform *General Duties- see below С N110 1910 - 1940 Lafayette Av Lunch 1940 - 2250 Lafayette Av N110 Perform *General Duties- see below С Perform *Major Cleaning (2010-2050) 2100 - 2250 Clinton Washington C N111 Perform *Major Cleaning (2115-2200) Avs Report Off Duty. Clinton Washington C N111 2300 -Avs *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/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.

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

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

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

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2024 STAC Winter Pick

Pick Effective Date: 1/14	1/2024
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Date: 10/27/2023

Job#	Но	urs		RC#	
SC0724A Station South	2300 - 0700			2769	
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday					
Report On Duty In Uniform	Clinton Washington	C	N111	2300 - 0100	
Perform *General Duties- see below	Avs			2500 - 0100	
Perform *Major Duty Floors (0010-0050)					
Perform *General Duties- see below	Lafayette Av	С	N110	0110 - 0245	
Perform *Major Duty Floors (0200-0245)	Lafayette Av	С	N110	0245 - 0315	
	•		N110 N110	0315 - 0415	
Perform *Major Duty Cleaning (0315-0415)	Lafayette Av	C			
Perform *General Duties- see below	Clinton Washington	C	N111	0425 - 0700	
Perform *Major Duty Cleaning (425-0525) Report Off Duty.	Avs Clinton Washington	C	N111	0700 -	
Report Off Duty.	Avs			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. Mo	p				
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	7				
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.					

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

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

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

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2024 STAC Wi	inter Pick		Effective Date:	: 1/14/2024	
Job#		Но	ours		RC#
SC0725	Station South	08	00 - 1600		2768
INSTRUCTIONS		STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report on Duty in Fu	ıll Uniform	Jay St Metrotech	A C F	N103	0800 - 1100
Public Restroom/ Ele	vator/Station Facilities				
Clean and disinfect E **Elevator Duties- se					
Note- If Elevators are service, General Dution	e out of es listed will be performed				
Lunch	<u>.</u>	Jay St Metrotech	A C F	N103	1100 - 1130
Clean and disinfect E **Elevator Duties- se		7 Av	F G	N539A	1140 - 1430
Clean Employee Toile *Public Toilet Duties Note- If toilets are ou					
Clean and disinfect E **Elevator Duties- se	LE [707, 708, 709]	Jay St Metrotech	A C F	N103	1440 - 1600
Report off duty		Jay St Metrotech	A C F	N103	1600 -
(if equipped) dispense and stickers including towels, toilet seat cov	en public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers ers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti g residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper vers and soap as needed. Allow bathroom to dry 10 minutes before reopening.				
	p all mezzanines, control areas and platforms. Wipe down all AFC equipment in control areas idators, clean booth glass.				
panel/ledges on all le	[E#'s] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior vels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Sters and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety from top to bottom.				
Public Restroom/ Ele	vator/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.

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2024 STAC Winter Pick

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Pick Effective Date: 1/14/2024
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Date: 10/27/2023

Job#	Hours	RC#
SC0727 Station South	Station South 2300 - 0700	
INSTRUCTIONS	LINE BOOTH	HOURS
Sunday-Saturday		
Report On Duty In Full Uniform. *General Duties- see below	nd G N417	2300 - 0100
*General Duties- see below	G N419	0110 - 0320
Major Duty Floors-see below (0200-0235) Major Duty-see below (0235-0320)		
Lunch	G N419	0320 - 0350
*General Duties- see below Major Duty Floors-see below (0400-0500) Major Duty-see below (0500-0600)	nd G N417	0400 - 0700
Report Off Duty.	nd G N417	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 [Jist 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 ratilings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacle. Disinfect all urine areas. Clean interior of trash receptacle base and remove yatims on floor at base of trash receptacle. Clean all ledges and benches. Remove all 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 all stains, spills, and drag marks from platform and mezzanine floors. 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- BEDFORD-NOSTRAND AVS Sun: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers Moi: SB Trash Receptacles- Deck Mop, Clean and Disinfect ALL SB Trash Receptacles Wed: Employee Toilets- Clean Am domen'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 grafiti and stickers including residue. Empt		
hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including 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 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		

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

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

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

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Pick Effective Date: 1/14/2024
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Date: 10/27/2023

Job#			Hours		RC#
SC0728	Station South		0700 - 1500		
INSTRUCTIO	DNS	STATION	LINE	BOOTH	HOURS
		Sunday-Saturday			
Report On Duty	/ In Full Uniform.	Jamaica Center Parsons/Archer	EJZ	N606	0700 - 0730
Pre Job Van Ins	spection and Disinfection				
	are no supplies or inventory to deliver				
CTA will be rea	assigned to perform other tasks during				
time allotted on	schedule.				
WAA – Invento	ory Supply Rooms, Deliver Supplies	Various	Various	Various	0730 - 1130
Lunch		Various	Various	Various	1130 - 1200
WAA – Invento	ory Supply Rooms, Deliver Supplies	Various	Various	Various	1200 - 1430
Due Ish Ven Inc	mention and Disinfertion	Jamaica Center	EJZ	N606	1430 - 1500
Pre Job Van Ins	spection and Disinfection	Parsons/Archer			
Demont off duty		Jamaica Center	ΕJΖ	N606	1500 -
Report off duty		Parsons/Archer			

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

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

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

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Pick Effective Date: 1/14/2024
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Date: 10/27/2023

Job#			Hours		
SC0729	Station South		0700 - 1500		
INSTRUCTIONS		STATION	LINE	BOOTH	HOURS
		Sunday-Saturday			
Report On Duty In Full Uniform.		Jamaica Center Parsons/Archer	ΕJΖ	N606	0700 - 0730
Pre Job Van In	spection and Disinfection				
	are no supplies or inventory to deliver				
CTA will be re	assigned to perform other tasks during				
time allotted on	n schedule.				
WAA- Inventor	ry Supply Rooms; Deliver Supplies.	Various	Various	Various	0730 - 1130
Lunch		Various	Various	Various	1130 - 1200
WAA- Inventor	ry Supply Rooms; Deliver Supplies.	Various	Various	Various	1200 - 1430
Post Job Van Inspection and Disinfection		Jamaica Center	EJZ	N606	1430 - 1500
		Parsons/Archer			
Report Off Duty.		Jamaica Center	EJZ	N606	1500 -
		Parsons/Archer			

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

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

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

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2024 STAC Winter Pick Pick Effective Date: 1/14/2024 Job# Hours SC0730 0700 - 1500 **Station South** 2773 **INSTRUCTIONS STATION** LINE BOOTH HOURS Sunday-Saturday Jackson Hts EFMR N324 0700 - 0800 Report On Duty In Full Uniform. Roosevelt Av 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 EFMR N324 0800 - 0900 **Elevator Duties EL422- see below Roosevelt Av 0900 - 1000 Jackson Hts EFMR N324 **Elevator Duties EL421- see below Roosevelt Av Jackson Hts EFMR N324 1000 - 1030 *EMT Office Cleaning Task- see below Roosevelt Av Jackson Hts EFMR N324 1030 - 1100 Lunch Roosevelt Av Jackson Hts EFMR N324 1100 - 1200 *Elevator Duties EL420- see below Roosevelt Av Jackson Hts EFMR N324 1200 - 1300 *Public Toilet Duties- see below Roosevelt Av Jackson Hts EFMR N324 1300 - 1400 *Elevator Duties EL423- see below Roosevelt Av Jackson Hts EFMR N324 1400 - 1500 *Elevator Duties EL421- see below Roosevelt Av N324 1500 -Jackson Hts EFMR Report Off Duty Roosevelt Av *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 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.

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2024 STAC Winter Pick Job#		Pick Effective Date: Hours		
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Jamaica Center Parsons/Archer	EJZ	N606	0700 - 0800
Elevator Duties EL412, EL413 – see below *Major Duty Cleaning	Jamaica Center Parsons/Archer	EJZ	N606	0800 - 1000
Lunch	Jamaica Center Parsons/Archer	EJZ	N606	1000 - 1030
Disinfect N606 Mezzanine wall and gutters	Jamaica Center Parsons/Archer Jamaica Center	EJZ	N606	1030 - 1130
Close Public Restroom Duties – see below		EJZ	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	EJZ	N606	1300 - 1400
Scrap N606 Mezzanine	Jamaica Center Parsons/Archer	ЕЈΖ	N606	1430 - 1500
Report Off Duty.	Jamaica Center Parsons/Archer	EJZ	N606	1500 -
**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.				

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

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

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

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Pick Effective Date: 1/14/2024
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Date: 10/27/2023

	H	RC			
SC0732 Station South	1500 - 2300			277	
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	EFMR	N324	1600 - 1645	
**Elevator Duties EL422- see below	Jackson Hts Roosevelt Av	EFMR	N324	1645 - 1730	
**Elevator Duties EL420- see below	Jackson Hts Roosevelt Av	EFMR	N324	1730 - 1900	
*Public Toilet Duties- see below	Jackson Hts Roosevelt Av	EFMR	N324	1900 - 1930	
Lunch	Jackson Hts Roosevelt Av	EFMR	N324	1930 - 2000	
General Duties- see below	Jackson Hts Roosevelt Av	EFMR	N324	2000 - 2100	
**Elevator Duties EL422- see below	Jackson Hts Roosevelt Av	EFMR	N324	2100 - 2200	
**Elevator Duties EL421- see below	Jackson Hts Roosevelt Av	EFMR	N324	2200 - 2300	
Report Off Duty	Jackson Hts Roosevelt Av	EFMR	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.

