STATION ENVIRONMENT & OPERATIONS

NOTICE

NOTICE NO. 036-26 Released: ***May 5, 2026***

TO: All Division of Station Environment and Operations Employees

SUBJECT: **CLEANERS' TASK SCHEDULE REVISION - 2026 STAC SUMMER PICK**

Effective with the start of the 2026 Station Cleaners' Summer Pick, the CTA Task Schedules have been updated to improve clarity and accessibility.

CTA Task Schedules outline the guidelines for an 8-hour tour at one or more stations, ensuring station assets and the overall station environment remain clean, safe, and welcoming for our customers.

The revised Task Schedules will feature an updated, more user-friendly format. New additions to the Task Schedules include:

Field	Definition
Task	Report On/Off Duty, General Duty, HDC, Lunch, Major Duty
Instructions	The type of task to perform
Additional_Instructions	The specific task direction and what else needs to be addressed
Days	The days of the week the task is assigned

The standard information included in previous CTA Task Schedules remains unchanged; however, locations of some information have been updated in the revised schedules. An example of the new format, with all changes highlighted, is attached.

Rolando Hernandez
Acting Senior Vice President
Station Environment and Operations

A copy of this Bulletin is located on the MTA Today-NYCT website @ https://mtatoday.mta.org, accessible on Stations Booth iPad and MTA-issued devices or other computers.

JOB SELECTION PROGRAMS AND PICKS - STATION CLEANERS TASK REPORT

2026 STAC Summer Pick

Job: SC0392 **Hours:** 2300-0700 **Tour Category:** NT **Pick Effective Date:** 07/12/2026

Hours	Booth	Station	Line	Task	Instructions	Additional_Instructions	Days
2300	J034	104 St	JZ	Report On Duty in Full Uniform			Sun Mon Tue Wed Thu Fri Sat
2300-0100	J034	104 St	JZ	General Duty	General Daily Duties (See Below)		Sun Mon Tue Wed Thu Fri Sat
0100-0230	J034	104 St	JZ	Major Duty	Major Duty Scrubber Room ,Major Duty Employee Restrooms		Tue Thu Sat
0100-0230	J034	104 St	JZ	Major Duty	Major Duty Refuse Room/Housing ,Major Duty for Q Panels and/or Walls		Mon Wed Fri
0100-0230	J034	104 St	JZ	Major Duty	Major Duty Booth ,Chemical/Dry Supply Room Restock/Organize and Cleaning		Sun
0230-0300	J034	104 St	JZ	Lunch	Lunch		Sun Mon Tue Wed Thu Fri Sat
0315-0500	J031	Woodhaven Blvd	JZ	General Duty	General Daily Duties (See Below)		Sun Mon Tue Wed Thu Fri Sat
0500-0530	J031	Woodhaven Blvd	JZ	Major Duty	Major Duty Elevator ,Major Duty for Q Panels and/or Walls ,Other (See Comments)	EL483 & EL484	Sun Mon Tue Wed Thu Fri Sat
0530-0600	J031	Woodhaven Blvd	JZ	Major Duty	Major Duty Booth		Sun
0530-0600	J031	Woodhaven Blvd	JZ	Major Duty	Major Duty Scrubber Room ,Major Duty Refuse Room/Housing		Mon Wed Fri
0530-0600	J031	Woodhaven Blvd	JZ	Major Duty	Major Duty Employee Restrooms ,Major Duty Employee Facility Room		Tue Thu Sat
0615-0700	J034	104 St	JZ	General Duty	General Daily Duties (See Below)		Sun Mon Tue Wed Thu Fri Sat
0700	J034	104 St	JZ	Report Off Duty			Sun Mon Tue Wed Thu Fri Sat

GENERAL DAILY DUTIES

Inspect station for unsanitary conditions and correct. Remove all pigeon droppings from all railings, stairways, platforms, and outside areas (3 ft.). Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3 ft. around all street stairways and KA Rails. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down and disinfect all stairway handrails. Spot clean ADA Tactile as needed. Clean and polish AFC equipment in control areas. Wipe down all digital ad panels, including Chrome standards. Empty, disinfect, clean chrome tops on all trash receptacles. Remove all stains, spills, and drag marks on floor areas. Empty booth trash. Disinfect all urine areas, disinfect gutters and sanitary bases. 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 station

MAJOR DUTIES

Major Duty - Booth

Clean all interior and exterior of booth. Sweep, scrub, and mop floors inside and 3 ft. area around outside booth. Empty garbage. Remove all debris and wipe ledges, halon sensors, and fire extinguishers. Clean and polish all metal inside and outside booth and in control area.

Major Duty - Employee Restrooms

Wipe down all surfaces, including walls, modesty panels, vanity mirrors, electric hand dryers, dispensers, and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including 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 - Employee Facility Room

Wipe down all surfaces including lockers, Quench machines, refrigerator and microwave. Clean Quench machines, refrigerator and microwave. Empty trash can, sweep, mop, and disinfect floors. Wipe down the top of fire extinguishers. Wipe down walls.

Major Duty – Scrubber Room

Bucket wash walls and floor. Clean and organize the room. Clean eyewash unit and sink(s). Discard all debris, empty chemical bottles, and non-station items. Wipe down fire extinguishers (including top). Restock supplies.

Major Duty – Refuse Room/Refuse Housing

Refuse Room – Bucket wash walls and floor. Wipe down fire extinguisher (including top). Discard all debris and empty boxes. Remove loose debris from refuse inserts, disinfect, and deodorize.

Refuse Housing – Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash, disinfect, and deodorize housing.

SAMPLE

Major Duty Elevator
Clean and polish all elevators as specified. Remove gum. Sweep, mop, and disinfect floors. Wipe down interior and exterior panels/ledges on all levels at street, mezzanine, and platforms. Clean interior and exterior glass on all elevators at the station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean enclosure/housing.

Major Duty for Q-Panels and/or Walls
Clean, wipe, remove stains and scuff marks from Q-Panels/Fiberglass Panels/Wind Breakers/Concrete/Tile Walls.

Tasks subject to change/chance and conditions
If pulled from your assigned job, CTA's may be tasked to empty all trash receptacles, scrap the entire station, clean public restrooms (if applicable) and elevators (if applicable), remove graffiti, and address any unsanitary conditions and spills.
If newly installed elevators become operational (opens for customer service) at a station included in this job, the CTA will be directed to perform major/general duties at a designated time in lieu of a specific assigned/scheduled task, as directed by Supervision or Management

SAMPLE