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2024 STAC Winter Pick

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Pick Effective Date: 1/14/2024
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Date: 10/27/2023

		• 1/17/202-		
Job#	н	ours		RC#
SC0733 Station South	1:	500 - 2300		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Jamaica Center Parsons/Archer	EJZ	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	ΕJΖ	N606	1500 - 1600
*Close Public Toilet Duties – see below Note- If toilets are out of service,	Jamaica Center Parsons/Archer	EJZ	N606	1600 - 1745
General Duties listed will be performed *Close Public Toilet Duties – see below	Jamaica 179 St	F	N343	1800 - 1900
If toilets are out of service, General Duties listed will be performed 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	EJZ	N606	2145 - 2300
Report Off Duty	Jamaica Center Parsons/Archer	EJZ	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.

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2024 STAC Winter Pick		Pick H	Effective Date:	1/14/2024
Job#	Но	urs		RC#
SC0748 Station South	230	0 - 0700		2766
INSTRUCTIONS	STATION	LINE	воотн	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 or 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.		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.

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2024 STAC Winter Pick		Pick E	Effective Date:	1/14/2024	
Job#		Hours		RC#	
SC1158 Station South		2200 - 0600		2769	
INSTRUCTIONS	STATION	LINE	воотн	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.

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2024 STAC Winter Pick		Pick Effective Date:		1/14/2024
Job#		Hours		RC#
SC1159 Station South		2200 - 0600		2769
INSTRUCTIONS	STATION	LINE	воотн	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.

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2024 STAC Winter Pick		Pick Effective Date:		1/14/2024	
Job#		Hours		RC#	
SC1160 Station South		2200 - 0600		2769	
INSTRUCTIONS	STATION	LINE	воотн	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.

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Date: 10/27/2023

2024 STAC Winter Pick	Pick Effective Date:		1/14/2024	
Job#		Hours		RC#
SC1161 Station South		2200 - 0600		2769
INSTRUCTIONS	STATION	LINE	воотн	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, include 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 a booths (remove all debris). Clean overhead ceilings. Clean light fixtures (not removing bulbs), lighting columns, and all	ding ean 11			
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.

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2024 STAC Winter Pick	Pick Effective Date:		1/14/2024	
Job#		Hours		RC#
SC1162 Station South		2200 - 0600		2769
INSTRUCTIONS	STATION	LINE	воотн	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, includin elevated stations and outside areas. Clean escalators, including stainless steel, glass, and walls surrounding escalators. Clear 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	g n			
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.

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2024 STAC Winter Pick	STAC Winter Pick Pick Effective Da		Effective Date:	1/14/2024
Job#		Hours		RC#
SC1163 Station South		2200 - 0600		2769
INSTRUCTIONS	STATION	LINE	воотн	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 dist trash receptacles, remove gum from floors, remove all graffiti, stickers, and sticker residue found on all equipment as 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, in elevated stations and outside areas. Clean escalators, including stainless steel, glass, and walls surrounding escalators elevators and elevator glass in high areas unreachable by routine station cleaners. Clean artwork on station. Clean at booths (remove all debris). Clean overhead ceilings. Clean light fixtures (not removing bulbs), lighting columns, and piping. Clean all overhead monitors and speakers. Clean walls, signage, and CCTV Units. Remove debris from unus space.	ncluding c. Clean op all d all			
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.

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2024 STAC Winter Pick	Pick Effective Date:		1/14/2024	
Job#		Hours		RC#
SC1164 Station South		2200 - 0600		2769
INSTRUCTIONS	STATION	LINE	воотн	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.

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2024 STAC Winter Pick	Pick Effective Date:		1/14/2024	
Job#		Hours		RC#
SC1165 Station South		2200 - 0600		2769
INSTRUCTIONS	STATION	LINE	воотн	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.

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2024 STAC Winter Pick	C Winter Pick Pick Effective Date:		1/14/2024	
Job#		Hours		RC#
SC1166 Station South		2200 - 0600		2769
INSTRUCTIONS	STATION	LINE	воотн	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).	t			
**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, includ elevated stations and outside areas. Clean escalators, including stainless steel, glass, and walls surrounding escalators. Clea elevators and elevator glass in high areas unreachable by routine station cleaners. Clean artwork on station. Clean atop all	ean			
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.

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2024 STAC Winter Pick	STAC Winter Pick Pick Effective Date		Effective Date:	1/14/2024
Job#		Hours		RC#
SC1167 Station South		2200 - 0600		2769
INSTRUCTIONS	STATION	LINE	воотн	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.

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2024 STAC W	/inter Pick		Pick F	Effective Date:	1/14/2024
Job#			Hours		RC#
SC1168	Station South		2200 - 0600		2769
INSTRUCTIONS		STATION	LINE	воотн	HOURS
	Sunday-Thursday				
Report on Duty in F	ull Uniform	Utica Av	A C	N120	2200 - 2230
PPE Check and Safe	ty Talk				
Depart to Assigned I	Location				
**Perform Deep Cle	aning Duties- see below	Various	Various	Various	2300 - 0200
Lunch		Various	Various	Various	0200 - 0230
**Resume Deep Clea	aning 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):				
	e arrival of the Mobile Wash Truck (sweep stairways, scrap entire station, empty, clean and disinfect nove gum from floors, remove all graffiti, stickers, and sticker residue found on all equipment and				
**Strip all stairways Pressure wash all wa elevated stations and elevators and elevator booths (remove all d	(street, mezzanine & platforms). Strip and remove gum from platform floors and ADA Tactiles. Ills, columns, and sanitary bases. Remove large graffiti and bird droppings from various areas, including outside areas. Clean escalators, including stainless steel, glass, and walls surrounding escalators. Clean or glass in high areas unreachable by routine station cleaners. Clean artwork on station. Clean atop all ebris). Clean overhead ceilings. Clean light fixtures (not removing bulbs), lighting columns, and all erhead monitors and speakers. Clean walls, signage, and CCTV Units. Remove debris from unused				
Clean the floor of th	e work area. Ensure the floor is properly dry by mopping or utilizing an HDC machine.				
Do not spray or o * May be require	expose lights or electronic equipment to excessive water. ed 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.

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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#		Hours		RC#
SC1169 Station South		2200 - 0600		2769
INSTRUCTIONS	STATION	LINE	воотн	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.

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2024 STAC Winter Pick Job# SC1172 Station South		Pick Ef	ffective Date:	1/14/2024
Job#	н	RC#		
SC1172 Station South	22	200 - 0600		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform	Queens Plaza	EFMR	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	EFMR	N309A	0545 - 0600
Report off duty	Queens Plaza	EFMR	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.

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2024 STAC Winter Pick	Pick Effective Date: 1/14/2024			
Job#	F	lours		RC#
SC1173 Station South	2	200 - 0600		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform	Queens Plaza	EFMR	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	EFMR	N309A	0545 - 0600
Report off duty	Queens Plaza	EFMR	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.				
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.

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2024 STAC Winter Pick		Pick Ef	1/14/2024	
Job#	H	lours		RC#
SC1174 Station South	2	200 - 0600		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform	Queens Plaza	EFMR	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	EFMR	N309A	0545 - 0600
Report off duty	Queens Plaza	EFMR	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.	g			
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.

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2024 STAC Winter Pick		Pick E	ffective Date:	1/14/2024
Job#	н	ours		RC#
SC1175 Station South	22	200 - 0600		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform	Queens Plaza	EFMR	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	EFMR	N309A	0545 - 0600
Report off duty	Queens Plaza	EFMR	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.

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2024 STAC Winter Pick		Pick E	ffective Date:	1/14/2024
Job#		Hours		RC#
SC1176 Station South		2200 - 0600		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform	Queens Plaza	EFMR	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	EFMR	N309A	0545 - 0600
Report off duty	Queens Plaza	EFMR	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.

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24 STAC Winter Pick		Pick Ef	ffective Date:	1/14/2024
Job#	F	lours		RC#
SC1177 Station South	2	200 - 0600		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform	Queens Plaza	EFMR	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	EFMR	N309A	0545 - 0600
Report off duty	Queens Plaza	EFMR	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. Ensure the floor is properly dry by mopping or utilizing an HDC machine.	5			
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.

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2024 STAC Winter Pick		Pick E	ffective Date:	1/14/2024
Job#	H	lours		RC#
SC1178 Station South	2	200 - 0600		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform	Queens Plaza	EFMR	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	EFMR	N309A	0545 - 0600
Report off duty	Queens Plaza	EFMR	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.

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2024 STAC Winter Pick		Pick Effective Date:		1/14/2024
Job#	H	lours		RC#
SC1179 Station South	2	200 - 0600		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform	Queens Plaza	EFMR	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	EFMR	N309A	0545 - 0600
Report off duty	Queens Plaza	EFMR	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. 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.

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2024 STAC Winter Pick		Pick E	ffective Date:	1/14/2024
Job#	I	Hours		RC#
SC1180 Station South	2	2200 - 0600		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform	Queens Plaza	EFMR	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	EFMR	N309A	0545 - 0600
Report off duty	Queens Plaza	EFMR	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.

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2024 STAC Winter Pick		Pick E	ffective Date:	1/14/2024
Job#		Hours		RC#
SC1181 Station South	:	2200 - 0600		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform	Queens Plaza	EFMR	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	EFMR	N309A	0545 - 0600
Report off duty	Queens Plaza	EFMR	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.

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2024 STAC Winter Pick		Pick Ef	ffective Date:	1/14/2024
Job#	н	ours		RC#
SC1182 Station South	22	200 - 0600		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform	Queens Plaza	EFMR	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	EFMR	N309A	0545 - 0600
Report off duty	Queens Plaza	EFMR	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.

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2024 STAC Winter Pick		Pick E	ffective Date:	1/14/2024
Job#	F	lours		RC#
SC1183 Station South	2	200 - 0600	2774	
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Tuesday-Saturday				
Report On Duty In Full Uniform	Queens Plaza	EFMR	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	EFMR	N309A	0545 - 0600
Report off duty	Queens Plaza	EFMR	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, includir 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:

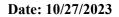
**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). If there is public restrooms and/ or 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.

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Job#		Hours		RC#
SHDC089 Station South		2200 - 0600		2766
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	Clark St	23	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,	Clark St	2 3	R600	2400 - 0300
passageway a starways. Bucket wash lower mezzahine, passageway a starways. Bucket wash lower mezzahine,			KUUU	2400 - 0500
Lunch	Clark St	23	R600	0300 - 0330
*Elevator Duties (EL310, EL311 & EL312) - see below	Clark St	2 3	R600	0330 - 0430
*Major Duties- see below	Clark St	2 3	R600	0430 - 0600
(List major duty to be performed from major duty list)				
Report Off Duty.	Clark St	23	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.

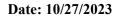
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2024 STAC Winter Pick			Pick E	ffective Date:	1/14/2024
Job#		l	Hours		RC#
SHDC090 Station South			2200 - 0600		2766
INSTRUCTIONS		STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report on Duty in Full Uniform		Nevins St	2345	R608	2200 -
*HDC Duties-N/B Platform		Nevins St	2345	R608	2200 - 0030
*HDC Duties-S/B Platform		Nevins St	2345	R608	0030 - 0300
Lunch		Nevins St	2345	R608	0300 - 0330
*Major Duties- Daily - see below		Nevins St	2345	R608	0330 - 0600
Report Off Duty		Nevins St	2345	R608	0600 -
"*HDC Duties Complete pre-checklist. Prep work area: Scrap, Sweep, Dust mop and remove gum ff and machine clean. Wet mop all areas inaccessible to the scrubber machine including Upper-Mezzanine. Secure and clean machine after use. Complete post-checklist. **P room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and th charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reas Mobile Wash Supervisor to perform other task including but not limited to removing **General Duties- If Scrubber Machines are out of service Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. I Platform stairways leading to Upper platform). Mop entire platform and mezzanine f to upper-mezzanine an street level. Deck brush and disinfect gutters, sanitary bases a tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. If of trash receptacle base and remove stains on floor at base of trash receptacle. Clean graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfe and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/sta all listed General duties and additional tasks. Deodorize the entire station upon arriv assigned to clean during your tour of duty.	stairway landings Leading to at machine on charge. Tidy scrubber e "stop" button is not engaged while signed by a Station Supervisor and/or excess water with scrubber machine. Sweep and scrap stairways (SB oors. Mop all stairway landings leading nd platform ends. Spot clean ADA isinfect all urine areas. Clean interior all ledges and benches. Remove ct refuse rooms/refuse housings. Clean ns/footprints from tile walls. Perform				
*Light General Duties station for unsanitary conditions and correct. Scrap all mezzanines, control areas, pla Disinfect all urine areas, empty all trash receptacles.	forms, underpass, and passageways.				
*Major Duty Cleaning- Daily Performed on N/B & S/B Mezzanine, Underpass, and stairway landings. mop and remove gum, drag marks, and stains. Wet mop all areas.	Dus	1			

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

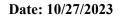
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2024 STAC Winter Pick		Pick E	Effective Date:	1/14/2024
Job#	F	lours		RC#
SHDC091 Station South	2		2766	
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Borough Hall	2345	R602	2200 -
*HDC Duties-N/B Platform	Borough Hall	2345	R602	2200 - 0030
*HDC Duties-S/B Platform	Borough Hall	2345	R602	0030 - 0300
Lunch	Borough Hall	2345	R602	0300 - 0330
*Major Duties- Daily - see below	Borough Hall	2345	R602	0330 - 0600
Report Off Duty	Borough Hall	2345	R602	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 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 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 R602 & R604 Mezzanine, overpass, and stairway landings. 				

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

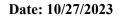
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2024 STAC Winter Pick		Pick E	Effective Date:	1/14/2024
Job#	Н	ours		RC#
SHDC092 Station South	2200 - 0600 2766			
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Uniform. *HDC Duties-N/B Platform	Atlantic Av-Barclays Ctr	2345	R610	2200 - 2400
*HDC Duties-S/B Platform	Atlantic Av-Barclays Ctr	2345	R610	2400 - 0200
Lunch	Atlantic Av-Barclays Ctr	2345	R610	0200 - 0230
*HDC Duties- Island Express Platform	Atlantic Av-Barclays Ctr	2345	R610	0230 - 0430
*Major Duty Cleaning - Daily -see below	Atlantic Av-Barclays Ctr	2345	R610	0430 - 0600
Report Off Duty	Atlantic Av-Barclays Ctr	2345	R610	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 leadin 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				
*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.				
Do mop and remove gum, drag marks, and stains. Wet mop all areas. Deodorize all areas toward the end of your tour of duty.	ust			

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

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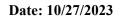
2024 STAC Winter Pick

Pick Effective Date:	1/14/2024
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2024 STAC WINCH TICK	I ICK Eliccuve Date.			I /1 4 /2024
Job#	Hours			RC#
SHDC093 Station South	22	200 - 0600		2766
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Atlantic Av-Barclays Ctr	2345	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.				
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	2345	R610	0030 - 0200
Lunch	Atlantic Av-Barclays Ctr	2345	R610	0200 - 0230
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	2345	R610	0230 - 0430
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	2345	R610	0430 - 0530
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	2345	R610	0530 - 0600
Report Off Duty.				
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***	Atlantic Av-Barclays Ctr	2345	R610	0600 -
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				

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

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2024 STAC Winter Pick

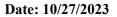
Pick Effective Date: 1/14	/2024
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Job# Station South		ours 200 - 0600		RC 276
NSTRUCTIONS Sunday-Saturday	STATION	LINE	BOOTH	HOURS
Leport On Duty In Full Uniform.	Atlantic	2345	R610	2200 - 2400
General Duties- see below	Av-Barclays Ctr			
erformed on B/Q line, including Hanson St paid and unpaid control area, R612 paid and unpaid control area, LIRR Track &2 paid and unpaid control area				
Escalator Duties (ES310)	Atlantic Av-Barclays Ctr	2345	R610	2400 - 0045
Major Duty Cleaning- Hanson Place - Daily	Atlantic Av-Barclays Ctr	2345	R610	0045 - 0130
unch	Atlantic Av-Barclays Ctr	2345	R610	0130 - 0200
HDC Duties- Island Platform	Atlantic Av-Barclays Ctr	2345	R610	0200 - 0400
Dust mop and remove gum from Barclays Center Control area mezzanine. Wet mop Stairways and floors, Disinfect nsanitary conditions.	Atlantic Av-Barclays Ctr	2345	R610	0400 - 0430
Major Duty Cleaning-	Atlantic Av-Barclays Ctr	2345	R610	0430 - 0530
*Light General Duties	Atlantic Av-Barclays Ctr	2345	R610	0530 - 0600
Report off duty	Atlantic Av-Barclays Ctr	2345	R610	0600 -
Complete pre-checklist. Prep work area: Scrap, Sweep, Dust mop and remove gum from floors. Prepare scrubber machine nd machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings Leading to Jpper-Mezzanine. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber oom. *Ensure distilled water is filled in scrubber machine battery cell if applicable and the "stop" button is not engaged while harging. **If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Aobile 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 floors. Mop all stairway landings 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 actile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior f trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove raffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean nd 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 ssigned to clean during your tour of duty. Light General Duties nspect station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and assageways. Disinfect all urine areas, empty all trash receptacles. Deodorize the entire station	g			
*Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 hutdown and clean. Remove gum and damp mop upper and lower landings. Clean and polish exterior and interior of scalator panels. Clean adjacent tile walls. Remove all accessible graffiti, stickers, and sticker/glue residue from handrails nd overhead Annunciators. *Elevator Duties- Clean and polish. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior anels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. temove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down safety edg with a dry rag from top to bottom.	e			
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 nezzanine including the top and bottom of ES310, and tactile in front of AFC doors. Clean, mop and disinfect Hanson clace employee toilet room.				
Major Duty Cleaning- un: Deck wash walls and floors in island scrubber room fon: Deck wash walls and floors in Hanson Place lower mezzanine scrubber room ue: Deck wash walls and floor in middle mezzanine scrubber room by EL307 Wed: Deck wash walls in R612 Paid mezzanine hu: Deck wash tile walls surrounding SW MA/B/C & MZA/B/C ri: Bucket wash S/Ws MA/B/C & MZA/B/C at: Deck wash tile walls in passageway bottom of SW MA/B/C & MZA/B/C				

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

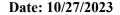
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1/14/2024 **2024 STAC Winter Pick Pick Effective Date:** Hours Job# RC# SHDC095 2200 - 0600 **Station South** 2766 **STATION INSTRUCTIONS** LINE BOOTH HOURS Sunday-Saturday 2200 -Grand Army Plaza 23 R619 Report On Duty In Uniform. Grand Army Plaza 23 R619 2200 - 0030 *HDC Duties-Mezzanine 0030 - 0330 Grand Army Plaza 23 R619 *HDC Duties-Island Platform Grand Army Plaza 0330 - 0400 R619 23 Lunch Grand Army Plaza 23 R619 0400 - 0600 *Major Duty Cleaning-Daily- see below Report Off Duty Grand Army Plaza 23 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.

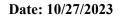
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2024 STAC	Winter Pick		1/14/2024		
Job#	Но	RC#			
SHDC096	Station South	22	2771		
INSTRUCTION	NS	STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report On Duty I		Crown Hts Utica Av	3 4	R626	2200 -
Scrubber Machine	e Duties- see below				
Note- If machines	are out of service listed General Duties will be performed	Crown Hts Utica			
*Scrubber Machine Clean [N/B Platform] - see below			3 4	R626	2200 - 0100
Lunch		Crown Hts Utica Av	3 4	R626	0100 - 0130
* Scrubber Machi	ne 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.		Crown Hts Utica Av	3 4	R626	0600 -
clean [state areas and clean machin **Ensure distilled charging. ***If Mobile Was Mobile Wash Sup	he Duties-Daily cklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine to be cleaned]. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure e after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. water is filled in scrubber machine battery cell if applicable and the "stop" button is not engaged while sh is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or pervisor to perform other task including but not limited to removing excess water with scrubber machine. FA job is not covered, HDC Cleaners must perform general duties.				
	-If machines are out of service: nove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings.				
platform ends. Sp all urine areas. C	ct [EL322 & El323] mop floor, wipe Elevator Walls. Deck brush and disinfect gutters, sanitary bases and ot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect lean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all es. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse sings.				
Deodorize the ent	ire 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.

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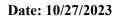
2024 STAC Winter Pick

Pick Effective Date: 1/1	4/2024
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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.

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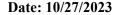
2024 STAC Winter Pick Pick Effective Date: 1/14/2024 Hours Job# **SHDC098** 2200 - 0600 **Station South STATION INSTRUCTIONS** LINE BOOTH HOURS Sunday-Saturday R645 2200 -Report on Duty in Full Uniform. Flatbush Av 25 Brooklyn College Scrubber Machine Duties- see below Note- If machines are out of service listed General Duties will be performed 2200 - 0100 Flatbush Av 2 5 R645 *Scrubber Machine Clean [N/B Platform] - see below Brooklyn College Flatbush Av R645 0100 - 0130 2 5 Lunch Brooklyn College Flatbush Av 2 5 R645 0130 - 0430 *Scrubber Machine Clean [S/B Platform] - see below Brooklyn College 2 5 R645 0430 - 0600 *Inspect stations for unsanitary conditions and correct Flatbush Av Brooklyn College Re-scrap station. Remove all spills and stains on floors. 25 R645 0530 - 0600 Flatbush Av Report off duty. Brooklyn College *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

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.

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RC#

2771

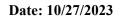
2024 STAC Winter Pick

Pick Effective Date:	1/14/2024
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Job#	Hours			RC#	
SHDC099 Station South	22	2200 - 0600			
INSTRUCTIONS	STATION	LINE	воотн	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	
 *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. ***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. Decdorize 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.

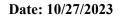
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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	Но	ours		RC#
SHDC100 Station South	22	00 - 0600		2768
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Jay St Metrotech	A C F	N103	2200 -
*General 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 -
 *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 & disinfect 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 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 mezzani floors. 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- N103 Sun: Clean Ski Slope adjacent to escalator #357 Mon: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remuloose debris from refuse inserts and disinfect. Tue: Assist CTA Job# TBD Cleaning Tile Wall adjacent to ESC's #356 & #357 Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: S/B Platform Stairways: Clean, Scrub, and Disinfect areas under Platform Stairways, Behind Chrome Railings . Fri: . N/B Platform Stairways: Clean, Scrub, and Disinfect areas under Platform Stairways, Behind Chrome Railings Sat: Assist CTA	ne ove			

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

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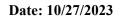
2024 STAC Winter Pick

Pick Effective Date:	1/14/2024
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Job#		Hours		RC#
SHDC101 Station South		2300 - 0700		276
INSTRUCTIONS	STATION	LINE	воотн	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	Utica Av	A C	N120	0430 - 0600
N120A Control Area / Mezzanine-see below				
Perform *Inspect station for unsanitary conditions and correct.	Utica Av	A C	N120	0600 - 0700
Re-scrap station. Remove all spills and stains on floors.				
*Scrubber Machine Duties- Complete Post-checklist				
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.

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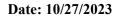
2024 STAC Winter Pick

Pick Effective Date:	1/14/2024
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Job#	Но	urs		RC#
SHDC102 Station South	220	0 - 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.	Broadway Junction	A C	N124	0600 -
*Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the "stop" button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties.				
**General Duties-If Scrubber machines are out of service- Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				

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

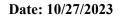
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2024 STAC Winter Pick		Pick B	Effective Date	e: 1/14/2024		
Job#	Hours			RC		
SHDC103Station South	23	300 - 0700		2777		
INSTRUCTIONS	STATION	LINE	воотн	HOURS		
Sunday-Saturday						
Report On Duty In Uniform.	Rockaway Park Beach 116 St	A S	N187	2300 - 0030		
*General Duties- see below	Rockaway Park	A S	N187	0030 - 0200		
***Scrubber Machine Duties - See Below	Beach 116 St Rockaway Park	AS	N187	0200 - 0300		
**Major Duties- see below	Beach 116 St					
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 -		
around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and 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.						
***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.						
 **Major Duty Cleaning- pick up supplies for Beach 116th St and Beach 105th 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. ***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: Open Both Public Bathroom at 0700 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.

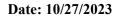
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SHDC104 Station South 2200 - 0600 2766 INSTRUCTIONS STATION LINE BOOTH HOURS Sunday-Saturday 36 St D N R C018 2200 - 0030 *IIDC Duties-S/B Platform 36 St D N R C018 2200 - 0030 *IIDC Duties-S/B Platform 36 St D N R C018 0300 - 0330 *IIDC Duties-S/B Platform 36 St D N R C018 0330 - 0500 Lanch 36 St D N R C018 0330 - 0500 *Mjor Duty Cleaning-Daily- see below 36 St D N R C018 0330 - 0500 *HDC Duties Constantine interview 36 St D N R C018 0300 - 0330 *HDC Duties Complete pre-checklist. Prep work area: Serap, Sweep, Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stations (parks with scrubber machine and machine after use. Complete post-checklist. *Put machine on charge. Tidy scrubber room. Station Supervisor and/or Mole Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a station Supervisor and/or Mole Wash Supervisor and pressure washing, the HDC Cleaner will be reassigned by a station Supervisor and/or Mole Wash is on the station pressure washing and mezzanine. Severe and ream machine date use, inducing bat not limited to removing excess water with scrubber machine. ***Tif Mobile Wash is on the station pressure wa	2024 STAC Winter Pick		Pick B	Effective Date:	1/14/2024
INSTRUCTIONSSTATIONLINEBOOTHHOURSBooth Junies-StaturdayReport On Duty In Uniform36 StD N RC0182200 -*HIDC Duties-S/B Platform36 StD N RC0180300 - 0300*HDC Duties-N/B Platform36 StD N RC0180300 - 0300*HDC Duties-Mezzanite36 StD N RC0180300 - 0300*HDC Duties-Mezzanite36 StD N RC0180300 - 0300*HDC Duties-Mezzanite36 StD N RC0180300 - 0300*Mort Duty Cleaning-Daily- see below36 StD N RC0180500 - 0600Report off Duty36 StD N RC0180500 - 0600*Mort Duty36 StD N RC0180600 -**HDC DutiesComplete 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-Mezzanite. Sceure and clean machine after use. Complete pro-thecklist. **Pt transchine on charge. Tdy scrubber room.**Ensure distilled water is filled in scrubber machine battery cell if applicable and the "stop" button is not engaged while charging.**Greenal Duties- If Scrubber Machines are out of serviceDust mop and remove gum from floors. Mop all stairway landings Leading to Upper-Mezzanite an street level. Deck brush and distinget gutters, snainary bases and plaform cells. State of clain ADAPlaform stairways leading to Upper platform). Mop entire platforms and mezzanite. Sweep and scrap stairways leading to to there the station pressure was	Job#		Hours		RC#
Sunday-SaturdayReport On Duty In Uniform36 StD N RC0182200 -*HDC Duties-S/B Platform36 StD N RC0182200 - 0030*HDC Duties-N/B Platform36 StD N RC0180300 - 0300*HDC Duties-Mczzanine36 StD N RC0180300 - 0300*HDC Duties-Mczzanine36 StD N RC0180330 - 0500*Major Duty Cleaning-Daily- see below36 StD N RC0180500 - 0600Report off Dury36 StD N RC0180500 - 0600*HDC DutiesStatisticsD N RC0180500 - 0600**IDC DutiesStatisticsD N RC0180600 -**IDC DutiesComplete 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-Mczzanine. Secure and clean machine after use. Complete prest-checklist. **Ptm tanchine on charge. Tdy scrubber room.N RC018Statistics***Ensure distilled water is filled in scrubber machine battery cell if applicable and the "stop" button is not engaged while charging.N RStatistics are out of scrupe platforms and mezzanine. Sweep and scrap platforms and mezzanine floors. Mop all statirway landings leading to upper-Mczzanine an street level. Deck brush and disinfect patchesels. Sinfired and leaden schume chrome tops and scrap platforms and mezzanine. Sweep and scrap platforms and mezzanine. Sweep and scrap platforms and mezzanine floors. Mop all statirway landings leading to upper-mczzanine an street level. Deck brush and disinf	SHDC104 Station South		2200 - 0600		2766
Report On Duty In Uniform 36 St D N R C018 2200 - *HDC Duties-SrB 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 0330 - 0330 *HDC Duties-Mczzanine 36 St D N R C018 0330 - 0330 *MDC Duties-Mczzanine 36 St D N R C018 0330 - 0500 *MDC Duties-Mczzanine 36 St D N R C018 0330 - 0500 *MDC Duties St D N R C018 0500 - 0600 *Mojor Duty Cleaning-Daily- see below 36 St D N R C018 0500 - 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-Mczzanie. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber machine. ***Finster distilled water is filled in scrubber machine battery cell if applicable and the "stop" button is not engaged while charging. ***Enster distilled water is filled in scrubber machine battery cell if applicable and	INSTRUCTIONS	STATION	LINE	воотн	HOURS
Phyc Duties-N/B Platform36 StD N RC0182200 - 0030*HDC Duties-N/B Platform36 StD N RC0180030 - 0300Lunch36 StD N RC0180330 - 0330*HDC Duties-McZzanine36 StD N RC0180330 - 0530*HDC Duties-McZzanine36 StD N RC0180330 - 0500*Major Duty Cleaning-Daily- see below36 StD N RC0180500 - 0600Report off Duty36 StD N RC0180500 - 0600*HDC DutiesStD N RC0180500 - 0600remove36 StD N RC0180600 -*HDC DutiesStD N RC0180600 -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.**In 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 Scruber Machines are out of serviceDust mop and remove gum from floors. Sweep and scrap platform, Mop entire platform and mezzanine. Sweep and scrap stairways leading to upper-mezzanine a stret level. Deck brush and disinfect ruthes rooms/refuse housings. Clean and hark receptacle. Clean all disets and there, suitor all tarks neceptacle. Clean all disets and taken regular borns. Glean and disinfect ruthes rooms/ref	Sunday-Saturday				
HDC Duties-N/B Platform36 StD N RC0180030 - 0300Lunch36 StD N RC0180300 - 0330*HDC Duties-Mezzanine36 StD N RC0180330 - 0500*Major Duty Cleaning-Daily- see below36 StD N RC0180300 - 0600*Major Duty36 StD N RC0180500 - 0600**HDC Duties36 StD N RC0180600 -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 on charge. Tidy scrubber room.N RC0180600 -**Ensure distilled water is filled in scrubber machine battery cell if applicable and the "stop" button is not engaged while charging.Station Supervisor and/or Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash is on the station pressure washing and mezzanine. Sweep and scrap statinway landings leading to upper-Mezzanine anstret level. Deck brush and disinfect gutters, sanitar bases and platform ends. Spot clean ADA tactife as required. Enpty, disinfect and clean chrome tops on all trash receptacle. Clean all blations end platform ends. Spot clean ADA tactife as required. Empty, disinfect and clean chrome tops on all trash receptacle. Clean and blafter redus. Renove erail muticare statistic optimes. Renove and and move as additional tasks. Deodorize the entires station upon arrive and statistic preform and thereing erail dutics and additional tasks. Deodorize the entires stating and departing each station you are	Report On Duty In Uniform	36 St	D N R	C018	2200 -
Interview 36 St D N R C018 0300 - 0330 *HDC Duties 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 St D N R C018 0600 - *HDC Duties Group all areas inaccessible to the scrubber machine including stairway landings Leading to Upper-Mezzanine. Secure and clean machine after use. Complete post-checklist. *PPut 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 so no 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. ***feneral Duties- If Scrubber Machines are out of service Pustform stairways leading to Upper platform). Mop entire platform and mezzanine. Sweep and scrap stairways (SB Platform stairways leading to Upper platform). Mop entire platform and mezzanine distinfect guters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Lean and ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Clean and platform ends. Spot clean ADA tactile as required. Sub ot dissinfect refuse rooms/refuse housings. Clean and plob	*HDC Duties-S/B Platform	36 St	D N R	C018	2200 - 0030
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 0500 - 0600 **HDC Duties 36 St D N R C018 0600 - **HDC Duties 36 St D N R C018 0600 - (Upper-Mezzanine. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Pinsure distilled water is filled in scrubber machine battery cell if applicable and the "stop" button is not engaged while charging. *If Mobile Wash so 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. ***eGeneral Duties- If Scrubber Machines are out of service Pust more and remove gum from floors. Sweep and scrap platforms and mezzanine floors. Mop all stairway landings leading to upper-mezzanine an stree level. Deck bursh and disfreet guters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacle. Spiniter all urine areas. Clean interior of trash receptacle base and additional tasks. Devodory the mercy station upon arriving and departing each station you are envince and additional tasks. Devodory the merving clean and basks. Teedoorities the envirous floor the station upon arriving and departing each station you are environ.	*HDC Duties-N/B Platform	36 St	D N R	C018	0030 - 0300
The Date Product And the set of the	Lunch	36 St	D N R	C018	0300 - 0330
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 Report Mezzanine. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber Report Mezzanine. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber Report Mezzanine. Secure and clean machine battery cell if applicable and the "stop" button is not engaged while charging. Report Mezzanine. Secure and clean machine battery cell if applicable and the "stop" button is not engaged while charging. Report Mezzanine. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber Report Mezzanine. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber Report Mezzanine. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber Report Mezzanine. Secure and clean mezzanine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber Report Mezzanine. Secure and clean machine after use. Complete post-checklist. **Om pail stairway landings leading to the prepredictore. The scrubber machine. Report post form machine after use. To machine after use non machine after use non and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways (SB Platform stairways) leading to Upper platform. Mez post not h	*HDC Duties-Mezzanine	36 St	D N R	C018	0330 - 0500
*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. **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 landings leading to upper-mezzanine an street level. Deck brush and disinfect gutters, sanitary bases and platform eads. 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 graffit, 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 scriff marks/stains/footprints from tile walls. Perform all histed General duties and additional tasks. Dedorize the entire station upon arriving and departing each station you are	*Major Duty Cleaning-Daily- see below	36 St	D N R	C018	0500 - 0600
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 platism/footprints from tile walls. Perform all listed General duties and additional tasks. Deodorize the entire station upon arriving and departing each station you are	Report off Duty	36 St	D N R	C018	0600 -
*Major Duty Cleaning- Daily	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.				
	Dust mop and remove gum, deck wash floors, bucket wash all S/W landings. Deodorize area				

Task subject to change and/or by chance. Spot clean ADA Tactile as needed.

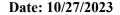
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1/14/2024 **2024 STAC Winter Pick Pick Effective Date:** Hours Job# RC# SHDC105 2200 - 0600 **Station South** 2772 **INSTRUCTIONS STATION** LINE BOOTH HOURS Sunday-Saturday G009 2200 -Coney Island DFNQ Report On Duty In Uniform. Stillwell Av DFNQ G001 2200 - 2330 *Scrubber Machine Duties- see below Coney Island Stillwell Av Note- If machines are out of service listed General Duties will be performed DFNQ G001 2330 - 0130 Coney Island *Scrubber Machine Clean [Mezzanine] - see below Stillwell Av DFNQ Coney Island G009 0130 - 0300 Hose wash/Bucket wash & Disinfect The D Ramp Stillwell Av Coney Island DFNQ G009 0300 - 0330 Lunch Stillwell Av Coney Island DFNQ G009 0330 - 0500 Hose wash/Bucket wash & Disinfect The F Ramp Stillwell Av Coney Island DFNQ G009 0500 - 0600 Re-scrap station. Remove all spills and stains on floors. Stillwell Av Coney Island DFNQ G009 0600 -Report Off Duty. Stillwell Av *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.

Task subject to change and/or by chance. Spot clean ADA Tactile as needed.

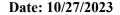
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2024 STAC Winter Pick Pick Effective Date: 1/14/2024 Hours Job# RC# **SHDC106** 2200 - 0600 **Station South** 2772 **INSTRUCTIONS STATION** LINE BOOTH HOURS Sunday-Saturday Coney Island 2200 -DFNQ G009 Report On Duty In Uniform. Stillwell Av *Scrubber Machine Duties- see below Coney Island DFNQ G009 2200 - 0100 Stillwell Av Note- If machines are out of service listed General Duties will be performed DFNQ G009 Coney Island 0100 - 0200 Hose wash/Bucket wash & Disinfect The Q Ramp Stillwell Av Coney Island DFNQ G009 0200 - 0230 Lunch Stillwell Av DFNQ Coney Island G009 0230 - 0330 Hose wash/Bucket wash & Disinfect The F Ramp Stillwell Av DFNQ Coney Island G009 0330 - 0500 Bucket wash & Disinfect The Overpass/Bridge Stillwell Av Coney Island DFNQ G009 0500 - 0600 Re-scrap station. Remove all spills and stains on floors. Stillwell Av Coney Island DFNQ Report Off Duty. G009 0600 -Stillwell Av *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.

Task subject to change and/or by chance. Spot clean ADA Tactile as needed.

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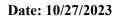
2024 STAC Winter Pick

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Pick Effective Date: 1/14/2024
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Job#	Hours			Hours			RC#
SHDC107 Station South	2	200 - 0600		2774			
INSTRUCTIONS	STATION	LINE	воотн	HOURS			
Sunday-Saturday							
Report on Duty in Full Uniform.	Jamaica Center	EJZ	N606	2200 - 2400			
*Scrubber Machine Duties N606 Mezzanine - see below	Parsons/Archer						
Note- If machines are out of service							
listed General Duties will be performed							
	Jamaica Center	EJZ	N606	2400 - 0200			
*Scrubber Machine Duties "J" line ONLY - see below	Parsons/Archer						
Lunch	Jamaica Center	EJZ	N606	0200 - 0230			
	Parsons/Archer						
*Escalator Duties ES445, ES446 - see below	Jamaica Center	ΕJΖ	N606	0230 - 0430			
Escalator Duties ES445, ES440 - see below	Parsons/Archer						
* Escalator Duties ES439 - see below	Jamaica Center	ΕJΖ	N606	0430 - 0530			
	Parsons/Archer						
*Inspect "J line for unsanitary conditions and correct.	Jamaica Center	ΕJΖ	N606	0530 - 0600			
Disinfect & deodorize all gutter in N606 Mezzanine.	Parsons/Archer						
Report Off Duty.	Jamaica Center	ΕJΖ	N606	0600 -			
	Parsons/Archer						
*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.							
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.							

Task subject to change and/or by chance. Spot clean ADA Tactile as needed.

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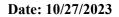
2024 STAC Winter Pick

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Pick Effective Date: 1/14/2024
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Job#	u	ours		RC#			
SHDC108 Station South				2200 - 0600			2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS			
Sunday-Saturday			boom	noens			
Report on Duty in Full Uniform.	Jamaica Center	ΕJΖ	N606	2200 - 2400			
*Scrubber Machine Duties N606 Mezzanine - see below Note- If machines are out of service listed General Duties will be performed	Parsons/Archer						
*Scrubber Machine Duties "E" line ONLY - see below	Jamaica Center Parsons/Archer	ΕJΖ	N606	2400 - 0200			
Lunch	Jamaica Center Parsons/Archer	ΕJΖ	N606	0200 - 0230			
**Escalator Duties ES441, ES442 - see below	Jamaica Center Parsons/Archer	ЕЈΖ	N606	0230 - 0330			
* Escalator Duties ES440 - see below	Jamaica Center Parsons/Archer	ЕЈΖ	N606	0330 - 0430			
* Major Duties Refuse Room - see below	Jamaica Center Parsons/Archer	ЕЈΖ	N606	0430 - 0530			
*Inspect "E" line for unsanitary conditions and correct. Disinfect & deodorize all gutter in N607 Unstaffed Mezzanine.	Jamaica Center Parsons/Archer	ЕЈΖ	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. ***ff Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. ***General Duties-If machines are out of service- Dust mop and remove gum from floors. 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 taetile as required. Empty, disinfect and clean chrome tops on all trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Decodorize 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.		EJZ	N606	0600 -			

Task subject to change and/or by chance. Spot clean ADA Tactile as needed.

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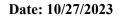
2024 STAC Winter Pick

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Pick Effective Date: 1/14/2024
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Job#	Hours			RC#
SHDC109Station South	22	2200 - 0600		
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Sutphin Blvd Archer Av JFK	ΕJΖ	N605	2200 - 2400
*Scrubber Machine Duties "E" line - see below Note- If machines are out of service listed General Duties will be performed	Airport			
*Scrubber Machine Duties "J" line - see below	Sutphin Blvd Archer Av JFK Airport	EJZ	N605	2400 - 0200
Lunch	Sutphin Blvd Archer Av JFK Airport	ЕЈΖ	N605	0200 - 0230
*Scrubber Machine Duties Mezzanine - see below	Sutphin Blvd Archer Av JFK Airport	EJZ	N605	0230 - 0430
Clean and wipe chrome columns and remove stickers. Clean	Sutphin Blvd	ΕJΖ	N605	0430 - 0600
and wipe chrome coping around stairs. Disinfect & deodorize all gutters. Clean scrubber room.	Archer Av JFK Airport			
Report Off Duty.	Sutphin Blvd Archer Av JFK	EJZ	N605	0600 -
*Scrubber Machine Duties-Daily	Airport			
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				

Task subject to change and/or by chance. Spot clean ADA Tactile as needed.

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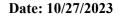


2024 STAC Winter Pick Pick Effective Date: 1/14/2024 Hours Job# RC# SHDC110 2200 - 0600 **Station South** 2774 **STATION INSTRUCTIONS** LINE BOOTH HOURS Sunday-Saturday Report On Duty In Uniform. Jamaica Van Wyck E N604 2200 - 2300 **Elevator Duties EL408, EL409 - see below 2300 - 0100 *Scrubber Machine Duties Mezzanine - see below Jamaica Van Wyck E N604 Note- If machines are out of service listed General Duties will be performed Jamaica Van Wyck N604 0100 - 0130 ΙE Lunch Jamaica Van Wyck N604 0130 - 0330 E *Scrubber Machine Duties Platform - see below Jamaica Van Wyck N604 0330 - 0500 Scrub and mop areas inaccessible to machine including wall & floors of the Jamaica Ave/89th Ave entrance. Mop all S/Ws Ε 0500 - 0600 Jamaica Van Wyck N604 Disinfect & deodorize all gutter on the station. E N604 Report Off Duty. Jamaica Van Wyck E 0600 -*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.

Task subject to change and/or by chance. Spot clean ADA Tactile as needed.

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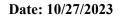
2024 STAC Winter Pick

Pick Effective Date:	1/14/2024
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Job#	н	ours		RC#
SHDC111 Station South	22	200 - 0600		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Jamaica 179 St	F	N343	2200 - 0100
*Scrubber Machine Duties S/B Plat - see below Note- If machines are out of service listed General Duties will be performed				
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.	Jamaica 179 St	F	N343	0600 -
 *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.				

Task subject to change and/or by chance. Spot clean ADA Tactile as needed.

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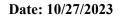
2024 STAC Winter Pick

Pick Effective Date:	1/14/2024
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Job#	He	ours		RC#
SHDC112 Station South	22	200 - 0600		2774
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Jamaica 179 St	F	N343	2200 - 0100
*Scrubber Machine Duties N/B Plat - see below Note- If machines are out of service listed General Duties will be performed				
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.	Jamaica 179 St	F	N343	0600 -
 *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.				

Task subject to change and/or by chance. Spot clean ADA Tactile as needed.

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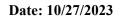
2024 STAC Winter Pick

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Pick Effective Date: 1/14/2024
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Job#	н	ours		RC#
SHDC113 Station South	22	200 - 0600		2773
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Court Sq-23 St	ΕM	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	ΕM	N307	2200 - 0200
Lunch	Court Sq-23 St	ΕM	N307	0200 - 0230
*Scrubber Machine Duties [N/B E platform] - see below	Court Sq-23 St	ΕM	N307	0230 - 0400
*Scrubber Machine Duties [S/B E platform] - see below	Court Sq-23 St	ΕM	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	ΕM	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.

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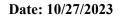


Pick Effective Date:	1/14/2024
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Job#	На	ours		RC#
SHDC114 Station South	23	00 - 0700		2769
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Uniform. Scrubber Machine Duties- see below	Metropolitan Av	G	N409	2300 - 2400
Note- 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.	Metropolitan Av	G	N409	0600 -
 *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean [state areas to be cleaned]. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the "stop" button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. ****If station CTA job is not covered, HDC Cleaners must perform general duties. 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. Decdorize the entire station upon arriving and departing each station you are assigned to clean during so. 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.

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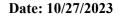


2024 STAC Winter Pick Pick Effective Date: 1/14/2024 Job# Hours RC# SHDC115 2200 - 0600 **Station South** 2768 **INSTRUCTIONS STATION** LINE BOOTH HOURS Sunday-Saturday F G N532 2200 -Bergen St Report On Duty In Uniform. Bergen St FG N532 2200 - 2400 *General Duties-Nightly - see below. FG N532 2400 - 0200 Bergen St **HDC Duties on N/B Platform- see below. N532 0200 - 0230 Bergen St F G Lunch **HDC Duties on S/B Platform- see below. Bergen St FG N532 0230 - 0430 0430 - 0600 Bergen St FG N532 ***Major Duties- see below. F G N532 0600 -Report off duty. Bergen St *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: N532 Sunday - Saturday : Clean and Mop All Street Stairways Must Mop Every Step and Landings No Stains Should be Visible. **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." *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.

Task subject to change and/or by chance. Spot clean ADA Tactile as needed.

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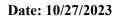
2024 STAC Winter Pick

Pick Effective Date:	1/14/2024
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Job#	He	ours		RC#
SHDC116 Station South	22	00 - 0600		2776
INSTRUCTIONS	STATION	LINE	воотн	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	М	H026	2200 -
*Scrubber Machine Clean H026 & H027 Mezzanine	Myrtle Wyckoff Avs	М	H026	2200 - 0100
Lunch	Myrtle Wyckoff Avs	М	H026	0100 - 0130
*Scrubber Machine Duties L Line Platform	Myrtle Wyckoff Avs	М	H026	0130 - 0430
*Scrubber Machine Clean Upper M-Line Mezzanine	Myrtle Wyckoff Avs	М	H026	0430 - 0600
Report Off Duty.	Myrtle Wyckoff Avs	М	H026	0600 -
 *Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the "stop" button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. 				
**General Duties-If Scrubber Machines are out of service: Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				

Task subject to change and/or by chance. Spot clean ADA Tactile as needed.

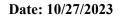
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2024 STAC Winter Pick		г іск г	Effective Date	: 1/14/2024
Job#	ŀ	lours		RC#
SHDC117 Station South	2	300 - 0700		2770
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Livonia Av	L	H038	2300 -
*General Duties- see 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.	Livonia Av	L	H038	0700 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mczzanine, and street). Clean/Srap 3ft around all street stairways. Scrap all mczzanines, 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 graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean dBPloyee 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 mczzanine floors. 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 therior and exterior panel/deges on all levels (street, mczzanine and platforms). Clean interior 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 BathroomWipe down all surfaces including lockers, Quench machine				

Task subject to change and/or by chance. Spot clean ADA Tactile as needed.

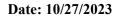
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2024 STAC Winter Pick		Pick H	Effective Date:	1/14/2024
Job#		Hours		RC#
SHDC118 Station South		2200 - 0600		2766
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	DeKalb Av	B Q R	C008	2200 -
*HDC Duties- C006 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.

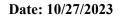
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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#	H	ours		RC#
SHDC119 Station South	22	200 - 0600		2766
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Atlantic Av-Barclays Ctr	D N R	C009	2200 -
*HDC 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.	Atlantic Av-Barclays Ctr	D N R	C009	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 starways 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 receptacle. Clean all ledges and benches. Remove graffit, 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 station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacle. **Major Duty Cleaning- Daily Sus. 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 Moe: Deck wash walls and floors in N/B Refuse room, Scrubber room, Deck				

Task subject to change and/or by chance. Spot clean ADA Tactile as needed.

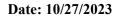
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2024 STAC Winter Pick		Pick H	Effective Date:	1/14/2024
Job#		Hours		RC#
SHDC120 Station South		2200 - 0600		2766
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Union St	R	C010	2200 -
*Major Duty Cleaning-S/B 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 -
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 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	5			

Task subject to change and/or by chance. Spot clean ADA Tactile as needed.

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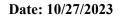


Pick Effective Date:	1/14/2024
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Job#	Но	ours		RC#
SHDC121 Station South	220)0 - 0600		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Woodhaven Blvd	M R	N329	2200 - 2330
Clean glass panel in N329 Mezz. Clean exterior of booth N329 and windows				
*Scrubber Machine Duties N/B Plat - see below	Woodhaven Blvd	M R	N329	2330 - 0100
Note- If machines are out of service listed General Duties will be performed				
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.	Woodhaven Blvd	M R	N329	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. Decodorize 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.

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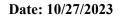


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Pick Effective Date: 1/14/2024
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		TICK Effective Date.			
Job#	ŀ	lours		RC#	
SHDC122 Station South	2	200 - 0600		2773	
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform.	Jackson Hts Roosevelt Av	EFMR	N324	2200 -	
*Scrubber Machine Duties - see below *Note- If machines are out of service, General Duties will be performed	Jackson Hts Roosevelt Av	EFMR	N324	2200 - 0030	
*Scrubber Machine Clean (N324 Mezzanine)– see below	Jackson Hts Roosevelt Av	EFMR	N324	0030 - 0230	
Lunch	Jackson Hts Roosevelt Av	EFMR	N324	0230 - 0300	
*Scrubber Machine Duties- see below	Jackson Hts Roosevelt Av	EFMR	N324	0300 - 0400	
*Scrubber Machine Clean (E/F lower Mezzanine) - see below	Jackson Hts Roosevelt Av	EFMR	N324	0400 - 0530	
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors.	Jackson Hts Roosevelt Av	EFMR	N324	0530 - 0600	
Report Off Duty.	Jackson Hts Roosevelt Av	EFMR	N324	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 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.					

Task subject to change and/or by chance. Spot clean ADA Tactile as needed.

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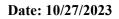
2024 STAC Winter Pick

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Pick Effective Date: 1/14/2024
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Job#	ŀ	Hours		RC#
SHDC123 Station South	2	2200 - 0600		2773
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Jackson Hts Roosevelt Av	EFMR	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	EFMR	N324	0030 - 0230
Lunch	Jackson Hts Roosevelt Av	EFMR	N324	0230 - 0300
*Scrubber Machine Duties- see below	Jackson Hts Roosevelt Av	EFMR	N324	0300 - 0400
*Scrubber Machine Clean (SB Platform)- see below	Jackson Hts Roosevelt Av	EFMR	N324	0400 - 0530
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors.	Jackson Hts Roosevelt Av	EFMR	N324	0530 - 0600
Report Off Duty.	Jackson Hts Roosevelt Av	EFMR	N324	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 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.				

Task subject to change and/or by chance. Spot clean ADA Tactile as needed.

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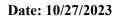
2024 STAC Winter Pick

Pick Effective Date:	1/14/2024
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Job#	I	Hours		RC#
SHDC124 Station South	2	2200 - 0600		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Queens Plaza	EMR	N309A	2200 -
Wipe all stainless steel in N309A, N310 mezz. Wipe S/W	Queens Plaza	EMR	N309A	2200 - 2300
railings & coping. Wipe MVM,MEM & turnstiles				
*Scrubber Machine Duties N/B Plat & N309A Mezz - see below	Queens Plaza	EMR	N309A	2300 - 0230
Note- If machines are out of service listed General Duties will be performed				
Lunch	Queens Plaza	EMR	N309A	0230 - 0300
Scrubber Machine Duties S/B Plat & N310 Mezz- see below	Queens Plaza	EMR	N309A	0300 - 0500
*Scrubber Machine Duties Mezzanine - see below	Queens Plaza	EMR	N309A	0500 - 0600
Report Off Duty.	Queens Plaza	EMR	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 dexterior 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 bot	e			

Task subject to change and/or by chance. Spot clean ADA Tactile as needed.

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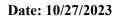
2024 STAC Winter Pick

Pick Effective Date: 1/14	4/2024
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Job#	I	Hours		RC#
SHDC124A Station South	2	2200 - 0600		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Queens Plaza	EMR	N309A	2200 -
Wipe all stainless steel in N309A, N310 mezz. Wipe S/W	Queens Plaza	EMR	N309A	2200 - 2300
railings & coping. Wipe MVM,MEM & turnstiles				
*Scrubber Machine Duties S/B Plat & N310 Mezz - see below	Queens Plaza	EMR	N309A	2300 - 0230
Note- If machines are out of service listed General Duties will be performed				
Lunch	Queens Plaza	EMR	N309A	0230 - 0300
Scrubber Machine Duties N/B Plat & N309A Mezz/ passageway- see below	Queens Plaza	EMR	N309A	0300 - 0500
*Scrubber Machine Duties Mezzanine - see below	Queens Plaza	EMR	N309A	0500 - 0600
Report Off Duty.	Queens Plaza	EMR	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. ***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 dexterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down th safety edge with a dry rag from top to bottom.	e			

Task subject to change and/or by chance. Spot clean ADA Tactile as needed.

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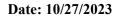


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Job#	Но	ours		RC#
SHDC125 Station South	22	00 - 0600		2768
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Jay St Metrotech	A C F	N103	2200 -
*HDC Duties on NB Platform- see below.	Jay St Metrotech	A C F	N103	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 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. 	3			

Task subject to change and/or by chance. Spot clean ADA Tactile as needed.

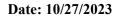
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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#	I	Hours		RC#
SHDC127 Station South		2300 - 0700		2771
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Prospect Park	BQS	B013	2300 -
*General Duties- see below	Prospect Park	BQS	B013	2300 - 2400
*HDC Duties- see below	Prospect Park	BQS	B013	2400 - 0100
*General Duties- see below	7 Av	BQ	B004	0110 - 0230
Lunch	7 Av	BQ	B004	0230 - 0300
*Major Duty Floors- see below	7 Av	BQ	B004	0300 - 0350
*Elevator Duties- see below	Prospect Park	BQS	B013	0400 - 0500
*General Duties- see below	Prospect Park	BQS	B013	0500 - 0630
*Public Restroom Duties- see below	Prospect Park	BQS	B013	0630 - 0700
Report Off Duty.	Prospect Park	BQS	B013	0700 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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 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				
*HDC Duties- If machines are out of service, listed general Duties will be performed. 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.				
*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.				
Elevator Duties Clean and Polish EL 382 & 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.				

Task subject to change and/or by chance. Spot clean ADA Tactile as needed.

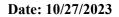
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2024 STAC Winter Pick		Pick I	Effective Date:	1/14/2024
Job#		Hours		RC#
SHDC128 Station South		2300 - 0700		2772
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Kings Hwy	B Q	B024	2300 -
*General Duties- see 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	BQ	B024	0550 - 0650
Open Public Toilets	Kings Hwy	BQ	B024	0650 - 0700
Report Off Duty.	Kings Hwy	BQ	B024	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 employce 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 machines and machine clean [state areas to be cleaned]. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secura and clean machine after use. Complete post-checklist. **Pu 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 Supervisor to perform other task including but not limited to removing excess water with scrubber machine. ****If station CTA job is not covered, HDC Cleaners must perform general duties ****Elevator Duties- Clean and Polish [EL760, EL761] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior pan	r			

Task subject to change and/or by chance. Spot clean ADA Tactile as needed.

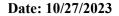
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1/14/2024 **2024 STAC Winter Pick Pick Effective Date:** Hours Job# RC# **SHDC129** 2200 - 0600 **Station South** 2766 **INSTRUCTIONS STATION** LINE BOOTH HOURS Sunday-Saturday 2200 -C014 Prospect Av R Report On Duty In Full Uniform. Prospect Av R C014 2200 - 2330 *Major Duty Cleaning-S/B Mezzanine- see below C014 2330 - 0145 Prospect Av R *HDC Duties-S/B Platform C014 0145 - 0215 Prospect Av R Lunch Prospect Av R C014 0215 - 0430 *HDC Duties-N/B Platform Prospect Av R C014 0430 - 0600 *Major Duty Cleaning-N/B Mezzanine- see below R C014 0600 -Prospect Av 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- 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

Task subject to change and/or by chance. Spot clean ADA Tactile as needed.

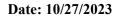
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2024 STAC Winter Pick		Pick F	Effective Date:	1/14/2024
Job#		Hours		RC#
SHDC130 Station South		2200 - 0600		2766
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Hoyt St	2 3	R606	2200 -
*Major Duty Cleaning-S/B 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 -
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 receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and ledges and benches. Remove graffiti, stickers, 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	B			

Task subject to change and/or by chance. Spot clean ADA Tactile as needed.

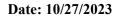
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2024 STAC Winter Pick		Pick I	Effective Date	: 1/14/2024
Job#	Но			RC#
SHDC131Station South	230	0 - 0700		2771
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday		1		
Report On Duty In Uniform.	Crown Hts Utica Av	3 4	R626	2300 -
*General Duties- 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.	Crown Hts Utica Av	3 4	R626	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.				
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.				

Task subject to change and/or by chance. Spot clean ADA Tactile as needed.

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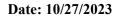
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Pick Effective Date: 1/1	14/2024
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2024 STAC Winter Pick		Pick H	Effective Date:	1/14/2024
Job#	H	ours		RC#
SHDC132Station South	22	00 - 0600		2766
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Atlantic Av-Barclays Ctr	D N R	C009	2200 -
*HDC Duties-Mezzanine	Atlantic	D N R	C009	0030 - 0030
Performed from C009 control area until S/B 2/3 Platform *HDC Duties-Lower Mezzanine & Passageway	Av-Barclays Ctr Atlantic	D N R	C009	0030 - 0300
Performed in lower mezzanine (Mixing Bowl) and the passageway to the B/Q line.	Av-Barclays Ctr	DIVIR	2007	0020 0200
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	Atlantic Av-Barclays Ctr	D N R	C009	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 stairway landings leading to upper-mezzanine a 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 receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse nooms/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 	g			
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.				
Du 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.	s			

Task subject to change and/or by chance. Spot clean ADA Tactile as needed.

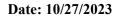
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2024 STAC Winter Pick		Pick H	Effective Date:	1/14/2024
Job#	Hours			RC#
SHDC133 Station South	2	200 - 0600		2766
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Bay Ridge Av	R	C023	2200 -
*HDC Duties-S/B Platform	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 -
 *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. Sanitaze 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 	g			

Task subject to change and/or by chance. Spot clean ADA Tactile as needed.

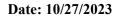
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2024 STAC Winter Pick		Pick H	Effective Date:	1/14/2024
Job#	I	Hours		RC#
SHDC134 Station South	2	2200 - 0600		2766
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	53 St	R	C020	2200 -
*HDC Duties-S/B Platform	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 -
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				

Task subject to change and/or by chance. Spot clean ADA Tactile as needed.

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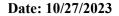


2024 STAC Winter Pick Pick Effective Date: 1/14/2024 Job# Hours RC# SHDC135 2300 - 0700 **Station South** 2769 **INSTRUCTIONS STATION** LINE BOOTH HOURS Sunday-Saturday Report On Duty In Uniform Utica Av A C N120 2300 - 0100 Perform *General Duties- see below Perform *Major Cleaning (0010-0100) N119 0100 - 0245 Perform *General Duties- see below Kingston Throop С Perform *Major Cleaning (0140-0245) Avs N119 Kingston Throop С 0245 - 0315 Lunch Avs N119 Kingston Throop C 0315 - 0430 Perform *Major Cleaning (0315-0430) Avs Perform *Elevator Duties (0440-0510) Utica Av A C N120 0440 - 0700 Perform *General Duties- see below N120 0700 -Report Off Duty. Utica Av A C *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.

Task subject to change and/or by chance. Spot clean ADA Tactile as needed.

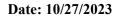
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2024 STAC Winter Pick		Pick Ef	fective Date:	1/14/2024
Job#	Но	urs		RC#
SHDC136 Station South	2200 - 0600			2766
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Eastern Pkwy Brooklyn Museum	23	R621	2200 -
*HDC Duties-S/B 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	23	R621	0330 - 0500
*Major Duty Cleaning-Daily- see below	Eastern Pkwy Brooklyn Museum	23	R621	0500 - 0600
Report Off Duty	Eastern Pkwy Brooklyn Museum	2 3	R621	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 	y,			

Task subject to change and/or by chance. Spot clean ADA Tactile as needed.

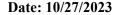
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2024 STAC Winter Pick Pick Effective Date: 1/14/2024 Job# Hours **SHDC648** 2300 - 0700 **Station South** 2773 **INSTRUCTIONS STATION** LINE BOOTH HOURS Sunday-Saturday N W R512 2300 -Broadway Report On Duty In Full Uniform. N W *Scrubber Machine Duties-see below R512 2300 - 2330 Broadway Note- If machines are out of service, General Duties will be performed N W R512 Broadway 2330 - 0045 Scrubber Machine Clean [Mezzanine] - see below N W R512 0045 - 0130 Broadway Major Duty Cleaning- see below N W R512 0130 - 0300 Broadway **General Duties- see below 0300 - 0330 Broadway N W R512 Lunch 0340 - 0410 N W R513 30 Av Scrubber Machine Clean [Mezzanine] - see below N W R513 0410 - 0450 30 Av Major Duty Cleaning- see below 30 Av N W R513 0450 - 0550 **General Duties- see below Broadway N W R512 0600 - 0700 *Inspect station for unsanitary conditions and correct. N W R512 0700 -Report Off Duty. Broadway *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.

Task subject to change and/or by chance. Spot clean ADA Tactile as needed.

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2024 STAC Winter Pick Job# SHDC649 Station South		Pick Effective Date: Hours 2300 - 0700							
					INSTRUCTIONS	STATION	LINE	воотн	HOURS
					Sunday-Saturday				
Report On Duty In Full Uniform.	36 Av	N W	R511	2300 -					
*Scrubber Machine Duties-see below	36 Av	N W	R511	2300 - 2330					
Note- If machines are out of service, General Duties will be performed									
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.	36 Av	N W	R511	0600 - 0700					
Re-scrap station. Remove all spills and stains on floors.									
Report Off Duty.	Broadway	N W	R512	0700 -					
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. **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.									
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